

Caister Infant and Nursery School

School Brochure 2019/2020





I hope that you enjoy visiting our website and finding out more about our school and that you feel that it is the right one for your child.

Our school is a bright, lively and engaging place that offers children a wealth of opportunities. The staff at Caister Infant and Nursery School are fully committed to doing the best for your child and family. We value our relationship with you. We know that through partnership your child will achieve their potential.

We are ambitious for the children at our school – in everything that they do. Positive behaviour and attitudes to learning, a strong sense of teamwork and a rich and stimulating curriculum are all features of our school.

A wide range of opportunities both during and beyond the school day through after school activities give children here the best possible start to their school careers.

Above all – Caister Infant and Nursery School is a happy school – I firmly believe that happy children learn well.

If you would like to see us in action please call or email to make an appointment to come and visit.

Mark Parslow-Williams

Head of School

The information in this brochure is correct at the time of writing. Please be aware that whilst we try to keep it up to date information may change.

Aims and Values of the School

The Behaviours for Learning we wish to develop in our children are our school **Aims**:

Respect

Enjoyment

Collaboration

Independence

Pride

Endeavour

We will teach this RECIPE for success through our 'School of Fish'

Respectful Rosa



Enjoyment Elsie



Collaborative Colin



Independent Ivy



Proud Pablo



Endeavour Eric



Our **values** will be underpinned by the characteristics that each Behaviour for Learning demonstrate.

Respect - Acknowledging, Empathic, Sympathetic, Thoughtful, Non-judgemental, Understanding

Enjoy - Happy, Focussed, Enthusiastic, Engaged, Proud, Positive

Collaborate - Supportive, Independent, Enthusiastic, Confident, Empathic, Sympathetic

Independence - Enabled, Confident, Proud, Challenged, Responsible

Pride - Motivated, Determined, Satisfied, Rewarded, Enthusiastic, Confident

Endeavour - Brave, Strong, Determined, Confident, Motivated, Proud, Positive, Persevering

Staff

Executive Headteacher: Mr Jonathan Rice

Head of School: Mr Mark Parslow-Williams

Teachers

Mrs Donna Walker – Assistant Headteacher
Mrs Angela Bradley – Nursery lead
Miss Chloe Leonard
Mrs Emma Chettleburgh
Mrs Kylie Curtis - SENDCo
Miss Jasmine White
Mrs Rachel Edwards
Mrs Katie Stone – Year One Lead
Mrs Emma Welton – Foundation Stage Two Lead
Mrs Katherine Dexter
Mrs Hannah Wells
Mrs Rachel Lawes
Miss Sophie Buckenham

Office Staff

Mrs Andrea Dix (Finance Officer)
Mrs Elaine Hanley (Admin. Officer)
Mrs Carol Kemp (Admin. Assistant)
Mrs Gillian Mays (Finance Assistant)
Ms Dana Hoy (Admin. Assistant)

Kitchen Staff

Mrs Carol Grant
Mrs Amanda Soanes
Mrs Pam Meadows
Miss Michelle D'Amery

Play and Lunchtime Supervisors

Mrs Donna Harvey
Miss Laraine Buck
Mrs Ann Hun
Mrs Kim Philo
Mr Elwyn Howells
Mrs Donna McCann
Mrs Tanya Layton
Mrs Karen Warner – Senior Mid-day Supervisor
Mrs Marcel Armes
Mrs Kelly King

Teaching Assistants

Mrs Kerry Bradley
Mrs Jacqueline Beales
Mrs Denise Brown
Mrs Michelle Chrisostomou
Mrs Lynda Cashmore
Mrs Berni Huggins
Mrs Cathryn Huxtable
Mrs Sarah Roberts
Mrs Sarah Field
Mrs Katarina Smith
Mrs Nicola McGee
Mrs Lin Myhill
Mrs Julie Rogers
Miss Ashleigh Spooner
Mrs Pauline Stark
Mrs Jo Walker

Librarian

Mrs Sharon Long

Site Manager

Mr Mark Reid

Mrs Erin Bowman
Mrs Fiona Knights
Mrs Hayley Miller
Mrs Angela Rumsby
Miss Rebecca Gowing
Mrs Stacey Porter

NURSERY STAFF

Teaching Staff

Mrs Angela Bradley – Nursery Lead
Mrs Vanessa Black

Childcare Assistants

Miss Natalie Sanderson
Miss Lauren Smithson
Miss Katy Clarke
Mrs Michelle D’Souza
Mrs Jessica Sparrow
Mrs Nicole Nash
Miss Louise Titmarsh
Mrs Janet Warner
Mrs Vicky Gwyn

Teaching Assistant

Mrs Dawn Gill

Childcare Supervisor

Miss Nicky Cook



Governors

Chairperson: Rob Bush

Vice Chairperson: Tina Godbolt

Clerk to the Governors: Jilly Peace

Executive Headteacher: Jonathan Rice

Parent Governor: Marc Childs

Staff Governor: Sian Harmer

LA Governors: Deborah Leahy

Co-opted Governors: Reverend David Wells, Tina Godbolt, Matthew Bland, Helen Wheatley



Foundation Stage 1 – Nursery

In our school The Foundation Stage includes children from ages 2 to 5. This means our Nursery and Reception Classes are Foundation Stage 1 and 2.

