

# **Christ Church (Church of England) Infant School and Nursery**

Shaw Lane, Tettenhall Wood, Wolverhampton. WV6 8EL

## *Information for Parents*

**Headteacher: Miss W Large**

**Chair of Governors: Mrs J Lewis**

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# Christ Church (Church of England) Infant School and Nursery

## **MISSION STATEMENT**

***“Working together to build a strong foundation  
through Faith and learning”***

Christ Church (Church of England) Infant School and Nursery aims to provide within a Christian Foundation the highest standards of education and care.

We recognise and celebrate the limitless potential of all our young children and seek to maximise their natural enjoyment of and enthusiasm for learning.

Dear Parent

Thank you for choosing Christ Church (Church of England) Infant School and Nursery.

We hope to establish a positive and supportive partnership with you and your family to achieve the highest standards of education and care.

Included in this brochure is some of the information you will need. Please don't hesitate to contact us if further information is required.

## THE GOVERNING BODY

**Reconstituted agreed 9 November 2016, to take effect 11 December 2016**

### **3 FOUNDATION GOVERNORS** (appointed by Lichfield Diocese)

Mrs S Wilson  
Mrs J Croft  
Reverend Philip Wootton

### **1 LOCAL EDUCATION AUTHORITY GOVERNORS** (appointed by Wolverhampton City Council)

Vacancy

### **3 PARENT GOVERNORS** (elected by parents)

Mrs R Sarpal  
Mrs A Taylor-Ashcroft  
Miss L Whitaker

### **1 STAFF GOVERNOR** (elected by staff)

Mrs McHale

### **4 CO-OPTED GOVERNORS** (elected by governors)

Mrs J Lewis (Chair)  
Mr A J Dixon  
Mr S Roberts  
Mr S Williams

### **HEADTEACHER**

Miss W Large

### **ASSOCIATE GOVERNORS**

Mr C Potter (Deputy Headteacher)  
Mr J Sadler  
Mrs A Brown

## **Our Aims**

Based on the Five Outcomes of 'Every Child Matters'

### **Be Healthy**

- *We will work in partnership with parents and carers to promote, recognise and celebrate healthy lifestyle choices for all*
- *We will promote high standards of care and wellbeing through a welcoming, positive and supportive ethos*

### **Stay Safe**

- *We will provide and promote an inclusive environment in which all pupils feel physically and emotionally safe and secure*
- *We will help pupils to understand key risks and how to deal with them*

### **Enjoy and Achieve**

- *We will provide a stimulating learning environment and aim for the highest standards of teaching and learning*
- *We will have high expectations of every child and ensure that every child reaches their full potential*
- *We will identify and provide appropriately for pupils with Special Educational Needs (including able children) and Looked After Children*
- *We will work with partners in the community to enhance teaching and learning experiences and skills*

### **Make a Positive Contribution**

- *We will celebrate our Christian foundation and promote awareness and respect for other religions and beliefs*
- *We will develop a sense of responsibility for our community and our world*
- *We will create a climate which supports personal development academically, socially, morally, spiritually and culturally*

### **Achieve Economic Well-being**

- *We will recognise parents as partners in their child's learning and provide opportunities for mutual support*
- *We will foster independence, cooperation, collaboration, leadership and teamwork as necessary skills for learning and life*
- *We will encourage aspiration and self-esteem and support and celebrate achievement and endeavour*

## **Our Objectives**

Based on the Five Outcomes of 'Every Child Matters'

### **Be Healthy**

We will:

- ❖ teach our children about good health and barriers to good health
- ❖ provide appropriate levels of physical activity
- ❖ be a healthy school
- ❖ provide a supportive environment with distinct opportunities for personal thoughts and feelings to be shared
- ❖ support the Local Authority in providing healthy lunch options
- ❖ support parents in providing healthy packed lunches
- ❖ liaise with the school nurse team and other external health agencies
- ❖ encourage life-long lifestyle choices for good health
- ❖ celebrate out-of-school achievements which promote good health
- ❖ ensure that staff are aware of the school's child protection policy
- ❖ ensure that the needs of Looked After Children are appropriately met
- ❖ provide high quality pastoral care for the well-being of all our pupils
- ❖ actively promote policies for equal opportunity, race equality and racial harassment
- ❖ discuss sexual health and education appropriately and with sensitivity if circumstances arise (sex education is taught in KS2)

### **Stay Safe**

We will:

