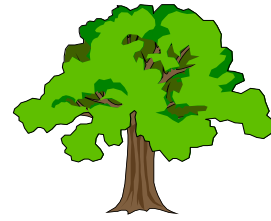




Greensted Infant School & Nursery

Prospectus 2018/2019



Dear Parents,

Welcome to Greensted Infant School and Nursery!

If your child is to join us for the first time, we welcome you as parents and look forward to a happy and successful association over the coming years. If you already have a child here, we are pleased to renew the links between us.

Starting school is an important step to you, your child and us. By providing information through our pre-school meetings and this prospectus, we hope that this first step towards your child's formal education will be taken with confidence and pleasure.

This prospectus contains information about the school, its aims, curriculum and activities. We are committed to working with parents, governors and the wider community for the benefit and well-being of the children in our care.

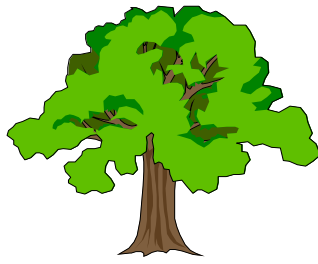
Confidence in a school comes from knowing and understanding what is happening within it. We hope you will get to know us and the school through contact and discussion with your child's class teacher and myself, and take advantage of the opportunities for consultation. It is important that mutual understanding and trust should be the basis for our shared responsibility and we hope that you will show your commitment to the school and to working in partnership with us by signing our Home / School Agreement.

Our aim is to give your child a happy, secure environment where his or her full potential can be realised.

I look forward to meeting you.

Yours sincerely,

Mrs J Farrow
Headteacher



Learning Today for a Better Tomorrow

Vision Statement

Grow as learners
Respect
Enriching experiences
Exciting
Nurture
Succeed
Team work
Enthusiastic
Dynamic

These key words sum up our School's vision and ethos.

Aims of the School

- To enable children to become well rounded confident individuals, able to contribute to their communities and to be independent and self-sufficient.
- To provide an inclusive, challenging and stimulating curriculum which meets the needs of all pupils.
- To provide experiences which will raise self-esteem, encourage high expectations and creative thinking.
- To provide an enjoyable school experience.
- To develop an enthusiasm for life-long learning.
- To involve children, parents, staff, Governors and the wider community in the education of our pupils.
- To create an open, positive and supportive atmosphere where each individual, irrespective of ability, race, age or gender, is a valued member of our school.

