

# **Glasshoughton Infant Academy**

**Everyone deserves the best,**



**Glasshoughton  
Infant Academy**

**Everyone deserves respect.**

**2020-2021**

# Glasshoughton Infant Academy

NEWFIELD AVENUE,

CASTLEFORD

WEST YORKSHIRE

WF10 4BH

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Website: [www.glasshoughtoninfants.com](http://www.glasshoughtoninfants.com)

Local Education Authority: Wakefield Metropolitan District Council  
County Hall, Wakefield. WF1 2QL

Telephone: Wakefield 01924 306090

2020 - 2021

Headteacher : Mrs. A Walker

The Governing Body meets at 2 monthly intervals

Chair of Governors : Mr P Wagstaff

Number of children on roll September 2020 - 180  
Nursery - 65 (40 F.T.E)

## SCHOOL TIMES

Nursery : Mornings 8.45am to 11.45 am  
: Afternoons 12.25pm to 3.25 pm

School : Mornings 9.00am to 12.00 noon  
: Afternoons 1.15pm to 3.15 pm

Main School - Doors open at 8.50 a.m. Classroom doors are locked promptly at 9.00am and registers are taken immediately.

## WELCOME TO GLASSHOUGHTON INFANT ACADEMY

We hope this is the start of a long and happy relationship. Please do not hesitate to ask for further information if you do not find all the answers in this brochure. Our website is another useful point of reference.



**Mrs A Walker  
Headteacher\_**



**Mrs C Wilson  
Deputy Headteacher  
SENCo**



**Ms. H Coulthurst  
Family Mentor**



**Mrs C. Ellis  
Assistant Headteacher**

## WHAT IS GLASSHOUGHTON INFANT ACADEMY ALL ABOUT?

The school recognises the young child's needs of security, stability, happiness and confidence as a sound base for enthusiastic and successful learning and aims to provide a family atmosphere and stimulating environment which will give all children the opportunity to develop the necessary skills to communicate, to learn and to acquire knowledge.

We aim to extend previous experiences and development and to foster imagination, creativity, curiosity and a respect and enthusiasm for learning:

- by working in a close partnership with parents and the community
- by providing a suitable curriculum
- by high expectations
- by emphasising care and respect for others
- by high standards of behaviour and values

A full list of the Aims of the School is available upon request.

## WHAT IS GLASSHOUGHTON INFANT ACADEMY LIKE?

### The School

The school is a Community School for children from Reception to the end of Year 2. A Nursery is attached taking children from the term after they are 3 to the start of the reception year on a part-time basis. The school is situated in pleasant surroundings, which include grassed areas, gardens and a small copse. The main school building is semi open plan and comprises six teaching areas with their own toilets, cloakrooms and shared areas. There is a Hall/Gymnasium/Dining Room; Staff room; Office/Medical Room; Community Room, School Business Manager's room, Headteacher's room and a school kitchen. The surrounding play area comprises two hard surface playgrounds plus a large grassed area which is used when weather permits. The Nursery block is self-contained with a spacious veranda, hard surface, grassed area and garden.

## WHAT DO THE CHILDREN DO AT GLASSHOUGHTON INFANT ACADEMY?

### School Curriculum

We aim to extend the children's knowledge of themselves and of the world in which they live, and to develop basic skills. The school encourages enthusiasm for a wide variety of books and aims to promote high standards of reading. Most written and spoken work is based on the children's first-hand experience through thematic topics using the school environment and class visits to other environments. Children acquire a basic understanding of numeracy and problem solving. They pursue creative work using a variety of materials. Within this framework, children will have experience of English (including literature and drama), P.E. movement, Music, Arts, Design Technology and Computing in addition to Mathematics, Science, History, Geography and Religion. The school aims to cater for the different abilities and interests of the children, both as groups and individuals, so that the range and pace of the curriculum is appropriate to their needs.