The Nursery has flexible provision for 2-4 year olds. Nursery hours run from 8.50 to 11.20am and 12.30 to 3.10pm. Before and after school care is available from 8am until 5.30pm.

Under current arrangements up to 30 hours funded childcare is available to support working parents. The Local Authority admissions criteria is available on our website.

Admission to the Nursery (FS1)

Caister Infant and Nursery School has 52 places for three and four year olds and 16 places for two year olds in FS1 (Foundation Stage 1).

The school holds two waiting lists for admission to nursery - one for children waiting for a funded school nursery place and one for two year olds.

For a funded place, most children will start in September, but additional children may be admitted in January and April if there are still spaces available. Two-year-olds may take up a place as soon as a space is available anytime throughout the year.

Norfolk County Council's admissions policy is followed for both age ranges. Children are entitled to fifteen hours of funded early education and childcare from the start of the term following their third birthday. Some two year olds may also be entitled to a funded place.

The county admissions policy admits children in the following priority order:-

- Children with a statement of special needs

- Children looked after by the Local Authority

- Children living within the catchment area and with a sibling at the school

- Children living within the catchment area without a sibling at the school

- Children living out of the catchment area and with a sibling at the school

- Children living out of the catchment area without a sibling at the school

Preparing for Nursery

Once your child has been offered a place in the Nursery, you will be invited to an information giving session about the Nursery. At the beginning of the term that your child starts Nursery you and your child will be invited to an Open Day, to experience some of the activities together. It is very important that the children settle in happily, therefore there is a phased admission of small groups of children for the first few sessions so that the children are helped to feel secure, confident and happy in their new environment.

Home Visit

The home visit is an opportunity for your child to meet the Nursery Teacher or Childcare Supervisor and their Key Person in familiar and safe surroundings.

Children generally enjoy this experience and like to show their toys and books.

It provides a chance for parents to discuss any concerns they may have about their child starting nursery and to tell the nursery staff about what their child enjoys doing most. It is our experience that the home visit greatly eases the transition from home to nursery.

What you can do to help at home

- * Encourage independence in dressing, eating and toileting
- * Please use lower case letters when you write for your child except, of course, for the initial letters of names and always use letter sounds instead of names when talking about the alphabet.
- * Look at your child's online Learning Journey with them and add new achievements and experiences to it.

We try our best to:-

- * Offer a secure and friendly atmosphere where children are able to leave their parents easily and are happy to explore the interesting activities on offer.
- * Help children develop self-confidence and social skills and support them as they make successful relationships with adults and other children.
- * Help children develop their confidence and self-esteem so they can become independent learners who take full advantage of all the opportunities offered to them.
- * Offer interesting and exciting opportunities to enable children to learn through play, speaking and listening and first hand experiences.
- * Make the transition from the Nursery to the infant school of your choice as smooth and stress free as possible.

Key Person

The Nursery runs a Key Person system. A Key Person works alongside the Nursery teacher and is responsible for a small group of children. They work closely with Mums, Dads and Carers to ensure children are happy and develop well. Key Workers are all experienced practitioners who are able to give help and advice to you should you need it. Key Workers are also responsible for recording your child's achievements in their individual online learning journey. You will have access to your child's online learning journey and are welcome to add your comments at any time. You will also be invited to review meetings to discuss your child's progress and any other issues.

Parental Involvement

Parents and Carers are always welcome. We encourage parents to be involved in their child's learning. Regular contact between Nursery staff and parents is important. Exchanging information about children's progress and development is vital and ensures they are reaching their full potential. We offer regular Reading Cafes where parents are invited in to share a story and complete craft activities with the children.

School Uniform

School uniform is not compulsory for children aged two years old. However, they may like to wear a uniform and we are happy for them to do so.

All other children need to be dressed in practical washable clothing with a Caister Infant and Nursery School red sweatshirt available on order from the school or 'Harrisons Schoolwear', High Street, Great Yarmouth (01493 662214).

We recommend that children wear sensible, flat shoes with closed toes. We also ask that all children bring a change of clothes, in case of accidents, in a bag that can be left with their coat. We provide aprons for artwork and cooking to help protect their clothes. All items should be clearly named as it is almost impossible to trace unnamed articles.

We like to think that the children are comfortable while they are with us in the nursery. Our sweatshirts, worn with skirts or jogging bottoms are practical and comfortable.

You can help your child to become independent at dressing and undressing by making it as easy as possible by having few buttons, shoes without laces, coats they can fasten themselves and everything named. Your child will also be able to use our super outdoor area everyday.

