

**Welcome to**

**Monkton Infants School**



***Aiming High!***

**Prospectus  
2017 - 2018**

**Monkton Infants**

St Simon Street

South Shields

NE34 9SD

Tel: 0191 456 1917

Website: [www.monktoninfants.org.uk](http://www.monktoninfants.org.uk)

*Please retain for future reference*

*This document is available in alternative formats on request*

# WELCOME TO MONKTON INFANTS SCHOOL

---

*Thank you for choosing our school for your child's education, we believe you have made the best choice! This school has a well-earned reputation for achieving high academic standards and helping to develop happy and confident pupils.*

*In the Ofsted Inspection of January 2016 the school was graded as a good school with effective safeguarding. It noted:*

***“Pupils continue to make good progress from their starting points in Nursery to leaving school at the end of Year 2. Pupils leave the school with outcomes that are significantly above the national average year on year’.***

*Everyone who works at this school is committed to ensuring your child achieve their best in a happy and nurturing environment. The school is supported by a strong Governing Body.*

*Our Governors work alongside the staff to provide challenge and support to the school.*

*This handbook aims to answer any questions you may have about our school, if you have any further questions please do not hesitate to Mrs Askwith.*

*We look forward to forming a happy and effective relationship with you and your child.*

# CONTENTS PAGE

---

<u>Page(s)</u>	<u>Items</u>
4	Staffing Structure
5	Classification of the School
6	Organisation of the School
7	School Holidays
8 - 9	Curriculum Information
10 - 15	Organisation of Curriculum
16	Assessments
17 - 19	Home-School Links
20 - 21	Attendance and Punctuality
22 - 24	Health and Safety
25	Health and Safety Rules
26	Schools Meals and Milk
27	School Uniform
28	Useful General Information

# STAFFING STRUCTURE

---

**Headteacher :**

Mrs. C. Askwith B.Ed. (Hons) M.A. Ed. NPQH

**Deputy Headteacher :**

Mrs. H. Winter B.A. (Hons)

**Teaching Staff**

**Teaching Assistants**

Miss. S. Wallace B.A. (Hons) - Nursery

Mrs. S. Spargo (H.L.T.A)

Miss. K. Wilkinson B.A. (Hons)

Miss. A. Carlyon (H.L.T.A)

Miss. A. Morton B.A. (Hons)

Mrs. L. Nesworthy (H.L.T.A)

Mrs. M. Thompson B.A. (Hons)

Mrs. L. Broderick (NNEB)

Miss. K. Holtham B.A. (Hons)

Ms. M. Douglas (Level 3)

Miss. L. Ibbetson B.A. (Hons)

Miss. J. Hoque (Level 3)

Mrs. H. Winter B.A. (Hons)

**Support Staff**

Miss. J. Watkins (School Business Manager) B.A. (Hons)

Mr. S. Finn (School Bursar) MAAT

Mrs. M. Lowrie (Supervisory Assistant)

Mr A. Richardson (Peripatetic Pianist)

Mrs. S. Taylor (Supervisory Assistant)

Mr. I. Jenkins (ICT Technician)

Mr. A. Pacsa (Caretaker)

Mrs. L. Roberts (Cook-in-Charge)

Mrs. A. Bastholm (Cleaning Staff)

Ms. S Guthrie (Kitchen Assistant)

Mrs. A. Blakey (Kitchen Assistant)

**School Governing Body**

Mrs. M. Olsen(Chair of Governors)

Mr. W. Armstrong

Mrs. A. Sharp (Vice Chair of Governors)

Mrs. J. Hansen

Mrs. C. Askwith (Principal)

Mr R. Cheadle

Mrs. H. Winter (Deputy Principal)

Mr. I. Coulter

Miss. J. Watkins (Staff)

Ms. R. Garvin

Mrs. E. Fairbrother

*(Information subject to change but correct at time of print)*

## **CLASSIFICATION OF SCHOOL**

---

Monkton Infants School is an Academy. It caters for primary pupils between the ages of 4+ and 7 years. The separate Nursery Unit caters for children aged 3 to 4 years. The Nursery Unit is situated in Bainbridge Ave. The school is a day school and is co-educational.