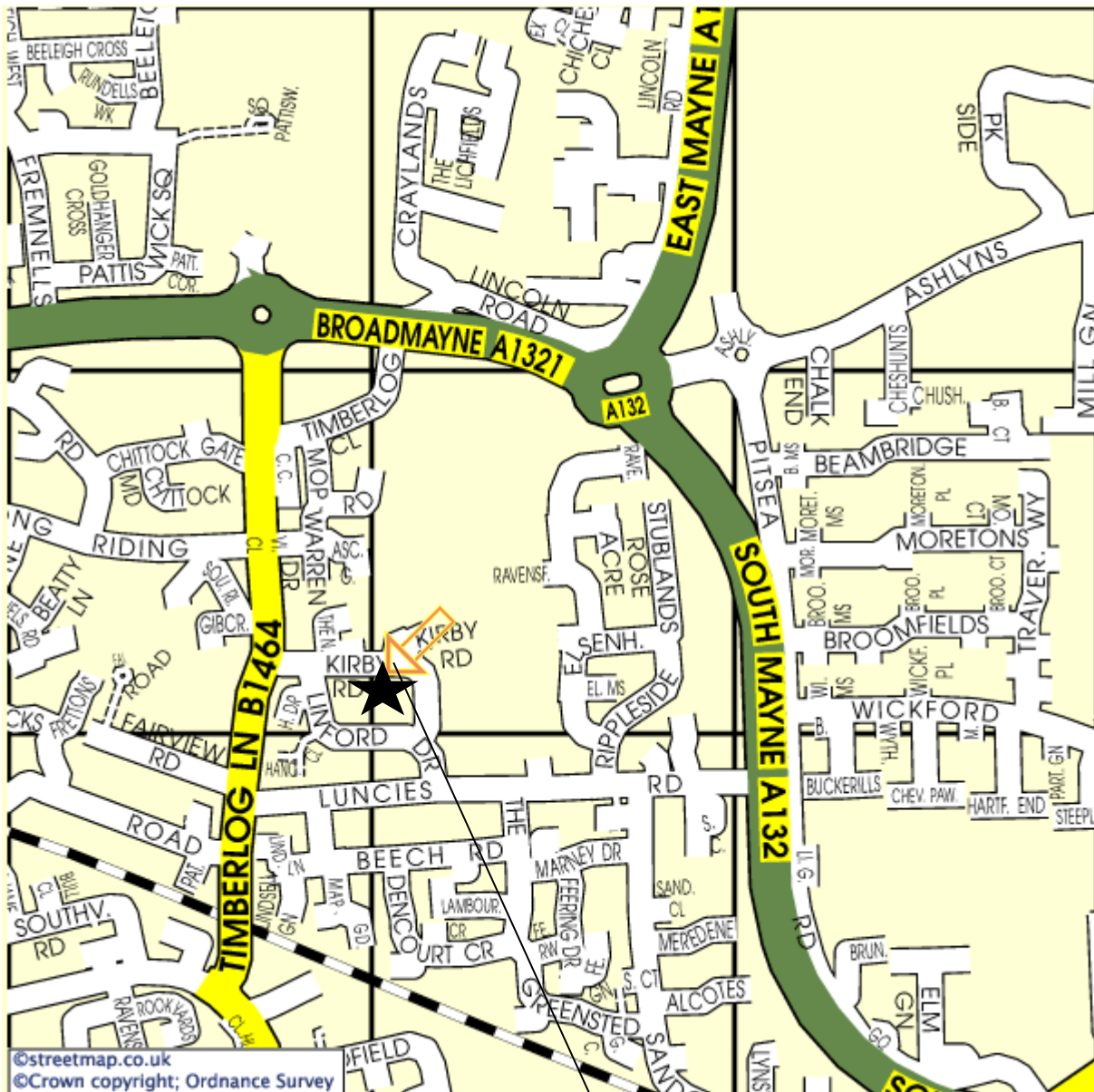
September 2018

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Map of School

Where to find us



★ We are here

General Information

Essex County Council

Greensted Infant School and Nursery

Kirby Road, Basildon, Essex SS14 1RX

Telephone: 01268 552535

Email: admin@greensted-inf.essex.sch.uk

Website: www.greensted-inf.essex.sch.uk

Headteacher	Mrs J Farrow
Chair of Governors	Mr R Pollington
Status and Character	Infant School and Nursery (Boys and girls aged 3-7 years)
Number of pupils on roll at June	180 (& 52 places Nursery)
Number intended to admit in school year 2018/19	60
Education Office	South Essex Education Office, County Hall Chelmsford Essex CM1 1LD Telephone 0333 0132239

Holiday Dates:

Autumn Half Term:	Monday 22 nd October to Friday 26 th October 2018
Christmas Holiday:	Thursday 20 th December to Wednesday 2 nd January 2019
February Half term:	Monday 18 th February to Friday 22 nd February 2019
Easter Holiday:	Monday 8 th April to Monday 22 nd April 2019
May Day Monday	Monday 6 th May 2019
May Bank Holiday:	Monday 27 th May to Friday 31 st May 2019
Summer Holiday:	Thursday 25 th July to 3 rd September 2019

Non Pupil Days

Friday 19th October 2018
Friday 24th May 2019
Monday 3rd June 2019
Tuesday 4th June 2019
Wednesday 5th June 2019

Polling Day (school closed)

Thursday 2nd May 2019

List of Staff September 2018

Headteacher Mrs Farrow
Deputy Headteacher Mrs Lee

Year / Class	Teacher	Classroom Base
Year 1 Class 1	Mrs Nisbett	Mrs Wright Mrs Green (Mon - Thurs)
Year 2 Class 2	Miss Boukriss	Mrs Dougal Mrs Dye
Year 2 Class 3	Mrs Rogers	Mrs Rivers Miss Hart
Year 1 Class 4	Mrs Routledge	Mrs North Mrs Warner Miss Bishop (1:1 support)
Year R Class 5	Mrs Goldsworthy	Miss Hayden Mrs Edwards
Year R Class 6	Mrs Wright (Tues - Fri) Miss Strand (Mon)	Mrs Cook Miss Cooper
Nursery	Mrs Anderson Mrs Haward (Nursery Nurse)	Mrs Knowler
SENCO Nurture	Mrs Lee Mrs Warren, Miss Bishop & Mrs Cook	Mrs Dougal
Business Manager	Mrs Newcomb	
Clerical Assistant (am)	Mrs Blaynes	
Clerical Assistant (pm)	Mrs Brown	
Midday Assistants	Mrs Dye - Midday in charge Miss Bishop Mrs Cook Miss Hart Miss Wright Mrs Warner Mrs Warren	Mrs Emberson Mrs Rice Mrs Edwards
Kitchen Assistants	Mrs Odei Mrs Read	Mrs Paul
Relief Middays	Miss E Lander	
Site Manager	Mr Turnage	

