

**Welcome to**

**Monkton Infants School**



**Aiming High!**

**Prospectus  
2018 - 2019**

**Monkton Nursery**

Bainbridge Avenue

South Shields

NE34 9QS

Tel: 0191 455 4266

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

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*We would like to welcome you and your child to Monkton Nursery. We hope that the time you spend with us will prove to be a very happy and rewarding one.*

*Our aim is to encourage your child to feel happy and secure within a warm and stimulating play and learning environment.*

*Nursery is often a child's first big step away from you into the world outside and depending upon your child's personality they may take a longer or shorter time to settle into Nursery. Please feel welcome to stay with your child for a few sessions until he/she feels secure and happy enough to be left on his/her own.*

*Once your child does stay happily without you, it is important to collect him/her on time, as this prevents your child becoming unnecessarily worried or upset.*

*We hope you will find our booklet helpful. However, if at any time you do have any queries, please do not hesitate to ask. We are here to help.*

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

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## STAFFING STRUCTURE

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**Headteacher :**

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

**Deputy Headteacher :**

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

**Teaching Staff**

**Teaching Assistants**

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

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

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

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

Miss. A. Wilson B.A. (Hons)

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

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

Mrs. L. Broderick (NNEB)

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

Ms. M. Douglas (Level 3)

Miss. D. Wright B.A. (Hons)

Miss. J. Hoque (Level 3)

Miss. S. Nichol 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. S. Marshland (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. C. Askwith (Principal)

Mrs. J. Hansen

Mrs. H. Winter (Deputy Principal)

Mr R. Cheadle

Miss. J. Watkins (Staff)

Ms. R. Garvin

Mrs. E. Fairbrother

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

## **CLASSIFICATION OF SCHOOL**

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Monkton Infants School is an Academy. It caters for primary pupils between the ages of 4+ and 7 years. The separate Nursery currently caters for children aged 3 to 4 years. It is planned that children eligible for the 2 year old offer will be admitted from January 2019. The Nursery Unit is situated in Bainbridge Ave. The school is a day school and is co-educational.

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

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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***

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- 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 NURSERY**

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### **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 (free)	08.30 a.m. – 11.30 a.m.
	Optional additional hours for pupils entitlement to the 30 hours offer (paid)	11.30 a.m. – 12.40 p.m.
	Afternoon Session (free)	12.40 p.m. – 3.40 p.m.

### **TEACHING TIMES**

- 3 hours per session (for those entitled to 15 hours free)
- 6 hours per session (for those entitled to the 30 hour offer) – with optional additional hours

### **ORGANISATION OF CLASSES**

Children are taught in either a morning or an afternoon sessions. Both sessions can have up to 39 children. Children are split into 3 groups within their session; red group, yellow group and blue group. Each group is assigned a key person throughout the academic year. The children attending for 30 hours will be in the same group to ensure consistency throughout the day.

# SCHOOL HOLIDAYS

## MONKTON INFANTS SCHOOL

### Academic Year 2018/19

	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JANUARY 2019
Monday	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
Tuesday	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
Wednesday	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
Thursday	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
Friday	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
Saturday	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
Sunday	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

  

	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019	JULY 2019
Monday	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
Tuesday	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
Wednesday	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
Thursday	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
Friday	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
Saturday	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
Sunday	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

  

	AUGUST 2019	SEPTEMBER 2019
Monday	5 12 19 26	2 9 16 23 30
Tuesday	6 13 20 27	3 10 17 24
Wednesday	7 14 21 28	4 11 18 25
Thursday	1 8 15 22 29	5 12 19 26
Friday	2 9 16 23 30	6 13 20 27
Saturday	3 10 17 24 31	7 14 21 28
Sunday	4 11 18 25	1 8 15 22 29

  

Bank Holiday
  School Holiday
  Staff Inservice Day

## **EARLY YEARS LEARNING**

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The Early Years Foundation Stage (EYFS) sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. Your child will be encouraged to investigate and develop in a nurturing atmosphere. Stimulating, exciting and demanding activities both indoors and outdoors will give your child that head start ready for school. All activities are chosen so that the Foundation Stage of the National Curriculum can be achieved.

