

learning together, achieving together



**Spixworth**  
Infant School

# *Prospectus*



## Contents

The Core Values of the School	3
Letter from Headteacher	4
Staffing and Governors	5
School Organisation	6
School Uniform	9
School Curriculum	10
Special Educational Needs and Disability (SEND)	11
Pupil Premium	12
Behaviour Management	13
The Friends of Spixworth Infant School	14

This brochure contains the staff list at September 2018.

Parents are informed of up to date information about members of staff, the Governing Body and the Friends of Spixworth Infant School as soon as any changes are confirmed.

To apply for a place for your child at our school, you need to contact:

Admissions Customer Service Centre on 0344 8008020 or apply online at [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk)



### CONTACT US:

Address: Spixworth Infant School

Ivy Road, Spixworth. Norwich

Phone: 01603 898483

Email: [office@spixworth.norfolk.sch.uk](mailto:office@spixworth.norfolk.sch.uk)

Website: [www.spixworth.norfolk.sch.uk](http://www.spixworth.norfolk.sch.uk)

Facebook: [@SpixworthInfantSchool](https://www.facebook.com/SpixworthInfantSchool)

Twitter: [@SpixworthInfant](https://twitter.com/SpixworthInfant)

Our Vision and Core Values:

*Every member of our school community believes in the possibilities of every child; providing individualised, inclusive, inspiring learning that sees every learner internalise the Core Values for themselves and for others*

  
*Safety*

  
*Teamwork*

  
*Achievement*

  
*Respect*

  
*Stimulating*

Our Mission:

*With the whole child at the heart of all we do, through a broad, engaging curriculum, excellent teaching and effective partnerships;*

-  *We inspire independent, confident learners*
-  *We challenge and motivate children in a safe and happy environment*
-  *We nurture curiosity and creativity enabling key life skills and individual talents*
-  *We raise goals and aspirations, promoting equality and respecting rights*
-  *We care and are cared for*

*Our aim is to enable every child to shine*

Dear Parents,

We are delighted to welcome you all to Spixworth Infant School. We hope that the time your child spends at our school is a happy and rewarding one.

We are passionate about learning and our school motto 'Learning together, Achieving together' demonstrates this. We aim for every child to succeed and thrive during their time here and strive to create a challenging yet caring atmosphere.

The school's vision is built on our core values which can be found at the front of this prospectus. These are central to our work in school and underpin much of our curriculum.

The relationships we have with you as parents and carers are also very important to us. We believe that children make the best progress when there is an open and honest relationship between home and school. We aim to keep you regularly updated of your child's work in school and their progress.

Our staff are always happy to talk to you about your child's progress or any concerns you may have. It is especially important that we know of any problems or concerns you have as quickly as possible so they can be addressed promptly.

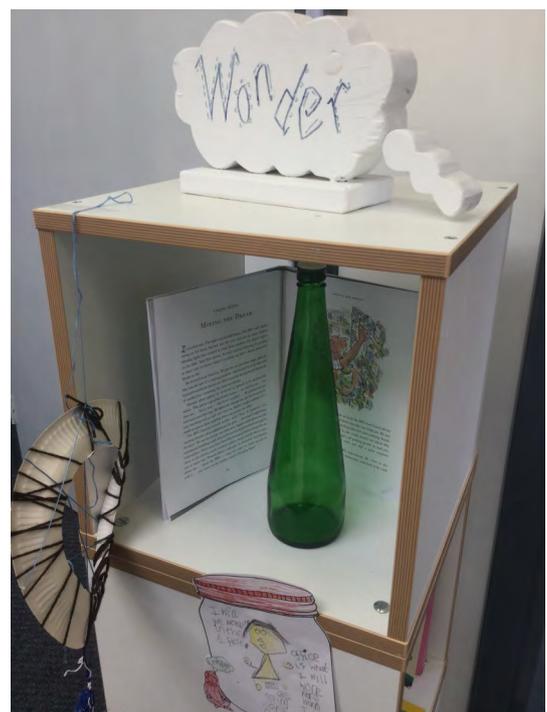
We hope you find the information contained in this prospectus useful and will answer any questions you may have. If you would like to know anything else please do not hesitate to contact the school.

