

# ***Hethersett Woodside Infant and Nursery School Prospectus 2013 - 2014***



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**“Growing Life Long Learners”**

**Headteacher: Mrs Nicola Cushion B'Ed (Hons) NPQH**

**Chair of Governors: Mr Garry Whiting**

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# **Welcome to Hethersett Woodside Infant and Nursery School**

## **Headteacher's Welcome**

**On behalf of all of the children, governors and staff I would like to offer you a warm welcome to Hethersett Woodside Infant and Nursery School.**

**The purpose of this prospectus is to give you information about our school. It cannot tell you everything but can give you a flavour of how the school functions. If you would like to know more, please do not hesitate to contact me. I am always very willing to show children, parents and carers around the school.**

**If you visit, we are sure you will find that our school is a very happy and welcoming place for children and adults to work in.**

**At Hethersett Woodside you will find a very committed staff team who offer your child a nurtured and safe learning environment. We want you and your child to love coming to school and join us on an exciting learning journey whilst at our school. When your child starts at our school we will together engage in a partnership; this partnership will be committed to develop the potential of your son or daughter.**

**Choosing your child's first Nursery and School is one of the most important decisions a parent/carer makes and we hope this prospectus will give you the information about us which will help you come to the right choice for your child.**

**Nicola Cushion  
Headteacher**

**The information contained in this prospectus is correct at the time of publication. However, it must not be assumed that there will be no changes in present or following school years. Parents will be informed of any changes which may affect their child.**

# About us

Hethersett Woodside Infant and Nursery school caters for children aged 3 to 7 years of age. The school opened in 1974. The school is divided into two stages: Foundation stage which covers Nursery and Reception and Key Stage 1 which covers Years 1 and 2. We have two or three classes in each year group.

The Nursery is attached to the school and caters for 52 children attending on a part-time basis. The Nursery is the only state funded Nursery provision within Hethersett.

There is also an independent Pre-School group using the school premises for it's activities called 'Ducklings'. Pre-School welcomes children from the age of 2 years 6 months.

Hethersett Woodside has excellent facilities and is well resourced. The school grounds are attractive with large lawned areas lined with shrubs and trees. We have a superb outdoor classroom, picnic benches and a trim trail in the grounds. The grounds are well utilized for outdoor learning experiences such as PE, Forest Schools and enquiry learning sessions.

We run a very successful Before and After school club called 'Woodside Wonders'. This runs in accordance with school terms.

We are the 'front door' for the Hethersett Sure Start Centre services and can direct you to any services they offer.

We provide a purposeful, safe and secure environment for every child. We believe that children make best progress when they are fully involved in their learning, have high self esteem and feel confident about what they are and want to do.

Our latest Ofsted report can be found on [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## **Our Aims and Values at Hethersett Woodside Infant and Nursery School**

**We want everyone involved with our school to join us in an exciting learning journey that can lead them to a fulfilling future life.**

**“Growing Life Long Learners”**

**We work together to ensure we provide:**

- A school that is a happy, safe, nurturing environment for all.
- A school where children are enabled to participate and have a voice.
- A school where children enjoy learning through involvement in a meaningful, purposeful and relevant curriculum that develops lively, enquiring minds and gives children skills for life.
- A school that works in partnership with parents and the wider community.
- A school that develops healthy and positive attitudes to learning and living.
- A school that develops opportunities beyond the classroom.
- A school that enables pupils to benefit from professionally developing staff.

# Our Staff at Hethersett Woodside

**Headteacher:** Nicola Cushion

**Senior Teachers:**

Mrs Angela Jermy  
Mrs Sarah Charman

**Teaching Staff:**

Mrs Angela Jermy	
Mrs Charman	Mrs Nicola Ingham
Miss Elissa Reed	Mrs Anne Ruffell
Mrs Andrea Eckley	Miss Karen Russell
Miss Emma Holt	Miss Kerrie Shortt
Mrs Louise Ferreira	
Mrs Kirstie Gascoyne	

**Higher Level Teaching Assistant:**

Karen Procter

**Nursery Nurse:**

Mrs Suzanne Hall

**Teaching Assistants:**

Mrs Kerry Lazarus	Mrs Jess Holbrook
Mrs Janet Carle	Mrs Lorraine Hull
Mrs Jakki Riley	Mrs Claire Holmes
Mrs Zoe Smalls	Mrs Jane Keeley
Mrs Emma Johnson	Mrs Natalie Woods
Miss Katherine Gore	Miss Danielle Carle

**Office Staff:**

Mrs Helen Woodrow	Miss Joanne Adcock
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**Caretaker:**

Mr Alan Bolderstone

**Midday Senior Supervisor**

Mrs Zoe Smalls

**Midday Supervisors**

Mrs Barbara Wellstead	Mrs Christine Marshall
Mrs Julie Ashby	Mrs Kelly Blake
Miss Lydia Lucas	Mrs Jakki Riley

# Governors

## What are Governors?

Governors are like a Board of Directors who have legal duties, powers, and responsibilities. All governors serve for a term of four years and support the aims and values of the school.