**Your child will be learning skills, acquiring knowledge and demonstrating their understanding through 7 areas of learning and development.**

Children should mostly develop the **3 prime areas** first. These prime areas are most essential for your child's healthy development and future learning:

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

As children grow, the prime areas will help them to develop skills in **4 specific areas**:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Children in the Early Years Foundation Stage learn by playing and exploring, being active and through creative and critical thinking which takes place both indoors and outside.

### ***PRIME AREAS***

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#### **COMMUNICATION AND LANGUAGE**

This area provides children with opportunities for speaking and listening and ignites children's interest in reading and writing. Environments contain signs, symbols, words, songs and notices. They also have books and pictures that take into account interests, backgrounds and cultures.

**Communication and Language is composed of:**

- Listening and attention
- Understanding
- Speaking

## **PHYSICAL DEVELOPMENT**

This area provides opportunities for children to be active and develop their co-ordination, manipulation and movement. It develops understanding of the importance of being physically active and eating healthily. Children are supported in their understanding of exercise, sleep and eating to promote health. Activities both indoors and outdoors, encourage energetic physical play while snack times promote social skills and the importance of making healthy food choices.

**Physical Development is composed of:**

- Moving and Handling
- Health and Self-Care

## **PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT**

This area develops children's positive sense of themselves. It teaches about having respect for oneself and others, developing social skills and a good attitude to learning. Opportunities for play and learning are created that help children embrace differences between themselves and others. Learning and Development experiences are planned to promote all round development.

**Personal, Social & Emotional Development is composed of:**

- Self-Confidence and Self-Awareness
- Managing Feelings and Behaviour
- Making Relationships

## ***SPECIFIC AREAS***

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### **LITERACY**

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.

**Literacy is composed of:**

- Reading
- Writing

### **MATHEMATICS**

This provides children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

This area supports children's understanding in different situations by providing opportunities to explore, practice, learn and talk. They practice skills and gain confidence and competence while counting, calculating and shape recognition indoors and outdoors. Stories, songs and imaginative play help with mathematical understanding.



**Maths is composed of:**

- Numbers
- Shape, Space and Measures

**UNDERSTANDING THE WORLD**

This involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

This area offers children opportunities to explore and observe the environment, living things and objects. Open-ended questions like, “How can we..?” and “What would happen if...?” are used. Learning is based on first-hand experiences to observe, predict, make decisions and discuss.

**Understanding the World is composed of:**

- People and Communities
- The World
- Technology

**EXPRESSIVE ARTS AND DESIGN**

Children explore and play with a wide range of media and materials, as well as having opportunities and encouragement to share their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

**Expressive Arts & Design is composed of:**

- Exploring and Using Media and Materials
- Being Imaginative

## SETTLING INTO NURSERY

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The settling in period is paramount to your child feeling safe and secure in the nursery environment. The nursery wants parents/carers to have confidence in both their child's wellbeing and their role as active partners with the nursery.

Parent/carers will always be contacted if their child becomes overly distressed during the nursery session.

The nursery will support all families to ensure that every child feels safe and secure before their parent/carers leave them in the nursery.

### ***KEY PERSON***

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The nursery allocates a key person to each child and family. The Key Person has special responsibilities for working with a small number of children and their families. Young children require consistency of care and attachments. The responsibility of the Key Person is as follows:

- To build a relationship with the child to enable the child to feel safe and secure in the Nursery environment.
- To know the interests and stage of development of their key children.
- Monitoring the Emotional, Intellectual and Physical development of the key children. This is carried out through observations and assessments. The outcomes are shared with the child and parents/carers and are used to support the individual planning for the child, 'what comes next?'
- Observations recorded in children's Learning Journals include WOW moments (something that has happened for the first time), specific dialogue, the child's interests and anything that is significant to the child's learning and development.
- To work closely in partnership with the parents/carers. Observations and assessments are paramount to the wellbeing and development of the child.
- To support the child and family with their transition onto school.

### ***KEEPING IN TOUCH***

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Parents/carers are always welcome into nursery and can speak with staff at the end of the day/session where convenient. Staff are not available, before the start of, or during the nursery day unless a specific appointment has been made. Parents/carers may telephone and leave a message at any time to arrange an appointment.