- ❖ regularly review and assess the safety and security of sites and equipment, ensure appropriate safety checks, maintenance and adherence to health and safety policy and guidelines
- ❖ conduct risk assessments for all off-site visits in line with our educational visits policy
- ❖ teach children about key risks and how to deal appropriately with them
- ❖ provide opportunities for pupils to share their concerns and be supported in resolving them
- ❖ implement and regularly review our behaviour and discipline policy including anti-bullying
- ❖ through the shared ethos of the school encourage care, courtesy, respect and concern for all
- ❖ ensure that all staff are aware of the school's child protection policy
- ❖ ensure that the needs of Looked After Children are appropriately met
- ❖ ensure safe and appropriate use of ICT, specifically internet and e-mail
- ❖ access health and safety training as appropriate (including first aid)

**Objectives continued ..**

## **Enjoy and Achieve**

In following the Foundation Stage Curriculum and National Curriculum we will:

- ❖ provide a range of high quality, planned learning experiences throughout the Foundation Stage, through a combination of adult directed and child initiated activities
- ❖ provide a broad and balanced curriculum in KS1 with appropriate emphasis on literacy and numeracy
- ❖ actively promote policies for equal opportunity, race equality and racial harassment
- ❖ make learning fun, meaningful and appropriate to the needs of every child
- ❖ differentiate tasks to the needs of the learner
- ❖ develop skills and attributes for lifelong learning
- ❖ actively promote inclusion, ensuring that no child feels excluded
- ❖ use of range of teaching styles to engage individual needs
- ❖ liaise with external agencies as appropriate to meet the needs of all our learners
- ❖ teach, use and apply technology
- ❖ provide opportunities for self-expression
- ❖ encourage self-evaluation
- ❖ enhance the curriculum at every opportunity
- ❖ effectively plan, share objectives, set targets, track progress and assess achievement to ensure that every child's potential is achieved
- ❖ involve parents in their child's learning
- ❖ regularly share progress, achievements and any concerns with parents/carers
- ❖ reward and celebrate achievement and endeavour
- ❖ provide opportunities for reflection and prayer through daily worship
- ❖ seek awe and wonder in the world
- ❖ be a learning school, supporting personal and professional development

## **Make a Positive Contribution**

We will:

- ❖ be active and effective partners with our church and local community
- ❖ foster support for local, national and global charities
- ❖ teach children to become aware of moral values, make moral judgements and acquire habits of self-discipline and acceptable behaviour
- ❖ lead by example in treating all adults and pupils fairly, consistently, courteously and with respect
- ❖ through the shared ethos of the school encourage care, courtesy, respect and concern for all
- ❖ be a learning school, supporting personal and professional development for all

## **Achieve Economic Well-being**

We will:

- ❖ develop confidence to deal with change and challenge, and begin to develop a spirit of enterprise
- ❖ provide information for parents to support all aspects of their child's development
- ❖ be open to the views of pupils, parents and other stakeholders to enable continuous improvement

## SCHOOL CONTEXT

Christ Church (Church of England) Infant School and Nursery is a Church of England Voluntary Controlled School. This reflects the partnership between church and state in providing education for all within a distinctly Christian context.

The school was founded in 1844 and was originally an annexe of the National School at Tettenhall. The old building in School Road (our Nursery since January 2002) provided education throughout the nineteenth and beginning of the twentieth centuries for children from Compton, Perton, Trescot, Wightwick, The Wergs and Finchfield. The school moved to the present building in 1963 and classrooms were added as numbers on roll increased.

Although now funded by the Local Authority the school is still a Christian School in which Christian worship, teaching about the Christian faith and community life within a Christian atmosphere is cultivated. The school exists to provide the highest standards of education and care for children from all social, religious and cultural backgrounds.

### ORGANISATION

The school is organised into a 36/36 nursery (see separate nursery information booklet), two reception classes, two Year 1 and two Year 2 classes. Class sizes conform to the statutory maximum Infant class size of 30.

All children will start school in the September prior to their fifth birthday. The school admission limit is 60. Places in the Reception classes are allocated by the Local Authority. The school is usually over-subscribed. Criteria for allocation can be found in the LA brochure 'Starting School in Wolverhampton'.

**Attendance at our Nursery does not guarantee a place in the Infant School.**

### RECEPTION START DATES

Please note that we currently operate a **two-week induction period** (approximately) with children starting for either mornings **or** afternoons (indicated by school) and then commencing full time in their third week. This enables children to settle in a smaller class group (15) and provides a happy, productive start to their school life.

