

Our School



**Park Street
RAUNDS
Northants
NN9 6NB**

Tel. 01933 622415

bursar@park-inf-raunds.northants-ecl.gov.uk

www.raundsparkinfants.org.uk

Headteacher: Mrs. Julia Bowles

Raunds Park Infant School is a community school and is part of the Northamptonshire Education Authority. It caters for children in the 4-7 years age range.

The maximum number of children to be admitted in an academic year is 56. Further information regarding admissions can be found in the relevant section.

Park Infant School is a small self contained unit sited on the same complex as St. Peter's Junior School and Raunds Manor School and Sports College. There are close links between all three schools. The building has six classrooms, an activity area for practical activities and a library area which houses fiction and non-fiction books. There is a large multi-purpose hall used for PE, music, drama, daily school assembly and dining.

The reception class children are in their own self-contained unit which incorporates a cloakroom and toilets. There are two classrooms and a shared practical area.



MISSION STATEMENT

At Raunds Park Infant School our aim is to create a happy, caring supportive environment where all feel valued and secure. We wish to provide rich learning experiences which encourage a love of learning and enable pupils to reach their potential by acquiring the skills, knowledge and understanding needed to meet the challenges of the 21st century.

AIMS

1. To promote partnership between child, parent, school and community.
2. To provide a broad and balanced curriculum which is differentiated to meet the needs of all children and which encourages them to become independent learners.
3. To develop lively, enquiring minds.
4. To enable children to develop academically, socially, emotionally, physically and spiritually.
5. To provide a safe, secure, challenging and stimulating learning environment in which children can become self-confident and self-reliant and begin to take responsibility for themselves as citizens in a wider world.
6. To provide high quality teaching.
7. To monitor and evaluate standards and strive for continuous improvement.
8. To encourage tolerance, co-operation, kindness, friendship and respect for oneself and others.
9. To encourage high standards of work and behaviour.
10. To foster an appreciation of everyone's contribution to school life and to celebrate effort and success.
11. To promote positive attitudes towards individual differences and cultural diversity.
12. To provide equality of opportunity for all members of the school community.

GOVERNORS

Mrs. S. Bishop (Chair)		Community Representatives
Mrs. J. Bowles		Headteacher
Mrs. S. Chambers)	Community Representative
Mrs Jane Joyce		
Mrs. S. Kirbyshire)	
Mrs L Powers-Donagan)	Parent Representatives
Mrs. C. Spencer)	
Mr. D. Day)	
Mrs. A Day)	
Ms. J. Underwood		Teacher Representative
Mrs. J. Sapwell		Staff Representative
Mr. W. Barke)	LEA
)	
Mrs. H. Marks		Clerk

SCHOOL STAFF

Headteacher

Mrs. Julia Bowles B.Ed(Hons)

Deputy Headteacher

Ms Julia Underwood PGCE
MA Education

Teaching Staff

Miss Sophie Pallett B.A.(Hons)
Mrs. Angela Tyrrell B.Eng(Hons)
Miss Karen Wilcox BA(Hons)

Teaching Assistants

Mrs. Val Davis
Mrs Jill Elliott-Potter(NVQ3,
Industrial First Aid Certificate)
Mrs Joss Sapwell (HTLA, STA)
Mrs Kim Nelson (STA,Industrial
First Aid Certificate)
Miss Lisa Bull
Mrs Roseleen Keddie
Mrs Penny Duncan
Mrs Angela Brown
Mrs Sharon Johnson
Mrs Sheila Wardley

Mrs Jen Callard
Miss Louisa Fairy GTP
Mr Edward Corleys GTP

Admin Staff

Mrs. H. Marks CSBM

Site Supervisors

Mr. Alan Wesley
Mrs. Sue Smith

Mid-day Supervisors

Mrs. Nichola Clarke
Mrs. Elaine Gubbins
l
Mrs Tracey Paradise

Cleaners

Ms Suzanne Munns
Mrs. Jo-anne Brightman

ADMISSIONS CRITERIA

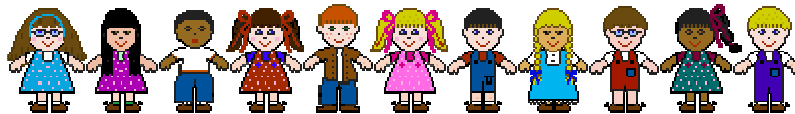
Statutory school age is the term following the child's fifth birthday. County Policy allows children to start in the September of the school year in which they are five. This gives all children three full years in Infant School.