The work undertaken in school includes all aspects of the National Curriculum, R.E. and PSHE curriculum at the appropriate level for the age and ability of the child, where the spiritual, moral, social and cultural development is embedded throughout.

**NURSERY** The Nursery provides a wide range of experiences which support children's development in all areas. Many of the activities help to develop skills which will provide the foundations for early language, literacy and numeracy. Children learn to explore other ideas and to work and play alongside and with other children and to care for each other and for property. They will be encouraged to become independent and to consider the needs of all within the Nursery. The nursery class provides experiences to help children to work towards achieving Early Learning Goals which form a basis for the requirements of the National Curriculum.

**RECEPTION** The children in reception are involved in activities to meet the requirements of the Early Years Foundation Stage and a broad and balanced curriculum is provided through topic and interest work, with a strong emphasis on developing the basic skills of speaking and listening, reading, writing and mathematics, social and emotional and physical.

**YEAR 1 and 2** Some children will still be working on the Early Learning Goals and moving onto Key Stage 1 of the National Curriculum. Much of the work will be undertaken through a thematic approach. Children will be encouraged to work in collaboration with others as part of their learning process.

They are encouraged to use their skills and use investigation and experimentation in their topic work to search for answers to problems raised in all areas of the curriculum. At the end of Year 2, all children are assessed in aspects of the National Curriculum, within the requirements of the Statutory Assessment of 7-year-olds. Parents are informed of the results of the assessment. Results of the 2019 Assessments are on the website.

School staff and the Governing Body are passionate about early years education - recognising it as the foundation for a love of learning and raising aspirations. You being You, Superstar Certificates, and Attendance rewards are used in recognition of pupil's positive attitudes to school life, learning and patterns of good attendance as lifelong patterns of learning and responsibility. Twenty-one hours are spent on teaching during the normal school week in main school, plus registration, the statutory daily act of collective worship and breaks.

### **School Council**

We have a School Council which consists of two representatives from each class, plus two additional Year 2 representatives to support the reception representatives. This provides excellent opportunities for pupils to learn about a community's needs, how to celebrate similarities and differences within a community and how issues and problems can sometimes be resolved. Children learn that it is not always possible "to have your own way" and they learn to deal with this as part of everyday life. Their ideas, views and opinions are taken seriously and all children have the opportunity to vote on key aspects of school development.

### **Homework**

The school believes that it is very important for parents to be involved in their child's education and to share in the process. Repetition and reinforcement are important at this stage and can also be fun. In Nursery, children are given books to take home to support the teaching that they have received in school. From Reception onwards, children have a "Reading Record Book", which is for you and your family members to add your comments to after you have read to your child and/or heard them read. As children begin to learn to write, handwriting sheets are sometimes sent home to reinforce their school work. In Years 1 and 2, parents are asked to help children to learn a short list of spellings (Spelling Book) which is sent home weekly and High Frequency Words to learn by heart. Phonic (letter sounds) and high frequency word books is sent home in Reception class and continues until your child has acquired the initial phonic knowledge and reading skills that they need to support basic reading and writing. Children are encouraged to borrow books. There is a library where children can choose and borrow books in both the main school and the Nursery and there is a wide variety of books which children may take home and share with their parents at any time. Our standards are very good and this is due to high expectations and support from staff and parents alike.

1. Home Reading Books (+ Reading Record Books).
2. Sound Homework books.
3. High Frequency Word cards.
4. Spelling Homework Book.
5. Red boxes & wicker style baskets - 'Free choice' reading books - around school.
6. Parent "Help at Home" packs - year group specific - added to each September.
7. Homework challenge cards.
8. Mathematics Fluency cards.
9. TT Rockstars or Numbots.
10. Doodle Maths & English.

### **Religious Education and Worship**

The school works from Discovery RE (Wakefield Education Agreed Syllabus) and aims to help children to reflect on their own experience and to gain information about and understanding of religions, festivals and religious ways of life; thus creating an interest in religion, showing that religion is relevant and helping children to develop informed, sensitive attitudes.