### ***MONKTON INFANTS SCHOOL MISSION STATEMENT***

---

Monkton Infants School strives to help all children to develop their full potential within a happy, safe and challenging environment. We create a positive and supportive ethos in which academic and personal development can flourish through a broad, relevant and balanced curriculum.

### ***MONKTON INFANTS SCHOOL AIMS***

---

- To ensure all children are making good progress in all areas of development.
- To help pupils secure high academic attainment.
- To provide a creative, engaging and broad and balanced curriculum.
- To foster a love of learning and school life in pupils.
- To work effectively with parents/carers and the wider community for mutual benefit.
- To provide highly skilled and motivated staff and governors.
- To secure a high quality learning environment in which children can flourish.

# ORGANISATION OF THE SCHOOL

---

## SCHOOL TIMES

Normal school working hours for children are as follows:-

<b>School -</b>	Morning Session	8.55 a.m. – 11.55 a.m.
	Afternoon Session	1.00 p.m. – 3.15 p.m.

<b>Nursery -</b>	Morning Session	08.30 a.m. – 11.30 a.m.
	Optional additional hours for pupils entitled to the 30 hours offer	11.30 a.m. – 12.40 p.m.
	Afternoon Session	12.40 p.m. – 3.40 p.m.

## TEACHING TIMES

- **Total Teaching Time Reception and K.S.1:** 22 hours 5 minutes per week.
- **Nursery:** 3 hours per session.

## ORGANISATION OF CLASSES

All children are taught in classes of 30 or less and are supported by Teaching Assistants who work alongside Classteachers.

Classes are organised in single-age groups.

# SCHOOL HOLIDAYS

## MONKTON INFANTS SCHOOL Academic Year 2017/18

	AUGUST 2017	SEPTEMBER 2017	OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017	JANUARY 2018
Monday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Tuesday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Wednesday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Thursday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Friday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Saturday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Sunday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28

	FEBRUARY 2018	MARCH 2018	APRIL 2018	MAY 2018	JUNE 2018	JULY 2018
Monday	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Tuesday	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Wednesday	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Thursday	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Friday	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Saturday	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Sunday	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29

	AUGUST 2018	SEPTEMBER 2018
Monday	6 13 20 27	3 10 17 24
Tuesday	7 14 21 28	4 11 18 25
Wednesday	1 8 15 22 29	5 12 19 26
Thursday	2 9 16 23 30	6 13 20 27
Friday	3 10 17 24 31	7 14 21 28
Saturday	4 11 18 25	1 8 15 22 29
Sunday	5 12 19 26	2 9 16 23 30

■ Bank Holiday  
■ School Holiday  
■ Staff Inservice Day

# CURRICULUM INFORMATION

---

## THE FOUNDATION STAGE CURRICULUM

This stage covers the Nursery and Reception years. Children's experiences focus on seven areas of learning:

<u>Prime Areas</u>	<u>Specific Areas</u>
Communication and Language	Literacy
Physical Development	Mathematics
Personal, Social and Emotional Development	Understanding of the World
	Expressive Art and Design

## KEY STAGE 1 - THE NATIONAL CURRICULUM

The National Curriculum consists of ten subjects which all children study at school. These subjects are divided into two groups:-

### Core Subjects

English - Mathematics - Science - Computing

### Foundation Subjects

D&T - Art - Music - History - Geography - P.E

### Other Curriculum Subjects

P.S.C.H.E - Early French - Gardening

Additionally Religious Education is taught. **N.B. RE teaching does not seek to urge religious beliefs on children nor to compromise the integrity of their own or parent's beliefs by promoting one religion over another.**

**'EXCELLENCE AND ENJOYMENT' WITHIN OUR CURRICULUM**

Recognising how special a time childhood is we strive to make our curriculum lively and exciting for children. We provide the children with lots of opportunities for “first-hand” experiences and creativity whilst ensuring that they acquire the basic numeracy and literacy skills so vital to their future success.