## Governors are appointed to help:

- Decide what is taught
- Set standards of behaviour
- Approve how the school budget is spent

## The Governing Body is made up of:

- Parents
- School Staff
- L.E.A Representatives
- Community Representatives (Co-opted)

## Hethersett Woodside Governing Body

### Community Governors

Mr G Whiting (Chairman)  
Mr S Cooper  
Mrs V Hawes

### Staff Governor

Mrs A Jermy

### Parent Governors

Mr W Johnson  
Mr W Partner  
Mrs L Vahinsbergh  
Mrs H. Eastwood

### Local Authority Governors

Mr C Starkie  
Mr M Pett

### Clerk to the Governors

Miss J. Adcock

If any parent/carers need to contact the Governors,  
please telephone the Clerk to the Governors and leave a message with the office.

Our school number is: **01603 810674**

## **Admissions**

The school conforms to the Local Authority Admission Policy. By law, children must start statutory education full-time at the beginning of the term following their fifth birthday. All parents of children born between 1<sup>st</sup> September 2008 and 31<sup>st</sup> August 2009 must be offered a full time place from September 2013. Parents are entitled to defer their admission or request that their child attend on a part-time basis, however the child must start school on a full time basis during the academic year 2013/4 and no later than the beginning of the term after their fifth birthday. The admission policy for the Nursery age children is similar and is described in more detail in the Nursery section.

## **Behaviour**

When your child enters our school community they will be encouraged to get to know one another and respect and value others. We promote positive behaviour management and always like to “catch them being good”. We follow a set of agreed school rules.

Staff understand that children mature at different rates and that children enter school having had different experiences. Through our pre-school and family liaison we aim to continue working positively to overcome any behaviour issues. It is essential that we work with parents when dealing with behaviour issues and aim always to use a range of strategies including raising self-esteem, modelling how to play cooperatively, peer support and giving clear and consistent boundaries.

(For more information please read our Behaviour Policy)



# **The Foundation Stage (Nursery and Reception Classes)**

## **The Nursery**

Hethersett Woodside Nursery has 52 places, 26 in the morning and 26 in the afternoon. The Nursery is the only designated nursery provision serving Hethersett. Children are able to start Nursery in the September of the academic year in which they are four. The County Admissions Policy is adhered to, a copy of which is available in the school office.

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. We encourage parents to stay until they feel happy that their children are settled.

### **Nursery Session Times**

#### **The Morning Session in the Nursery**

Begins at 8.30am and ends at 11.30am  
(Provision is flexible and allows for children to arrive  
between 8.30 - 8.45am)

#### **The Afternoon Session in the Nursery**

Begins at 12.00 and ends at 3.00pm



# The Nursery Session

8.30 - 9.00	Welcome time and general play
9.00 - 9.15	Family group time
9.15 - 10.45	Child initiated activities / focus activity - inside and garden
10.45 - 11.00	Tidy up time
11.00 - 11.20	Quiet book time / group session -story, singing, games
11.20 - 11.30	Prepare for home
12.00 - 12.30	Welcome time and general play
12.30 - 12.45	Group time
12.45 - 2.15	Child initiated activities / focus activity - inside and garden
2.15 - 2.30	Tidy up time
2.30 - 2.50	Quiet book time / group session- story, singing, games
2.50 - 3.00	Prepare for home

## Weekly focused activities:

Cooking

Library book exchange

Maths game library



## Preparing for Nursery

Once your child has been offered a place in the Nursery, you will be invited to an information evening for parents/carers where you can meet the staff and learn about nursery life and requirements.

A member of the Nursery staff will also offer you a home visit to get to know you and your child in a familiar environment.

At the beginning of the term when your child starts nursery, you and your child will be invited to some 'stay and play' sessions to experience some of the activities and meet other new children and their parents/carers.

### In the Nursery you will find:

- A friendly staff team to welcome you and your child.
- A caring and nurturing environment in which every child is recognised as a special person and can grow and develop with confidence.
- A happy and stimulating environment to enable your child to:
  - Explore and learn at their own pace.
  - Follow their own interests and play.
  - Build positive relationships with adults and other children.
  - Become an independent learner.
  - Talk to others with enjoyment and confidence.
  - Access a wide range of activities and opportunities to further their skills both indoors and in the garden.



### What you can do to help at home

- Support your child in the use of the toilet and washing their hands.
- Encourage your child to put on/take off their own coat and shoes and organise their clothes with care.
- Talk to and play with your child on activities and games of their choosing.
- Snuggle up on the sofa with a few good books and enjoy story time together, every day.

# Key Stage 1 Curriculum

We want children to enjoy learning through involvement in a meaningful, purposeful and relevant curriculum that develops lively, enquiring minds and gives children skills for life. At Woodside we plan the curriculum through half termly enquiry themes.

The National Curriculum is used to guide and support teaching and learning at the school. The Early Years Foundation Stage curriculum is used by Reception and Nursery.