List of School Governors

Clerk to the Governors

Ms Y Fitzgibbon

Local Authority

Mrs D Boukriss

Co-Opted

Mr R Pollington

Mr D Game

Rev J Richards

Mr J McGaughran

Parent

Mrs C Rowden

Mr R Pyne

Mrs R Cox

Headteacher

Mrs J Farrow

Teacher

Miss H Boukriss

Observer

Mrs T Lee

An Introduction To Greensted Infant School and Nursery

At Greensted Infant School and Nursery we want to ensure that all pupils feel safe and happy in the learning environment. Respect for the individual and the learning environment are at the heart of our school. Success is achieved when every individual feels valued and included in the school community. Our approach is inclusive and applies to all pupils.

We recognise that every child is unique and has his or her own educational, emotional and social needs. The school works to meet those needs and develop the child's full potential.

We encourage pupils to develop and express their own opinions. They have input into making school/class/playground rules and negotiate rewards and sanctions. They vote for pupils to represent them on the School Council.

We are proud that as a school we have worked towards and achieved many nationally recognised awards. Amongst these are the Healthy Schools Award, ActiveMark and the Basic Skills Award.

Admissions Arrangements

Visits from prospective parents are warmly welcomed. Please contact the school for an appointment.

Nursery

Parents wishing to apply for a place at our nursery school **must** complete a registration form which is available from the school office. The nursery can offer 26 places per session. If our nursery is full, you will be placed on a waiting list until the next available place.

Children who are 4 years old between 1st of September and the 31st of August join our nursery in September.

Parents are invited to attend two visits with their children. During one of the visits parents will be invited to attend an induction meeting with Mrs Farrow. Nursery staff visit children in their pre-school setting prior to their start date. Home visits are also made by the nursery staff.

Reception

Children who are 5 years old between 1st September and 31st August will join our reception class in September.

There is no guarantee of a place for children living in the priority admissions area. We admit 60 children into our reception classes. In the event of over subscription places will be allocated using the following criteria in the order given.

- Looked after children
- Children with a brother or sister attending the school or partner junior school.
- Children living in the priority admissions area.
- Remaining applications.

In the event of over-subscription within any of the above criteria, priority will be given to looked after children and then be determined by straight line distance from home to school, those living closest being given the highest priority. Exceptional medical circumstances (supported by medical evidence) may override the above.

Reception children have two visits to their new class prior to admission. An induction meeting for parents is held by Mrs Farrow.

In order to provide adequate care for your child it is essential that we have up to date contact numbers for you or a suitable adult in case of emergency.

We encourage parents to sign our home / school agreement which details the responsibilities of both the school and family - Please see Appendix 1.

Preparing Your Child For School

In order to help your child settle and feel confident in school, we like all our new children to be able to do the following things:

- Go to the toilet by themselves and wash their hands afterwards
- Wipe their own nose and put their hand in front of their mouth when they cough or sneeze
- Put on and fasten their coat, and put their shoes on and off.
- Get changed for P.E. with minimal help
- Eat with a knife and fork and have acceptable table manners

Please don't panic if your child can't do all these things! Members of staff will help and encourage them but obviously it makes starting school easier for your child if they have mastered these skills.

School Uniform

Children are expected to be suitably dressed for a working day in the school uniform of green, grey and white. Children feel part of the school community and it encourages a sense of belonging and pride in the school. Uniform is available from the Schoolwear Centre in Basildon and on the Tesco website www.tesco.com/ues.