In the warmer weather children will require a named sun hat. During sunny weather please also apply sunscreen to your child prior to arrival. Children attending the Nursery all day will need to have sunscreen reapplied throughout the day to maintain protection. You will need to provide the sunscreen, labelled with your child's name, and sign to give consent for the Nursery staff to apply the sunscreen.

We also encourage children to bring their own named water bottle each day filled with water.

Price List

Red Sweatshirts with logo	£9.00
White Polo Shirt	£6.00



Foundation Stage 1 Day

The Foundation Stage 1 routine is one the children very quickly get used to. It is surprising how many parents report that their children have begun their own “tidy up time” at home!!

The morning session is from 8.55 am to 11.25 am

The afternoon session is from 12.40 pm to 3.10 pm



At the start of the session the children come in and find their named photo to put on the number line. The children are then encouraged to choose an activity for themselves, it may be helpful to them if parents talk to them about the activities and so help their child to make their decision.

When everyone is settled and happy we all gather on the carpet for our learning. We learn through a variety of ways; these include singing songs, recognising numbers and counting and learning information about topics regarding the wider world.

After this the children will access several different activities, some self-chosen and others adult directed. The children have access to activities both in the nursery classroom and outside too.

During these activities the children are able to access snack in small groups. The children will wash their hands and are offered a variety of fruit and water or milk to drink. During this time the children will talk about what they have been doing during their activity time. The children can tell each other about any ‘news’ they may have.

At the close of the session the children come together to prepare to go home and sing their goodbye song. The children not going home at the end of a session have story time in the Nursery.

When your child is 2 years old

At some point after your child turns 2, we will provide you with a written summary of how your child is progressing against the prime areas of learning. This is called the progress check at age 2. The check will highlight areas where your child is progressing well and anywhere they might need some extra help or support, and how you can work with the key person to help. You will be invited to a meeting with your health visitor and a member of the Nursery staff to discuss this report.

At the end of FS1 in the summer term the Nursery Teacher will provide you with a written report. It will summarise your child's learning and development so far under the headings from the EYFS and the Characteristics of Effective Learning. You can share this report with your child's future school.

All the information collected is used to judge how your child is doing in the 7 areas of learning and development.

Your child's achievements are recorded in their online Tapestry Learning Journey, you are free to access this at any time through your personal online log-in. Please feel free to upload any achievements, or make comments on any achievements in Nursery. We welcome your contributions to this special record of their time in Foundation Stage.

Toileting

No child is excluded from attending Nursery who may not yet be toilet trained and who may still be wearing nappies or equivalent. We have changing facilities for children in nappies. Please note you will need to supply your own nappies and wipes. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Sleep in FS1

We understand that the young children may still have a daytime nap. Therefore we provide individual mattresses and bedding so children may take a nap in a quiet corner of the nursery when required. We listen to parents wishes regarding sleep during the day.

Meals and Snacks

We regard snack and meal times as an important part of the day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We aim to provide nutritious food which meets the children's individual dietary needs.

All meals and snacks offered within the Foundation Stage comply with the National Whole School Food Policy. Please inform us immediately if your child has any allergies or specific needs.

Breakfast is included in the charge for children attending between 8 am and 8.55 am. Children are able to choose from a range of foods on offer including cereal, toast, crumpets, beans on toast, muffins, etc.

If your child stays for lunch you may send a packed lunch or choose to have a hot school meal. A copy of the current menu is available from the school office. The cost of a school dinner is £2.20.

Please bring a note of the days your child will want a school dinner on the first day of your child's week.

If you send a packed lunch please ensure it is in a suitable container. We do not have space to keep lunches refrigerated so we recommend you pack perishable items with an ice block in an insulated lunch box to keep them fresh.

A light tea is included in the price for children staying between 4.30 pm. and 5.30 pm. Some examples of tea include wraps, sandwiches, salad and fruit.

All children are entitled to a third of a pint of milk when in Foundation Stage 1.



Terms and Conditions of Nursery Places

You will be asked to choose which sessions your child attends before they start Nursery. If you have any permanent changes to these sessions we will require at least two weeks notice. We will do our best to accommodate children as soon as possible. However, *we are unable to swap funded sessions*. If you wish to book additional childcare sessions on a temporary basis, again we will do our best to accommodate your needs.

All children that take up a 2-year-old place are guaranteed a continued place once they are aged 3 and eligible for funding. However, we have put allocation procedures in place to ensure that those children that started nursery as a 2-year-old don't take priority over those that start aged 3. This means we can ensure that the school nursery places are still allocated in accordance with the admissions policy. Further information is available on request.

Notice to leave the Nursery

We require one months written notice if you wish to remove your child from the Nursery. Any charges due during this notice period will be expected to be paid, even if your child does not attend during this period.

Sickness

If your child is ill or unable to attend their session please contact the school as soon as possible on the first day of absence.

Parents will be charged the full rate for days taken off sick because staff will already be on duty for that child's session.