## **The National Curriculum includes:**

### **Core Subjects**

English, Maths, Science, Information and Communication Technology

### **The Foundation Subjects**

Design & Technology, Art & Design, Music, P.E., Geography, History, R.E., Personal Social and Health Education & Citizenship.

**Careful planning ensures that these subjects are matched with the age, ability and experience of each child. Computers and iPads are used throughout the curriculum, both as a teaching resource and as a tool for recording, collecting and sorting information.**

**Half-termly year group newsletters are sent out to inform parents what the children will be learning about during the next half term, and to offer suggestions of what can be done at home to support the learning.**

We aim to ensure that all pupils have:

- Equality of opportunity through the encouragement of positive self-esteem and the provision of an appropriate and differentiated curriculum
- That pupils learn through an active curriculum with involvement in practical and meaningful activities
- That pupils are encouraged to think for themselves and become increasingly independent and responsible for their own learning
- That pupils have opportunities to cooperate and work with others as well as by themselves
- That everyone in the school community develops an understanding of and sensitivity to the rights, responsibilities and respect of others as well as themselves
- That pupils experience a curriculum which is differentiated, with continuity and progression maintained as they pass through the school
- That the curriculum we provide is linked across subjects, as and when appropriate, through year group and whole school themes
- That we monitor the progress and achievements of pupils throughout their time at our school and report this to parents on a regular basis.

# Curriculum

At Hethersett Woodside we follow a school designed skills curriculum. We have mapped all of the skills from the National Curriculum across all ages. Our long term and medium term plans indicate which skills are taught at each point across the year. This ensures we have progress and continuity across our year groups.

## English

Literacy is taught daily in school and includes shared and guided reading and writing, phonics teaching and an awareness of grammar. Each literacy session is divided into direct whole class teaching and small group teaching.

### Reading

- We encourage children to enjoy books and regard reading as a real pleasure.
- We offer a wide range of books, carefully selected for the quality of the text and illustrations.
- Our core reading scheme is Read Write Inc. which is extended by a variety of other schemes.
- Reading skills are taught daily in whole class and group reading activities.
- Children are most successful in reading if they are supported at home as well as at school. (Each child will be given a Home School Sharing Book which contains hints to help parents support their child with reading and wider learning)

### Speaking and Listening

We encourage children to become confident speakers and considerate listeners. Children are encouraged, through the use of role play, enquiry, philosophy and drama to use language in imaginative ways, which also helps to express their ideas and feelings.

### Writing

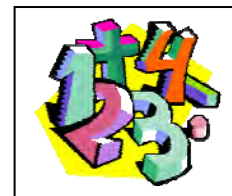
We try to make writing opportunities purposeful so that children have a reason to write. We use elements of 'Talk for writing' and 'Big write' as well as following the expectations of the National curriculum. Children are taught to use self assessment techniques and personal targets to improve their writing.

### Handwriting

Emphasis is placed on teaching a neat, legible style of handwriting and the children are encouraged to develop a sense of pride in the presentation of their work. By the end of Y2 children will have experienced joined up writing.

## Mathematics

We follow the prescribed blocks of study in the National Curriculum. Maths is taught daily through whole class and small group teaching sessions. Children are taught through the use of a variety of maths resources. Children are encouraged to use and apply the skills they are taught to solve maths problems in class and as part of every day life. We encourage mathematical dialogues and use a 'multi sensory' approach to solving maths problems. The use of 'Numicon' is embedded across the school.



## Science

The Science curriculum is designed to help children acquire scientific knowledge and understanding through a variety of topics. These include forces, materials, plants and living things. The study of these areas helps develop the necessary scientific skills which include:

- \* Investigation, problem solving and 'fair' testing
- \* Scientific enquiry
- \* The development of a good basic scientific knowledge
- \* The ability to communicate and record results of their findings

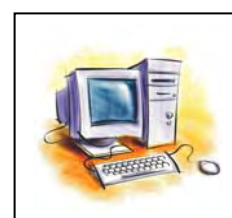
Through an enquiry approach to the science curriculum we aim to help children to develop a positive, caring attitude to the environment.

Science is taught with an emphasis placed on a variety of fun and interesting practical activities which encourage the children to enquire about the world around them.



## Information and Communication Technology

We believe that ICT has a very vital role to play in this generation of young children. Computers already form an important part of their lives and this role will be even greater in years to come. At Woodside we have a mini suite of computers in each class base enabling ICT to be an integral part of each lesson.



We follow the National Curriculum and give children experience in using the computer to write stories, to write about curriculum activities, to develop mathematical and scientific concepts as well as informing them about the past or about the environment in which they live. In addition the children are given opportunities to control robotic devices, use musical keyboards, and take photographs and make films.

All classrooms are well resourced. The classrooms are networked within school and connected to the Internet. Older children are taught how to gain access to this information system, with strict supervision. The computers are protected by a filter provided by the Local Authority. The school has 6 inter-active whiteboards which are located in the Reception, Year 1 and Year 2 classrooms.