Collective Worship (whole school assemblies and class assemblies) is held for all children every day and our simple acts of worship are broadly Christian and un-denominational. Parents who do not wish children to be involved in either religious education or acts of worship should write to the Headteacher to discuss alternative provision.

### **Sex Education**

The school has a Sex and Relationships Education Policy which has been formulated in consultation with parents. Aspects related to this subject arise as part of class topic work, particularly in topics related to the children themselves, pets and animals. Correct anatomical names of parts of the body are used in a natural context as necessary. Children's questions which arise naturally will be answered honestly and sensitively. Personal, Social, Health and Citizenship Education strongly supports all aspects of relationships with others.

### **Special Educational Needs**

The school aims to ensure that all children achieve their full potential. Some children need more help to make progress and may have individual social, emotional and Educational Needs. The school has a Special Educational Needs Co-ordinator (SENCo), a Special Educational Needs Policy and follows the Code of Practice 2015. Full use is made of all the support services provided by the LA, to assess and provide for children with individual needs. The school governors use the school budget and devolved funding to fund staffing, training and resources to support the Special Educational Needs and all other school policies and the implementation of the Code of Practice. A copy of the policies are available on request.

The school has a More Able Policy, however this is a school "where every child matters" and every child is recognised as an individual with individual needs and is provided for accordingly.

### **Pupil Premium**

School receives additional funding for some children based upon their personal circumstances (low income families, children of parents in the Armed Forces and Children in Local Authority Care.)

If you think you are eligible for the Government funding which is paid to your child's school, please speak with the office staff; they will be happy to help and support you in completing the required documentation. The Pupil Premium money **MUST** be used to improve the achievement in school of the eligible pupils. This is generally in the form of additional small group or one to one support, according to the individual child's needs, to ensure they achieve their full potential. A copy of how our Pupil Premium funding is used is available on the school website. Our Resources Committee and the full Governing Body have a responsibility to ensure all allocated funds are used appropriately.

### **Sport**

The school appreciates the value of physical activity in order to promote health and wellbeing. All children in main school are involved in physical education for a total of two hours weekly. In Year 1 and 2 they enjoy one 45 minute session of outdoor games for which children require suitable clothing and trainers.

### **Extra Curricular Activities**

At lunchtimes, the school offers children the opportunity to take part in a wide range of clubs at different times of the year.

After school extra-curricular clubs will also be available at different times throughout the year.

These are some of the clubs we have had in the past: Dance, Art, Construction Club, Spanish, Rugby, Gardening, Multi Skills and Cross Stitch.

## WHO CAN COME TO GLASSHOUGHTON INFANT ACADEMY?

### Admission

Parents considering enrolment at the school are welcome to visit by appointment with the Headteacher or Family Mentor.

### Admission to Nursery

The Governors aim for children to have a minimum of 4 terms Nursery education in the Nursery. See Admissions Policy for further details.

Admission arrangements are the same for all children. All reasonable steps are taken to ease the admission of any children with disabilities.

To ease their entry into the school community, children and their parents are invited to attend a New to Nursery parent information session. We offer weekly stay and play sessions for a total of 6 weeks where children and parents experience nursery supporting the transition. Children are admitted into Nursery very carefully on a staggered basis which allows Nursery staff to give new entrants the individual attention that they need.

### Admission to main school

During the half-term before moving into reception class, the children spend some time in main school. The children usually attend school on a part time basis for their first week before coming for a whole day. Children are admitted into full time education in the September of the school year in which their fifth birthday falls. The admission arrangements are the same for all children. School is happy to discuss any particular arrangements for children who may have difficulty settling and all reasonable steps are taken to ease the admission of any children with Special Educational Needs or disabilities.