We look forward to welcoming you

Yours sincerely,

Ms H. Jordan

Headteacher



## **Staff**

### **Headteacher**

**Ms Heidi Jordan**

### **SENDCo/Senior Leader**

**Miss Emma Davies**

### **Teaching Staff**

**Mrs Hetal Murphy**

**Mrs Felicity Jackson**

**Miss Denise Mattock**

**Miss Lily Engall**

**Mrs Suzanne To**

**Mrs Kate Heley**

### **Higher Level Teaching Assistants**

**Mrs Juliette Kidd**

**Mrs Sarah Russell**

### **Teaching Assistants**

**Mrs Juliette Kidd**

**Mrs Sarah Russell**

**Miss Danielle Hines**

**Mrs Alison Moon**

### **SEND Classroom Assistant**

**Mrs Yasmin Desborough**

### **Classroom Assistant**

**Miss Natasha Gowing**

### **Apprentice Teaching Assistants**

**Miss Molly Kidd**

**Miss Octavia Knapper**

### **School Admin**

**Mrs Sian Read**

### **School Admin and Finance**

**Mrs Denise Betts**

## **Governors**

### **Chair of Governors**

**Mrs Angela Eastick**

### **Co-opted Governors**

**Mr Neil Campbell**

**Mrs Kerry Goodhew**

**Vacancy**

### **Parent Governors**

**Mrs Matthew Ward (Vice Chair)**

**Vacancy**

### **Staff Governor**

**Mrs Juliette Kidd**

### **LA Governor**

**Vacancy**

Our full Governing Body meets twice a term and is responsible for decisions about the general running of the school, the curriculum, finance, appointment of staff, maintenance of buildings and producing policies on such matters as discipline, equal opportunities, etc. If you wish to contact a school governor, please do so through the school.

### **Midday Supervisory Assistants**

**Mrs Lynette Karne**

### **Catering Staff**

**Mrs Donna Gilbert**

**Mrs Joanne Rout**

### **Caretaker**

**Mrs Karen Chapman**

### **Cleaning Staff**

**Miss Racheal Chapman**

## School Organisation

Spixworth Infant School is a local Authority school for pupils of 4 to 7 years. The arrangement of classes varies from year to year depending on numbers. Parents need to be aware that mixed year group classes are necessary in order to keep classes within the infant school agreed class sizes.

### Admission Policy

It is Norfolk County Council's policy that children begin full-time education during the academic year in which they turn 5 years of age. All children who have their 5<sup>th</sup> birthday between the 1st September and 31st August are offered a full-time place at school. There is an option, where it is considered best for the individual child by both the parents and school, for the child to begin part-time or have a planned phased entry to school over the first term. Please speak to the Headteacher if you would like to discuss this option further. If you wish to defer your child's place you must speak with the Headteacher in the first instance. All children must start school by the term after their 5th Birthday.

### Ofsted

The school was last inspected in March 2018 and maintained a 'Good' rating. A copy of the inspection report can be found under the 'key information' section of the school website [www.spixworth.norfolk.sch.uk](http://www.spixworth.norfolk.sch.uk)

### Times of the school day

- 8.55** Doors Open and registers open in the classroom. From September to January, Reception children should be brought to their classroom door. From January, Reception children join the Year 1 and 2 children in lining up on the playground to enter school with their class.
- 9.05** Session 1 (Your child will be marked late if they arrive after this time. Any child arriving after 9.20am will receive an unauthorised absence mark unless there has been a previously agreed reason given for absence.)
- 10.30** Playtime
- 10.45** Session 2
- 12.00** Lunch
- 13.00** Session 3
- 15.15** End of the school day. Please collect your child from the classroom door. We will not let the children leave until we have seen you are waiting for them. If another adult is going to be collecting your child please write it on the sheet outside the classroom. If plans change during the day please phone the office to let us know who will be collecting your child. If there will regularly be someone else collecting your child such as a childminder or Grandparents please inform the school office.