## Design and Technology



In Design and Technology, children are taught new skills and techniques as well as practising those learnt from other areas of the curriculum. These skills are then used creatively in 'design and make assignments' using a range of tools and materials. Children are encouraged to evaluate their finished work to see which elements were successful, and how they could improve their work.

## Art and Design

Children are given opportunities to represent in visual form what they observe, remember and imagine. They are encouraged to work practically and imaginatively with a variety of materials, tools and methods, exploring the elements of art and design, including colour mixing, texture, pattern and form in two and three dimensions. They are encouraged to talk about their work and how they achieved it. Children are helped to:

- \* experience and talk about different examples of art, craft and design from a variety of cultures, periods and places.
- \* describe works of art, craft and design in simple terms and explain what they think and feel about them.



## Music

We follow a structured programme for music called 'Music Express'. Each year children are given opportunities to listen to and discuss many different styles of music. Whenever possible we arrange for visiting musicians to perform to the children.

Each child also takes part in a weekly singing lesson. A wide repertoire of songs are sung, ranging from songs from other countries to rounds and two part songs.

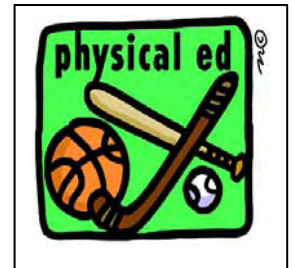
At a nominal cost, children can have violin and Ukulele lessons in year 1 and 2.

We offer children opportunities to perform some of their songs to parents and the wider community at various times of the year.



# Physical Education

“Physical Education activates the brain and gives energy for everything else. It is about children increasing their capabilities, potential and developing an understanding of themselves, their limitations and learning how to work with and how to respect others.” (National Curriculum)



There are three main areas covered in Physical Education. These are games, gymnastics and dance. All children take part in planned PE sessions each week developing a range of skills in each area. Hethersett Woodside also belongs to the Norwich School Sports Partnership and takes part in a host of PE activities put on by this organisation. These include multi skills festivals for all age groups, dance shows and inter school festivals.

Children wear shorts and a T-shirt which are kept in a P.E. bag and hung on their peg. Suitable footwear is also required for the summer months when many of the games lessons will be taken outside. In the summer term a sports day is organised and enjoyed by the children and their parents/carers.

# Geography

The Geography curriculum provides the children with the opportunity to discuss and make sense of the human and natural world around them. The children study many different aspects of geography which include the area around our school and much further afield. Through these investigations children learn a variety of skills:

- \* The ability to ask and answer simple questions relating to their work
- \* An understanding of where places are located and why they are there
- \* Learning the importance of caring for the environment
- \* Skills such as reading simple maps and plans and recording their work

These skills are taught through many different interesting topics which sometimes include trips out of school.





## History

Children develop an awareness of the past and learn about lifestyles in the past. They find out about significant men, women and children and events from the recent and more distant past, including those from both the U.K. and abroad.

They listen and respond to stories and use a range of sources of information to help them to ask and answer questions, as well as identifying that the past is represented in different ways. The children are taught to recognise why people did things and why events happened and what happened as a result.



## Religious Education

The Religious Education curriculum is taught in accordance with the new Norfolk Agreed Syllabus, a copy of which may be viewed at the school on request.

The children are taught about two major religions in a way that is appropriate to their age and level of understanding.

Assemblies provide opportunities for moral and spiritual development through the use of a variety of poems, stories, music and occasional visits from representatives of various religions.

Parents have a right to withdraw their children from religious education and collective worship. Please talk to the Headteacher about alternative provision provided as this will depend on individual circumstances.

## Personal, Social and Health Education and Citizenship

Personal, Social and Emotional Education (PSED) is taught in the Foundation stage and Personal, Social and Health Education (PSHE) is taught in Key Stage 1. It is taught via a planned scheme of work from the PATHS curriculum. It aims to encourage children to think about how to:

- “ develop confidence
- “ take responsibility
- “ play an active role as citizens
- “ develop and maintain a healthy and safe lifestyle
- “ develop good relationships and respect differences between people.

At Hethersett Woodside we feel it is important that children learn about making good choices and we teach exciting and interesting lessons which inspire and encourage children to think about and discuss their feelings and viewpoints. We encourage good manners and politeness throughout the school.

# Assessment

Assessment and Assessment for Learning is at the heart of the process of promoting children's learning. We aim to provide opportunities for authentic and genuine collaboration with children. We ensure that they are listened to, respected and that their needs and views of themselves as learners are valued.

We encourage children to:

- ask questions
- evaluate their own and each others work (self assessment)
- to become reflective learners
- to take responsibility for themselves, their learning and each other

At Hethersett Woodside assessment is an integral and on-going process in all year groups. It enables us to continually monitor progress, identify the learning needs of individuals and set targets.

Formal assessment takes place in Reception and Year 2 in accordance with statutory guidelines. In Reception, the Foundation Stage Profile will be completed and judgments reported to parents.

In Year 2 Mathematics, English and Science Standard Tasks and Tests are undertaken and results reported to parents alongside National comparisons.

There is also a statutory phonic check for all Y1 children and results of this are reported to parents with their end of year report.