**PLANNING, PREPARATION AND ASSESSMENT TIME FOR TEACHING STAFF (PPA)**

All teachers are entitled, in law, to 10% PPA time during the school week. At Monkton Infants cover is provided by our Higher Level Teaching Assistants, (H.L.T.A.), who have met all criteria for H.L.T.A status, (their work is overseen by classteachers and the Headteacher).

# ORGANISATION OF THE CURRICULUM

---

Within each year group, schemes of work are followed on a half-termly basis using a cross curricular or topic approach where possible (though some aspects of the curriculum are taught as a separate subject). We place particular emphasis on the teaching of basic skills of literacy and numeracy whilst providing pupils with a well-balanced curriculum. (Subject policies and schemes of work are available for inspection).

## ENGLISH

Our aims in English are to develop the essential literacy and oral skills which enable our children to communicate with increasing clarity and confidence.

Every day children are taught basic literacy skills. Other aspects of English may also be taught at other times during the school day and skills are transferred into other areas of learning.

We use the ‘**Oxford Reading Tree**’ scheme for the development of reading skills. These books are very child-orientated and have proved a success with both children and adults. All reading books are coded into levels. Our school library is organised into ‘user-friendly categories’. We use a very structured approach to the teaching of phonics from the start of Reception Year.



Our Handwriting policy contains clear guidelines for the correct formation of upper and lower case letters for both right and left handed children. Copies of these guidelines are available from your child’s reception class teacher.

## SCIENCE

Our main aims in Science are to develop the child’s natural sense of curiosity about the world around them; to begin to understand the nature of ‘scientific method’ and so build up a body of scientific knowledge which will serve as a foundation for future enquiry.

## MATHEMATICS



In Mathematics we teach the children how to reason, calculate and solve problems to enable them to make sense of the world around them. Children come to understand and appreciate relationships in both number and space in their everyday lives.

## COMPUTING

Our aim is to teach the necessary skills, and provide opportunities to use ICT appropriately in other curriculum areas.



## DESIGN & TECHNOLOGY

In Design Technology we aim to develop practical skills, to work with a wide range of materials and components, to develop an understanding of control systems, energy and structures and to become aware of the impact of technology and its contribution to the quality of life. Children are given opportunities to develop design skills and improve the “finished” product.

## ART



In Art we aim to promote pupils understanding and enjoyment of art, craft and design through a range of practical activities. Knowledge and understanding will be increased through discussion about the work of well-known artists.

## HISTORY

In History we aim to enable children to understand that the society in which they live has been shaped by past events. It includes learning about famous people and events, and the reasons these are still commemorated in today's society.

## GEOGRAPHY

In Geography we aim to promote children's understanding of our world and the countries it contains. We also aim to develop an understanding of the physical environment in which we and others live and the impact human beings have had upon it.



## MUSIC



Our aim in Music is to encourage children to find enjoyment in creating music and to feel a sense of purpose, achievement and fulfilment through musical expression. We aim to develop skills in using a range of instruments (including the voice) and techniques competently. We have a peripatetic music teacher who works with all classes on a weekly basis.

## PHYSICAL EDUCATION

In PE we encourage children to be physically active and to find enjoyment in physical activity through developing physical skills, habits and interests that will promote a healthy lifestyle and good posture.

Sporting Aims – we recognise the vital importance of good physical development and ensure children receive their full entitlement of time allocation for P.E. We recognise and acknowledge the children's sporting achievements gained outside of school. Playground equipment is available during the lunch break. Activities and games are organised by lunchtime supervisors. The Reception and Y1 children have regular access to the adventure trail located outside of Reception classes.