**Very brief conversations are possible with staff as children are collected at the start of the nursery session/day, but obviously, the staff's first responsibility is for the well-being of the children. 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 the Nursery Teacher-in-Charge or the Headteacher.*

## ***A CHILD'S WELL-BEING IS VERY IMPORTANT TO THE NURSERY***

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- The Nursery reserves the right to ask parents/carers to return to the Nursery for a child who appears to be upset, distressed or unwell.
- The Nursery provides an environment where children feel safe, secure, valued and respected.
- The Nursery supports children's transition into school to ensure that the child is prepared for the change of environment and that the school is prepared for the child. This is achieved by working closely in partnership, which includes sharing information and arranging two way visits. Additionally for a child who finds it difficult to adapt to change of environment, the Nursery will liaise with the new setting and together they will make the child their own personal 'Social Story Book'.
- The Nursery is a continuous provision setting where children make choices and are encouraged to be independent.
- The Nursery supports children to follow their interests.
- The Nursery gives children non-aggressive strategies to enable them to assert themselves so that adults and children listen to them.
- The Nursery provides opportunities for children to express themselves through different mediums, for example art, music and imaginative play.
- The Nursery supports children as they learn to control and deal with their emotions.
- The Nursery teaches children how to value and respect one another.
- The Nursery provides opportunities for children to have a positive self-image and worth.

## **MANAGING BEHAVIOUR**

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The Nursery believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else.

The Nursery aims to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment.

All Nursery staff, volunteers and students provide a positive model of behaviour by treating children, parents and one another with friendliness, respect, care and courtesy.

How a particular type of behaviour is handled will depend upon the child and the circumstances. This may involve the child being asked to talk and think about what they did. It may be that the child will not be able to make their choice of activity for a limited period, or that the child may be asked to have thinking time. Thinking time is supported by an adult (maximum time of one minute for every year of the child's age).

Parents/carers will be informed if their child is persistently unkind to others, or if their child has been upset. In all cases, inappropriate behaviour will be dealt within the facility at the time. Parents/carers may be asked to meet with staff to discuss their child's behaviour, so that if there are any difficulties we can work together to ensure consistency between the Nursery and home.

The Nursery can call upon outside agencies for additional support for families.

***By positively promoting good behaviour, valuing co-operation, and encouraging a caring attitude, we hope to ensure that children will develop as responsible members of society.***

## **FOOD AND DRINKS**

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### ***FRUIT FOR SCHOOLS***

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The nursery regards snacktime as an important part of the nursery day. Eating represents a social time for children and adults and helps children learn about healthy practices with regard to food and hygiene. Monkton Infants provides a piece of fruit or vegetable each day to every child in school and nursery free-of-charge.

*The nursery endeavours to meet every child's individual dietary needs. If your child has any dietary needs or allergies please ensure you inform the Nursery staff before your child starts nursery.*

### ***SCHOOL MILK***

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Milk is provided daily for all Nursery children free-of-charge.

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

### ***PROVISION OF WATER***

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

### ***DINNERTIME PROVISION – HOME PACKED LUNCH***

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Pupils taking up the 30 hour offer who have opted to remain in nursery for the additional dinnertime session, will be required to bring a packed lunch from home. Please refer to our Healthy Eating in School Policy.

## **NURSERY UNIFORM / CLOTHING**

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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 Nursery)*

<b>N.B. All items of uniform and outdoor clothes must be named.</b>
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*Parents of children starting school are asked to support their children dressing/undressing themselves and manage hats, coats etc.*

### ***FOOTWEAR***

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Please could parents/carers provide their child with a pair of well-fitting shoes. Please ensure that you clearly mark your child's name inside them. Please ensure that your child's footwear is suitable for an active day in the Nursery (climbing, skipping, jumping, crawling, balancing, walking up and down stairs etc).

Inappropriate shoes can inhibit your child's play. Please, no flip flops or open toed sandals this is also a Health and Safety concern.

### ***JEWELLERY***

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The Nursery respects that some families want their children to wear jewellery, but for health and safety reasons the Nursery strongly advises that children do not wear necklaces, bracelets or hoop earrings these can so easily get caught and cause an accident or injury.