School Uniform		
ALL CLOTHING MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME		
Girls	Boys	P.E.
<ul style="list-style-type: none"> ☆ Green sweatshirt, cardigan or fleece bearing school logo* ☆ Green and white checked dress ☆ White blouse or polo shirt ☆ Grey trousers, skirt or pinafore ☆ White socks 	<ul style="list-style-type: none"> ☆ Green sweatshirt, fleece or cardigan bearing school logo* ☆ White shirt or polo shirt ☆ Grey trousers or short ☆ White or black socks 	<ul style="list-style-type: none"> ☆ Yellow t-shirt with school logo* ☆ Green school shorts* ☆ Plimsolls or trainers <p><i>P.E. kit should be kept in a named bag* in school during term time.</i></p>
<p style="text-align: center;">Nursery</p> <ul style="list-style-type: none"> ☆ School's yellow t-shirt* or white or yellow polo shirt ☆ School's sweatshirt or cardigan* ☆ Grey joggers, trousers, skirt or pinafore <p style="text-align: center;">Please can Nursery children have Wellington boots, a raincoat, gloves and a hat at school at all times, as the outdoor area is used all year long</p>		
<p>In warm weather, children are encouraged to wear a hat to protect them from the sun and we suggest you apply long-lasting sun cream to protect children during the day. Staff at school are not permitted to apply sun cream.</p> <p style="text-align: center;">In cold weather, children must come to school in a coat, hat and gloves.</p>		
<p style="text-align: center;">Footwear</p> <p>Low heeled black shoes or boots, or black and white sandals, are essential as children's feet are still developing and children's feet can be damaged by fashion shoes. It is important that children can take their own shoes on and off.</p> <p style="text-align: center;">We would prefer children not to wear trainers or flip-flops to school.</p>		
<p style="text-align: center;">Book bags are also available from the Schoolwear Centre</p>		
<p style="text-align: center;">Jewellery</p> <p>No jewellery or watches should be worn at school. These items are often lost, causing distress to the child. Please leave them at home for safekeeping. Only small studs are suitable for pierced ears. All earrings must be removed before P.E., for safety reasons. Children must be able to do this themselves as staff are not allowed to touch pierced ears or earrings (as directed by Essex County Council).</p>		

School Organisation

Nursery Class Information

The nursery is staffed by a qualified teacher and a nursery nurse, with support from students and other adults when appropriate.

Timing:

Morning sessions: 8.30a.m. to 11.30a.m.

Afternoon sessions 12.30p.m. to 3.30p.m.

A snack is provided during each session, for which a contribution of 50p per week towards the cost is requested.

Reception, Year 1 and Year 2 Information

The organisation of the classes will vary from year to year according to the number of children in each year group. Children will be placed in single year group classes wherever possible, in mixed ability groups.

School Day Timings:

Breakfast Club 8.00a.m. to 8.50a.m.

Morning 9.00a.m. to 12.00a.m. Doors open at 8.50a.m.

Morning break is from 10.30a.m. to 10.45a.m. following our daily assembly.

Afternoon: 1.00p.m. to 3.00p.m.

Children are able to come into school at 8.50a.m. Please ensure your child does not arrive before that time as supervision and medical help cannot be arranged before then. All children are expected to be punctual and in class by 9.00a.m. for the morning session.



Breakfast Club

Our Breakfast Club runs every morning and is staffed by experienced members of our team. We offer a range of healthy breakfast foods and have activities that the children can join in with between finishing their breakfast and starting the school day. The children are supervised inside school from the moment they arrive at 8.00 a.m. until school starts at 8.50a.m. The cost per session is £1.00

Assembly

We have a daily assembly from 10.15a.m to 10.30a.m. There is an assembly theme each week which develops children's social and emotional wellbeing as well as an understanding of different cultures and religions. We sometimes have outside speakers to talk to the children, as well as regularly celebrating children's birthdays, achievement and attendance. The assembly incorporates our daily act of worship. If you wish to withdraw your child from collective worship, please see Mrs Farrow.

Lunchtime Arrangements

Lunchtime is 12.00p.m. - 1.00p.m.

Children may stay to school lunch, bring a packed lunch, or go home as their parents wish. Children going home to lunch should be collected from the school office at mid-day and dropped back at 1.00 pm.

School Dinners:

Our school dinners are cooked at the junior school. All meals comply with government food standards and menus are available from the school office.

Packed Lunches:

Please mark the lunchbox clearly with your child's name and class. We are a Healthy School and encourage children to make good food choices. Fizzy drinks, chocolate spread, nuts and sweets **are not permitted** in school.

Mid-day staff are employed to provide supervision at lunchtimes and will encourage your children to eat their lunch.

Home dinners:

If your child goes home for lunch, please return them to the school office for 1.00 p.m.

Water

We ask that you supply your child with a plastic container of water each day. We encourage the children to drink during the course of each day, especially in the summer. The Schoolwear Centre sells plastic drinks bottles with our school logo on.

**After School Clubs**

Children are encouraged to join our school clubs. We offer a range of clubs at playtime and after school. These may include Football, Gymnastics & Musical Theatre. Please ask at the school office for clubs presently running.



Punctuality and Attendance

Punctuality and attendance are extremely important. Friendships develop at school and to build relationships with classmates your child needs to attend every day unless they are unwell. For our current attendance figures, see Appendix 2.

Punctuality is important and lateness can be unsettling for your child. In the event that you should arrive after 9.00a.m., you need to bring your child to the reception office through the main entrance doors. Staff will then take your child to class.