## FRENCH

Basic oral French is taught from Reception upwards in a fun and interactive way.

## PSCHE

In PSCH Curriculum we aim to develop self-confidence and personal relationship skills through work and play. We aim to promote in each child, the skills to take and share responsibility, to prepare to play an active role as a citizen and to develop a healthy and safe lifestyle.

## RELIGIOUS EDUCATION

Religious Education is part of the basic curriculum to which all children are entitled. This includes Moral Education, Personal and Social relationships and the child's response to the world around them. The school uses the LA Agreed Syllabus to plan the curriculum.

Collective Worship: There is a daily act of Collective Worship of 15 minutes.

### **Parental Right to Withdraw their child from RE and/or Collective Worship**

Under the 1944 Education Act parents have the right to withdraw their child from Religious Education and/or Collective Worship:

“If the parent asks that a pupil should be wholly or partly excused from attending any religious worship or RE given in the school, then the school must comply.” - Section 25 Education Act (1944)

Children who are withdrawn are accommodated elsewhere in school.

## OUTDOOR LEARNING



We have a very well-resourced outdoor learning environment to which children have regular access. We have a 'School Garden', which provides an excellent resource for many areas of the curriculum.

## SEX EDUCATION

The 1986 Education Act provides for the teaching of Sex Education in schools. It has been agreed by the school governing body to follow the guidelines laid down both nationally and locally - i.e. at the infant stage, no formal sex education instruction is given, but children's questions about physical differences and human reproduction are dealt with if and when they arise in an informal way.

## **SCHOOL COUNCIL**

We hold School Council meetings regularly throughout the year with two representatives from each class. This gives children the opportunity to give opinions and make decisions about the school and helps to put the teaching of Citizenship into practice.

## **ENRICHING THE CURRICULUM**

- We often invite visitors into school to add interest to the learning undertaken and broaden the experiences of the children. Visits to other places, related to the work being covered, are arranged throughout the year.
- We have a School Garden, which is used by all children. In it, they learn how to grow and care for plants, water conservation, recycling waste from fruit/vegetables to make compost and looking after the environment.

## **SPECIAL EDUCATIONAL NEEDS PROVISION**

The School aims to provide a broad and balanced curriculum relevant to the individual needs of all children, within the framework of the National Curriculum. In supporting children with Special Educational Needs (SEN) we follow the recommendations of the Code of Practice for Special Educational Needs (updated 2014). Provision for pupils with Special Educational Needs will be through:

- Consultation with parents and their support actively encouraged.
- Identification of pupils with SEN as early as possible.
- Close monitoring of pupils' needs.
- Differentiated work following the drawing up of an Individual Intervention Plan.
- Support from the support staff.
- Consultation with outside agencies (e.g. speech therapist).
- In-Service training for staff to further develop skills and expertise in working with special needs pupils.
- The provision of appropriate resources (within the constraints of a finite budget).

## **Monkton Infants School**

A copy of the School's Special Educational Needs Policy is available for inspection at the school and our SEN 'Offer' is available on the school website.

### **IDENTIFYING AND PROVIDING FOR 'MORE-ABLE' CHILDREN**

The school has developed a policy on provision for 'More-Able' children. Through rigorous assessment procedures, we are able to identify children who have particular strengths in particular areas of learning. Learning activities are matched to their ability using various materials including those from other aspects of the curriculum if appropriate.

# ASSESSMENTS

---

At Monkton Infants we place high importance on knowing exactly where children are in terms of the progress they are making. To do this we use a range of assessments both formal and informal. These include:

## **RECEPTION**

- Reception Baseline assessments are used on entry to Reception classes.
- Foundation Stage Profile – Information is gathered throughout the Reception year and reports will be shared with parents towards the end of the summer term.

## **YEAR 1**

- Phonics screening check (Summer Term).

## **YEAR 2**

- End of Key Stage 1 Teacher Assessment.
- Informal teacher assessments are made at the end of every half-term. The information from these assessments helps teachers to plan work appropriate for your child.