Payment of fees

Before your child starts at Nursery you will be required to sign a childcare agreement. This sets out our terms and conditions of payment. Invoices are issued monthly in advance and payment is due on the 10th of each month.

If you do not pay your nursery fees on time your child will no longer be able to attend for chargeable sessions. If you have difficulty paying your fees, please do speak to us and we will try to assist you with a payment plan.

Late Collection

Please keep to the times you have agreed to drop off and collect your child. This helps us to ensure we can provide the correct adult to child ratio in the nursery. Continuous late collection will result in penalties being charged. If you are not able to collect your child at the agreed time you must inform us. If you know that your child will be collected by someone else you can leave their details with the nursery team. We use a password system.

Nursery Fees

For children in receipt of funded sessions:-

Each eligible child is entitled to fifteen hours funded per week during term time. Sessions can be taken flexibly over 3, 4 or 5 days during the 'core hours'.

The nursery 'core hours' are between 8.55 am. and 3.10 pm. You can also pay for additional sessions over and above the 15 hours during the core hours or before and after school times.

You can choose from the following options.

Option 1 – using funded sessions over 5 days

5 morning or afternoon sessions plus 2 lunch sessions

Option 2 – using funded sessions over 4 days

4 morning or afternoon sessions plus 4 lunch sessions

Option 3 – using funded sessions over 3 days

Morning session plus lunch and an afternoon session on 2 days

Plus 1 additional morning or afternoon session on the third day

You may also use 15 hours over 2 days, please contact to discuss this.

Charges for additional sessions for funded children:-

Breakfast sessions	8.00am – 8.55am	£4.00 each
Morning sessions	8.55am – 11.25am	£11.20 each
Lunch sessions	11.25am – 12.40pm	£5.60 each
Afternoon sessions	12.40pm – 3.10pm	£11.20 each
After school sessions till 4.00 pm	3.10 pm - 4.00 pm	£4.00 each
After school sessions till 5.30pm	3.10pm – 5.30pm	£8.50 each

Additional Charges during the core hours of 8.55 am and 3.10 pm only apply after you have used the full 15 hours entitlement.

From September 2017 some children will be eligible for 30 hours of free early learning and childcare. For more information, please see Mrs Dana Middleton in the Children's Centre office.

During the school holidays we offer a holiday play scheme. Booking forms and prices are made available before each holiday.

Charges for two-year olds:-

For children aged two years old and those three year olds that are not yet entitled to funded sessions, childcare is charged at a sessional rate. However, we ask that you book a minimum of 7.5 hours per week.

Breakfast sessions	8.00am – 8.55am	£4.00 each
Morning sessions	8.55am – 11.25am	£12 each
Lunch sessions	11.25am – 12.40pm	£6 each

Afternoon sessions	12.40pm – 3.10pm	£12 each
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Due to a lack of demand, we currently don't offer childcare after school for children aged 2 years old. However, please let us know if this is a service you need, because we are monitoring demand and may be able to offer it in future.

Foundation Stage 2 - Admissions

Children aged 5 between September 1st and August 31st are entitled to a full time school place from the beginning of the September term. Children are not statutory school age until the term that they are 5. This means that parents can choose to keep their children part time. Our understanding of part time is 5 mornings a week.



The Early Years Foundation Stage (EYFS) - Curriculum

Within the EYFS there are 7 areas of learning. These are:

- Personal, social and emotional development
- Communication and language
- Physical development
- Literacy
- Maths
- Understanding the world
- Expressive arts and design

By the end of the EYFS teachers will assess your child in these areas to see if they have reached the expected standard for children of their age. You will receive information about these assessments in your child's end of year report.

Tapestry

Tapestry is your child's on line learning journey. The Foundation Stage team capture your child's learning through photos, videos and observations of the things that they do in school. This allows you to share their successes and achievements as they master new skills and learning. You can comment on their experiences and also share things that you do together at home. We use Tapestry throughout the school. When your child leaves the school, you can upload their journal and we will close their Tapestry account.



KS1

In our school this means Years 1 and 2. Children in KS1 follow the National Curriculum.

The curriculum

We follow a topic based approach that includes, Computing, History, Geography, Art and Design, Design Technology, Music, PE and PSHE (Personal, Social and Health Education). These are known as the Foundation Subjects.

English, Maths and Science are the core subjects.

Learning in our school is creative and fun. We encourage children to ask questions and shape their understanding through natural curiosity. Our grounds allow for rich opportunities for learning outdoors. We aim to challenge all learners.

We learn outdoors whenever we can. Your child needs wellingtons and a waterproof jacket and over trousers to learn outside all year round.

Speaking and listening

We believe that speaking and listening is the key to reading and writing. It is an area that covers the whole curriculum. Classrooms in the school are set up in ways which help the children to express their ideas and feelings in an imaginative way. Class assemblies give the children the chance to showcase their skills in this area and also let you celebrate their learning.