## End of Key Stage 1 Results

Children take end of key stage tests at the end of Year 2. Both teacher assessments and test scores are important measures of children's attainment. The school achieves exceptionally well in comparison to both local and national averages.

The table shows the percentage of pupils attaining each level in 2012, within school and nationally.

	A/D	<L1	L1+	L2C+	L2B+	L2A+	L3+
<b>Reading</b>							
School	0	0	100	98	90	73	50
National	0	3	97	85	74	48	26
<b>Writing</b>							
School	0	0	100	95	78	51	23
National	0	4	96	81	61	48	13
<b>Mathematics</b>							
School	0	0	100	100	92	66	38
National	0	2	98	90	74	54	20

# School Times

8.50am Doors open. We welcome all parents into school to settle their children or talk to school staff.

8.50 – 10.25 Morning session 1

10.25 – 10.40 Assembly

10.40 – 11.00 Play Time

11.00 – 12.00 Morning Session 2

12.00-1.10 Lunchtime

1.10 – 3.05 Afternoon session.



Please note that a member of staff will be on the playground from 8.45am. Before this children will not be under our supervision. All children should be escorted to and from school.

Children arriving after 9.00am will be deemed to be late and will be marked 'Late' in the register.

## Collection from School during school hours

We ask parents to come to the School office if they are collecting children during the course of the school day. **We do not allow children to leave the premises without an accompanying known adult during school hours.**

## EMERGENCY CONTACT

It is most essential that we have an **up-to-date** telephone number, mobile telephone number, and/or 'e'mail address to contact you and/or your emergency helper during the working day in case your child is ill or has had an accident. Please let us know **at once** if your contact number changes.



## Opportunities Beyond the Classroom

The children's experiences in school are greatly enriched with opportunities beyond the classroom.

We have a superb outside environment consisting of hard play area, grass area, trim-trail and growing areas. Both our Nursery and Reception classes have immediate access to a designated secure outside play area.

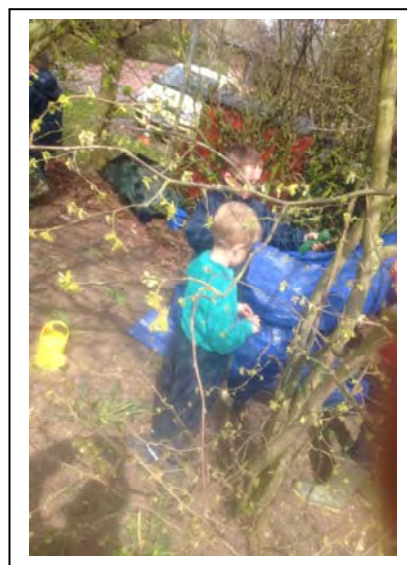
Children enjoy a variety of trips out of school. Examples include Pensthorpe Wildlife Park, Banham Zoo and inclusion in Multi Sports Festivals.

We invite outside visitors in to share their knowledge and enthusiasms with the children. Examples include a travelling Planetarium, puppet show and other guest speakers.

Children also have opportunities to participate in **Forest School Activities**. This is an initiative that involves children learning outside within the natural environment. Social skills, cooperation and problem solving skills are all developed utilizing natural elements in all weathers!

We also encourage children to participate in a range of clubs organised at the school. On going clubs currently include violin, drama and tennis clubs.

These activities give all children opportunity to further extend and reinforce their learning with practical hands on experiences.



## Friends of Hethersett Woodside

The school has a very active 'Friends' association of which all parents at the school are automatically members. This association arranges fund-raising activities as well as social events. They make a valuable contribution to the school and help to fund many activities and new equipment for the school. Examples include picnic benches, maths games, books and theatre visits. A list of the present Committee members is listed below.

### The current committee members are:

Chairperson	Mrs T Barrow
Staff representative	Mrs S Charman
Secretary	Mrs B Crawley
Treasurer	Mrs S Wright

# Woodside Wonders Breakfast and After School Club

Woodside Wonders is our very popular breakfast and after school club. It is run by qualified adults for the use of children registered at Hethersett Woodside School. It is situated in our mobile classroom at the side of our school site. The club is very well resourced and provides a healthy breakfast and afternoon snack 'tea' for the children. The children enjoy a range of activities inside and outside. They can relax, play games and enjoy socialising with other children until their parents pick them up after work. The children do not have to come to the club every day. The club staff ensure that all children attending the club are taken to and collected from their classes each day. Places can be booked at the school office and further information about the club is available at the school office too. Our School Club manager is Danielle Carle.

## Woodside Wonders Session Times

**Breakfast Club – 7.45 – 8.50am**

**After School Club – 3.05pm – 6.00pm**



## **Attendance Data**

### **Absence from School**

The school can only authorise an absence for certain limited reasons (e.g. ill health). Any unexplained absence has to be recorded as 'unauthorised'. If your child is absent from school, we would be grateful if you could phone us on the first day of absence, preferably before 8.45am. We operate a first day absence phone check but this is demanding on staff time and so we ask you to call us wherever possible.