# HOME SCHOOL LINKS

---

## HOME-SCHOOL AGREEMENT

In common with all schools we have in place a home-school agreement which both school and parents/carers are required to sign – It sets out expectations and responsibilities for both the school and parents/carers to help ensure your child reaches their potential during their time with us. We ask parents/carers to sign the agreement to show that they understand and accept it.

### **The agreement covers a number of aspects including:**

- The standard of education the school will provide.
- The ethos of the school.
- Regular and punctual attendance.
- Discipline and behaviour.
- Homework.
- Information that the school and parents will share.

## COMMUNICATING WITH PARENTS

Parents/carers are always welcome into school and can speak with classteachers at the end of the school day where convenient. Classteachers are not available, before the start of, or during the school day unless a specific appointment has been made. Parents/carers may telephone or visit at any time to consult with the Headteacher or arrange an appointment if necessary.

**Very brief conversations are possible with classteachers in the playground as they collect their class at the start of the day but obviously, the teachers' first responsibility is for the well-being of the class. Appointments for longer discussions can, of course, be made for a mutually convenient time.**

*Parents are encouraged to sign up to 'Class DOJO' for our school, where they will be able to send messages directly to their child's classteacher or the Headteacher.*

Parents are invited to come to the morning Assembly at 9.05am on the Friday closest to their child's birthday to join in the celebrations.

## Monkton Infants School

- ‘Welcome’ Meetings will be held for parents/carers of all year groups in September.
- The school’s policy on the teaching of reading, literacy hour and maths will be explained. Guidance will be given as to how parents can help their child at home.
- Parents Meetings will be held each term to discuss children’s progress.
- Pupil Progress reports sent out in Autumn and Spring term.
- End of year reports will be sent to all parents/carers in July to inform them of their child’s progress and achievements during the year.

Some parents come in to school on a regular basis to help with a variety of activities. If you feel that you would like to be involved in any way please contact your child’s class teacher or the Headteacher so that your name can be included on our list of ‘volunteers’. Volunteers are respectfully requested to undertake a DBS check to help ensure the safety of the children.

All parents are eligible to stand for election as Governors of the School at the appropriate time.

### **HOMEWORK**

Homework may be given from time to time depending on the work being covered in class. In addition children are encouraged to take home their reading books on a regular basis and parents are asked to participate in shared reading with their child. Care and handling of books is very important and children are supplied with book bags by the school to carry their books to and from school. Year 1 and Year 2 children may have spellings or some other task to do at home.

### **GOLDEN RULES AND DISCIPLINE**

We insist on good behaviour and manners and have high expectations in this, as in all areas of school life. From the start, the children are made aware of our Golden Rules, which the children are expected to follow. These are:

- **Do be Gentle**
- **Do be Kind and Helpful**
- **Do Work Hard**
- **Do Look After Property**
- **Do Listen to People**
- **Do be Honest**

## Monkton Infants School

As well as adults, we have two 'playground buddies' out in the yard at playtimes. Children can go to the buddies if they need someone to play with or help with some other issue. All staff are aware of the anti-bullying policy and many opportunities are used throughout the year to teach and reinforce positive social skills.

**Bullying will not be tolerated.** The children are taught how to handle squabbles with others amicably and to seek adult help if they cannot resolve differences themselves. Governors have agreed an Anti-Bullying Policy which is available on request.

Any minor incidences of misbehaviour within the classroom will be dealt with in the first instance by the classteacher and you may be informed of the incident. If the problem continues to cause concern, the Headteacher will be informed and will speak to the child. If the problem is not resolved, parents will be contacted, invited to the school to discuss the problem and a solution worked out together. Your co-operation in these matters is appreciated. A copy of the school's Behaviour and Anti-Bullying Policies are available for inspection from the school.

