



Sprowston Infant School



School Prospectus 2018-2019

Dear Parents and Carers

I would like to extend a warm welcome to Sprowston Infant School on behalf of the children, staff and governors.

We are very pleased that your family will be joining us and hope that you will enjoy your time at our school.

This brochure contains information that we hope you will find useful. We are proud of our school and work very hard to achieve high standards for all pupils. If you would like more information or wish to arrange a visit please do not hesitate to contact me.

Mr Rob Edwards

Headteacher



*"The new Headteacher, leaders and governors have effectively raised achievement and improved teaching so it is now good. The school is continuing to improve.
(Ofsted July 2015)"*

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About Us



Sprowston Infant School is a community infant school for children from 4-7 years of age. We have 190 children on roll. We have six classes; two Reception, two Year 1 and two Year 2 classes. We also have a specialist resource base for 10 autistic children.

The school was built in 1950 and shares the site with Sprowston Junior School. The School is constantly updated and well maintained. In recent years we have replaced all the windows, refurbished the toilets in the Reception classes, purchased new blinds, developed a new library and installed two new outdoor areas.

Our facilities include:

- ◆ A large school hall well equipped for PE and Music
- ◆ An enclosed garden used by the Reception classes for outdoor learning.
- ◆ Another outdoor area for Year 1 children.
- ◆ A smaller enclosed garden used for study and outdoor class room activities.
- ◆ Interactive whiteboards in all classes
- ◆ Computers, Ipads and laptops for use by pupils.
- ◆ A well-stocked library
- ◆ A specialist resource base (SRB) for autistic children
- ◆ Easy and regular access to the adjacent recreation ground for sports and activities.
- ◆ A playground for outdoor PE and break times.
- ◆ Outdoor play equipment like basketball hoops, hula hoops, skittles and scooters available at lunch time breaks.
- ◆ Sure Start Children's Centre onsite.
- ◆ Sprowston Pavillion Playgroup, which is an independent playgroup, on site.

Some of the things we are proud of are:

- ◆ Ofsted report July 2015 rating as "good".
- ◆ Strong links with the local playgroups.
- ◆ Strong links with Sprowston Junior School sited on the same grounds.
- ◆ Strong support from our parents and community.
- ◆ EYFS "Planning in the Moment" approach judged as Outstanding".



Vision and Values

Vision

Our vision is for a school full of happy, confident, polite and articulate children. Our children will be excited to come to school and will develop a lifelong love of learning. All children will achieve well and be independent learners. Children will be unafraid to make mistakes, knowing that this is what enables learning. They will support each other in an atmosphere of mutual respect.

Our school will be a safe and vibrant environment, where only the highest standards of learning and behaviour are expected. All children will feel valued and take pride in their achievements.

All members of the school community will be excellent learners. Learning must be a lifelong process; as adults we model this by seeking to continually improve our own practice. We welcome parents/carers and the wider community as partners. We will work in partnership with schools and other organisations to develop our practice towards excellence.

Children will embody the school's values and develop a good understanding of other people's needs as well as their own.

Values:

We are all role models, both for our children and for each other. As such, we aim to maintain the highest standards in our conduct and interactions. These values guide the way we behave and interact with each other on a daily basis as we strive to achieve our vision. They are at the **HEART** of everything we do:

Honesty – Honesty needs to underpin all of our actions. This creates trust.

Excellence – what we always strive for.

All good learners – everyone understands what it means to be a good independent learner.

Respect – We show respect for each other, ourselves, our equipment, our environment and others' opinions.

Teamwork – We can achieve more by working together. This may involve children, staff, parents/carers, governors and the wider community.



Staff in the School

Headteacher

Mr Rob Edwards

Deputy Headteacher/SENCO

Miss Emma Wyatt

Autism Base Teacher

Mrs Sara Wilkinson & Miss Emma Wyatt

Y2 Teacher (Llamas)

Mr Rowan Shingler

Y2 Teacher (Koalas)

Mrs Amanda Humphrey

Y1 Teacher (Zebras)

Mrs Amanda Stewart & Mrs Lee Bygrave

Y1 Teacher (Lions)

Mr Andy Palmer

YR Teacher (Pandas)

Miss Kirtsy Ward

YR Teacher (Tigers)