In the event of the school being oversubscribed, places will be allocated in accordance with the following criteria in order of priority:

1. Pupils with a Statement of Special Educational Needs which names the school as appropriate provision and children in public care.
2. Pupils who live in the linked area (Raunds and Hargrave).
3. Pupils with an older brother or sister continuing at the school or the linked Junior school at the time of admission of the younger child.
4. Other pupils

If the admission number is exceeded within any of these groups priority will be given to those who live furthest from the nearest alternative school.

Please note that attendance in Reception classes for the first four weeks is part time.



Teaching and Learning

The National Curriculum has been organised in five age phases known as key stages. In our school the phases are:

Foundation Stage	3 – 5
Key Stage 1	5 – 7

There are three year groups:

Reception
Year 1
Year 2

In September 2010 we will have one reception class (Owls), one mixed reception/year 1 class (Kingfishers) and two mixed aged one/two classes (Eagles and Swifts). There will be two teachers in the Reception/Year 1 class (Miss Pallett and Mrs Bowles) to ensure that appropriate learning opportunities are given to all the children in that class. Within each class children often work in ability groups, particularly in Literacy and Numeracy. In these subjects, different work is set for children according to their learning needs. In other subjects the children might work in mixed ability groups. Teaching assistants and special needs assistants often support individuals and groups with their tasks.

Children learn in different ways and a variety of teaching methods in each class – whole class, groups, pairs and individually.

THE CURRICULUM

The school aims to provide a curriculum which is broad, balanced and relevant to the children's needs, thus enabling children to achieve their full personal and academic potential.

As in all state schools by law we have to teach RE and the statutory requirements of the National Curriculum. There are four core subjects:

English
Maths
Science
Information and Communication Technology (ICT)



The other subjects are known as the foundation subjects:

History
Geography
Art
Music
Physical Education (PE)
Design Technology (DT)
Personal, Social, Health, Emotional and Citizenship (PSHE)

Some learning is cross curricular, making learning more relevant to children's lives and is often organised through topics or units of work. The teachers plan together in year groups on a weekly basis ensuring that children have similar experiences.

The National Curriculum starts in year 1. Children in the Reception classes follow the Early Years Foundation Stage Curriculum which is common to all schools nationally.

The school curriculum is designed to promote harmony between those of different race, culture and creed and to provide equal opportunity for all regardless of difference in sex, race, religion or social or economic class.

English teaches children to communicate through speaking and listening, writing (including spelling and handwriting) and helps them to gain confidence and enjoyment from reading.

Thus they learn to

- express themselves clearly and listen carefully.
- begin to become independent writers able to use different styles in differing situations.
- read for pleasure and to find information



Mathematics teaches children about numbers, shape and space, measurement, recognising patterns and problem solving.



Science teaches children to explore the man-made and natural world around them through observation, questioning and investigation.

ICT teaches children about new ways of handling information and basic skills in using the associated technology. They learn about, word processing, databases, drawing programs, control technology and adventure programs and how to load, save, retrieve and print their work.



History teaches children about the past and ways in which our society has changed over time. They learn about chronology and ways in which we can find out about the past.

Geography teaches children about the immediate environment around the school and the environment of another region. Children have the opportunity to visit another locality and use maps, globes and photographs to find out about different places.



Music teaches children to sing, perform, compose and listen to different types of music. They have the opportunity to use a variety of tuned and untuned percussion instruments.



Art teaches children to express ideas and feelings and develop skills through the use of different media – paint, pastels, charcoal, crayons, pens, clay etc.

Drama teaches children to express ideas and feelings through the use of gesture and speech in a variety of situations.

Design Technology teaches children to develop the ideas and skills which help them find practical solutions to problems. They design and make objects using a wide range of materials and think of ways in which their designs can be improved.. They learn how things work

RE teaches children about aspects of Christianity and other major world faiths and follows the County's Agreed Syllabus for Religious Education. We have a daily act of worship which is of a broadly Christian nature. Parents do have the right to withdraw their child from RE lessons and assemblies.

PSHE teaches children about relationships, caring for oneself and others, safety at home, school and play and ways in which we can all be good citizens.



PE teaches children to be positive about physical and recreational activities in order to develop a healthy lifestyle. They learn how to develop control and co-ordination and develop skills which will enable them to participate in more formal games as they grow older.

Sex and Drugs Education In infant schools there is no formal programme for sex or drug education. These areas are included under PSHE as aspects of ‘caring for themselves’. We aim to increase the understanding of differences between people, of hygiene and ways of keeping fit and healthy. Each year we have a visit from the Life Education Bus which teaches children about leading a healthy lifestyle.