From Reception onwards, children take part in three transition visits to their new classroom. The visits build up in length, giving the children and teachers the opportunity to get to know each other, enabling a smooth and happy start in September. New to year group parents meeting are held during the half term before moving up, to support parents in the transition process between year groups.

## WHAT DO YOU NEED TO KNOW ABOUT COMING TO GLASSHOUGHTON INFANT ACADEMY?

### Coming to School

Children should arrive on time, but not earlier than 8.50am except in special circumstances. Parents (*or other responsible adults on parents' behalf*) are asked to bring their children to the classroom and are welcome to stay in Reception with the children in the classroom until registration. To encourage independence, children in Year 1 and 2 bring themselves into the classroom from September. Registers are called at 9.00am (when doors are locked) and 1.15pm and children arriving after the register is called will be recorded as late. Registers are closed at 9.25am and 1.40pm and children arriving after that time will be marked absent.

Parents/Carers are responsible for their children in the playground from 8.50am as there is not a member of staff on duty. Children are expected to stand with their parents before the school door opens to ensure they begin their school day in a calm manner. **Children MUST NOT use climbing apparatus/trim trail/walls/railings/bedding areas or Reception equipment before or after school.** This is a requirement of our Health and Safety policy and Procedures and our risk assessments. Class teachers are outside their classrooms from 8:45am to meet and greet the children. This also allows for any conversations to be had before the school days starts.

### Home time

To ensure the safety of the children, we ask **parents and carers** to collect their children from the classroom door at 3.15pm prompt. Parents and carers must let the class teacher or office know if someone not known to the school is collecting their child (**the person collecting must be of an age to take full responsibility** for the safety and wellbeing of your child).

Please be on time to collect your child as children soon become distressed if they are left at school after the other children have gone. As teachers continue to work after 3.15pm and often have meetings or courses to go to immediately after school, it can create difficulties if children are still in school. If unforeseen circumstances or an emergency causes parents to be late, children will, of course, be cared for in the best way possible until someone arrives to collect them. We would ask you to let us know if you will be late and we can find something to occupy your child until you arrive.

### Absence

When children are absent from school for illness or other reasons, parents are requested to telephone the school on the first day of absence before 9.00am or as soon as possible after.

School should be notified of any infectious diseases and parents will be advised of the period of absence needed in accordance with guidance in the Health Protection Agency policy. Children who have had sickness or diarrhoea should have **48 hours** without symptoms before returning to school.

### Attendance Figures

We have a weekly school target of 96.5%. Children are rewarded as a class for achieving the target weekly, termly and at the end of the year.

An exceptional circumstance request form (available from the school office) must be completed if you are taking your child out of school for any reason other than a medical appointment. Please try and give at least two weeks notice.

School **does not authorise** any absence for holidays in term time. A list of holiday dates is sent to parents each year so you can plan your family holidays. We follow Wakefield Council's Penalty Notice Code of Conduct and fines may be issued for absence due to family holidays. Taking your child out of school for a holiday may result in the issuing of a Penalty Notice. The Penalty Notice fine is £60 per child, per parent, if paid within 21 days. If it is not paid within 21 days, the fine rises to £120 per parent, per child, if paid within 28 days. In addition, any further absences due to illness may result in your child's attendance falling below 90%. This means they will be classed as a persistently absent pupil and this may result in the issuing of a further Penalty Notice.

The Education Welfare Officer will come into school every half term. She will challenge unauthorised absence or patterns in an individual's attendance history and ask parents to come in to school to discuss this. She will then monitor attendance over a set period of time and if necessary will issue a Penalty Notice.

**Persistent absence = slower progress = lower attainment.**

**S.A.M. – School Attendance Matters. A quality education is one of your child's rights!**

Late arrival at school also has a negative impact on the start to your child's day. Morning is a time to catch up with friends for a chat and feel part of the community/group. Children tell us that they really do not like to arrive late!