We highlight the importance of punctuality and attendance with the support of the Educational Welfare Service. Registers are regularly monitored and any pattern of unexplained absences will be followed up. Good attendance is rewarded with a certificate at the end of term. Weekly trophies are awarded to the class with the best attendance and the class whose attendance is most improved from the previous week. 'On Time Teddy' is looked after by the class who have been most punctual.

Absence and First Day Calling

If your child is absent from school, you must inform the office by phone by 9.30 a.m. or send a brief note of explanation for our school records. You can also use the Studybugs app, which will allow you to send details of why your child is absent. This is to ensure your child's safety. Government guidelines lay down that any absences, which are unexplained, are regarded as unauthorised and unauthorised absences will be recorded on your child's annual report. The school office contacts parents on the first day of absence if no reason for absence has been communicated to the school before 9.30a.m.

Holidays

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 does not allow the Headteacher to grant leave of absence to a pupil unless the Headteacher considers that there are exceptional circumstances relating to the application. The Headteacher has received guidance on what circumstances would be considered exceptional.

If a holiday is not authorised, and is taken without permission, the Missing Children & Child Employment Services may issue a penalty notice to each parent, requiring them to pay £60 for each child to be paid within 28 days. The Missing Children & Child Employment Service will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

Educational Information

The Foundation Stage Curriculum (3 years to 5 years)

The Foundation Stage aims to provide an enjoyable, secure and stimulating environment in which young children can learn. It has its own enclosed playground and equipment which provides opportunities for outdoor activities which extend the work of the classroom.

The academic year in which children become five is called the Reception Year. These two years, plus any pre-school experience they have, forms the Foundation Stage. During this stage the children have access to a relevant, broad and balanced curriculum which takes account of the range of children's developmental stages, needs and capabilities. The children learn to share, co-operate and assume responsibility.

The curriculum is broadly divided into three prime areas, and 4 specific areas:

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

- ☆ Literacy - Reading and Writing
- ☆ Mathematics
- ☆ Understanding the World, and
- ☆ Expressive Arts and Design

The pupils will be working towards the Early Learning Goals. It is hoped that by the end of the Foundation Stage (the end of the Reception Year) the majority of pupils will have achieved these goals and will be ready to move on to the National Curriculum.

The Key Stage One Curriculum (KS1)

In Year 1 and Year 2, we provide a varied, balanced curriculum, which allows every pupil to fulfil his or her potential whilst striving for excellence. The curriculum gives every child the opportunity to develop academically, socially, creatively, spiritually, physically and emotionally. The curriculum is rigorously planned, rich in experience and addresses the needs of individuals on entry to school and during their school life. We encourage a partnership between school and home so that experiences are shared and extended. We set regular Homework activities. We provide a safe and secure learning environment for all pupils so that all their experiences have positive outcomes.

Children have the opportunity to work individually, with a partner, in a group or with the whole class. Children are encouraged to work independently, gradually taking responsibility for organising their work.

We teach to the ability of the child setting achievable but challenging targets for each child. We teach them how to learn and develop their thinking skills. We teach the National guidelines following the National Curriculum. We have a dedicated Literacy and Numeracy time each day.

Statutory testing takes place during summer term for our year 2 pupils in English and Maths. You will be informed of your child's results at the end of the summer term. Teachers make continual assessments of your child's progress. These assessments form the basis of deciding your child's next targets for learning. Please see appendix 3 for our latest SATs results.



Pupils will receive Computing and P.E. lessons each week. Other subjects such as Science, History, Geography, Design and Technology, Art, R.E. and Music are taught through cross-curricular themes. This enables us to teach to subjects more effectively. All classes have interactive whiteboards which are used to enhance teaching & learning. We also have computers within the classroom as well as a bank of laptops and ipads. The internet is used to support themed work, and the children are taught about keeping safe online. .

In addition to the required curriculum, we also offer games skills sessions, taught by visiting staff.

We will develop the personal, social, emotional and health of your child. This may involve discussion about keeping safe and drug education. The school policy regarding sex education is that we will answer questions honestly at the appropriate level although we will not explicitly teach sex education. Any issues arising are dealt with sensitively and in the context of PSHE and Science.

Citizenship will play a crucial role in developing our children. We aim to develop children's social awareness and ability to appreciate that their actions can and do impact on others. We want to empower the children to take control of their own behaviour and to be better equipped to discuss their needs and wants.

The school has no political allegiance and will not discuss political policy with children or parents. The school will however follow government statute. We have Policy Documents and Schemes of Work for every subject which you are welcome to share.