Values Education We believe that in order to become responsible, caring members of society, children need to learn about basic values such as respect, cooperation and honesty. We help children to think about how they can use these values in their lives.

Policies and Schemes of work are available to view at the school.



Special Educational Needs

If your child is identified as having Special Educational Needs the school will make every effort to work with you to help your child and, where necessary, will involve other agencies to provide support. The school has a Special Educational Needs Policy and this can be viewed in school or on the school website.

Disability and Discrimination Act

The school has an accessibility plan and over the past three years has implemented many of the identified measures required. The school inclusion policy can be viewed in school or on the school website.

School Organisation

School Day

08.55 Whistle blows and children enter school

09.00 Registration

09.05 Morning session begins

10.10 Assembly

10.20 Morning play



10.35 Snack

10.45 Morning session continues

12.00 Lunch break

01.00 Afternoon session begins

02.00 Afternoon Play

02.15 Afternoon session continues

03.10 End of School day

School Uniform

The school colour is royal blue. Our uniform is designed to be easy for the children to cope with unaided. It is helpful if your child can dress and undress themselves when they start school but help will be on hand if difficulties are encountered.

Royal blue Sweatshirt,
 Cardigan,
 Jumper,
 Fleece

Gingham dress (front fastening)

Plain grey

Trousers
Skirt

Plain white

Polo shirt
T shirt
Shirt (cuff buttons are not practical)

Shoes

Sensible shoes should be worn - Velcro fastenings are
Preferrable.

Sweatshirts, cardigans, fleeces, baseball caps, PE shorts and T shirts school bags and PE bags are available from the school office.

Hair decorations should be minimal.

Children play outside at playtime and mid-day unless it is very icy or raining. It is therefore important that your child has adequate outdoor clothing suitable for the time of year.

Children often mislay items of clothing so it is important that you **name all clothing**.

Physical Education

All children require PE kit all year round. This should be placed in a named drawstring bag.

In accordance with Northamptonshire Education Authority policy, children with pierced ears must remove them for PE. If they are unable to do this themselves they should be removed by parents before they come to school. Children wearing earrings are not allowed to participate in PE lessons. Only stud earrings should be worn to school.

Property

Children should not bring jewellery or toys to school (this includes bracelets, necklaces and braids) they are not needed and we cannot be responsible for their safe keeping. Watches should only be worn by year 2 children and only if they are able to fasten and unfasten them unaided. Large decorative watches or watches with alarms are not permitted.

School Meals



A hot meal is available at lunchtime. Payment should be sent in on the Monday of the week previous to the week which your child will be eating the meals. It should be placed in a sealed envelope and clearly marked with your child's name, class, days on which meals are to be taken and the amount of money enclosed. **The cost at present is £2.00 per day.**

Children may also bring a packed lunch. Lunch should be brought in a small box, clearly labelled with your child's name. Please make sure that all food and drink brought is such that the child can cope unaided. No hot soup, hot or fizzy drinks or sweets please. Cans and glass bottles are not allowed for safety reasons.

Any parent who thinks their home circumstances warrants the provision of a free school meal should contact the school office (this includes those on income based job seekers allowance and income support). Children who receive free school meals are not differentiated in any way from those children who pay.

If you are taking your child home for lunch please sign them out and back in again on their return (folder located in reception area). Children should not return before 1.00pm and you should wait with your child until the whistle is blown.

Snack

Snack is provided mid-morning and consists of a piece of fruit and a drink.



Good Behaviour

Discipline is part of the home/school partnership, working for the benefit of your child.

We endeavour to promote self discipline. Punishment usually takes the form of missing playtime or putting right any wrong actions.

Our Expectations of Behaviour

We expect children at our school to:

- Behave in a way which allows them to be proud of themselves and their school.
- Be friendly and not say unkind things which might hurt or upset others
- Play fairly and to share

- Be polite and courteous and show respect to all members of staff, visitors, adult helpers and other children
- Listen to what others have to say
- Always try to do their best work
- Understand that we all make mistakes but that we should try to put things right.
- Say sorry if they do something wrong and mean it.
- Appreciate the efforts of others, especially if they find things difficult.
- Use equipment carefully
- Walk inside the school building and behave safely in the school and playground.
- Be proud of their own achievements and be pleased when others do well.

Unacceptable behaviour is dealt with immediately. If it persists or is dangerous the class teacher will inform the headteacher.

Parents will be informed if a child's behaviour is extreme or disruptive and in exceptional cases intolerable behaviour may warrant exclusion from school.

To help children understand our expectations we talk to them about Values Education and teach them about our:

Golden Rules

Do be kind and helpful

Do be gentle

Do listen carefully

Do look after property

Do listen to people

Do be honest

The school's behaviour policy can be viewed in school or on our website.