School doors are locked at 9.00am and children arriving late will need to be brought to the school office, as for security reasons the site gates are also locked promptly. Parents will need to sign their child into school using the electronic system, giving a reason for their lateness.

We operate a First Day response and will telephone you on any contact number we have available to us. Ms H Coulthurst is our Family Mentor and will work with parents and pupils to improve their attendance record.

## MORE ABOUT GLASSHOUGHTON INFANT ACADEMY

### Class Organisation

Aiming to achieve maximum use of available resources, class groups of mixed ability are arranged yearly according to the numbers in year groups.

Each class teacher has responsibility for a maximum of 30 pupils and all classes have a Teaching Assistant. In addition, extensive intervention and challenge groups are led by Teachers and Teaching Assistants with specialism, e.g. Reading, Maths, Personal, Social and Emotional Development. The Family Mentor supports vulnerable children to ensure they gain the most from school and achieve their full potential.

### Discipline

"The basis of good discipline is respect for adults, other children and property". Our ethos and practices and promotes positive praise. The school always aims to be fair and expects high standards of behaviour in order that there is an atmosphere conducive to learning. Positive attitudes are promoted and children are encouraged to behave with responsibility towards attaining self-discipline and to show consideration for others. There is no corporal punishment in school. Our Behaviour Policy takes account of Parent, Pupil and staff views and clearly outlines our standard procedures for rewards and sanctions. All policies related to good behaviour and discipline are available in the school office.

Children with behaviour problems need help and in these cases parents would be contacted to talk over the situation. Children whose emotional and behavioural difficulties cause a special educational need, will have their own One Page Profile in order to help them to progress and overcome their problems.

Children may be removed from activities if their behaviour is anti-social or unacceptable.

The pastoral care of the children is the responsibility of the class teacher assisted by the Family Mentor, Deputy Headteacher (also SENCO) and the Headteacher.

Partnership working with parents/carers, the school and other agencies is essential in order to support the child and achieve positive outcomes for all concerned, including a calm purposeful learning environment for all of the children in school.

### School Rules - Our Motto is "Everyone Deserves the Best, Everyone Deserves Respect"

School rules are kept to a minimum and are concerned with the safety and welfare of the children and the good organisation of the school. These "Learn Rules" are constantly being drawn to the attention of the children (See Appendix). Children formulate their own Class Mission Statement which they abide by as an individual and as a group. They are expected to respect each other; the staff; the school building and equipment.

Parents are asked particularly to note the following:

1. Pupils and parents should comply with the school rules, school aims and maintain our high expectations.
2. Children should be encouraged to be punctual at all times and stand with their parent/carer until the classroom doors open at 8.50am. A calm start to the day is essential.
3. Children should be encouraged to walk calmly around school - running is not allowed within the building.
4. Children are taught not to hurt each other at school (physically, verbally or otherwise) and to report any behaviour that upsets them to their teacher or other member of staff.
5. Children should be polite, considerate and well behaved. Self discipline and mutual respect is encouraged from entry to Nursery.
6. In order to keep children safe, no jewellery or personal ornaments should be worn for school. Children with pierced ears should wear simple studs which they will need to remove for physical education lessons.
7. Except in special circumstances no toys should be brought to school.
8. Children should not bring sweets etc. to school.
9. Children should not have money in school. Any payments to school **MUST** only be brought in a named purse or envelope.

10. Due to shortage of space in the cloakroom, we ask that small drawstring bags are used for PE kits that can be stored in the cloakroom. We ask that PE kits are brought to school on a Monday and they will be returned home on a Friday meaning that they are in school for all PE sessions and for other sessions when they may be needed. **ALL ITEMS MUST BE CLEARLY NAMED.**
11. Children should not walk on the turning circle or the school drive - they should always use the path.
12. Children should not climb on fencing or handrails, trim trails, outdoor equipment or bedding boxes and seating in the school grounds **before or after school.**

### Investors in Pupils

Glasshoughton Infant Academy has achieved the Investors in Pupils award. It provides a whole school framework for participation and ensures every child has a voice; feels listened to and takes part in decision making processes. Pupil Participation underpins every aspect of the award.