### Playtime Snack

Fruit is provided free of charge by the Local Authority for all children. Children can bring their own fruit if they wish, but it must be clearly named.

### Drinks

Water is available in all classrooms whenever the children need a drink. Children can bring in a named water bottle from home to have in the classroom. Children should only have water in these bottles.



## **Lunchtime**

At lunchtime the children are looked after by Midday Supervisory Assistants. They have a choice of a meat or vegetarian cooked school dinner, jacket potato with various fillings, a school packed lunch or they can bring their own packed lunch from home. We encourage healthy eating at school and specify that no sweets, chocolate or fizzy drinks are included in packed lunches. The school dinner menu is on a rolling programme and menus are sent to parents and can also be found on the school website. Each morning the children register for the type of lunch they will be having that day, so decisions do not need to be made in advance unless there is a Special Menu advertised. All children are entitled to a free school meal as part of the Governments Universal Free School Meal Scheme.

## **Absence from School**

The school can only authorise an absence for certain limited reasons (e.g. ill health). Any unexplained absence has to be recorded as 'unauthorised'. If your child is absent from school, you must phone us on the first day of absence, preferably before 9.05am. There is an answer machine available to leave a message outside office hours. We operate a first day absence phone check each day. If we haven't had a message about why your child is not in school by 9.30am we will phone you to find out why they are absent. If absences become too high (below 90% attendance) then the County attendance officer may become involved to improve attendance.

## **Holidays in term time**

The school is unable to authorise holiday absences unless there are exceptional circumstances. These may include:

- Armed forces personnel returning from a tour of duty.
- Police or other service personnel whose leave has been cancelled in school holidays.
- Family funeral.

If you choose to take your child on holiday during term time then their absence will be unauthorised. In addition you may receive a penalty notice from the Local Authority if your child has 10 consecutive absences (5 days) or has 15% or more unauthorised absence in a 6 week period (4.5 days). Any other non-medical absence without the authorisation of the Headteacher will be deemed as unauthorised.

## **Office Hours**

Administrative staff are available from 8.00am to 4.00pm each day. Outside of these times the telephone will be answered whenever possible. There is also an answer machine available so please do leave a message and someone will call you back as soon as possible. The Headteacher is available whenever possible. Please ask at the office to make an appointment to speak to her.

## **Parent Volunteers**

We always value parental and voluntary help in school for trips, to listen to readers or to help at special events. In order to volunteer in school you will need to complete an online disclosure form and be checked by the Disclosure and Barring Service (DBS). If you would like to help in school, please arrange a time with the school office to find out more and complete the necessary checks.



## Before and after school care

The school offers a before school fitness club from 8.30am and a range of after school clubs, many of which are free of charge. Places must be booked in advance. Our pupils can also access before and after school care by KidzKlub which is based at Woodland View Junior School or by Stepping Stones Day Nursery on the Infant School site. There are three registered childminders in the village.

### Kidz Klub

Kelly Hanworth 07776 360409

kelly.hanworth@googlemail.com

www.spixworthkidzklub.co.uk

### Stepping Stones Nursery

Martyne Ellison 01603 891150

Stepping-stonesnursery@hotmail.com

Steppingstonesdaynursery.org

### Childminders

Debbie Leeming 01603 893630

Jo Utting 07578 012323



## Home-School Communication

We have an open-door policy which means that as far as possible you do not need to make an appointment to see a member of school staff to discuss your child's work or any concern that you may have. If you are worried about something we encourage you to discuss it with us sooner rather than later. Each teacher is available to chat informally at the end of each day.

We have Parent/Teacher meetings four times per year which focus on your child's targets.

In the Summer term school reports are sent to parents and we have an Open Evening.