Reading

Reading is the most important skill that your child needs to be successful at school. Your child will have a book to take home. They will also have a Reading Record book. You can use this book to record the reading that you do together at home. The staff and volunteers in school will listen to them read too. They will have the opportunity to change their books regularly.

Writing

In Key Stage 1 the children complete writing tasks such as writing a story, letter or diary entry. Lessons are planned to develop grammar, vocabulary, punctuation and spelling skills. These support their writing tasks. Children also are taught to plan, draft and revise their work.

Handwriting

Emphasis is placed on learning a neat, legible style of handwriting leading to a cursive script. Children are encouraged to take pride in their work.

Spelling

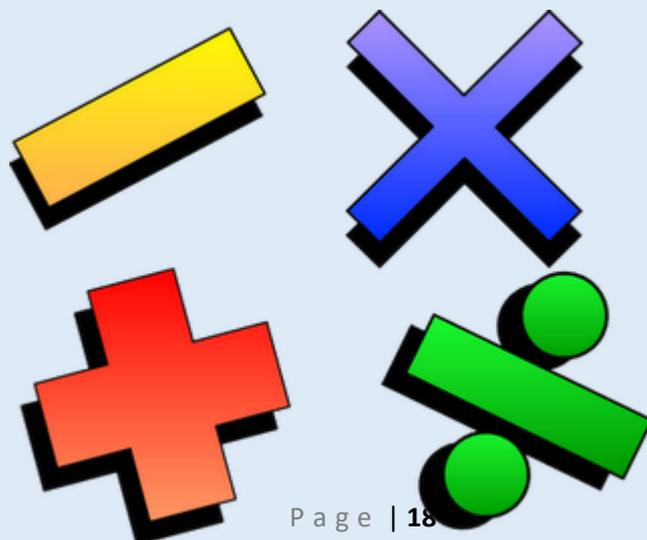
Spelling is taught through a variety of approaches including the Read, Write Inc phonics scheme and using the Look, Cover, Write and Say method. In FS2 children learn high frequency words and common exception words in Key Stage 1. These are found in the children's reading record books for you to practise at home. Weekly spellings are sent home in Key Stage 1, also linked to Read Write Inc, common exception words and topic based vocabulary.

Read Write Inc

Read Write Inc is our intensive synthetic phonics scheme. It rapidly helps children to learn sounds and blend words. The first steps in being a reader. We have Read Write Inc lessons 5 days a week. Lessons last for up to 40 minutes and follow a tight structure. This is the same in all groups to help your child learn quickly and build on their prior learning. For those children who we identify as requiring further support with RWI, 'Keep Up' sessions will be offered.

Mathematics

Maths is taught every day. It is topic based. Lessons include opportunities to practise mental maths skills, work individually and in groups to learn new strategies and solve problems. We encourage the children to try different ways to solve problems and to talk about their findings using appropriate mathematical vocabulary. You can find our Calculations Policy on our website.



Science

Science is topic based. Lessons help to build scientific skills. Through the science curriculum we want children to develop respect and a caring attitude towards the environment. Science is fun and practical. Where possible learning happens outdoors.

Computing

Many children start school with a good grasp of technology. We need to build on this to help them use technology as a tool to support their learning. Children are taught about the importance of online safety. Children are always supervised when using the internet and are encouraged to speak to an adult if they access anything that they are unsure about. We take this responsibility very seriously and want children to become confident and safe users of technology as they get older. The school has a filtering system which blocks unsuitable content.



Music

Music is fun. Music is about participation, using voices, body percussion, tuned and untuned instruments. Children listen to music from a range of different cultures, styles and genres. All children take part in a weekly singing assembly. Children in Year 1 have the opportunity to learn to play the glockenspiel and children in Year 2 have the opportunity to learn to play the recorder. We also offer opportunities for children in Reception and Key Stage 1 to be involved in the Rocksteady Music School programme.

Physical Education

We teach games, gymnastics and dance. Details of the PE kit are in our uniform list. All PE kit should be named and kept in a named PE bag which hangs on your child's peg. Long hair must be tied back. Piercings must be covered or removed for safety reasons. At the end of the summer term we have our Challenge Morning – a carousel of fun events for everyone to enjoy.

Religious Education

The Religious Education curriculum is taught in agreement with the Norfolk Agreed Syllabus. You can see a copy of this on request. We raise children's awareness of the 6 major world faiths with a focus on Judaism in Key Stage 1.

Assembly

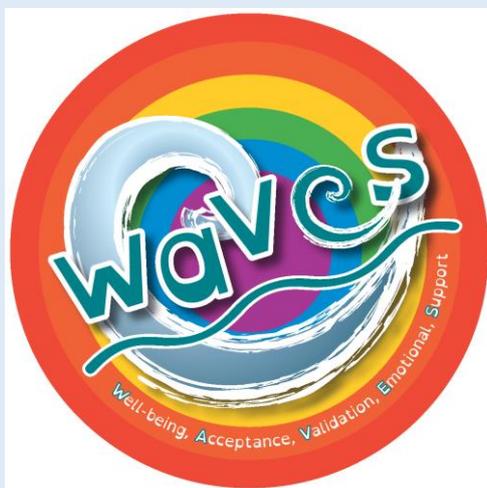
We have daily assemblies. These must include an act of collective worship. We follow themes and celebrate world faith days. Parents have the right to withdraw their child from RE lessons and assemblies if they choose to. Please come and talk to us if you would like to know more about their content.