### ***WEATHER***

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The Nursery provides indoor and outdoor provision for the children. Waterproof clothing is provided for the children, however we request that children are provided with appropriate clothing for all types of weather. This includes coat, hat, wellington boots (to be kept at nursery) and gloves for the cold and wet weather and a sunhat (don't forget the sun cream) during the warmer weather.

*Please ensure that your child's name is clearly marked inside all of their outdoor clothing.*

## SAFEGUARDING

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The Nursery believes that the safety of the children and staff in our setting is of paramount importance.

The Nursery works with children, parents/guardians and the community to ensure the safety of children. Every child has the right to be safe. The Nursery aims to create an environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture or social background. We want to help children to establish and sustain satisfying relationships within their families, with peers and with other adults. We aim to enable children to have the self-confidence and the vocabulary to resist inappropriate approaches, and to work with parents/carers to build their understanding of and commitment to the welfare of all our children.

*The Nursery acknowledges that abuse of children can take different forms; physical, emotional, sexual and neglect. When children are suffering from abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such behaviour occurs, or when children's play gives cause for concern, the nursery has a professional and moral duty to investigate, and if necessary make a referral.*

<b>The Headteacher is responsible for safeguarding and will decide what action to take</b>
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## CONFIDENTIALITY

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The nursery guarantees that all parent/carers can share any information in confidence, such information will be used to enhance the welfare of their child. All suspicions and investigations are kept confidential and shared only with those who need to know.

We respect confidentiality in the following ways:

- To ensure that Data Protection is maintained, personal information about children, families and staff is kept in a locked cupboard.
- Information containing children's personal details and development are not accessible to other parents/carers.
- Staff will not discuss children/families with work experience students.

The nursery works closely with other childcare providers. For the benefit of the child, practitioners from different settings will exchange information. If you do not want your child's information shared, please see the teacher-in-charge / Headteacher.

*The nursery provides work experience for childcare students, please ensure that you discuss any private matters concerning your child/family with staff only.*

## **ATTENDANCE AND PUNCTUALITY**

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As you may know, pupil attendance is rigorously monitored within school / nursery 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 Nursery.

### ***ATTENDANCE***

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- **If your child is absent from Nursery, you must ring Nursery and leave a message on (0191) 455 4266, at least 10 minutes before the start of the session.**
- If no contact has been made for more than 3 days then nursery staff will ring home to find out the reason for the absence.
- Where no reason is provided within a 2 week period after returning to Nursery; the absence will remain unauthorised.
- Attendance will be monitored by nursery staff and any concerns will be reported to the Headteacher for possible further action.
- **If your child is absent due to a medical appointment, evidence must be provided otherwise the absence will remain unauthorised.**
- If you are taking a Holiday (Leave of Absence) during term time, please see the Nursery staff for a Leave of Absence request form.
- The school has a statutory duty to involve the Early Help team at the Local Authority if a child has not been seen for more than 3 days and no contact has been made.

### ***PUNCTUALITY***

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- **The nursery day starts at 8.30am for morning session and 12.40pm for afternoon session.**
- Pupils should arrive at nursery before the start of their session to allow for a prompt start to the day.
- Poor punctuality will be monitored by nursery staff.
- Pupils who arrive at nursery 10 minutes after the start of the session will be marked as 'late during registration'.

## **HEALTH & SAFETY (INC SELF CARE)**

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### ***PASTORAL CARE***

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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 nursery, 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 nursery 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.

Staff support and reinforce to children the importance of hand washing before handling food and after using the toilet.

### ***NAPPIES AND TOILET TRAINING***

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Children who wear nappies - please ensure that you provide enough nappies/wipes to last your child throughout their Nursery day. ***If your child requires nappy cream, please ensure that you supply cream that has a clear label stating its purpose.***

It is important for your child's routine that parents/carers and Nursery staff work closely together. When you think that your child is ready for toilet training, please discuss this with your child's Key Person.

#### **Signs to look for:**

- Nappy is frequently dry.
- Child is able to tell you if they have wet/soiled their nappy.
- Child is able to follow simple instructions, for example "can you put your toy in the box".