Visits and Extra Curricular Activities

Parents may be asked to make a voluntary contribution to cover admission charges, transport costs and insurance for educational visits etc. In cases of hardship, following discussion with the Headteacher, arrangements can be made for payment by instalments, a reduced contribution or the contribution can be waived altogether. No child is excluded because of inability to contribute. It may however be necessary to cancel such activities if parents, in general, choose not to contribute. If you pay for an activity and your child is unable to attend a refund may be considered after discussions with the Headteacher.

Homework

Homework is an ideal way for parents to be informed and involved in their children's work. It is important in developing children's understanding and skills in many areas of the curriculum. It supports the work being done in class. Nursery pupils take home books to share.

Homework is set weekly in Reception, Year 1 and 2 classes. All children will be expected to read at home for at least 10 minutes per day and younger children especially will be given words to learn. Other work sent home will support Literacy and Numeracy lessons and may involve some preparation/further investigation for the week's topic.

Pupils with Special Educational Needs and Disabilities

We are an inclusive school and aim to support all our children whether they have learning, medical or behavioural difficulties or physical disability. We ensure that a differentiated curriculum supports all our pupils and so fulfil our duty as set out in the Code of Practice and Disability Act.

Children's special educational needs or disabilities may be identified before they begin school, in which case the school is notified and provision for the child begins on the first day of school. Usually the child is identified via a detailed questionnaire which the parent fills in with the normal admission forms, nursery pre-school visits or from contact with other professionals. Other children may be identified during routine assessments in Nursery, during the Foundation Stage or in termly assessments in Years One and Two.

These children are placed on the Special Educational Needs register and appropriate provision is made for them.

Children with SEN are usually supported by a teaching assistant in a small group or individually. Their work is planned and monitored by the class teacher. The Special Educational Needs Co-ordinator (SENCO) may advise or train staff if necessary. Any specialist equipment to support pupils with disabilities is arranged with the necessary agencies. She will monitor the child's progress termly via review meetings which parents are strongly encouraged to attend. Permission is always sought from parents to contact other professionals if necessary.

Pupils requiring wheelchair access can enter the building through the main reception. We have disabled toilet facilities in both the nursery and main school. We are working towards improving provision for our visually and physically impaired pupils.

Medical Arrangements

The name of the child's medical condition is added to the office computer base. A printout of all pupils with medical needs is placed on the staff notice-board.

If the SENCO believes the child needs special arrangements, relevant health professionals are contacted for advice. This is usually the school nurse for infant aged children or the health visitor for nursery aged children. In extreme cases a care plan is drawn up by the school nurse with the parent. A copy is kept in the office, SEN office and child's classroom. Staff are trained in emergency procedures as necessary.

Gifted & Talented and More Able Pupils

The School supports pupils who are Gifted and Talented or More Able. We work hard to identify these pupils early on in their time with us. We regularly review our Gifted and Talented register by looking at internal assessments and staff observations.

Pupils with English as an Additional Language

The School supports pupils with English as an Additional Language in close collaboration with the Essex Advisory Services. Appropriate advice is sort and resources are borrowed from the Resource Centre at Crays Hill and used to support the child's specific level of spoken communication.

Pastoral Care

The safety of all pupils in our care is paramount. We maintain a high level of welfare and care for all members of our school community. We expect every pupil and adult to treat each other with respect for their feelings and their safety. All adults in the school are actively engaged in promoting good behaviour by example.

Alongside caring for our pupils we encourage them to care for each other and others in the wider world. Year 2 children are given the opportunity to become Friendship Monitors. They are responsible for writing the playground rules and running a Friendship Stop, which ensures that all children have a happy and safe environment in which to play.

We also have School Council. Children can nominate and vote for their 2 class representatives. Classes have regular discussions to raise any issues or requests to their councillors. These are then discussed at the full council meeting which takes place on a regular basis, with the councillors and a member of staff. School Council make decisions on behalf of the rest of the children.

We raise money for charity and make our children aware of the less fortunate through our thoughts in assembly. We encourage children to look after our environment.

At the end of the day we will release your child to you. No child is released unless the parent/carer or child minder is there. If you wish your child to go home with anyone else please inform the class teacher or school office. If you are held up the class teacher or member of staff will keep your child in school. Please try and let us know if you will be late.

Any visitors are asked to report to the school office, where they are asked to sign in and issued with a visitor's badge. Parent Helpers are also requested to report to the office, they too are issued with a badge. This helps the staff to be alerted to any unauthorised person in the building, so their presence can be challenged.

If your child is taken ill or has a serious injury during the school day we will telephone you immediately. It is therefore important that we have an alternative contact number in case you are away from home.

Minor injuries are dealt with by a responsible adult. There are a number of members of staff who have qualifications in basic first aid. All reported injuries are logged in the accident book which is kept in the school office.