Personal, Social, Health Education (PSHE)

This is taught through circle time and group discussion. Games and activities help children to share and appreciate the feelings of others. We follow the SEAL curriculum which also links to our assembly themes. We teach the children about 'Rights' through the Unicef Rights Respecting Schools programme.

Waves

Waves is our provision for supporting children with their personal, social and emotional learning. We assess your child in how well they form relationships and how resilient they are amongst other things. Staff structure activities to support their development. We have a dedicated space for Waves. Support may be on a one to one or a group basis according to need.



Topic work

This area includes, History, Geography, Art and Design and Design Technology. Using themes children learn both indoors and out. There are lots of possibilities for hands on practical experience. Children's work is recorded in topic books and on Tapestry. Our topics change on a termly basis and follow the children's interests. Details of these will be shared with you in the Year Group newsletters.

Outdoor learning

Young children love being outdoors and learning about the environment. We take the children outdoors all year round, in all weathers. We strive to find opportunities for outdoor learning whenever we can. Your child needs to be dressed suitably to enjoy this. Wellington boots, waterproof trousers and a jacket are essential items of school uniform. Please name everything!



Assessment

Foundation Stage Profile results

In 2019 79% of children reached a good level of development.

Year 1 Phonic Check

In 2019 80% of children reached the agreed threshold in the check.

Key Stage 1 results

Our 2019 results are as follows:

	Expected Standard [%]	Working at greater depth at the expected standard [%]
Reading	76	22
Writing	71	14
Mathematics	73	22



Transition

Transition means joining and leaving our school and changing Year Group.

Foundation Stage

When your child joins the Foundation Stage (Nursery or FS2) you will be offered a home visit. You will receive an information pack and be invited to a meeting for new parents. In your pack there are details of dates when you can meet your child's teacher and they can spend some time in class. We make contact with all local pre-schools and arrange to meet children before they join us. If your child has particular needs or requirements please let us know so that we can plan for them joining our school.

In school transition

We prepare children to move to their new classes and give them opportunities to meet their new teachers. We also offer parents a meeting to find out about the curriculum and how you can support your child at home. On occasion we mix classes to balance the learning and social and emotional needs of the children.

Year 2

Most children move to Caister Junior School. Time is spent talking to the staff there to make sure they understand the needs of individual children. Transition activities are planned with the Junior School staff. These allow the children to visit and become familiar with their new school and the staff who will be working with them.

Special Educational Needs and Disabilities

We follow the SEN code of practice.

Mrs Kylie Curtis is our Special Educational Needs and Disabilities Coordinator (SENDCo).

To be successful we need a close partnership with pupils, parents, carers and outside agencies. There is a range of professionals who we can seek advice and support from including, Speech and Language therapy, Educational Psychologist and an Advisory Support Teacher. We follow the assess, do, plan, review process in line with the Special Educational Needs Code of Practice 2014. We offer a range of interventions to support learners. More details of this can be found in the SEN report on our website.

<https://www.caisterinfant.co.uk/send/>

Sex and Relationships Education

Children have natural curiosity. We respond to this in an age appropriate way. Emphasis is on the development of strong relationships through the celebration of diversity. You have the right to withdraw your child from aspects of this curriculum area. Please speak to your child's teacher for further details.

Behaviour

Children in our school usually behave well. We expect this of them. We celebrate good behaviour through positive rewards. These include, marbles, stickers and Achievement Assemblies. Friday afternoon is Golden Time. This also rewards good behaviour.

We use the Good to be Green scheme. This rewards all children for keeping green. Badges and charts in the classrooms help to celebrate this. There is a half termly treat for children who have stayed green. These have included, Easter egg hunts, outdoor activities and a lucky dip.



After School activities

We have a number of After School clubs. Our current clubs are as follows:

Day	Time	Club
Monday	3.25pm-4.25pm	Football
	3.25pm-4.25pm	Street Dance
Tuesday	During the school day	Choir
Wednesday	3.20pm-4.20pm	Zumba
Thursday	3.20pm-4.30pm	Let's Get Cooking
Friday	3.25pm-4.25pm	Gymnastics

Breakfast and After School

Breakfast club runs from 8am to 8.45am. After school club runs from 3.15pm to 5.30pm.

Breakfast and After School Club take place in the Turtle Room.

Mrs Mays is responsible for bookings and payment and can provide you with more details.

Childcare vouchers can be used to pay for these services.



Educational Visits

Children learn best through first-hand experience. Our curriculum is supported through visits. Children visit places linked to the topics that they are learning about.