There are meetings throughout the year to update you about what your child is doing in school, for example 'What to expect in Reception' and 'Assessment'.

The Headteacher is available to speak to whenever possible or by booking an appointment through the school office.

At least once a year the Governing Body send a questionnaire to all parents asking for your views on a range of issues concerning our school. Your views and opinions are analysed and acted upon as far as is possible.

## Medical Information and Procedures

We have named staff, currently Mrs Russell, and Mrs Kidd who deal with the administration of medicine and treatments in school. There is a Medicine Book in the school office and if your child requires medication during the day you will need to make sure that all forms are completed and signed by you at the beginning of a course of treatment. **We can only give children medicines and treatments prescribed by your doctor and only then if you have signed the forms.**

If your child needs an asthma inhaler or other regular medication please make an appointment to ensure all necessary details are recorded and forms are completed and signed by you.

All medicines need to be clearly marked and delivered and collected from the school office each day by an adult. You may wish to share any information on your child's medical record with the school if it is appropriate.

## Uniform for September 2018

	Reception	Year 1	Year 2
<b>Uniform</b>	Plain grey trousers, shorts, skirt or pinafore		
	Plain white polo shirt or collar blouse or shirt		
	Navy round neck sweatshirt or cardigan with the school logo		
	Flat black shoes (Not boots or trainers)		
	Blue checked gingham dresses can be worn in the Summer term only. Please note that gingham skirts or blouses are <b>not</b> part of our uniform.		
	Navy book bag with the new school logo on		
<b>PE Kit</b>	White round neck t-shirt which can either be plain or have the school logo on		
	Black or navy shorts		
	Black or navy jogging bottoms		
	Navy sweatshirt with the school logo. (Children can wear their school sweatshirt/cardigan but no other sweatshirts/jackets can be worn)		
	Trainers and Plimsolls		
	Draw string PE bag with or without the school logo.		

### All items of clothes and shoes must be named.

No jewellery should be worn with the exception of stud earrings. It is strongly recommended that these are either removed on PE days or covered with plasters. Long hair must be tied back.

### Uniform availability

Jumpers and cardigans with the school logo on, along with a selection of other items of school uniform can be purchased through the Tesco website [www.clothingattesco.com/icat/embschoolwear](http://www.clothingattesco.com/icat/embschoolwear) The school receives a 5% donation for every item of uniform that is purchased through this site.

### School trips

We try to use the local environment as much as possible to enhance our curriculum. We regularly make visits to the local church and use the village as part of our Geography curriculum. You are asked to sign a permission form when your child starts school that enables us to take the children on such outings. We also feel that visits further afield enhance the children's learning and at certain times during the year may wish to take them on a coach. Places we have visited recently have been Sheringham Park, Whitlingham Outdoor Education Centre and Duxford Air Museum. As these visits are by coach you will be asked to complete a separate permission slip before these trips take place. The Governors also reserve the right to ask for voluntary contributions towards such trips. Parents are advised that the continuance of an activity may depend on the amount of voluntary contributions received, but once it has been decided that a visit will go ahead no child will be excluded from the trip.



## Our School Curriculum

### EYFS

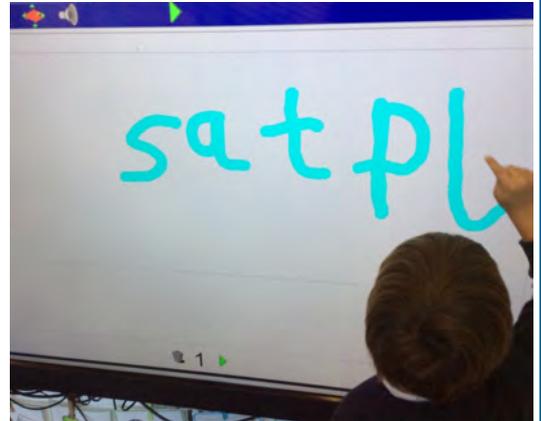
In Reception, children follow the Early Years Foundation Stage framework (EYFS) which supports an integrated approach to early learning and care. Children will access learning opportunities across all seven Areas of Learning of the EYFS, mainly through child led and play based activities.