### **Holidays in term time**

Any time missed from school affects your child's learning. Holidays in term time are generally discouraged. We appreciate that in some circumstances holidays in term time cannot be avoided. These absences cannot be authorised by the school unless they are exceptional circumstances. The absence is recorded as unauthorised.

## **Charging Policy For School Activities**

Governors agree to parents being asked to make a voluntary contribution towards the cost of any items or an activity, providing it is made clear that they are under no obligation to make a contribution and their child will not be treated differently if they refuse to make such a contribution. However, if there are insufficient parents willing to make such a contribution, it is unlikely that the activity will take place.

In line with the charging policy parents will be asked to make voluntary contributions to help towards the cost of:-

Educational Visits

Transport

Visiting Theatre groups

## **Parental Concerns**

The school is always pleased to answer questions and discuss issues with you. If you are unhappy about any aspect of your child's education or experiences at school you should make an appointment to see the class teacher in the first instance.

However, if you are still unhappy and wish to take the matter further you should make an appointment to see the Headteacher. If, after discussion with the Headteacher, the matter remains unresolved you may tell her that you wish to make a formal complaint. The Headteacher will give you a copy of The Complaints Procedure.

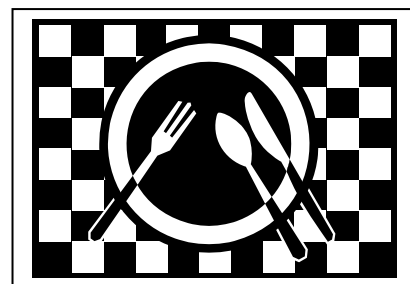
The Complaints Procedure is also available at the school office.



# Lunchtime Arrangements

When your child is in full time education, you will have the option to choose:

- a school meal provided by the school catering team
- a packed lunch provided by the school catering team
- provide a packed lunch



Our school endeavours to encourage a healthy lifestyle and works closely with the catering team to ensure the best quality, healthy food is offered to the children. We invite all parents in to taste school dinners twice a year. Menus are available in each class and the school office. All children will be given a new menu as they are released.

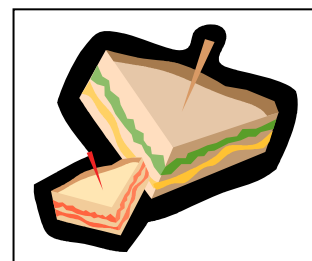
## Payment for school Dinners

Meals can be ordered daily, weekly; monthly or termly. Money should be brought into school in a named purse and given to the class teacher. Cheques can be made payable to Hethersett Woodside Infant School. The cost for school meals is £2.10 per day.

**Free Meals** are available. Please call in at the school office for a confidential word and an application form if you feel that you may qualify for help.

## Packed Lunches

Children may bring a packed lunch to school. As part of our healthy schools aim we encourage the children to eat a well balanced healthy packed lunch. We would ask parents to provide all of the necessary nutrients in their child's packed lunch. Some guidelines on what could be included are outlined below :



a roll, sandwich or wrap with a variety of fillings, fruit or vegetables, pasta salad, cheese, dried fruit, one sweet treat, yoghurt.

As part of our eco-schools we would also ask for your support in trying to reduce waste. We can do this by:

- Using plastic boxes that can be washed each night instead of cling-film/tin foil.
- Using greaseproof paper to wrap. This is the best environmental option.

Children are encouraged to drink water with their meal so we ask that an unbreakable cup or glass is provided in their lunch box. Please do not send any fizzy drinks, glass bottles, tin cans or sweets to school. We are **NUT** free school. This is to ensure that any child with a nut allergy is catered for.

## Healthy Snacks

The Government provides funding for children in Foundation and Key Stage 1 to have a free piece of fruit or vegetable each morning at snack time.

## **Class, School and Eco – Councils**

At Hethersett Woodside we have very active class, school and eco-councils. We believe that pupil voice is vital in helping children take part in decision making and shaping the learning and activities in school. Recently class and School councils have organised a charity event in each class to raise funds for Water Aid after one pupil asked if the school could help this charity.

### **Equality and Diversity**

At Hethersett Woodside we strive to ensure that all pupils can participate fully, are treated fairly, and that there is no discrimination or bullying on the grounds of race, gender, religion, colour, language, culture, social circumstances, sexuality or disability. The schools single equality scheme outlines what we are doing to make sure that everyone in the school is treated fairly and with respect. The policy makes reference to how the school is meeting the requirements of the following Acts:



- Race Relations Act 1976
- Disability Discrimination Act 1995
- Sex Discrimination Act 1975

We value individual differences and take every opportunity to celebrate the diversity of our school community. We actively promote Community Cohesion within the school whereby everyone's differences are valued and appreciated and positive relationships are encouraged in school and the wider community.

### **Sex and Relationships Education**

A sensitive approach is taken with regard to sex and relationships education in this school. When questions arise, as they inevitably do, they are dealt with honestly and appropriately according to age. The children learn the differences between babies, children and adults. They are also taught that they have ownership over their own bodies and to respect others. Parents have the right to withdraw their children from aspects of sex education. Please talk to the headteacher if you have any concerns.