How Hill Centre

Year 2 children have the opportunity to visit How Hill. There are lots of lovely things to do there including, dyke dipping and nature trail walks.



Charging for school activities

If we are planning a trip we will give you plenty of advance notice and seek your permission. You will be invited to make a voluntary contribution towards the cost. If we are unable to cover the cost of the trip it will not take place. This does not usually happen. Some trips are subsidised by the school with money from fundraising events. We have a charging policy. You can find this on our website. In accordance with LA guidelines in charging for activities we support children who are in receipt of Pupil Premium.

No child will be excluded from any activity due to financial reasons.

Pupil Premium

Your child is eligible for Pupil Premium if you are in receipt of any of the following benefits:

- Income Support
- Income based jobseekers allowance
- Income related employment and support allowance
- Support from NASS (National Asylum Support Service) under Part 6 of the Immigration and Asylum act 1999
- The guarantee element of state pension credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run on
- Universal Credit

The level of pupil premium per pupil for the school for 2019-20 is £1320

Schools are responsible for how they spend pupil premium funding. They must plan for how this funding will be used to support low income families. Our plan is available on the school website.



School Uniform

Boys' Winter Uniform

Grey trousers, White/Royal Blue Polo shirt, Royal Blue Sweatshirt with school logo, Black sensible school shoes.

Boys' Summer Uniform

White/Royal Blue polo shirt with grey shorts, Royal Blue sweatshirt with school logo, Black sensible school shoes.

Girls' Winter Uniform

Grey skirt/pinafore dress/grey tights or grey trousers, White/Royal Blue Polo shirt Royal Blue Sweatshirt/Cardigan with school logo, Black shoes.

Girls' Summer Uniform

Blue Check dress, Royal Blue sweatshirt or cardigan with school logo, appropriate school shoes/sandals.

P.E. Kit for both Girls and Boys

Royal Blue Shorts

White T Shirt

Plimsolls

Drawstring PE Bag

Price List

Printed clothing available from 'Harrisons Schoolwear' Great Yarmouth, (01493 662214)

Sweatshirts with logo	£ 9.00
Cardigans with logo	£10.99
Royal Blue Polo Short with logo	£ 6.00
Reversible Fleece Jacket (waterproof) with logo	£17.99
Royal Blue P.E. Shorts	£ 3.50
White P.E. T Shirt	£ 5.00
Plimsolls	£ 5.00

Available from the school office

Royal Blue Book Bag with logo	£ 4.50
Royal Blue Drawstring P.E. Bags with logo	£ 4.50

Caister United charities offer support for uniform purchase to low income families.



Fundraising

Mrs Bradley has responsibility for organising our fundraising activities. These include a Christmas and Summer Fair. The Summer Fair is run in partnership with Caister Junior School. We organise a range of other activities including sponsored events across the year. Some of these rely on parent help and support. Look out for more information in our regular newsletters.

How can you get involved in your child's learning?

Class assemblies give the children the chance to share their learning with you. FS2 have regular Maths and Reading Cafes. Come along, listen to a story and take part in a practical activity. Younger children are welcome too. In KS1 classes we hold Parent Celebrations during which families have the opportunity to share an aspect of learning with their child. KS1 classes also have Maths games sessions. See your child's progress at our regular celebration events. Details of all these events can be found on our newsletters and on the calendar on our website.

Tapestry is our on line learning journey. Share your child's learning at home and see what they have been learning at school too. Tell us about family days out and out of school activities and achievements.

Year groups send home a half termly newsletter with details of what they will be learning and how you can help.

Class mascots or Maths Monkeys go home with the children to share family times. They bring their own diary so you can tell us what they have been doing.



Reading at home is the most important homework that children of this age can do. Your help with this makes a huge difference to their progress. Your child will bring home a reading book and reading record book. They will receive a reading sticker for reading to an adult 3 times a week and a badge once they have achieved 10 stickers.

Parent Teacher Interviews and Reports

Parent Teacher interviews take place in the Autumn and Spring Terms. Teachers will focus on your child's progress, social development and wellbeing. They will share their current targets and you can have a look at their work. Please bring your child with you if you can.

You will receive an annual report in June. Any assessment results will be included. You will have the opportunity to discuss this on an informal basis if you wish at our July Open Evening.

Parent Communication

We really value our relationship with you. Teachers are available to talk to you at the end of the day if it is something brief. If you require more time please arrange an appointment with them. Please feel free to talk to a member of the senior team at any time too. We hope you are happy with our school. If you have a concern that you feel has not been fully addressed you can find a copy of our complaints procedure on the website.

We send home regular newsletters. There is a wealth of information on our website, including this brochure. We also have an App that can be downloaded from the App store by searching for Caister Infant School. We use emails and Facebook to send messages home too.



Food in School

Snack time

Children have free fruit through the school fruit and vegetable scheme. We do not encourage any other snacks in school unless your child has a specific allergy or health issues that mean they can't eat this. Please talk to your child's teacher if this is the case.