**Prime Areas of Learning:** Personal, Social and Emotional Development, Communication and Language, Physical Development

**Specific Areas of Learning:** Literacy, Mathematics, Understanding the World, Expressive Arts and Design

### Phonics

All children access a 20 minute daily interactive phonics session in which children are taught all of the 40+ phonemes (sounds) and their alternative pronunciation and spelling. The children practise using this knowledge by blending the phonemes to read words and sentences and segmenting the phonemes for spelling words in sentences. At the end of Year 1 the children undergo a phonics screening check. You will be informed of the results of this. Children who do not meet the required standard at the end of Year 1 are required to retake the check at the end of Year 2. Some children may need more support with their phonics learning and teachers arrange children in small groups to carry out additional phonics sessions.



### Key Stage 1

Following on from the Early Years Foundation Stage, the children follow the National Curriculum for Key Stage 1 when they are in Year 1 and Year 2.

**Core Subjects:** English, Maths, Science

**Foundation Subjects:** Art and Design, Computing, Design Technology, Geography, History, Music, Physical Education

Most subjects are taught through a cross-curricular topic based approach whereby each class develops a topic over each half term. Topics are creative, practical and skills based in order to enrich the children's learning in a fun and meaningful way. We offer an enriched curriculum with activities such as African drumming, Mindfulness and Mandarin taking place each week.

**Outdoor Learning:** We believe that learning outdoors is a vital part of our school curriculum. Children in the Foundation Stage have access to the outdoor environment on a daily basis to enhance their learning. Wherever possible teachers plan for the use of the outdoors in English, Maths and other topic lessons. Each week the children take part in Forest School activities where the children are in smaller groups and develop their skills in outdoor activities such as orienteering, willow whittling, planting and pond dipping.

**Religious Education** is taught according to the Norfolk syllabus.

### Sex and Relationships Education

We approach sex and relationships education with sensitivity at our school. When the children ask questions (as children do!) they are dealt with appropriately according to age. Sex and relationships education is mainly taught through topics and PSHE. We look at the lifecycles of plants, animals and humans, the similarities and differences between ourselves and others and how to keep our bodies healthy. We discuss family life and explore different roles and relationships within our family. Children learn to co-operate, listen, share and respect, which enables them to begin to understand the range of human emotions and how to deal with them.

## Awards and Achievements

In December 2014 we were re-awarded Healthy Schools Status due to our high standards in promoting healthy lifestyles.

In 2018 we achieved the Bronze award of the UN Rights of the Child.

In 2018-19 we are aiming to achieve the Silver UN Rights award and also a Music and Arts Award

### EYFS results 2018

Subject	GLD (School)	GLD (National)
End of EYFS	77%	72%

### Phonics results 2018

Subject	Expected (School)	Expected (National)
Phonics	89%	83%

### Key Stage 1 results 2018

Subject	Expected+ (School)	Expected+ (National)
Reading	77%	76%
Writing	71%	70%
Maths	73%	76%



## Monitoring of Pupil Progress

Throughout the school from Reception to Year 2 we record what each child is able to do, making detailed observations of progress. Every child's attainment is tracked to ensure that they are progressing at the expected rate. Four times per year, parents and carers are invited to make an appointment to see the class teacher to discuss their child's progress. Late in the Summer term a detailed annual report is written about every child, on which parents have the opportunity to record their comments. If parents would like to discuss their child's progress at any other time, they should make an appointment to see the class teacher after school.

## Special Educational Needs and Disability (SEND)

If you feel or know that your child has a disability or any special needs that will affect them when they arrive at school, please speak to the Headteacher about your child as soon as possible. Once your child is at school regular reviews are made of every child's progress and those with Special Educational Needs not already identified are identified. This decision is always discussed with parents.

