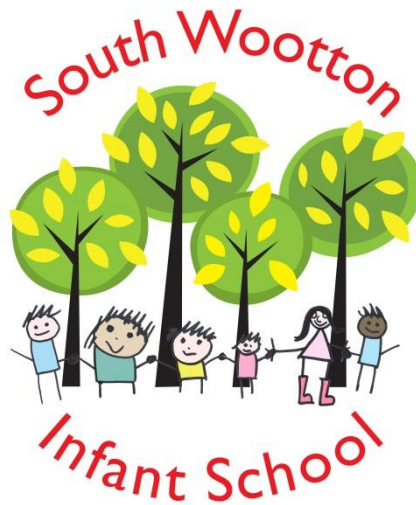


# Welcome to



## Information for Parents

### 2022 – 23



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Headteacher: Miss J Davenport

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# Welcome to South Wootton Infant School

Dear Families

On behalf of all of the children, governors and staff I would like to offer you a warm welcome to South Wootton Infant School.

The purpose of this brochure is to give you some 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 us. We are 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. Our South Wootton vision guides the education and development of all our children and we work towards it through a broad and balanced curriculum which offers a wide range of learning activities and experiences both in and outside of the classroom.

At South Wootton Infant School you will find a very committed staff team who work within a safe and stimulating learning environment. We want you and your child to love coming to school and join us on an exciting learning journey whilst here. When your child starts at our school we will engage in a partnership; this partnership will be committed to develop the potential of your son or daughter.

Yours sincerely



Jo Davenport

Headteacher



## Aims and values

Our vision is that South Wootton Infant School will be a fun and enjoyable place full of happy and successful learners.



### The South Wootton Way

I smile and care for everyone

I work hard and challenge myself

I am inspired to learn

I succeed now and in the future

# The School Environment

South Wootton has the benefit of generous teaching areas. There are five main classrooms, including a large open plan room used by both Reception classes in addition to their own dedicated outdoor space and two quiet rooms.

We also have

- A large, multi-purpose hall
- Our own kitchen where meals are produced each day
- Extensive playing areas, both hard standing and grass
- Nature areas, including a small pond and forest area
- Gardening area
- Computerised library
- Two playgrounds
- Bicycle shelter





# Admissions / Starting at SWIS

## **Which children can attend South Wootton Infant School?**

As a LA maintained infant school, admission is determined by the Local Authority.

If there are more applications for places than there are places available, we will give preference to children living nearest to the school, according to the following rules in this order of priority:

Children who are due to start school and:

1. have a statement of special educational needs naming that school
2. are in public care or have been adopted
3. live in the area served by the school and who have a sibling attending the school at the time of their admission
4. live in the area served by the school who have a brother or sister attending the feeder junior school
5. have a disability and live in the area served by the school (Appropriate professional evidence will be required to confirm the disability)
6. live in the area served by the school
7. live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission
8. live outside the area served by the school who have a brother or sister attending the school at the time of their admission
9. live outside the area served by the school who have a brother or sister attending the feeder junior school
10. have a disability and live outside the area served by the school (Appropriate professional evidence will be required to confirm the disability)
11. live outside the area served by the school

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line 'crow fly' basis, using Ordnance Survey data. The address will be measured from the post office address point on the property.

In the unlikely event that distance does not separate the final two or more pupils seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

## **What arrangements are made for my child before starting at SWIS?**

Staff at SWIS consider it a priority that children make a smooth transition to school. The Reception staff visit all the pre-school settings to meet the children in familiar surroundings before they are invited to visit the school. Parents are also invited to an information evening and are also offered home visits, enabling good home/school relationships to be developed from the beginning.

## **Where do pupils go to at age 7?**

Although parents have a right to express a preference, the majority of our pupils move onto South Wootton Junior School. The two schools work closely together to ensure that this transition is smooth and the children ready for their new challenge.

# Uniform

All children at SWIS are expected to wear school uniform. This consists of:

- grey or black trousers or skirt
- red sweatshirt or cardigan (preferably with the school logo)
- white or red polo shirt
- black shoes

The children also need to have a PE kit. This consists of:

- Red PE t shirt
- Black shorts
- Plimsolls
- Fit Friday hoodie, black or grey jogging bottoms and trainers - Fridays

As the children have access to the field and other areas throughout the day, they also need a pair of wellington boots in school at all times.