<b>STAFFING</b>
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<b>Headteacher</b>	Miss W Large
<b>Deputy Headteacher</b>	Mr C Potter
<b>School Administrators</b>	Mrs H Wheeler Mrs T Fereday
<b>Caretaker</b>	Mr R Whitehouse
<b>Teaching Staff</b>	Mrs S McHale Miss Y Vidal Miss C McDonald Mrs E Dutton Mrs J Granger Mrs S A Tate Mrs S Billson Miss A Fowler Mrs V Beekes
<b>Teaching Assistants</b>	Mrs J Lowe Mrs D McBrien Mrs S Millington Mrs B Juss Miss N Bennett Mrs S Tomlinson Miss J Morgan Mrs G Gahir Mrs S Kehel
<b>Lunchtime Supervisors</b>	Miss J Morgan (Senior Lunchtime Supervisor) Miss K Nabbs Mrs W Watson Miss A Richards Miss K Skobel Mrs B Taylor Mrs P Preston Miss K Owen
<b>School Cook (DSO) Assistant Cooks (DSO)</b>	Miss M Hinton Ms K Rani Mrs M Sutton
<b>Cleaning Staff (DSO)</b>	Mrs J Phillips Mrs M Starr
<b>Crossing Patrol (DSO)</b>	<i>Vacancy</i>

## TEACHING AND LEARNING

### Curriculum

The ethos of the school places appropriate emphasis on high expectations for education and care. We aim for each child to fully achieve his/her full potential in a supportive and positive environment. The policy of the school is to provide an education that is broad and balanced and encourages the development of the whole child.

For children in the Nursery and Reception classes teaching is based on the Foundation Stage Curriculum, with aspects of the National Literacy Strategy and National Numeracy Strategy gradually being introduced during the Reception year in response to the ability of the children.

For Years 1 and 2 teaching is based on the National Curriculum, National Literacy Strategy and National Numeracy Strategy. English, Maths, Science, ICT and RE are identified **by the Government** as **core subjects** with History, Geography, PE, Art, Music and DT identified as **foundation subjects** (requiring lesser emphasis but still taught as part of a broad and balance curriculum). Teaching of foundation subjects may be encompassed in a 'topic'. This will be informed to parents on a half-termly basis to encourage home study.

Christ Church also places emphasis on the well-being of pupils with Personal, Social, Health and Emotional education (PSHE) being taught throughout the school (often as part of 'circle time').

The school uses Oxford Reading Tree as its primary scheme for the teaching of reading. Characters are introduced in the Nursery and children in Reception, Years 1 and 2 work through the scheme at a pace appropriate to their ability. Additional schemes are also used to provide a wide range of reading material. Direct teaching of reading skills with small groups is done on a daily basis as well as whole class reading of a 'big book'. Supplementary books are sent home for parents to support their child's reading. These are changed twice a week. We very much welcome comments from parents about their child's reading in a reading diary.

### Classroom Organisation

Classroom organisation ensures that resources are readily available to the children, to encourage independence in their learning. Most classrooms have identified areas for reading, writing, computer skills, listening skills and role play activities with sand and water, construction and outdoor equipment (bicycles, scooters etc) also being available for foundation classes.

Each class has at least two **computers**. Parents are asked to give their written consent for their child to use Internet and E-mail (always fully supervised by a member of staff). Opportunities to use and apply ICT are fully exploited.

A school web-site has been established (address on the front of this brochure). All classes have an interactive whiteboard. Laptops and I-Pads are also available.

### **Support Staff**

Our reception classes currently have one teacher and one support staff member to 30 children full time. Classes in Years 1 and 2 also benefit from TA support.

### **Outdoor Environment**

We make full use of our outdoor environment at school for both formal and informal learning opportunities. This includes an adventure trail, den, benches, and class garden.

Bats, balls, hoops, cones, etc are available for outdoor PE activities as well as indoor PE resources such as the climbing frame and gymnastics equipment. We also have bicycles and scooters for use by Foundation Stage pupils.

### **Forest School**

We are delighted to have three staff that are accredited Forest School Leaders. Forest School activities take place in the Junior School copse and are usually offered to Reception children in small groups over the course of the year. Parents will be provided with appropriate information prior to the visits.

We also utilise the **school hall** for dance and drama activities. We have a **school library** with a computerised system for lending.

### **Sports/PE**

Children participate in at least 2 hours of physical activity per week (more in the Foundation Stage). This will include individual and team games, dance and gymnastics and lunchtime activities. Through our teaching of PE we aim to promote a healthy lifestyle and positive attitudes to sport. We aim to develop co-ordination and control skills and give the children the opportunity for self-expression. Our teaching of PE is supported and sometimes led by Soccer 2000 coaches who have a wide knowledge and expertise in the PE Curriculum. We have been awarded an '**Activemark**' for our PE Curriculum. All children take part in an Annual Sports Day. We celebrate a variety of sporting achievements (in and out of school) in one of our weekly assemblies.