The Special Educational Needs Information report specifies those practices and procedures, which exist in the school to support children who may have special educational needs. This sits alongside the Cluster SEN Policy which can be found on the school website. A link to the Norfolk Local Offer for children with SEND can be found on the school website.

The Special Educational Needs Co-ordinator, Miss Davies and the SEND governor, are responsible for the Special Educational Needs register and for making sure that arrangements for provision for these children are properly undertaken. Children who are "looked after" are also well cared for at school. Norfolk Parent Partnership supports families of children with SEND. Leaflets about their work can be found in the front entrance.

## **Pupil Premium**

It has been recognised that a more individualised approach to teaching and learning may be beneficial for some children at certain points along their educational path. The Government has released funding for those pupils in Primary and Secondary schools across the country whose parents are entitled to certain benefits, whose parents are in the armed forces or children who have been adopted to support and enhance their learning.

Some of the funding supports the effective learning intervention programs the school provides for children who are identified as needing additional support with their learning. The Pupil Premium is also used to provide a wider range of curriculum opportunities targeted at vulnerable children. A nurture club is provided two lunchtimes a week. These are small group sessions where the children are given the chance to develop their personal social and emotional skills: they talk about problems and concerns, play games, make a variety of objects/artefacts and do other fun activities. In addition some of the Pupil Premium is used to develop whole school projects linked to the Education Endowment Toolkit for enhancing learning across the school. Pupils who have pupil premium do not have to pay for school trips or some other school activities.

## **Safeguarding, Child Protection and Looked After Children**

The school works in close partnership with parents, carers and other agencies to support all children in every way possible in order to safeguard and promote their welfare. As a result, if concerns are raised within the school, or a child or parent reports a situation involving possible abuse, we cannot guarantee confidentiality but are required by law to follow procedures laid down by the Norfolk Local Safeguarding Children's Board. The designated professionals for child protection in our school are Heidi Jordan, Felicity Jackson and Hetal Murphy. Spixworth Infant School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Consequently, all adults working in school are required to complete a DBS Enhanced Check. For more information please see the safeguarding policy on the school website.

## **Equal Opportunities**

All members of the school's community are treated with equal regard and we aim to offer equal opportunities in learning, regardless of intellect, age, gender, physical ability, capability, characteristics, racial or ethnic group, religious beliefs or social background.

## **Making a Complaint**

If you are unhappy about any aspect of your child's education or experience at school you should see the class teacher. We would hope that discussing the matter with the teacher would be enough to resolve the problem. However, if you are still unhappy and wish to take the matter further you should see the Head Teacher. If after discussion with the Head Teacher the matter remains unresolved you should tell the Head Teacher that you wish to make a formal complaint. She will give you a copy of the Complaints Procedure.

## **School Policies**

All school policies are available for you to view on request from the Headteacher. Those that are of particular relevance to parents e.g. the Behaviour Policy and the Safeguarding Policy are on the school website.



## Our Behaviour Management Systems

### House Points

Each child will be in a House. There are pupils from Reception, Year 1 and Year 2 in each house. Children will earn house points for following the Core Values. These will be added up each week and the House with the most points at the end of the week will receive a certificate. There will be a special reward for the House with the most points at the end of each term.

### Rewards

In addition to the House Points, we have a number of other reward systems in place:

Two children from each class will receive special recognition for their commitment to our Core Values each week in Celebration Assembly.

Each class will have a traffic light system for behaviour. Children can move to the Silver or Gold traffic light for particularly good behaviour in class and around the school. Reaching the Gold traffic light will earn a certificate home.

### Consequences

All children will be on the Green traffic light at the start of each day and they will move up and down the traffic lights as necessary. If a child is on the Red traffic light they will miss 5 minutes of the break or lunch time or go to a "buddy class" for 5 minutes.

Children will be given a fresh opportunity to amend their behaviour each session.