**Please name all items of clothing and belongings.** It is best to either sew in printed name labels or use a permanent marker to write the name.



We ask that, for hygiene and safety reasons, all children with long hair tie it back. Furthermore, we expect all pupils to come to school with an appropriate hairstyle and natural colour. We do not accept braids, mohicans, pattern shaving and other 'trends', with the exception of 'fun days'. Jewellery is discouraged and earrings should not be worn where possible, especially on PE days.

**Lost Property** is regularly put out on display for collection and any unclaimed items recycled.

# The Curriculum

We believe that education is on-going throughout life and we contribute to this life-long learning process for our children by providing a broad, balanced and differentiated curriculum which engages and inspires.

Our school curriculum aims:

- To provide opportunities for all pupils to learn and to achieve
- To prepare all pupils for the opportunities, responsibilities and experiences of life.

Our curriculum is planned to promote outstanding achievement, learning, personal growth and development. It includes not only the formal requirements of the National Curriculum, but also complementary activities that are woven into teaching and learning, enriching the learning experiences our children receive. The teaching of basic skills is carefully structured throughout the Early Years Foundation Stage and Key Stage 1, alongside opportunities for the application of these skills using our cross curricular knowledge based approach to learning. This approach ensures Spiritual, Moral, Social and Cultural development is at the heart of the curriculum, alongside the teaching of creative skills, imagination with purpose, originality and value. Our curriculum is taught creatively through a cross-curricular, topic approach. We have developed these topics to ensure that, within each year group, they cover the knowledge, understanding and skills outlined in both the Early Years Foundation Stage framework and the National Curriculum 2014.

More information about the content of the curriculum and the end of year expectations can be found on the school website.

## The Teaching Environment

We strive to create an environment that makes learning a fun and challenging experience. We value both the indoors and outdoors environment for all areas of learning and take into account the children's interests and development in planning rich and stimulating experiences. **Play and practical experiences** help children make sense of their world. They practice their ideas and understand the need for rules. Children are given the opportunity to think creatively and solve problems both alongside others and independently.

## Assessment

Children are formally assessed at the beginning of their time with us under government guidelines for "Baseline Assessment" and again before they leave us at the end of Year 2. There are standard assessment tasks which are taken in May and are used to inform Teacher Assessment. All children in Year 1 take part in a phonics screening in June. Throughout their time at SWIS, the children are continuously assessed by staff to ensure that they are making good progress on their own learning journey.

## Home Learning

Children are expected to read every day at home and parents are expected to complete reading diaries to record this. Other home learning tasks are set through online platforms such as Purple Mash or in Homework books.



## Religious Education and Collective Worship

Religious Education is taught according to the Norfolk Agreed Syllabus. There is a daily act of Collective Worship which is broadly Christian in nature, in line with the requirements of the 1988 Education Reform Act. Parents have the right to withdraw their children from R.E. and Collective Worship if they wish, but should always discuss this with the Headteacher.

## PSHE

PSHE stands for Personal Social Health and Emotional development. This area focuses on developing the children's understanding of themselves and their responsibility to others. Children develop the knowledge, skills and understanding they need to be respectful, resilient, co-operative, independent, reflective and inquisitive citizens thus embodying the school values.

They are given opportunities to work and learn with others, to solve problems and discuss difficulties. It is promoted in all aspects of school life including the school's positive approach to behaviour.

The core themes taught cover:

1. Health and well-being
2. Relationships
3. Living in the wider world- economic well-being and being a responsible citizen

These themes are taught through a cross-curricular approach using Jigsaw. Other themes are taught through science, RE, the humanities , maths and english.



# Special Needs

## What arrangements will be made if my child has particular needs?

In common with all schools, SWIS has pupils who have additional needs . Children may have physical difficulties, speech problems, learning difficulties, trouble socialising, sight and hearing problems etc. Over the years, SWIS has earned a good reputation for its ability to help children with special needs. It does this by working with you as parents, and where needed, outside experts, to be as clear as possible about the difficulties and to plan together how to meet them. *Your support and your knowledge of your child are vital.*

The government has published a Code of Practice which gives a framework for planning for special needs. This involves keeping records for any child whose needs require special planning (maybe only for a short while), drawing up an action plan with targets for each child, and meeting with parents at least twice a year, often termly and sometimes more often, to see how well the plan is working and what needs changing.