# Health and Safety and Welfare

## Illness

Please do not send your child to school if obviously unwell, or if you have reasonable doubts, as they rarely improve during the course of the day. We are always pleased to see such children later in the morning session or after lunch if their symptoms do disappear.

### **CHILDREN SUFFERING FROM DIARRHOEA OR SICKNESS SHOULD NOT RETURN TO SCHOOL FOR AT LEAST 48 HOURS AFTER THE FINAL BOUT.**

Information and advice is readily available from the school about the current exclusion periods for infectious illnesses. We do not like to see children missing school unnecessarily or returning too soon. If in doubt please telephone the Secretary.

## Head Lice

Parents are advised to be vigilant in checking heads for head lice. Should your child be infected the procedure is to collect the treatment from the Doctor/Pharmacy and treat the whole family. **The LA has guidance on the position with regard to headlice and schools that we are required to follow.** Information can be obtained from the School office.

## Medicines in school

Medicines, other than those prescribed by a doctor, must not be brought to school since this leads to confusion and possible mistakes. If you wish to give a child a dose of medicine (which has not been prescribed by a doctor) you are welcome to come into school yourself and give it at the appropriate time. If medicine is prescribed by your doctor, you will be asked to complete a form providing us with details of the dosage and giving permission for us to administer the medicine.

Inhalers for asthma and hay fever can be kept in school and used under supervision at any time during the day.



## School Nurse

The School Nursing Team can be contacted on 01603 218158.

## Health and Safety Issues

There are some health and safety issues that are felt very important to the well being of the children at Hethersett Woodside, which we ask all parents to comply with:

### Car Parking

As the school is situated at the end of a cul-de-sac, there is a problem of traffic flow and parking. Please abide by the yellow road markings outside the gates and leave the school entrance clear for emergency vehicles to come onto the school premises. Parents are also asked to be courteous to local residents and not park in front of their driveways or on the pavements. In the interest of their own safety, pupils and parents must not walk through the car park entrance to the school but enter by the appropriate pathway.

### Trim Trail Climbing Equipment

Children are not allowed to play on the Trim Trail equipment without supervision. We ask that when parents are waiting on the playground for their children to come out of school in the afternoons, they do not allow younger brothers and sisters to play on this equipment, as this is in breach of our health and safety policy.

### Jewellery

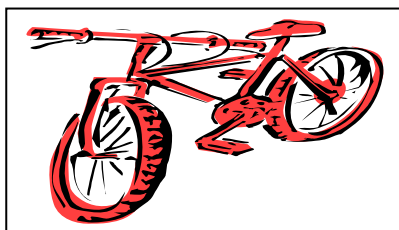
No jewellery except watches and stud earrings should be worn in school as accidents can happen in PE lessons, in the classroom and on the playground which could cause serious injury to a child. On P.E. days, long hair should be tied back. When ears are newly pierced studs cannot be removed for a period of up to six weeks while the piercing heals. In such cases taping over the stud is recommended. This needs to be carried out by the child's parent/carer. Staff are not allowed to remove earrings or tape up ears.

### Dogs on the school premises

In the interests of hygiene and the safety of pupils, dogs are not allowed onto the school site.

### Cycles

We welcome any parents and children who wish to cycle to school. All cycles/scooters left on the school premises are left at the parents' own risk and should be locked to the rails in the bicycle rack on the main playground.



## **Child Protection**

All adults working in school are responsible for the overall health and wellbeing of the children in our care. With this in mind, when we have cause for concern that there may be evidence of abuse of any sort e.g.

- physical abuse
- emotional abuse
- sexual abuse
- neglect

We are legally bound to follow agreed County Area Child Protection Committee practice. A copy of the relevant guidelines is available in the public library, and a copy of our School Safeguarding and Child Protection Policy along with support information on Child protection is available from the school office.

The two designated Child Protection Teachers for our school are Mrs Nicola Cushion ( Headteacher) and Angela Jermy (SENCO).The school's Child Protection Governor is Wayne Johnson.

## **Special Educational Needs and Inclusion**

We aim to support all children in their learning recognizing that learners progress at different rates. We also recognize that there are different preferred styles of learning and so we must ensure that a range of teaching and learning styles can be accommodated.

Special Educational Needs, as identified in the Code Of Practice, are addressed accordingly. In meeting these needs, there is close cooperation with parents, carers and other outside agencies, where appropriate. Our Special Needs Coordinator (SENCO) is Angela Jermy and she works closely with the headteacher and staff monitoring special needs and provision. The school also recognises the importance of identifying and meeting the needs of gifted and talented children.

For further information please read:  
SEN and Inclusion policy  
Policy for Gifted and Talented Pupils  
Teaching and Learning Policy

## **Transfer to Junior School**

We have very good links with all schools in the Hethersett Cluster. The Headteachers meet regularly to discuss matters of common interest. We have a programme for Y2 children on transition to Junior Schools so that they feel secure and confident with the move to a new school. Every effort is made to liaise as closely as possible with the Junior School on both curricular and pastoral matters.