### Clothing - MUST ALL BE MARKED WITH THE CHILD'S NAME

School uniform is optional but is strongly encouraged. The colours are grey, red and white. Coats, hats etc, should have a long loop with which they can be hung up. School clothing with our logo can be purchased from Better and Bright in Castleford indoor market.

### Hair (cut and colour)

Children are expected to arrive at school looking presentable as appropriate for an Infant child. Hair dye, extreme fashion styles and cuts are not acceptable.

### Indoor PE/Outdoor games

Children with **long hair** should have it tied back for all PE lessons.

**Earrings should be removed at home** before arriving to school for PE lesson days, or

**Micropore tape should be provided by parents/carers** to cover earrings for PE lessons. This can be purchased from the School Office at £1 per roll.

**If a child is well enough to attend school they are expected to take full part in all PE lessons.**

Clearly there are exceptional cases, for example where a child has a plaster cast fitted. In such cases they would join their class but read books about Sport, gymnastics or information books on how to keep themselves healthy.

Children who have **inhalers prescribed by their medic** (doctor or consultant- with a dispensing chemist's sticker, with the child's name printed on it and in date) **SHOULD** have them at school and the office staff will administer and monitor their use. All medicines brought to school **MUST** be recorded in the Medicine book and if a long term ailment, also confirmed in the child's records.

In very extreme cases there may be a need for a child not to take part in PE lessons. In these circumstances school require Parents/carers to provide *a letter from the child's doctor or consultant outlining the severe nature of the condition and the period they should be excused from PE.* The final decision that a child *should* or *should not* take part in PE will be made by the Headteacher following consideration of all the medical evidence available. It may be decided that a Risk Assessment is required and or a medical appointment made with the school nurse (NHS) to determine if it is appropriate for the child to be attending school during the illness.

**Physical Education is a statutory requirement** in the National Curriculum and children are expected to take a full and active part in all school **PE and wellbeing activities**, including outdoor break and lunch times. There are lots of outdoor seating areas and a quiet outdoor reading area for children to have a calm and relaxed break.

Children need the following clothing:

#### Indoor PE

Leotard /  
Tight fitting lycra shorts  
Plain white T-shirt

#### Outdoor Games Years 1 and 2

Summer - Shorts and T shirt  
Winter - Tracksuit  
Trainers

The Class Teacher will let you know the timetable for P.E.

### **Parental responsibility**

If a kit is not provided by parents/carers the school will provide your child with a spare set to ensure they receive their full entitlement to Physical Education.

However if they 'forget' their kit on a regular basis we will write or speak with parents/carers to request that you provide a clean kit each week.

### **Indoor/Outdoor Shoes**

Children need a soft pair of pumps with Velcro/easy fastenings for indoor use.

### **PARKING**

It is very important that parents do **NOT** park cars anywhere inside the school gates but turn around on the turning circle and go out into Newfield Avenue to park. Alternative parking is on Brookfield Avenue, Park Avenue or Magnet Hotel pub car park. As there are difficulties with parking at all schools, the school recommends that, wherever possible, children are brought to school by walking.

### **Breakfast and After School Club**

We now run our own Before and After School Club at Glasshoughton Infant Academy, run by our own staff. This is service growing in demand. Breakfast club opens from 8am where children are greeted by a member of staff and are welcomed in to have their breakfast, ranging from cereal to toast and crumpets. There is a charge of £2.50 per day. After school club runs until 5:30pm each day at a charge of £5.50 where children are given a healthy tea followed by a planned range of activities including cookery, sewing, art, science and technology to name a few.

Both clubs can be booked via ParentPay and links to ParentPay and ParentMail will be sent to you via your email once you have returned your pack.