***In case of little accidents please can parents/guardians provide two sets of clean clothes, ensuring that the clothes are clearly labelled with the child's name.***

### ***HEALTH SERVICE AGENCIES***

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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***

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Nursery staff are able to administer medicines in nursery 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.

## ***SUN PROTECTION***

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The Nursery would like all children to enjoy the sun safely. For us to achieve this, we need the support of parents/carers. Parents/carers are requested to:

- Put sun protection cream on their children prior to coming to Nursery on a sunny day.
- Provide their child with a sun hat.
- Ensure that their child is suitably dressed. Please do not put your child in a sun top that exposes their shoulders and back, as the Nursery wants to minimise the risk of exposure to direct sunlight.

The Nursery staff will ensure that children are not in the direct sunshine for any length of time. *The Nursery staff will ensure that drinking water is available at all times.*

If you would like your child to have sun cream applied whilst in nursery, please complete the relevant form and bring in a bottle of sun cream clearly labelled with your child's name.

## ***HEADLICE***

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

Treatment is available, free of charge, from many local Chemists. 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 AND MOBILE PHONES***

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<p>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.</p>
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**Monkton Infants School is a 'Mobile Free Zone'. Mobile Phones must not be used anywhere on the site. Anyone requiring the use of their mobile phone must leave the premises to do so.**

## ***WHAT IS A 'WELL CHILD'?***

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### A well child:

- Is not reliant on Calpol
- Does not have a high temperature
- Is well enough to take part in all Nursery activities and experiences
- Has a normal appetite, and is happy and sociable

Monkton Infant's School aim is to provide the best possible care for all of the children. Therefore, we cannot accept sick children at Nursery. In order to avoid embarrassment to parents and staff, please do not try to leave a child in the Nursery if you suspect that they are unwell.

It is not fair on your child, other children or the staff if you send them to Nursery knowing that they are not well.

When a child becomes ill at the Nursery every effort will be made to contact the parent/carer, who will be requested to collect their child as soon as possible.

## ***SPECIAL EDUCATIONAL NEEDS / DISABILITY***

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Monkton Infants School is committed to the integration of children with additional needs. Our philosophy is that children with additional needs have a right to be educated and to develop to their full potential alongside other children. Everyone stands to gain if all children are allowed to share the same opportunities and are helped to overcome any disadvantages they may have to face.

Monkton Infants School liaises with other professionals involved with children with SEN/disabilities and their families, including transfer arrangements to other settings and schools.

Monkton Infants School provides a broad and balanced curriculum for all children. Activities and experiences are adapted to meet the individual needs of the child.

## ***FIRE***

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In case of a fire or a drill near the beginning or end of the school day, please follow this procedure for parents.

- The alarm will sound.
- **Parents should** immediately leave the building via the nearest fire exit (if they are waiting inside) and should move right away from the exits to leave a clear pathway.
- Fire Exit signs are displayed throughout the building.
- The staff and children follow a strict Fire Drill, which is practised in nursery each term – it would be imperative that parents did not interfere with Fire Drill procedures.

## ***MORNING AND END OF DAY ARRANGEMENTS***

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All children must come into nursery through the entrance in the yard, not the main door. The nursery staff will come out in to the yard at the start and end of each session.

For Health and Safety purposes, parents/carers do not accompany their child into the nursery to assist with coats etc. - learning to take off and put on outer clothing is part of nursery experience.

At the end of each session, parents/carers are asked to stay clear of the main entrance to enable children to leave the building safely and to enable them to see their parents/carers easily.

Parents/carers must inform the nursery teacher-in-charge via 'Class Dojo' if someone, other those listed on the 'Pupil Collection – Authorised Persons' Form, will be collecting their child. **NO PERSON UNDER 16 YEARS OF AGE IS PERMITTED TO COLLECT A CHILD.**

## ***GENERAL***

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- The safety and security of pupils, staff and visitors is our highest priority. Visitors/Parents/Carers must always be accompanied by a member of staff.
- Visitors must sign the Visitors' Book in the main entrance and are given an identity badge.
- Nowhere in this nursery will we tolerate violent or abusive behaviour.
- All people working in nursery have identity badges.
- Children do not play outside without a member of staff being on duty.
- **Bikes and scooters must not be ridden on the nursery grounds (by either children or adults) at the start and end of the day.**
- Dogs are not allowed anywhere on the nursery site (except Guide Dogs) and must not be tied to railings.
- As part of achieving our Healthy School Standard Award, smoking/vaping is not allowed ANYWHERE on the nursery site.
- In the interest of hygiene, health and safety long hair must be tied back for nursery.
- Visitors toilets are not in use to parent/carers at any time.
- Parents/carers must not block access to the main entrance at any time as this is a fire exit.