### **THE ROLE OF THE GOVERNING BODY**

The school has a Governing Body, which meets at least once a term. The Governing Body acts collectively and is charged with making many important decisions in relation to the life and work of the school.

# ATTENDANCE AND PUNCTUALITY

---

**Good punctuality and regular attendance are vital to sustained progress at school and need to be established from the very beginning of school life.**

As you may know, pupil attendance is rigorously monitored within school and by the Local Authority's Attendance Monitoring Officer. However, as a result of our recent Ofsted Inspection, we are now monitoring pupil attendance and punctuality more stringently.

Poor attendance and punctuality have a negative impact on children's educational progress so it is important that we all work together to help raise attendance levels. Of course, we do understand that children do become poorly from time to time so if your child does become ill, please ensure they have the required time off school.

## ATTENDANCE

---

- If your child is absent from school, you must **ring the school office before 8.45am** so that the classteacher can be informed prior to the beginning of the school day.
- If you do not ring school on the first day of absence, a phone call home will be made to find out the reason for this absence and this will be recorded for school record.
- If no contact has been made during the absence, a letter will be sent home on return to find out the reason for absence.
- Where no reason is provided within a 2 week period after returning to school; the absence will remain unauthorised.
- A letter will be sent each term to inform parents if their child becomes categorised as a persistent absentee
- **Persistent absenteeism (attendance below 90%)**, is monitored by the school and the Attendance Monitoring Officer – pupil's categorised as a persistent absentee must have evidence to support every absence from school.
- **If your child is absent due to a medical appointment, evidence must be provided otherwise the absence will remain unauthorised.**

## Monkton Infants School

- 10 unauthorised sessions within a 6 week period can lead to a Penalty Notice Fine issued by the Local Authority.
- Parents/carers will be notified of their child's attendance rate every term.

### **PUNCTUALITY**

---

**The school day starts at 8.55am.**

Pupils should be in the school yard ready to line up before 8.55am. Children **should not arrive at school between 8.55am and 9.05am.**

- Pupils arriving after their class line has been taken into school, will be recorded by the member of staff on the door.
- At 9.05am the school gate will be locked and any parents/carers who bring their child in to school after this time must come to the main entrance and sign their child in with the Office Manager.
- Pupils who arrive at school between 9.05 and 9.25 will be marked as 'late during registration'.
- Pupils who arrive at school from 9.25 onwards will be marked as 'late after registration' and will lose their mark for the full morning session.
- Poor punctuality is monitored by the school and Attendance Monitoring Officer.
- Half-termly letters will be sent out for any child whose punctuality is a concern.

### **LEAVE OF ABSENCE REQUEST DURING TERM TIME**

Taking children out of school during term time is to be actively discouraged by schools and is to be avoided if at all possible. Leave of Absence during term time accounts for a high percentage of absences for some schools and strenuous efforts are being made by Government, Local Authorities and schools to reduce it.

All requests for Leave of Absence during Term Time must be made in person to the Headteacher and can only be granted in EXCEPTIONAL CIRCUMSTANCES e.g. family bereavement, unexpected emergencies. (N.B. Family holidays are not considered exceptional circumstances).

*Unauthorised Leave of Absence from school may result in a fine from the Local Authority.*

## **HEALTH & SAFETY (INC E-SAFETY)**

---

### **PASTORAL CARE**

Any child requiring medical attention will receive help from any of the Teaching Assistants (all of whom hold up-to-date first aid certificates). Any problems or difficulties will be referred to the Headteacher who will decide what further action is to be taken. This may involve contact with parents. Parents will be informed if a child bumps his/her head, however slight.

If a child becomes unwell at school you will be contacted by telephone, so it is **vital** that we have an emergency contact number in case we are unable to contact you direct. (Please inform school of any changes to telephone numbers).

The school has a policy on **Child Protection and Safeguarding Children** (a copy of which may be inspected at the school). Whilst the school does not act as an investigatory agency any disclosures of abuse made by a child will be immediately referred to the appropriate agency. All staff and governors have regular training in Child Protection and Safeguarding Children matters.