If a child has been on the Red traffic light 3 days in a row then you will be informed by your child's class teacher. If being on the red traffic light becomes a regular occurrence then a positive behaviour plan will be set up in conjunction with yourselves.



## Friends of Spixworth Infant School

The Friends of Spixworth Infant School consist of a Committee of Parent/Guardian volunteers. As a Parent/Guardian of a child or children attending the School you automatically become a member.

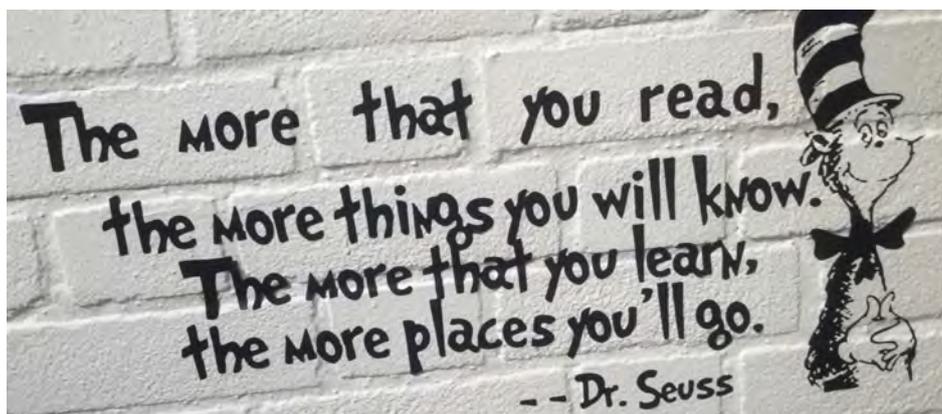
The aim of 'The Friends' is to advance the education of pupils by engaging in activities or providing facilities or equipment which support the school.

The 'Friends' Committee follow a constitution, which is available for your perusal on the "Friends" notice board in the School.

The elected members are as follows:

Chairman	Kelly Davy
Vice Chairman	Janet Kemp
Treasurer	Clair Parker
Secretary	Serena Fordham

'The Friends of Spixworth Infant School' welcome every Parent/Guardian to participate in organising, planning and implementing the activities organised for the children in the school and any new ideas are welcome.



## E- Safety Rules

- I will ask for permission before using the Internet
- I will only look at or delete my own files
- I understand that I must not bring software into school
- I understand that I must never give my home address or phone number, or arrange to meet someone
- I will ask for permission before opening an e-mail sent by someone I don't know
- If I see anything I am unhappy with or I receive messages I do not like, I will tell an adult immediately
- I understand that the school may check my computer files and the internet sites I visit
- I understand that if I deliberately break these rules, I may not be allowed to use the internet or computers



## School Safety Rules

- Children should always be accompanied by an adult in the school car park. Parents should not park in the school car park.
- Children bringing bicycles/scooters into the school grounds should always be accompanied by an adult. Bicycles/Scooters must not be ridden inside school grounds by adults, older children, younger siblings or our children. Bicycles/Scooters are left in the Bike Shed at the owner's risk. The school accepts no responsibility for bikes and other equipment left in the Bike Shed.
- Walking is encouraged at all times within the school building.
- Children are not allowed to wear jewelry or earrings, with the exception of stud earrings, in school. We cannot take responsibility for any loss or damage however caused.
- Children must not use the climbing equipment on the school field out of school time. During school time this equipment is always supervised by an adult if children are using it. Children playing on the boat do so at their own risk out of school hours.
- Children should not play football on the field before or after school.
- No dogs are allowed on school premises or in the grounds. Please do not tie dogs to the school fence or leave them unattended.
- Toddlers and babies brought to the school must be supervised at all times while on school premises. For fire safety reasons please leave pushchairs outside the building.
- The School buildings and grounds are designated non-smoking areas.
- Please do not park on the yellow lines outside the school gates or on the junction of Ivy Road and Lilian Road. Please do not park in Elizabeth Close (opposite the school on Ivy Road) as this is a private parking area for residents only.