### **Social, Moral, Spiritual and Cultural Development**

At Christ Church (Church of England) Infant School and Nursery we believe that the social, moral, spiritual and cultural development of our pupils should be at the heart of what we do. We believe that spiritual and moral development is about personal development in its fullest sense and that it is intertwined with the social and cultural background and experiences of our children.

Our aim is to ensure that the SMSC development of all our pupils is achieved through the following areas of school life:

- ❖ personal relationships
- ❖ school ethos
- ❖ worship
- ❖ pastoral care
- ❖ curriculum
- ❖ community

Throughout the school relationships are open and consistent and we always strive to create a lively, happy environment which is welcoming to both children and parents.

Pupils need to have an understanding of local cultures and traditions as well as a variety of shared cultures that exist within the community. Visits and visitors may provide first hand experiences to extend cultural knowledge.

At Christ Church (Church of England) Infant School and Nursery we are aware of our local and wider communities and our duty to help others. We are committed to supporting both local and world-wide charities through termly fund raising activities.

We encourage parents, governors and the clergy to take an active part in school life to emphasise that pupil development is a shared concern and to foster positive relationships and role models.

## British Values

Christ Church (Church of England) Infant School and Nursery uses strategies within the national curriculum and through our SMSC Policy (see above) to actively teach and promote the five key British Values as required by the Government's 2011 'Prevent' Strategy. These are Democracy, The Rule of Law, Individual Liberty, Mutual Respect and Tolerance of Different Faiths and Beliefs

## Worship

Through both worship and RE teaching we aim to provide an education based on Christian beliefs and attitudes whilst also developing knowledge, understanding and respect for other religions. Stories from Christianity and other religions feature in our assemblies as well as moral issues such as pollution, disability, prejudice and cruelty.

A daily act of collective Christian worship provides an opportunity for peace and reflection. We hope to develop in our children a sense of God, awe and wonder, responsibility, spirituality, thankfulness, community, empathy and achievement.  
**Parents have the right to ask for their child to be withdrawn from the act of worship.**

Members of Christ Church lead worship in school on a regular basis. The Headteacher, teachers and children also lead worship. Parents are most welcome to join us. Worship starts at 10.15, however it is usually advisable to check timings on the day in case of unforeseen timetable changes. Parents will be invited by letter when worship is led by individual classes.

Our Tuesday worship takes place in the classroom. A birthday and certificates assembly takes place at 10.15. An Achievement Assembly is held at the end of every half-term (again starting at 10.15). Children are nominated to receive a 'golden book' or a certificate and parents are invited by letter. Pupils lead Christmas, Easter and Leavers' Services in church.

### **Special Educational Needs**

Staff planning of the curriculum ensures that pupils receive education according to their needs and abilities. For many children appropriate differentiation is sufficient to meet their needs.

However some children may have a special need. The School has a Co-ordinator for Special Educational Needs and a Co-ordinator for Able Children. There is also a link governor with responsibility for these areas and for Intervention (see below). Teachers will use their professional judgement to identify children who have a special need and take the appropriate action as outlined in our SEN Policy (which follows the National Code of Practice). Parents will be kept fully informed of all special needs issues. Parents should speak with the class teacher in the first instance if they have any concerns.

The school may need to seek advice and support from other agencies such as the LA Educational Psychologist, Speech Therapist or Education Welfare Officer. In a very few instances where a learning difficulty is identified an Education Health and Care Plan may be made by the LA in co-operation with parents to confirm that special provision is required.

### **Wolverhampton Parent Partnership Service (WPPS)**

Wolverhampton Parent Partnership Service offers support and advice for Special Education Needs and Disability issues. Contact 556945, [ppservice@wolverhampton.gov.uk](mailto:ppservice@wolverhampton.gov.uk) or their website [www.wolvesparentpartnership.org](http://www.wolvesparentpartnership.org)

### **Intervention**

This is when children have particular needs for a short period of time, eg they may be finding it difficult to move on in their maths, reading or writing or they may need a confidence boost through small group work in order to achieve their full potential. Intervention activities are provided for a children of all abilities as and when required.

## Sex & Relationships Education

There is no formal sex education within the curriculum at Foundation Stage or Key Stage 1. Should the subject arise informally it will be dealt with professionally and sensitively through our PSHE Curriculum (Personal, Social and Health Education).

### Homework

All children are encouraged to take home their reading books daily. We request that parents read with their child on a regular basis and record this in the reading diary sent with the reading book. Children in Years 1 and 2 will also have weekly spellings to learn and relevant maths homework. Teachers will occasionally set homework (eg research) specific to the current learning themes.