### **HEALTH SERVICE AGENCIES**

To address the all-round needs of children and their families the school has direct links with the school nurse, dentist, speech therapists and Services for the Deaf.

### **ADMINISTRATION OF MEDICINES**

School staff are able to administer medicines in school when relevant consent forms have been completed by parents/carers.

Children who suffer from Asthma do keep inhalers in school for relief treatment. A school Asthma Card must be completed to allow inhalers to be safely managed in school.

If your child has any other medical condition, please contact the Headteacher.

## **HEADLICE**

**It is parents' responsibility to check regularly for Headlice and take the appropriate action to get rid of any infection.**

Information sessions are held by the School Nurse in school and treatment is available, free of charge, from a local Chemist. The School Nurse can work supportively with families if requested.

Your co-operation in helping to keep incidences to a minimum is appreciated by ourselves and other parents.

## **E-SAFETY**

The safeguarding of all our pupils is of great importance to Monkton Infants School. Therefore, we regret to say that parents/carers are not permitted to record or photograph any performance or event involving pupils. This will be rigidly enforced and we appreciate your co-operation with this safeguarding matter.

## **CLIMBING WALL**

We have a lovely, colourful climbing wall installed in our playground, which the children enjoy using. All use is supervised by Staff and the wall is checked daily as part of our Health and Safety procedures.

We have very stringent rules to ensure safe use of the climbing wall:

- **Only to be used during playtimes not lunchtimes**
- **Not to be used before / after school**
- **Supervised use at all times**
- **Not to be used if apparatus is wet / slippery**
- **Children to wear appropriate footwear**
- **Children to start climbing from an identified place only**

## **PLAY EQUIPMENT**

The outdoor play equipment is enjoyed by all children at playtimes, under close supervision by staff.

This play equipment has been specially designed to cater for the height / weight of our pupils and, to comply with Health and Safety regulations, we have implemented strict guidelines to ensure safe use.

**We respectfully ask:**

- **Children do not use the play equipment before / after school - this includes siblings.**
- **Adults do not access the play area at any time.**

## **HEALTH AND SAFETY RULES**

*These Health and Safety rules are drawn up for the benefit of all*

1. All children must come into school through the entrance in the school yard, not the main door or the door from the car park.
2. To cut down on congestion the parents of children in Year 1 and 2 **should not accompany their child into the cloakroom to assist with coats etc.** - learning to take off and put on outer clothing is part of Infant School experience. During the first half-term Reception children learn to come into school with their peers and classteacher only.
3. At the end of the day parents are asked to stay well clear of the main entrance to enable children to leave the building safely and to enable them to see their parents/carers easily.
4. Parents/carers must inform the school if someone other than the usual person will be collecting their child. **NO PERSON UNDER 16 YEARS OF AGE IS PERMITTED TO COLLECT A CHILD.**
5. In the interest of safety, cars must not be brought onto the school premises.
6. Bikes and scooters **must not** be ridden in the school yard (by either children or adults) at the start and end of the day.
7. Dogs **are not** allowed anywhere on the school site (except Guide Dogs) and must not be tied to railings.
8. As part of achieving our Healthy School Standard Award, smoking/vaping is not allowed **ANYWHERE** on the school site.
9. **Jewellery** / watches should not be worn in school. Stud earrings may, if essential, be worn but must be removed for PE by either the parent or the child. As the school cannot be responsible for the safe keeping, loss or damage of such items, it is advisable not to wear earrings on the days when the class will have PE. Preferably, earrings should not be worn at all for school.
10. In the interest of hygiene, health and safety long hair must be tied back for school.