Transport

Transport is provided for children living in Hargrave. They are supervised on arrival and taken to the taxi or bus after school.

Home/School Liaison

We believe that it is important for school and home to work together to ensure that your child has a positive and successful experience of education. We aim to involve you in your child's education in the following ways:

Prior to starting school

Parents are welcome to visit the school at any time prior to the admission of children, preferably by appointment.

Parents will be invited to bring their children to school in the term prior to admission to meet the teachers and other children.

In the term before your child starts at school you will be invited to an evening meeting so that you can meet staff and governors and have the opportunity to ask them about school life.



Speaking with class teacher

If you are concerned about any aspect of school life with regard to your child you are welcome to come into school to speak with the class teacher. 3.10 is the best time to meet with them and **we would ask that unless it is urgent you do not come in at the beginning of the day** as teachers have to prepare for lessons and see to children's needs

Consultation Evening

Each term we hold after school/evening consultation meetings to discuss your child's progress with the class teacher. Each appointment lasts for ten minutes and it is important that you keep to this time so that others are not kept waiting. If you require a longer consultation this can be arranged for another time.

At these evenings as well as discussing progress and looking at work you will have the opportunity to talk about the next stage of your child's learning and discuss such issues as behaviour, approach to learning and attitude towards peers and adults.

The headteacher will also be available during these sessions should you wish to discuss

any concerns.

Curriculum Evenings

During the year we invite you to curriculum evenings for aspects of Literacy and Numeracy.

At the beginning of each term you will receive a letter giving an overview of the units of work your child will be covering so that you can take opportunities to talk with them about activities they have undertaken.

Stay and Play Sessions

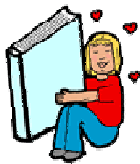
The Foundation Stage classes hold Stay and Play sessions when parents are invited to stay and join in with children's learning.

Home/School Agreement

As required by law, we have to issue a Home/School Agreement. This document encapsulates the aims and ethos of the school. It is enclosed in this pack and we would ask you to **sign it and return to school.**

Parental Involvement

We hope that parents will take an active interest in what their children do at school and encourage them to adopt a positive attitude towards their work.



Homework

As they progress through the school children will be given tasks to be completed at home. These will help to consolidate and reinforce skills and extend school learning.

The activities will mainly focus on developing literacy and numeracy skills and will include reading, sharing and discussing books, learning words and, particularly in year 2, mathematics tasks.

School Profile

The School Profile replaces the annual governors' report to parents and can be viewed online at schoolprofile.parentscentre.gov.uk or you can request a paper copy from the school.

Parent Governors

As vacancies occur parents have the opportunity to stand for election as a governor and so become more closely involved in the running of the school. The term of office for parent governors is four years.

The names of the present school governors are listed earlier in this booklet and displayed on the notice board outside the office.

Friends Association

We have an active parent association which supports the school in many ways and which raises money for additional resources for the school.

All parents of children attending the school automatically become members. Various functions are organised throughout the year and new committee members are always welcome. The Friends Association has a notice board close to the main entrance.

Assemblies and Concerts

We have various school events to which you will be invited during the year. These include:

Mothers' Day assembly
Class assemblies
Harvest Festival
Christmas Concerts
Leavers Assembly



Parent Help

We welcome help in school from parents, whether on a regular or occasional basis. Activities can include hearing children read, playing maths games, cooking, sewing and general tasks around the school. If you have a particular skill that you could share in school we would be pleased to hear about it.

Newsletter

Newsletters are sent out monthly and give details of forthcoming events, dates and other information of use or interest to parents.

Notice Board

The notice board located outside the office provides information on events, term dates, school lunch menu, holiday forms, current newsletter, names of school governors etc.

School Outings

Throughout the year a number of educational visits are organised necessitating children to leave the site. If the visit is local, e.g. to St. Peter's school, you will have given your consent by signing the necessary form when your child joined the school.

For journeys further afield, you will be given details in advance and asked to sign a form giving your consent for your child to take part.

Schools are not allowed to charge for educational visits during the school day, but we do ask for voluntary contributions. Educational visits are important because they give first hand experience, widen children's horizons and support their learning in school, but we could not afford them without asking for a contribution.



Some trips will involve the use of a coach. All coaches used by the school are fitted with lap belts. No child is allowed to sit next to the emergency exit or in the front seat.

School Clubs

During terms 1,2,3 and 4 (September to March) school clubs take place at lunchtimes for year 1 and year 2 children. These include ocarina, sign language, board games, reading and art club.