### Pupil Workbooks

It is school policy that pupil workbooks are not sent home at the end of the academic year as these remain the property of the school. However, samples of the children's work are sent home on a regular basis.

### Extra-Curricular Activities

- ❖ Mondays 3.05-.4.05 *Soccer Coaching 2000*  
Years 1 and 2 (fee payable to Soccer Coaching 2000)
- ❖ Mondays 12.00 – 1.00 Multi-skills session *Soccer Coaching 2000*

For a variety of holiday sports courses visit [www.soccercoaching2000.co.uk](http://www.soccercoaching2000.co.uk)

### After School Care

The school can provide you with contact numbers for after school clubs in the local community. Alternatively you may wish to contact the Wolverhampton Family Information Service on 01902 574243 or email [enquiries@wolvesfis.com](mailto:enquiries@wolvesfis.com)

A parent web-site is also available with a wealth of information about children's services: [www.centrestart.co.uk](http://www.centrestart.co.uk)

## ASSESSMENT

### Pupil Assessment

Informal teacher assessment is continuous throughout the Foundation Stage and Key Stage 1. Progress will be assessed and evaluated through observation, verbal questioning, pupils work and informal testing where appropriate e.g. spellings, phonics, number bonds.

A National Foundation Profile assesses pupil progress from nursery through to the end of reception year. Outcomes of this will be shared with parents during termly parent meetings.

End of Key Stage 1 teacher assessments are carried out during the spring and summer terms of Year 2 with national tests being used to confirm teacher judgements. Current School SATS results and National Results are included at the end of this booklet.

### **Parent Consultations/Annual Reports/Open Days**

Open evenings to discuss your child's progress are usually held in the autumn and spring terms. A further opportunity for consultation is available at the end of the summer term (if required) to follow up the annual written report. Open mornings are usually held in the summer term to enable parents to observe their child in their normal working environment. Children and parents are invited for pre-school visits.

### **General Concerns**

You may have a concern that you wish to discuss with your child's teacher at the earliest opportunity. Urgent issues at the beginning of the school day should be referred to the Headteacher. Class teachers are usually available at the end of the school day. You may of course prefer to make an appointment, this can be done through the School Administrator.

### **Ofsted**

We were last inspected by Ofsted in March 2017. A copy of the report is available from school and also on the Ofsted web-site: [www.ofsted.gov.uk](http://www.ofsted.gov.uk). A Statutory Inspection of Anglican Methodist Schools (SIAMS Inspection) was carried out in May 2017. This report is also available from school.

## **PARENT AND COMMUNITY LINKS**

### **Parent Partnership**

Parents are encouraged to be active partners in their child's learning. This may include supporting your child with homework, attending special assemblies, attending parent workshops, receiving information and providing school with relevant information about your child. Any parent able to give their time to support specific classroom activities in school or special events and visits should contact the Deputy Headteacher. The school will ask you to complete a Disclosure and Barring Service (DBS) check for any support other than day visits or supervised projects.

## **Parents and Friends Association (PFA)**

The school is very proud of its Parents and Friends Association. **All** parents are welcome to play an active part as a committee member, by attending meetings or simply by turning up at events. The PFA assist at school functions, organise social events for parents and children and raise money to support the school and nursery curriculum. If you wish to receive any further information we can put you in contact with the Chair of the PFA.

## **Junior School Links**

Children from Christ Church Infant School are given preference for admission to Christ Church Junior School. The Headteachers and staff of the two schools meet on a regular basis to ensure the smooth transfer of pupils. Year 2 children visit the Junior School on a number of occasions prior to transfer.

## **Church Links**

Members of Christ Church make regular visits to school. Nursery and Year 2 pupils make a study visit to Christ Church. Special services are held at Christ Church throughout the Year (see Worship). Strong links are maintained through Foundation Governors.

## **Community**

To enhance community links we invite various people from the community into school to talk to the children. These include the police, fire service and school crossing patrol. Children visit a local Elderly Persons Club to sing. We have established productive links with Christ Church Junior School and Smestow School. We participate in providing work experience for local secondary school pupils and offer student placements for Wolverhampton University and UCE.

We support many local, national and world-wide charities through fund raising activities.

## **MEDICAL INFORMATION**

The school nursing team have responsibility for children's health checks. During their time at Infant School all children will have a medical examination (to which parents are invited). In addition there are visits from the dental health service and audiologist (Year 1). The school nursing team can be contacted through the school and are available for regular drop-in sessions at school.

## Administering Medicine

If your child is able to return to school following an illness but still requires medication the school's policy in the administering of medicines follows the NAHT Council Memorandum and its recommendations.