Ms Stephanie Laing

Pastoral Support Manager

Mrs Rachel Britcher

Teaching Assistants

Mrs Karen Toney

Mrs Diana Goldsmith

Mrs Jo Ventress

Mrs Jane Ferguson

Mrs Caron Watts

Mrs Janis Ottolangui

Mrs Jane Hockin

Ms Rachel Purton

Mrs Diane Monaghan

Ms Julie Lubbeck

Mrs Sarah George

Mrs Natasha Eglington

Mrs Barbara Cossey

Mrs Maria Gooch

Mrs Sue Bailey

Mrs Emma Pearce

Mrs Karen Begg

Mrs Hannah Watson

Senior Midday Supervisor

Mrs Carole Batson

Midday Supervisors

Mrs Hayley Kenny

Mrs Diana Goldsmith

Miss Emma Warne

Mrs Mel Fitzpatrick

Mrs Heidi Linning

Mrs Joanne Faircloth

Office Staff

Ms. Neasa Martinez

Mrs Melissa Day

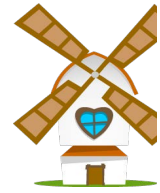
Caretaker

Mr. Chris Bird

Cleaning staff

Mrs Julie Chaplin

Mrs Joanne Faircloth



Governors

The governing body has overall responsibility for the school and consists of two parent governors, one local authority governor, one staff governor and up to seven co-opted governors.

Parent and staff governors are elected every four years.

All parents of children who are pupils at the school are eligible for election. The Headteacher is also a governor.

The governing body meets at least once a term with sub-committee meetings in between.

All governors make regular visits to the school and have a formal walk around the school at least once a year. This enables them to develop closer working links with both staff and children.

The governing body fully supports the Headteacher and staff of the school in the delivery of the curriculum, according to Local Authority and national guidelines.

School Uniform

We have a navy sweatshirt with a school logo (available from the school office) and a white or light blue polo shirt worn underneath. Skirts and trousers are grey or black.

In the Summer the girls can wear blue striped or check dresses. Shorts may also be worn but not football shorts.

Sensible shoes should be worn at all times.

Key Stage 1 children have PE lessons every week. For reasons of health and safety they are required to change into a T-shirt and shorts which should be kept in a drawstring bag and can be kept on their coat peg.

A selection of other uniform items such as PE bags, sun hats, fleeces and cardigans are available to order through the school office. Please make sure all items of clothing are clearly labelled with your child's name.

Behaviour

Our overall aim is that every child has a happy and successful time learning and developing in school. We have high standards and expectations of behaviour, both in and out of the classroom. We encourage all of our children to take responsibility for their own behaviour. Please see the full behaviour policy on our website.



In and around school



The safety and wellbeing of the entire school community is of paramount importance to us. Therefore, in order that we can keep everyone safe in and around school we ask that you adhere to the following:

- ◆ Smoking is not allowed anywhere on the school premises at any time, this also includes e-cigarettes.
- ◆ Dogs are not allowed on the school premises except for guide dogs or by invitation for lessons.
- ◆ If children cycle or ride scooters to school, bicycles and scooters must be walked in the school premises including the car park. They must never be ridden on the playground or car park. There is a bicycle shelter by the main entrance for bicycles to be stored during the school day. Scooters can also be stored in the bicycle shelter.
- ◆ Roller-skates cannot be used on the school grounds or kept at school during the school day.
- ◆ Stud earrings may be worn but must either be removed or covered with tape for PE.
- ◆ Please do not allow your child to bring toys to school. There may sometimes be an opportunity to "show and tell" in which case it must be kept in their tray or given to the teacher for safekeeping. Trading cards and toys are not allowed at any time.
- ◆ The School car park is for staff and taxi use only. If you have to cross the car park, please ensure you keep your children with you at all times. Parking in Recreation Ground Road is extremely limited. Parents bringing children to school by car must not park on the yellow zigzags outside the school or anywhere that might cause an obstruction to local residents.
- ◆ Visitors to the school and any children arriving at school after 8.55am must enter through the main entrance at the front of the building, which is a controlled security door.
- ◆ All school visitors must sign into the visitors book and will be issued with a temporary visitors pass. (All school staff have photo security badges for easy identification)
- ◆ Mobile Phones or cameras are not permitted to be used whilst in the school building unless permission is given by the Head teacher or Deputy.

The school is not responsible for loss of any property from school premises and grounds at any time.





General Information

Each class takes part in a Reading Café regularly. You will be informed by your child's class teacher when your child's café takes place.

Celebration Assembly usually takes place on a Friday afternoon. This assembly is a chance to celebrate the children's birthdays and special achievements. If your child has a birthday that week you will be invited along to the Celebration Assembly.

Tapestry, an online learning journal, is used as the primary form of communication between home and school. Homework tasks and information about what your child is learning during the week will be posted on Tapestry regularly. A weekly email is also sent out from the office to inform parents of things happening in school. In addition to this, letters and newsletters are sent out regularly.

In Year 2 you will be invited to attend two parent teacher consultations to discuss your child's progress, one in the Autumn term and one in the Spring term. You will receive a written report in the Summer term, which you may discuss with your child's teacher if you wish.

If you have any concerns about your child's progress or behaviour please come and talk to us. Your child's class teacher is happy to make an appointment to speak to you at the end of the day. The Headteacher, Deputy Headteacher or Pastoral Manager will also be happy to speak to you about this.