## **HOW CAN PARENTS BE INVOLVED?**

Parents are welcome to and encouraged to share their ideas and concerns and also ask for advice. The Head-teacher or the staff are usually available for consultation at the beginning of the school day for brief discussion/information sharing from home. Parents requiring a longer discussion time are requested to make an appointment for this purpose. Parents are invited on three occasions each year to meet their child's class teacher to discuss progress in school. A written report is sent to parents of all children in main school annually in the Summer term. A written report is provided for children at the end of their time in Nursery.

Pupil targets are issued half termly - you may discuss these with your child's teacher, who will be happy to help. Please encourage your child to work hard towards achieving these targets.

### **Homework**

Please encourage and support your child, but don't do it for them!

**Parent "Help at Home Packs"** - These are issued in Nursery and supplementary packs are added each September as your child moves up through school. If you would like help with anything contained in the pack please speak with your child's class teacher.

Parent Questionnaires are available during the Spring Parent Consultations and are a very valuable source of information for the school. Your comments are appreciated and the school provides feedback to parents on any key points/ideas when raised.

Fund raising events and social gatherings are held at the school. Parents are welcome to become involved in helping the children and staff in school and join us on some visits following appropriate police checks e.g. Christmas Fair, Inspire Days, Stay and Play sessions, Sports visits.

### **Parents Information Sessions/Course Opportunities**

From time to time school offers other sessions for parents to learn about the teaching methods and learning activities in school and focus on how best to help their child. Also we host a number of adult only or Adult/Child courses. These change annually.

### **Parent Governors**

There are 2 parent governors -Mrs C. Isherwood and Mr P. Wagstaff.

## **WHAT ABOUT WELFARE?**

The school aims to provide the best possible care for all children. Tapestry and Class Dojo - used to support communication between home and school.

Teachers need to know what your child can do independently. Homework is generally given to build upon learning that takes place in the classroom.

Reading is a vital skill - Parents can play a strong role in modelling the enjoyment and benefits of being a confident competent reader. Children have weekly reading homework and parents are asked to note their comments in the Reading Record Book. Spelling, soundwork and number work will all improve with your encouragement and value.

### **Children's Health**

Visitors to the school include the school nurse, dentist and nurse who care for the children's health. **Please ensure that your child's teacher is fully aware of any allergy or other condition your child might have.** Parents may be asked to collect children when they are unwell. First Aid is given for minor cuts and bruises. If the injuries are more severe, the parent will be contacted and the correct medical assistance sought.

The school will make every effort to help with the administering of **medicines prescribed by a doctor** if an essential dose is required in school time. All medicines must be taken by the parent to the School Office and signed onto the Administration of Medicines Sheet. Any medicines **must** be collected by parents at the end of the school day.

Where children need support to manage a medical condition, parents and the school's family mentor will meet to discuss the support needed and a healthcare plan will be written either by the school or by a health professional.

**Please make sure that the school is notified of any change of address and telephone number including those of alternative addresses and places of work.**

### **Safeguarding**

As the welfare of all children is paramount the school maintains strong links with other agencies and follows the procedures of the Wakefield and District Safeguarding Children Board. The Designated Senior Lead for the school is Mrs Walker. Mrs Wilson, Mrs Ellis and Ms Coulthurst are also responsible for Child Protection in the absence of Mrs Walker.

**Social Care Direct and other agencies and services will be contacted** if the Headteacher has concerns for the safety and wellbeing of any pupil. The (Child Protection) Safeguarding Policy is available for further information and a copy can be obtained from the school office.

The Family Mentor, Ms Coulthurst is available to support families in crisis or who are vulnerable in any way. She is also available to offer advice and make referrals to other services or agencies who may be able to support the family e.g. CAMHS, Safe at Home (Police Support for domestic violence, School Nurse, Children's First Hub.

### **School Dinners**

Currently all children up to the end of year 2 are eligible for a free school meal under the Universal Infant School Meal initiative launched by the Government.