Usually there are two sets of circumstances when we are asked to administer medicine to children at school:

1. In cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy;
2. Cases where children are recovering from a short-term illness, are well enough to return to school but are receiving a course of anti-biotics etc.

It is recommended that wherever it is practicable a child's own parent should administer medicine to a child at school, but if this is impossible the following guidelines must be followed:

1. The medicine should be brought to school by a responsible adult, not the child, and taken to the School Administrator's office.
2. The parent, or adult acting on his/her behalf (childminder) must be prepared to offer a written indemnity in favour of the member of staff involved in the administering of medicines. The necessary forms are available at the office.
3. Clear instructions should be given concerning the required dosage. **Only medicines prescribed by a doctor will be administered.**

The school may not accept responsibility for administering medicine where serious consequences could result if for any reason the dose is not given.

Inhalers for asthma will be kept in the office for use during the school day. It is advisable for pupils to have an additional inhaler to the one used at home to remain in school.

School will not administer travel sickness tablets unless they are prescribed by a Doctor and a written consent form completed (available from the school office).

## GENERAL INFORMATION

### School Times

**8.50am – 3.05pm**

The playground gates are opened at 8.40am when children may come on to the playground **supervised by their parent or childminder**. Children should stand with their parent or childminder to ensure a calm start to the school day free of incident or upset. **School starts at 8.50am** when the bell is rung. Year 1 and 2 children should make their own way to their classrooms to encourage independence and an efficient start to the school day. Registers close at

9.00am. Any child arriving after that time will be given a late mark in the register. For security purposes the gate is locked at 9.00am and all late-comers should ring the bell by the main entrance and report to the school office. Attendance and punctuality is monitored by the Education Welfare Officer.

There is a 15 minute mid-morning playtime when children are encouraged to eat fruit/vegetables provided free of charge by the NHS Fruit Scheme. Parents are asked to inform school in writing if your child has an allergy to fruit/vegetables.

**Milk** is provided at a subsidised rate. Milk money should be sent to school during the first week of a new term in a clearly marked envelope. This is dealt with by DSO Kitchen Staff. Alternatively water can be provided. You are also encouraged to send a bottle of water (plastic, named) to school for drinking during the day.

The school gate is opened at 3.00pm for parents or childminders to come on to the playground to meet the children coming out of their classrooms at **3.05pm**. Please contact school if you are to be late arriving to collect your child. Children not collected immediately come to the entrance hall to be supervised until collection.

For reasons of Health and Safety we ask that dogs are not brought on to the playground.

### **Lunchtime (12.00 - 1.00)**

School meals are cooked on the premises and are available free of charge to all children. Nutrition standards are monitored by the Local Authority. Three options are presented to children daily including a vegetarian option and a sandwich option. Salad and fresh fruit are always available. You may however choose to provide you child with a packed lunch or to take your child home for lunch (no children currently take up this option).

If you are providing a packed lunch please also send a drink in a plastic container or carton (no glass bottles please and no fizzy pop).

Despite Free School Meals now being provided for all Infant children we still urge you to register with the Local Authority if you are in receipt of various benefits. This will entitle you to free milk. It will also enable school to receive Pupil Premium funding which is essential top-up funding for our school. For information please contact the Pupil and Student Services section of the Education Department, Civic Centre (telephone 554128).

If you wish your child to change from school meals to packed lunch or vice versa, one week's notice is required.

## School Uniform

We encourage all children to wear school uniform as follows:

**Grey trousers or shorts**

**Green or white polo shirt (with optional logo)**

**White cotton shirt and green tie with yellow stripes (optional)**

**Green jumper, sweatshirt (with optional logo) or cardigan**

**Grey or white socks**

**Black shoes (no trainers)**

Additional option for girls:

**Grey pinafore or skirt**

**White blouse**

**Green and white summer dress**

A suitable sun-hat is required during the summer months.

Most department stores will be able to supply the above uniform.

You can order sweatshirts, cardigans, polo shirts and bags (all with the school logo) from Lads and Lasses Schoolwear if so desired. (Contact details below):

Lads and Lasses Schoolwear

50a Warstones Road

Penn

Wolverhampton

WV4 4LP

Tel: 01902 334650

Email: [ladsandlassessales@live.com](mailto:ladsandlassessales@live.com)

Website [www.ladsandlassesschoolwear.co.uk](http://www.ladsandlassesschoolwear.co.uk)

Opening times: Monday-Friday 9am – 5pm Saturday 10am-5pm

### For PE:

Black or white slip-on pumps (no trainers)

Plain T-shirt (any colour)

Plain shorts (any colour)

PE kit will be kept at school (other than for washing).