Attendance and Absence

We are keen to promote good attendance and give recognition to those children and classes who succeed in attending school every day. In weekly assemblies we award the Attendance Bear to the class with the best attendance figures. It is recognised that children's education is adversely affected by low attendance rates and the school follows the Norfolk guidelines on handling absence, please see the attendance matters information sheet.

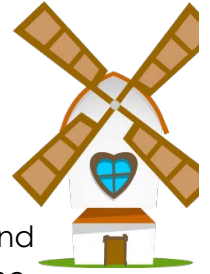
On the first day of absence, please telephone the school as early as possible – you can leave a message on the answer phone. If you know your child will be absent e.g. for a medical appointment, please notify the school in advance. If a child is absent without explanation, we will try to contact parents by telephone before 10 a.m. on the first day of absence. If we are unable to contact you an unauthorised absence may have to be recorded in the register.

We strongly discourage holidays in term time and as a rule they cannot be authorized. Leave in term time is only given if there are exceptional circumstances. It is important that you complete an application for pupil leave of absence available from the office.



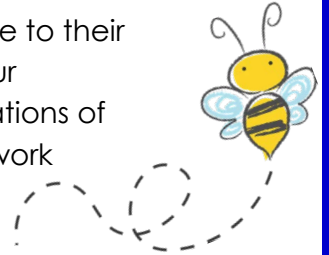
Home School agreement

Our home school agreement sets out what is expected from the school, the child and the parent/carer. The agreement is signed by the school and parent/carer when the child starts school with us. In accepting a place in our school we expect parents to support our home school agreement.



Homework

All children in the school may be given homework activities to do appropriate to their age. This includes an expectation that each child will read daily at home. Our homework policy is in line with national guidelines and sets out clear expectations of what we expect the children to do. Parents are asked to support our homework policy when they sign the home school agreement



Pastoral Support

Rachel Britcher is the school's Pastoral Support Manger and is available to offer advice and support, or just provide a listening ear.

Her role within the school is to work with children in identifying barriers to learning and support children during times of difficulty. This support is individually tailored to meet the child's needs and can include attachment issues, social skills, emotional support, bereavement and many more.

Rachel is also here to work with and support parents. This may include talking through and sharing concerns or worries about school or areas that are affecting school, support with professionals meetings or parenting support.

Working in partnership with parents is an important aspect of the role so please do not hesitate to get in touch if you think she can be of any help.



Children's welfare

The welfare of your child is very important to us. We are required by law to have a senior designated professional who is Mr Rob Edwards. The alternate Designated professionals are Mrs Rachel Britcher, Miss Emma Wyatt or Mr Andy Palmer. If anything a child says or does gives us cause for concern the school must follow local and national procedure and notify Norfolk Safeguarding Children Board. The school's child protection policy can be found on our website.

We hope all parents will understand our legal responsibility in this sensitive and important area.



Health and Welfare



If a child needs medication to be administered at school, it must be delivered by a parent/carer, and a medicine form needs to be filled in at the office. It is the parent/carer's responsibility to ensure the medication goes to and from school each day. It is not possible for staff to give any over the counter medicines to your child, they must be prescribed by a doctor.

Children with asthma should have their blue reliever inhalers in school at all times. They will be kept where children have access to them as needed. We will ask you to fill in an 'asthma form' which gives us important information about your child's needs. The preventative inhalers should not be kept in school unless we are following the above procedure

Unfortunately, in common with every other school, we do occasionally have problems with headlice. The school has information about how to treat them, if you would like help with this. Children cannot be sent home because they have head lice, neither should you keep them away from school. This would be an unauthorised absence.

If your child has a minor accident in school they are treated immediately by a member of staff. We have a number of qualified staff to carry out first aid. If your child is taken ill or has a more serious accident we will immediately contact you.

Please advise the school immediately of any change of address and/ or telephone number so we can contact you if necessary. **This is extremely important.** If you have a mobile phone it is important to keep it switched on during the day.

If children have sickness or diarrhoea they need to be clear for 48 hours before returning to school.

If children have a toileting "accident" they are helped in line with our intimate care policy. You will be informed if they have received assistance with this.

All children bring a bottle of water to school each day to drink in class. Please note that only water should be sent for drinking in classroom. Please send your child to school daily with a clear 'sports type' bottle of water labelled with their name. These can be purchased from the office if you wish.



Snack

All children receive free fruit under the Government Fruit for Schools Scheme.



School Lunch

There is a set menu each day and hot meals are free to all children in Reception, Year 1 and Year 2. The menus are displayed on the notice board and sent home at the start of each term. These follow the government guidelines on healthy eating. The kitchen is happy to cater for any religious dietary needs your child may have if the school is informed, in writing, in advance. Medical dietary needs require a letter from your child's doctor or dietician. A drink is available with the meal.