It is **essential** that children eligible for pupil premium funding *continue to apply so that the school will receive funding for your children.*

A cooked meal is prepared daily in the school's kitchen. The children are served cafeteria style with choice of menu and are encouraged to try the different meals. They are cared for by dining-room supervisors who also supervise the children at play until afternoon school. Packed lunches may be brought to school by prior arrangement. Ice coolers are recommended to keep the food cool and fresh.

Excellent School Meals - We have our own catering services under the leadership of Mrs April Child, our cook, providing high quality foods to improve our lunch time experiences for all pupils.

We use locally sourced foods and have more say in the quality of food we accept from our suppliers.

Our hall is used as a dining room and children are encouraged to choose where to sit and classical or gentle pop songs are played as is in a restaurant. Quality crockery and cutlery are used to raise the lunch experience into an enjoyable family dining experience. Children are *not rushed, however* we do only have a very limited time period in which to seat 180 children.

### **Packed Lunches**

Packed lunches should be full of 'Healthy' options as we are a Healthy School.

**\*Sweets, chocolates and drinks are NOT allowed.**

*Chocolate biscuits, for example Kit Kats and items bought on the cakes/biscuits aisle of a supermarket are allowed within reasonable amounts.*

**\*Peanuts and any other form of NUT product is STRICTLY forbidden** as we have a number of children and staff with severe nut allergies in school, in some cases requiring immediate hospital treatment.

Children are encouraged to drink a beaker full of water each lunch time. Jugs of water are available on each table. Children are also asked to bring a sports style bottle each day containing **ONLY FRESH** drinking water. Flavoured drinks are **NOT** allowed due to Health and Safety issues as well as maintaining our Healthy School status and your child's beautiful teeth!

With encouragement and the knowledge about healthy eating and drinking all children are happy to drink fresh drinking water.

If your child does not eat a reasonable amount of their school meal the Lunchtime Supervisor will inform the class teacher to pass the message on to you at the end of the day. Packed lunch wrappers/bags and uneaten foods are all placed back in your child's lunch box so you can monitor what they have eaten each day.

The only problem we have had with packed lunches in the past, is that parents/carers put too many items in the lunch box and children become over faced. **Five items is generally the right amount**, for example: a sandwich (2 quarters), a packet of raisins, a small block of cheese, a small yoghurt or Frube, and a piece of fruit.

### **Government funded Fruit and Vegetable scheme**

Children are offered an item of fruit or vegetable each day. We have no control over what is delivered and some days your child may like it and on others they may not. We are happy for your child to bring their own

piece of fruit for morning snack if you wish to do so. It does need to be in a named bag or have a sticker attached to it, to avoid confusion with other children's items.

**One weeks written notice is required for any changes to lunchtime meal arrangements.**

### **WHAT ELSE IS THERE TO KNOW?**

#### **Visits Out or Special Visitors In**

Educational visits form a valuable support to the work in school. It is the policy of the Governors of the school to ask all parents for voluntary contributions towards the cost of their own child's visits/experience. These contributions are voluntary and children will not be treated any differently whether parents contribute or not (Charging and Remission Policy). However, if insufficient funds are available the trip may have to be cancelled. Currently the cost of all school trips is subsidised from the school fund, to keep costs to a minimum for our families.

All documents which should be available under the Education (School Curriculum and Related Information) Regulations can be seen on application to the Headteacher or School Business Manager.

#### **Complaints Procedure**

If you have any day to day concerns your child's class teacher or office staff will be happy to help. However for any concerns about your child's education, you can be referred to the Headteacher, who will be pleased to arrange an appointment with you. The Headteacher will also be able to give you information about the Governing Bodies procedure for handling complaints.

This document relates to the school year 2019-2020 except where otherwise stated and is correct at time of going to press.

Unforeseen circumstances may make it necessary for changes to be made.

May 2020