## **USEFUL GENERAL INFORMATION**

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### ***LEGAL NAMES***

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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 office. 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***

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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***

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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***

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- The information contained in this brochure relates to the current academic year.
- 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 or staffing changes.

# **PRIVACY POLICY FOR PUPILS AND THEIR FAMILIES**

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Monkton Infants School is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Headteacher acts as a representative for the school with regard to its Data Controller responsibilities; she can be contacted on (0191) 4561917 or [caskwith@monktoninfants.org.uk](mailto:caskwith@monktoninfants.org.uk).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Monkton Infants School upholds are imposed on the processor.

Mr Bryan Chapman is the Data Protection Officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted at [bryan.chapman@chapmandis.co.uk](mailto:bryan.chapman@chapmandis.co.uk).

## **WHAT DATA WE COLLECT AND PROCESS**

- Personal information (such as name, unique pupil number and address, adult emergency contact information)
- Parent/Carer information (such as name, contact details, Free School Meal registration data)
- Characteristics (such as free school meal eligibility, Pupil Premium Information)
- Special Categories (such as Ethnicity, Language, Nationality, Country of birth & Religion)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information (Special Category Data)
- Special Educational Needs information
- Exclusions and Behavioural information
- Financial Information (such as dinner money transactions, trip transactions)

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. This will be via the pupil permission sheet that you are requested to complete upon your child's entry to the school.

## **WHY WE COLLECT AND PROCESS PERSONAL DATA**

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- to comply with the law regarding data sharing
- Financial audits
- Provide a rewards structure
- Track how well the school is performing as a whole

## **LAWFUL BASIS FOR PROCESSING PERSONAL DATA**

We collect and use pupil information under the Education Act 1996/ Data Protection Act 1998 and EU General Data Protection Regulation (GDPR) Article 6, and Article 9 -from 25 May 2018. (excluding (f) legitimate interests).

Special category data from article 9 is processed under condition (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purpose, except where Union of Member State law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

## **RETENTION**

We hold pupil data if it is lawful for us to do and only for as long as legally required. Any data that we are no longer required to hold lawfully is securely disposed of in accordance with the school's Data Retention Schedule.

## **WHO WE SHARE PUPIL DATA WITH**

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Medical information as appropriate/necessary with the NHS
- Third party companies/partners who are assisting the school. All third-party companies/partners who process data on our behalf will have a data processing agreement with the school.

## **WHY WE SHARE PUPIL DATA**

- We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
- We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.
- We share data with schools that your child attends after leaving us to assist with the school transition process.
- We share data with third party companies/partners who may require this information to assist the school.
- We share pupil data with the NHS when appropriate to assist with medical needs of children within the school.

## **DATA COLLECTION REQUIREMENTS**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

*For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>*

*For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:*

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

*To contact DfE: <https://www.gov.uk/contact-dfe>*

## **REQUESTING ACCESS TO YOUR PERSONAL DATA**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mr Bryan Chapman (Data Protection Officer) using the details provided at the end of this document. ICO guidelines state that you must have a valid reason

## Monkton Infants School

for requesting this data. You are not entitled to the information simply because you are interested. Please see the schools GDPR policy for further information.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, restrict processing, erased or destroyed
- Data portability
- Claim compensation for damages caused by a breach of the Data Protection regulations; and
- Withdraw consent for special categories by requesting a new pupil information sheet

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **CONTACT**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer by e-mail (below), or contact the school who will pass your details to the data protection officer.

*Bryan Chapman (Data Protection Officer)*  
*Chapman Data and Information Services Ltd*  
*bryan.chapman@chapmandis.co.uk*