Complaints Procedure

In the first instance any worries you may have should be taken to the class teacher and this usually brings about a resolution to the problem. On occasion you may wish to take your concerns to the Headteacher.

If after full discussion with the Headteacher the matter is still unresolved a formal complaint can be made to the governors. This complaint should be in writing and given either to the Clerk of governors or to the County Education Officer – address available

from the office.

Pastoral Care

Welfare

At the start of the day no child should be left in the playground unsupervised. An adult should remain with them until the whistle is blown at 8.55 am and individual classes have been sent inside.

It is the carer's responsibility to ensure a child's safety while waiting in the playground. Our responsibility commences at 8.55 am. We would therefore advise you to closely supervise your child whilst you are waiting. The trim trail must only be used by children when a member of staff is present and should not be used at the beginning and end of the day.

Because of very limited space in the cloakroom areas we ask parents not to accompany children into school once the whistle has blown. On wet days children are allowed to come inside at 8.50 and go directly to their classrooms. If there are any difficulties with boots or buttons there are adults on hand to help.

Children who go home at mid-day should not return until 1.00pm. If you arrive a little early please wait with your child in the playground until the whistle blows.

School health service

During your child's first year at school s/he may have a health review. This is carried out by the School Nurse and will include a test of hearing and vision.

Hair is no longer examined by the School Nurse. Parents are responsible for the condition of their child's hair. Head lice is often a concern for parents. We don't have a bigger problem than other schools. Useful information can be obtained from the school or the School Nurse.

Medicines

From time to time we are asked to administer drugs or medicines during the school day. We will do this on your behalf in two circumstances:



- 1) If a child has a long term complaint such as asthma
2. If a child has been unwell and is able to return to school but has **prescription** medicine to complete.

The medicine must be in a prescription bottle, labelled with the child's name and dose.

You will be asked to complete and sign a form which absolves us from any liability for administering the medicine. If you are able, you can come to school at lunch time to administer the medicine yourself.

Accidents

We have qualified first aiders on site who will deal with any bumps, bruises or injuries.

If your child is unwell or has an accident you will be contacted by telephone and asked to take them home. It is therefore essential that you keep us informed of current contact numbers. An accident form will be sent home with your child if they have had a bump to the head.

Collection of Children

No child is permitted to leave the premises during school hours unless accompanied by an adult. All children should be brought to school and met in the playground at the end of the day. If you are going to be late arriving please ring and let us know. If parents are late children are told by their teacher to sit in the library. Discuss this with your child so that they know what to do if you are not there. We will not release children to a different adult unless we have permission from the child's parent/carer.

Absences

If your child is not fit enough to participate fully in the school day's activities please keep him/her at home. In the case of sickness or diahorrea a child should not return to school until they have been clear for 24 hours.

Please notify us of any infectious illness. If your child is absent you should telephone, or call in on the first day of absence and write a note on his/her return to school. If you prefer you can also contact us by text to use this method you need to text 60622 and start your message with Rpark. You can also email the school using bursar@park-inf-raunds.northants-ecl.gov.uk. Please do not send verbal messages with children. If you do not let us know the reason for absence we are obliged to record it as an unauthorised absence. It is not necessary to telephone each day.

At present leave of absence may be granted for a maximum of 10 school days in a year,

for a family holiday which cannot be taken during the school holidays. However, **we do not recommend such absences as they can disrupt your child's education.** The requirements of the curriculum are such that it is not possible to repeat teaching and learning for an individual to catch up. Consequently, a two week holiday will mean two weeks of learning missed.

If you do wish to take a holiday during term time you need to make an appointment with the headteacher to discuss whether or not the absence can be authorised. This should be arranged before a holiday is booked.

If a child takes more than 10 days holiday in a year, or without the permission of the school, it is recorded as unauthorised absence. The total number of absences a child has in a school year is recorded on a child's Progress Report at the end of the year. The registers are monitored regularly by the Educational Welfare Officer who is likely to query with you frequent absences or late arrival or particular patterns of absence.

It is particularly important **that Year 2 children** should keep their absence to a minimum as SATs tasks and tests take place throughout the year. In particular, children **should be in school for the whole of May** when the national assessment tasks and tests are taking place. Year 2 parents should also try to avoid the end of the summer term when there are special events taking place, such as visits to St. Peter's.

Punctuality

It is important that your child arrives on time at the start of the day. Any child who arrives after registration for reasons other than a medical appointment will be recorded as late. Late marks are recorded annually on a child's end of year Progress Report.



Information in this pack can also be viewed on our school website at

www.raundsparkinfants.org.uk