Milk

All children under 5 are entitled to free school milk. You can sign up to the Cool Milk scheme if you would like to take up this offer. Milk must be paid for once your child turns 5 and can be purchased through this scheme.

School Meals

All our meals are cooked on site. Our kitchen is run by Norse who provide the menu. The menu is available on our website. If you would like a paper copy the office can give you one. Your child can choose from the following:

- Hot school meal, vegetarian option available
- Jacket potato
- School packed lunch

Children order their lunch at registration in the morning. There is currently no charge for school meals for Infant aged children. We cater for a range of dietary needs. If your child is allergic to specific foods then Norse require confirmation of this from your child's GP.

Packed lunches

If you send your child to school with a packed lunch please think carefully about the amount you pack and the nutritional balance. Please remember to:

- Clearly name your child's lunch box
- Only include juice or water, no fizzy drinks please
- Avoid sweets and chocolate snacks



Keeping your child safe

Safeguarding

Children's safety is our top priority. All our staff are appropriately checked and trained to work with children and follow our safeguarding procedures. If your child makes a disclosure or causes us concern please expect us to talk you about it. We are fulfilling our duty to keep children safe. Our Designated Safeguarding Leads (DSLs) are Sian Harmer, Mark Parslow-Williams and Chloe Leonard. If you have concerns about a child please come and talk to one of us. More details of our Safeguarding Policy and procedures are on our website.

Medical Needs

We do not administer medicines except where absolutely necessary. If your child is following a course of medicine we would ask you to stagger the doses around the school day if you can. If this is impossible you can come in to school to give your child their medicine. If we agree to administer medicine then you must complete a disclaimer. Medicines must be stored in the school office. We make an exception to this rule for asthma inhalers and epipens – these are stored in the classroom. An asthma card needs to be completed.

If your child has an accident at school we have trained first aiders who will look after them. We will contact you if we are concerned or would like you to come in to school to check your child. If your child bangs their head they will have a bumped head sticker. If they receive first aid they take a slip home. Please check their book bag.

If you would like to speak to the school nurse please ask the office to put you in contact with them. Alternatively School Health Services can be contacted on 03003000123.

Children in FS2 will have a hearing, vision, height and weight check. If there are concerns a member from the team may contact you.

Head lice are a common problem in schools. Please check your child's head regularly and treat as necessary. We may contact you asking you to check if they are a particular problem in your child's class. We can give you more information about treatments – please ask at the school office.

Car parking

Our car park is for staff and visitors to the school only. Please do not park on the school grounds. The roads around our school get very congested at dropping off and picking up times. Please park considerately and drive carefully. When this problem becomes persistent we involve the police and traffic wardens.

Bikes

We encourage children to ride their bikes and scooters to school. Please make sure your child wears a helmet and gets off their bike by the school gate. We have secure storage inside the main gate. Please make sure your child's bike is locked. We cannot take any responsibility for loss.

Trim trail

Please supervise your child on the playground before and after school. If they use the trim trail it is your responsibility to keep them safe.

Dogs

Dogs are not allowed on our school site.

Smoking

Please do not smoke on our school site and avoid smoking in front of the children. It sets a bad example to them.

Absence

Good attendance helps children to make good progress in school. We celebrate children's attendance through certificates and class awards. We send attendance letters every term. These are designed to help you keep track of your child's attendance. We send them home in an envelope so that you can choose to share them with your child if you wish.

If your child's attendance becomes a concern we will invite you to an attendance panel to discuss the reasons and the support we can offer to improve the situation.

If your child is ill please contact the school. School is not a good place to be if you are feeling unwell. Following sickness or diarrhoea you must keep your child at home for 48 hours after the last bout.

Please let us know if your child has chicken pox as it can have implications for pregnant women.

Do not book holidays during term time. They will not be authorised. Holidays in term time can be followed by a fine or court proceedings.

Our 2019 attendance was 94.59% against a national average of 94.8% for 2018.

The School Day

School starts at 8.45am and ends at 3.15pm

Lunch

Lunch is 12.00- 1.00 pm

School Term dates 2019-2020

AUTUMN TERM 2019

Wednesday 4th September to Friday 18th October

Half-Term holiday – Monday 21st October to Friday 25th October

Monday 28th October to Wednesday 18th December

Christmas Holiday

Thursday 19th December to Friday 3rd January

SPRING TERM 2020

Monday 6th January to Friday 14th February

Half-Term holiday – Monday 17th February to Friday 21st February

Monday 24th February to Wednesday 1st April

Easter Holiday

Thursday 2nd April to Friday 17th April

SUMMER TERM 2020

Monday 20th April to Friday 22nd May

Half-Term holiday – Monday 25th May to Friday 29th May

Monday 1st June to Tuesday 21st July

Summer Holiday

Wednesday 22nd July to Friday 4th July

Caister Infant and Nursery School

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Great Yarmouth

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Tel: 01493 728560

School office – office@caisterinfant.org.uk