Administering Medicines

Staff cannot administer antibiotics or other medicines for ailments of a very temporary duration. If your child is well enough to return to school after illness but still has medicine to take during school hours then parents/carers are asked to report to the school office with the medicine. Staff will then bring your child to you in order for you to administer this. Medicines should never be brought into school by children in lunch boxes, bags etc.

Procedures are in place for those children who require medication on a daily basis due to a chronic medical condition such as asthma or diabetes. We will work out a care plan for your child. Please ensure you inform the school office regarding any changes in medication for your child.

If your child has a medical appointment during the school day please give details of the appointment to the school in advance. Children being collected early for such an appointment must be collected from the school office. Likewise children returning to school after an appointment must report to the office before rejoining their class.

Pupil Safety and Well Being

For the well being of all our children, we are a non-smoking site. We would ask parents not to smoke and also to refrain from swearing on the school site, as young children are present. For the safety of your children, we also do not allow dogs or bikes on site.

Children's Welfare – Child Protection

As a caring organisation with direct responsibility for children, our first concern must be your child's welfare in all its aspects. Therefore there may be occasions when we have to consult other agencies before we contact parents, particularly in relation to Child Protection issues.

We will always discuss any concerns with parents.

These procedures are a statutory duty, and have been laid down by the Essex Area Child Protection Committee.

Behaviour

In our school community there are rules of general behaviour for everyone's safety and well-being.

At Greensted Infant School and Nursery we believe it is important that the pupils agree the school rules together. Each class agrees their class rules and class display outlines good behaviour. Pupils earn points for their team. Each team participates in Golden Time on a Friday when the winning team have first choice of activities. Children earn stickers towards Bronze, Silver, Gold and then Platinum Behaviour Certificates which are awarded in assembly. Special prizes are given when children are awarded their Golden and Platinum certificates.

Obviously there are sanctions too and pupils may lose part of their reward time if their behaviour is not acceptable. In extreme circumstances pupils may be excluded from school for a short period of time.

We wish to work in partnership with parents to enable pupils to show the best performance in learning and behaviour. Any concerns regarding behaviour should be discussed with your child's teacher.

Bullying

We treat any incidences of bullying extremely seriously. Reported incidents are always investigated and the issues discussed with the pupils concerned. We have clear procedures to identify and support all parties and an experienced teaching assistant whose role is to resolve conflict and support pupils in troubled times.

Racist Incidents

We follow specific procedures as directed by Essex County Council when dealing with racist incidents. Parents are informed if their child is involved in a reported incident.

Parental Involvement

As parents and teachers we are partners in the education of your children and it is essential to try to understand each child fully if the most is to be made of the education offered. To this end, both parents and teachers must have opportunities to exchange information and to discuss any problems – social, physical or academic – which may affect your child's education. The success of any school relies heavily upon the establishment of good relationships with parents and so your support is invaluable. We try to make parents feel part of the school.

To promote this partnership a series of meetings are held during the school year to inform parents about the school curriculum and different aspects of school life:

- Nursery staff make home visits before a child is due to start in the Nursery to meet the child and answer parents' questions informally
- Meetings are held termly by the Headteacher for parents of children due to start school where parents are informed about matters of general school life
- Before children start Reception, parents are able to meet individually with the class teacher to answer any questions and share information about the child.
- Parents are regularly invited into the classroom to read with their child between 8.50 and 9.00a.m.
- Parents are invited to assemblies each term to celebrate children's work and achievements
- Parent Walkabouts are held at the end of Spring and Summer terms when children are able to show their parents around the school and to look at displays in all classes
- Open evenings in Autumn and Spring terms provide opportunities to discuss children's progress and achievements and targets for further development
- Other events during the school year when parents are invited to support their children include sports afternoons and curriculum activity weeks.

As part of our partnership we provide a Home/School Book for reading and informal teacher/parent communication. We really value the contributions you make and this reinforces the message to the children that we are all working together. We also encourage parents to sign our Home/School Agreement (see appendix 1).

If you wish to discuss your child with a member of staff, the teachers are normally available at the end of each school day.

The Headteacher will be pleased to see parents at any time, provided she does not have a prior commitment. If that is the case then an appointment can be made for a mutually convenient time.

In the unlikely circumstances that your query has not been dealt with to your satisfaction, the Governing Body is there to assist you and can be contacted through the school office. There is a policy in school called 'What to do if you have a concern about your child at school' and this explains the process.

We also communicate with parents in written form through general letters, newsletters and an annual report for each child. There are parent notice boards in every class as well as 2 large notice boards by entrances to the school.

You are very welcome to visit to help in the classroom. If you or any members of your family have a particular hobby or skill you would like to share with us in some way please let us know. Your help will be greatly appreciated.