Packed Lunches

You may prefer to send your child to school with a packed lunch. We encourage healthy eating and would like you to include some fresh fruit or vegetables in your child's box. Sweets and fizzy drinks are not allowed. We also do not allow nuts of any kind, including peanut butter, as we have children in school with severe nut allergies. We would ask you to be realistic about what your child can eat. We do encourage them to eat what is sent to school but any uneaten food is left in lunchboxes so that you are aware of what they have eaten.

Please clearly name your child's lunchbox on the outside, as we get many lunchboxes with the same design.

Ideas for healthy packed lunches can be found on the following websites:

www.schoolfoodtrust.org.uk, www.bbc.co.uk/food/recipes/mostof_childrenlunchbox.shtml

www.eatwell.gov.uk/agesandstages/children/lunchboxsect

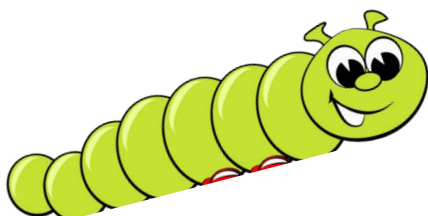
Starting School

In Reception year the children follow the Foundation Stage Curriculum. Here they learn a wide range of skills which will prepare them for their learning in Key Stage One.

In Key Stage One the National Curriculum is followed. Through the National Curriculum the following subjects are taught.

English, Mathematics, Science, Geography, History, Physical Education, Art, Design and Technology, Music and Computing.

We also teach Religious Education, which is taught in line with the Norfolk Agreed Syllabus. Personal, Social and Health Education is also taught.





The School Day

8.45 am Children arrive at school. There is no supervision before this time and children should not be left alone in the playground. From 8.45 the school doors are open. Please take your child to the door and allow them to put their own things away, to encourage independence. If you want to talk to the teacher at length or in confidence this is the opportunity to arrange a mutually convenient time. The Headteacher, Deputy Headteacher or Pastoral Manager are also usually available at this time.

8.55 am The school doors are closed. School begins with registration. If you arrive after this time, you will need to enter via the main entrance and fill in a late form.

9.00 am Registration closed and the school day begins.

10.25 am 15 minutes play time for Year 2, usually in the playground, or the classroom if it is wet. Playtime is supervised by at least two members of staff; a further member of staff is on first aid duty. A piece of fruit is provided for a snack for all children.

In Reception and Year 1, children do not join this playtime; due to the different approach to teaching and learning, they have access to outside areas throughout the day.

12.00 pm Lunchtime. A school lunch or packed lunch supervised by the midday supervisors. All children go out to play on the main playground.

1.00 pm Afternoon school starts.

3.00 pm Home time. Children are collected outside from designated areas. It is important that we know if someone different is collecting your child from school as the teachers will only release the child to someone they know.

Please note: children in our specialist resource base attend at different times (see SRB brochure for details).



Administrative Information



1. Charging

Costs for activities which take place in school time will hopefully be met by asking for voluntary contributions. Visits are always subsidised by the school and parents are never asked to pay extra to cover those who do not pay. We would not wish any pupil to be prevented from taking part through the inability of parents to pay. Our funds are limited however, and there is the risk that if insufficient parents contribute towards the costs, the visits will not take place.

The school aims to broaden and enrich the education of pupils and our charging policy is intended to enable all the activities and to make them available as widely as possible. If anyone has difficulties or concerns over charges, they should contact the Headteacher, in confidence.

2. Bad Weather

If we have snow or other severe weather conditions, please listen to local radio stations or check www.schoolclosures.norfolk.gov.uk When the school is open during poor weather (snow, cold, wet or windy) please ensure that children come to school with suitable outdoor clothing and, if snowing, either wellies or boots so that they can still go outside to play.

3. Road Safety

Parents are requested not to enter the school gates by car when delivering or collecting children, because of the congestion this causes and the danger to other children. Parking is also a concern and we ask parents to use local car parks and walk to meet children from school. Parents are not permitted to use the school car park unless permission is given by the Headteacher.

4. Making a complaint

If you are unhappy about any aspect of your child's education or experience at school you should make an appointment to see the class teacher. We would hope that discussing the matter with the teacher should be enough to resolve the problem. However, if you are still unhappy and wish to take the matter further you can make an appointment to see the Headteacher.

If after discussion with the Headteacher, the matter still remains unresolved you should tell the school that you wish to make a formal complaint. The Headteacher will give you a copy of the complaints procedure and the name of the chair of the governing body to write to.

4. Admission Arrangements

The school has adopted the policy recommended by Norfolk Children's Services. The school's admission criteria does not discriminate against children with disabilities.