# SCHOOL MEALS AND MILK

---

## SCHOOL MEALS

In September 2013, the Government announced that all pupils attending Infant schools in England are to receive free school lunches from September 2014. Therefore, all pupils at Monkton Infants School **will receive a free school meal** at lunchtime. With this in mind, we would ask that all **parents/carers refrain from sending children to school with a packed lunch from home.** The school meals have always been of an excellent standard at Monkton Infants. These include the choice of a School Packed Lunch, which is made to high nutritional standards and a salad bar.

Although every Infant School child will receive a free school meal, the Local Authority still requires parents/carers to inform the school of their **Free School Meal Entitlement**, as this information will still be collected from the termly school Census. Every school receives a sum of money (pupil premium) for pupils entitled to Free School Meals; failure to inform the school of this information will lead to a loss of funding for the school.

## LUNCHTIME SUPERVISION

The Teaching Assistants and Teaching Staff spend time ensuring the children are happy and settled and those having a school meal sit together in the dining hall. Pupils who stay at school for lunch are expected to follow the Golden Rules of behaviour and follow the instructions of the Supervisory Assistants. We have a range of playground equipment for the children to use at lunchtimes.

## SCHOOL MILK

Milk is provided daily for all children. A yearly charge of £27.30/£9.10 per term (subject to change) is to be paid at the **beginning of September**. CHILDREN WHO ARE ENTITLED TO FREE SCHOOL MEALS WILL RECEIVE MILK FREE-OF-CHARGE. PLEASE ENSURE YOU COMPLETE AN APPLICATION FORM (available from the school office).

**If you do not want your child to receive milk in school, please inform the school office before the start of the school year.**

## PROVISION OF WATER

Every child has access to their own individual water bottle throughout the day.

## SCHOOL UNIFORM

---

School Uniform is not compulsory but details are set out below for those who wish their child to wear it. The school uniform is as follows:

<b>Shirt / Blouse</b>	White
<b>Sweatshirt / Cardigan</b>	Red
<b>Trousers / Skirt</b>	Grey
<b>Summer Dress</b>	Red and White

Uniform with the school name and logo embroidered on can be ordered online via the link below:

**<http://www.schooltrendsonline.com/schools/MonktonInfantSchoolNurseryUnitNE349SD/>**

*(Samples are available for inspection from school)*

<b>N.B. All items of uniform and outdoor clothes must be named.</b>
---

*Parents of children starting school are asked to support their children dressing/undressing themselves and manage hats, coats etc.*

## **PHYSICAL EDUCATION**

Each child is expected to have a suitable pair of PE shoes, a pair of shorts and T-shirt (T-shirts are available from school) or leotard to wear.

**PE shoes and bags must also be named. (PE is an important part of the school curriculum and in the interests of safety and hygiene it is important that children wear suitable clothing and footwear).** PE shoes should be checked regularly for size.

## **USEFUL GENERAL INFORMATION**

---

### **LEGAL NAMES**

Legally all official documentation held in school must bear the child's name as stated on their Birth Certificate. Where official name changes have been made, please bring legal documentation to the attention of the school secretary. Any informal changes to surname (i.e. on work books etc.) will only be made at the discretion of the school and then only with the agreement of both parents who hold Parental Responsibility.

### **LOSS OF OR DAMAGE TO PERSONAL POSSESSIONS WHILST ON SCHOOL PROPERTY**

The school is unable to accept legal responsibility for any personal property which is brought onto their premises and which is lost or damaged as a result of the acts of third parties.

### **DEALING WITH COMPLAINTS**

We very much welcome you as parents/carers coming into school to speak with staff about any issues or concerns you may have. Usually such situations can be resolved quickly, informally and amicably. If, however, this turns out not to be the case a copy of the Policy and Procedures, as agreed by the Governing Body of Monkton Infants School is available in the Parent Information Section at the Main Entrance of both the Main School and the Nursery Unit.

### **CURRENCY OF INFORMATION STATEMENT**

- The information contained in this brochure relates to the school year 2017-18
- The information was accurate at the time of preparation, but changes may be made or information updated. Such changes could occur as a result of variations in Government Policy.