We welcome help with such activities as educational visits, cookery or playing games. If you are interested in helping to organise or support school events, please let someone in the school office know.

All adults in school must complete a police clearance check (DBS) in order to ensure their suitability. We are always available to help fill out the forms which we supply for the purpose.

Community Links

The school likes to play an active part in community life. There are links with local playgroups to assist the induction of prospective Foundation Stage children.

There is a comprehensive liaison programme with the Junior School.

The Year 2 children join with other infant pupils from neighbouring schools for annual music festivals. Our children have also recently exhibited work at the Eastgate Centre and sang in local care homes.

Regular visitors to our school include the community policeman, the school nurse, the Fire Service, local clergy, governors and parents. We also encourage members of the ethnic minorities to share some of their culture with us.

We use our local area to support our studies. Studying our locality is an essential part of the Geography curriculum. We encourage our children to take care of their environment by joining in such things as walk to school week.

Each term we raise money for those less fortunate than ourselves.

Public Access to Documents

Parents may have access to the following documents, which are available for inspection in the school.

1. L.A.'s statement of curriculum policy
2. All statutory instruments including statutory orders for the National Curriculum subjects, circulars and administrative memoranda relating to power and duties
3. All schemes of work currently used by teachers in the school
4. A copy of the L.A.'s agreed syllabus for Religious Education
5. A copy of the approved procedure relating to the curriculum and other matters
6. A copy of the OFSTED Inspection Report
7. A copy of the full resulting Action Plan

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. If you require it ask the school office to let you see the scheme or provide you with a copy free of charge.

N.B. The information contained in this prospectus was accurate as at June 17 but it should not be assumed that there have been no subsequent changes affecting the relevant arrangements or some particular matter.

The term 'parent' is used throughout the Prospectus. We do however recognise that there may be a carer or guardian other than a parent.

Appendices

1. Home School Agreement
2. Absences Figures for current year
3. SAT results for current year

Appendix 1

Home/School Agreement

Name of child:.....		
<p>As a school we are responsible for:</p> <p>Informing parents of their: Child's progress. The school's aims. Events in the school.</p> <p>Working in partnership with parents.</p> <p>Providing guidance for parental helpers.</p> <p>Providing a safe secure environment.</p> <p>Providing opportunities to help parents support their children in their learning.</p> <p>Treating others in school with respect, as we would like to be treated ourselves.</p>	<p>As a parent I am responsible for:</p> <p>Ensuring that my child attends school every day and is punctual & contacting the school when my child is absent.</p> <p>Ensuring my child is dressed safely and appropriately in school uniform.</p> <p>Sharing any activities my child brings home & reading with my child 4 x weekly.</p> <p>We will support the school approach to on-line safety and not upload or add any images, sounds or texts that could upset or offend any member of the school community.</p> <p>Ensuring that my child understands his / her responsibilities in school.</p> <p>Supporting the school with any behavioural issues & sanctions.</p> <p>Informing the school of any changes in home circumstances which may affect my child.</p> <p>Treating others in school with respect, as we would like to be treated ourselves.</p>	<p>As a child I am responsible for:</p> <p>Trying to do my best at all times.</p> <p>Taking care of my school and each other.</p> <p>Behaving well so I am ready to learn.</p> <p>Doing as I am asked by any adult in school.</p> <p>Treating others in school with respect, as I would like to be treated.</p>
<p>Signed: Headteacher Date:</p>	<p>Signed: Parent/ Guardian or Carer Date:</p>	

Appendix 2

Attendance for Whole School (excluding Nursery)

1st September 2017 to 31st May 2018

School's absence target for 2017/18:	95%
School's absence percentage for 2017/18:	94%
Number of possible sessions for all children in School:	53582
Number of authorised absences:	2694
% of authorised absences:	5%
Number of unauthorised absences:	613
% of unauthorised absences:	1%

Appendix 3

Greensted Infant School & Nursery Results 2017

Reception - Good Level of Development - 75% (71%)					
Year 1 Phonics Test - 75% (81%)					
Year 2					
	Foundations	Towards Expected	At Expected	Greater Depth	At or Greater
Reading 60 children	-	7 children 12%	35 children 58%	18 children 30% (25%)	53 children 88% (76%)
Writing 60 children	-	17 children 28%	35 children 58%	8 children 13% (16%)	43 children 72% (68%)
Maths 60 children	-	9 children 15%	36 children 60%	15 children 25% (21%)	51 children 85% (75%)
Science 60 children	8 children 13%		52 children 87%		52 children 87% (83%)

2017 National results in brackets