**PLEASE CLEARLY NAME ALL ITEMS OF CLOTHING TO AVOID LOSS.**

## Absences

Please help your child to achieve their full potential by ensuring maximum attendance. We do appreciate however that there will be times when they cannot attend due to illness. Please notify school by telephone on the first day of illness. Should the illness continue please keep school informed. You may wish to send a letter confirming the absence on your child's return to school. Any

absence for which a reason is not given will be on your child's record as an unauthorised absence. Unauthorised absences may be followed up by the Education Welfare Officer.

## Holidays

To make a request for leave of absence please complete a leave of absence request form and return it to school at least 4 weeks in advance of the holiday. This form is available to download from [www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk) or from the school. The school will then confirm back to you whether your request has been confirmed or declined.

New legislation introduced in September 2013 states that any application for holiday (leave of absence) must be in exceptional circumstances and must be approved by the Headteacher in advance of the leave being taken. The Headteacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined for taking their child out of school during term time without consent from the school.

If the request is declined but you still take the leave of absence the school may notify the delegated local authority officer who will issue a penalty notice to you. A penalty notice of £60 could be imposed per child and per parent. If this is not paid within 21 days of receipt of the notice the cost rises to £120 which must be paid between 21 and 28 days of receipt of the notice. All penalty notices will be delivered by hand or first class post. If the notice has not been paid in full by 28 days of receipt, the council must either prosecute for the offence or withdraw the notice. Once issued a penalty notice may only be withdrawn in the following circumstances:

*Proof has been established that the penalty notice has been issued to the wrong person*

*The notice ought not to have been issued eg where it has been issued outside the terms of the code of conduct or no offence has been committed.*

This prosecution is for the offence of failing to secure attendance at school not for the non-payment of the fine. Prosecutions are brought under S444 of the Education Act 1996.

**Parents/carers need to be mindful that a conviction for this offence can result in a criminal record.**

## Punctuality

We ask your co-operation to instil good habits in your children. Lessons start promptly after the register is taken. It is important that your child is in class to

hear instructions given at the beginning of the lesson. Also children can feel uncomfortable arriving in class after everyone else. Please also be prompt collecting your child at the end of the school day. We request that you inform us if a person other than yourself (or the usual person) is to collect your child.

### **Parking**

Parents should not drive vehicles up Shaw Lane at any time (except in an **emergency**). Please park in the first instance on the shoppers car park in School Road (with due respect for 'Doctors Only' bays). We ask that street parking is done with consideration for the safety of our children and to neighbours.

### **School Security**

Governors regularly review the security of the school and nursery. The entrance to school and nursery are currently on coded locks and all visitors have to sign in and wear a Visitor badge. The school gate is kept locked from 9.00am until 3.00pm. The perimeters of the school are completely enclosed.

### **No Smoking Policy**

It is against the law for anyone to smoke on school and nursery premises, school and nursery playgrounds and the school and nursery car parks.

### **Behaviour and Discipline**

We aim to maintain a positive, purposeful atmosphere of co-operation, courtesy, respect and self-discipline through a mixture of praise, reward and sanction. All members of staff are involved in helping to promote and achieve this. We ask the support of all our parents in maintaining high expectations of good behaviour.

Behaviour and discipline issues will be dealt with in the first instance by the class teacher or support staff member as appropriate. Our Deputy Headteacher maintains an overview of any behaviour issues. Should concerns relating to standards of behaviour continue parents will be invited to meet with the Headteacher.

The school has a Behaviour and Discipline Policy which includes an Anti-Bullying statement.

### **Duty to Child Protection & Safeguarding**

In line with the Children's Act (1989) it is the duty of the school to contact outside agencies such as the police, social services or other investigative agencies, as a constructive measure, where they are concerned that a child may have been

harmed or be in danger of harm. The overriding duty of care in all circumstances is to the child.

Should parents have a concern that a child may have been harmed or be in danger of harm they should contact **Mr Potter (Deputy Headteacher) as the Designated Child Protection Lead Person (DCPL)** or, in his absence, Mrs McHale (Foundation Stage Co-ordinator & Deputy Designated Child Protection Lead Person). Information is also available on the Wolverhampton Safeguarding Children's Board website.

### **Documents Available in School**

Our 2017 Ofsted and SIAMS (Denominational) Report, School Policies and the School Improvement Plan are available for parents to view in school. Please give a minimum of 24 hours notice.

### **Admissions**

Parents wishing their child to be considered for a place in school may contact the school directly. However it is the Local Authority who deal with all school place allocations. The school has an admission limit of 60 for each year group.