# Data Protection Act

**Schools, Local Education Authorities and the Department for Education and Skill (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purpose allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.**

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how the school as a whole is doing. This information includes contract details, National Curriculum assessment results, attendance information, characteristic such as ethnic group, special educational needs and any relevant medical information.

From time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring to the Department for Education and Skills (DfES), and to the Qualification and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to drive statistic to inform decisions on (for example) the funding of schools, and to assess the performance of schools. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualification and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessment for Key Stage 1 to 3. The results of these are measure achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education and Skills** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education services as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfES will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purpose only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- Your child's school
- the LEA's Data Protection Officer at Room 19, Education, County Hall, Martineau Lane, Norwich, NR1 2DL
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- the DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA.

## Links with Parents

We want to make our parents, carers and families feel part of our school community and to share the learning journey with their children. We seek to work in partnership with all parents and carers and encourage all families to feel they can participate in school life.

### **We aim to do this through a variety of ways:**

- We have a warm, friendly and welcoming atmosphere in school.
- We have an open-door policy with access to class teachers, teaching assistants and the Head on a daily basis
- We have regular consultation evenings to discuss children's progress.
- We welcome parent-helpers in our classrooms following CRB checks.
- We send out newsletters and booklets about initiatives and events.
- We value a daily home-school sharing book.
- We give our families regular information on the curriculum and out of school activities.
- We hold workshops, family lunches and open evenings.
- We have a supportive parent-group who do fundraising and provide social events for children and families.
- We conduct questionnaires to ascertain opinions.
- We have access to a Parent Support Advisor who can deal with parental concerns at school and support at home.

### **Home-school agreement**

In September 1999 the Government asked that Schools and Parents make a more formal commitment to partnership in learning called a Home - School Agreement. This document sets out how school, parents and children will work together to enhance the learning environment for the children. All partners sign this document to demonstrate their support of each other.

### **Parent Helpers**

We welcome parental support at school. We are pleased to see parents in the classroom and are keen to hear of any special skills that parents could offer to help develop in the classroom. All helpers in school must complete a **Criminal Records Bureau** disclosure application.

### **Supporting your child at home**

We appreciate that all parents would like to support their children's learning and we provide many opportunities for parents to work with the school on this. We send home a variety of sharing activities such as reading, maths games and enquiry questions linked to themes in the class. We encourage dialogue with parents and children about these activities in our home-school sharing books.

## Term Dates 2013/14

<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Thursday 5 <sup>th</sup> September 2013 To Friday 20 <sup>th</sup> December 2013	Tuesday 7 <sup>th</sup> Jan 2014 To Friday 4 <sup>th</sup> April 2014	Monday 23 <sup>rd</sup> April 2014 To Weds 23 <sup>rd</sup> July 2014
<b>Half term</b> Monday 28 <sup>th</sup> Oct 2013 To Friday 1 <sup>st</sup> Nov 2013	<b>Half term</b> Monday 17 <sup>th</sup> Feb 2014 To Friday 21 <sup>st</sup> Feb 2014	<b>Half term</b> Monday 26 <sup>th</sup> May 2014 To Friday 30 <sup>th</sup> May 2014

### **Designated staff development days**

Tuesday 3<sup>rd</sup> and Wednesday 4<sup>th</sup> September 2013, Monday 6<sup>th</sup> January 2014, Tuesday 22<sup>nd</sup> April 2014, Thursday 26<sup>th</sup> June 2014.

**May Day** Monday 4<sup>th</sup> May 2014

# School Uniform

School uniform is available to order via the school office.

## Girl's Winter Uniform

Grey skirt / pinafore dress or grey / black trousers

Emerald green polo shirt

Emerald green sweatshirt with school logo

## Girl's Summer Uniform

Green check dress

Emerald green sweatshirt with school logo

Sensible black footwear (no heels)  
(No open-toed sandals)

## Boy's Winter Uniform

Grey or black trousers

Emerald green polo shirt

Emerald green sweatshirt with school logo

## Boys Summer Uniform

Grey or black shorts

Emerald green polo shirt

Emerald green sweatshirt with school logo

Sensible black footwear  
(No open-toed sandals)

## P.E. Kit for both Girls and Boys (from Reception – Year 2)

White T-Shirt with School logo  
Black Shorts



Plimsolls  
Drawstring PE Bag

## Price List

Sweatshirts with Logo	£ 9.50
Polo Shirts with Logo	£ 8.50
Fleece (optional) with Logo	£11.20
Book bag with logo	£ 6.00
White P.E. T-Shirt with logo	£ 5.15
P.E. Drawstring Bag	£ 5.00



All clothing is available in ages 3-10 (larger sizes are available on application)  
Please note we are not able supply School Trousers, Girls Skirts or Summer Shorts, Dresses or Black P.E Shorts.

Please clearly mark all items of clothing with your child's name. As you can imagine, sweatshirts and fleeces without names all look the same!