The education of all children during school hours is free of charge. If classes participate in any educational visits parents may be asked for voluntary contributions. We have a Charging and Remissions Policy should parents wish to view it.

## **COMPLAINTS POLICY AND PROCEDURE**

*Working together to build a strong foundation through  
Faith and learning*

This Complaints Policy has been formulated in line with the DfE document "**Best Practice Advice for School Complaints Procedure 2016**" which should be referred to alongside this document.

**In writing this policy it should be noted that the school intends to take informal concerns seriously at the earliest stage, resolve them efficiently and thereby minimise the incidence of formal complaints.**

Formal procedures should only need to be invoked when initial attempts to resolve the issue are unsuccessful and the person raising the concern remains dissatisfied and wishes to take the matter further.

## FORMAL COMPLAINTS PROCEDURE

A Formal Complaints Procedure will begin only if informal means of addressing a concern have failed. The class teacher will usually be the first person to address initial concerns, followed by the Headteacher if necessary. Should the concern still remain unresolved, a Formal Complaints Procedure will then be followed.

Where the first approach is made to a Governor, the next step would be to refer the complainant to the appropriate person and advise them about procedure. Governors should not act unilaterally on an individual complaint or be involved at early stages in case they are needed to sit on a panel at a later stage of the procedure.

### **Stage One: Complaint Heard by Headteacher**

A complaint may be made in person, by telephone or in writing. The Headteacher will keep brief notes of meetings and telephone calls as well as progress of the complaint and the final outcome.

### **Stage Two: Complaint Heard by Governing Body Complaints Appeal Panel**

If the complaint is unresolved after Stage One the complainant needs to write to the Chair of Governors (c/o the School) giving details of the complaint. The Chair, or a nominated Governor, will convene a Governing Body Complaints Panel.

Individual complaints should not be heard by the whole Governing Body at any stage as this could compromise the impartiality of any panel set up for a disciplinary hearing against a member of staff following a serious complaint.

The Remit of the Complaints Appeal Panel is set out in the DfE document “Best Practice Advice for School Complaints Procedure 2016”.

The information in this booklet is correct at the time of printing. It is possible that changes made be made during the school year. For more specific information about our Nursery please refer to our ‘Nursery Information’ brochure.

***Thank you for taking the time to read this brochure. Please keep it in a safe place for future reference.***

**Christ Church Infant School & Nursery 2015/2016**  
**End of KS1 results – Interim framework statements**

**No. of pupils:**

57 pupils in Year 2

56 Pupils for assessment (R , W, M) (SCI 57 pupils)

(1 BLW - Below the standard of the pre-key stage)

**Key:**

PKF: Pre-Key stage foundations for the expected standard

WTS: Working towards the expected standard

EXS: Working at the expected standard

GDS: Working at greater depth at the expected standard

HNM: Has not met the expected standard (Science only)

**Reading**

	<b>PKF</b>	<b>WTS</b>	<b>EXS</b>	<b>GDS</b>	<b>At or above the expected standard</b>
<b>Count</b>	6	15	18	17	35
<b>%</b>	<b>11%</b>	<b>27%</b>	<b>32%</b>	<b>30%</b>	<b>63%</b>

**Writing**

	<b>PKF</b>	<b>WTS</b>	<b>EXS</b>	<b>GDS</b>	<b>At or above the expected standard</b>
<b>Count</b>	12	25	19	0	19
<b>%</b>	<b>21%</b>	<b>45%</b>	<b>34%</b>	<b>0%</b>	<b>34%</b>

**Maths**

	<b>PKF</b>	<b>WTS</b>	<b>EXS</b>	<b>GDS</b>	<b>At or above the expected standard</b>
<b>Count</b>	8	20	21	7	28
<b>%</b>	<b>14%</b>	<b>36%</b>	<b>38%</b>	<b>13%</b>	<b>50%</b>

**Science**

	<b>HNM</b>	<b>EXS</b>
<b>Count</b>	35	22
	<b>61%</b>	<b>39%</b>

### SCHOOL NURSING SERVICE

The aim of the School Nursing Service is to provide a high level of health care to enable school children to reach and maintain their full potential and not be disadvantaged by ill health.

Health care is delivered through health assessment, health education and health promotion.

The School Nurse is a registered nurse who has additional training and experience in child development and health education.

Any child, parent/carer or professional can make a referral to the School Nursing Service. Contact can be made at school or at the nurses' clinic base.

All referrals are dealt with in a confidential manner.

A health assessment will be offered to your child in reception year to check his / her growth development and vision. Parents will be invited to this assessment.

An additional health assessment will also be offered to your child in year 6 to undertake further height, weight and vision checks. These sessions also offer the opportunity for 1:1 health education.