More information can be found about our “Local Offer” on the school website.

## Behaviour

SWIS encourages a high standard of conduct and expects all children to behave appropriately. We strongly believe that children have the right to learn in a safe, happy and secure environment.

The school has various strategies to help children to manage their behaviour effectively. If inappropriate behaviour occurs, it is taken very seriously and dealt with promptly and appropriately. The school’s Positive Behaviour Policy is available on the website.

We do not tolerate bullying at SWIS and parents should not hesitate to contact us should you have any queries regarding this problem. A copy of our Anti-bullying Policy is also available on our website.



## Safeguarding and Child Protection

The school follows child protection procedures outlined by the Multi Agency Safeguarding Hub (MASH) team. If concerns arise or a disclosure is made to a member of staff, this information will be forwarded to the Designated Safeguarding Lead who is currently the Headteacher. Any such information will of course be treated in the strictest confidence at all times. Our Safeguarding Policy can be found on the school website.

# A day in the life of SWIS

## What are the times of our day?

8.45 – 9.00 – Gates open and children arrive into classrooms

Reception

Year 1 and Year 2

9.00 – 11.45 – morning session

9.00 – 12.00 – morning session

11.45- 12.45 – lunch

12.00 – 1.00 – lunch

12.45 – 3.15 – afternoon session

1.00 – 3.15 – afternoon session

3.15 – Home time for all children

## Mornings

Children can arrive from 8:45am onwards and will be supervised in their classrooms. Parents are welcome to accompany their child into school although older children are encouraged to become more independent and leave their parent at the gate. Registration is at 9.00am and it is important that all children are at school by this time. Class registers are closed **15 minutes** after the official start of the morning and afternoon sessions. Children who arrive after that time will have an unauthorised late mark recorded against their names. All children who arrive late must register at the school office. Lateness is not accepted and can lead to large amounts of learning lost and disruption to the class. Regular lateness can result in a **fixed penalty of £60** (per child, per parent) or fast track prosecution.

## Breakfast Club

A Breakfast club is run daily from 7.45am. The children are provided with a healthy breakfast and participate in supervised activities in the hall until joining their classes at the beginning of the school day. There is a charge of £3.50 per session (£3 per sibling if more than 1 attending).

## Home time

Reception children are collected from their classrooms. Parents should wait outside for their child to join them. They will only be sent out when the expected carer is seen. In Year 1 and Year 2 the classes are brought out onto the back playground by their class teacher. They remain in line until their carer is seen to ensure that the teacher knows who they have gone home with. We ask that parents notify the office of any changes to the home time routine ie their child is going home with a friend.

## After School Provision

This is offered by the Junior School. Children are collected by staff from the school and escorted to the Junior School. Further details of this provision can be found on the South Wootton Junior School website.

## **Lunchtime arrangements**

All our children are eligible for a free school meal under the Government scheme. Our meals are cooked on site and this service is managed by NORSE. The children have a daily choice of either a cooked meal or a packed lunch. Special diets can be catered for. Details of the current menu are available on the website. Whilst we would encourage all children to take up this offer, they may also bring a packed lunch from home if that is preferred. They eat their meals on one of three sittings.

Parents in receipt of Income Support, Jobseekers Allowance (income based) or Child Tax Credit (see the office for more details) may be entitled to free meals for their children. We would encourage parents to let us know even though there is a universal free school meal offer as this will result in more income for the school and specifically your child's education.

## **Snacks and milk**

As we are a Healthy Norfolk school, we restrict what the children may eat and drink during the school day. All reception and KS1 children receive a free piece of fruit each day. They are encouraged to bring a water bottle every day so that they have access to water in the classroom. (Please note, these bottles should only contain water, not squash or flavoured water). Children may order milk for morning break which is paid for half termly.

## **Illness and First Aid**

If a child is taken ill or sustains an injury whilst at school, parents (or 'named persons') are contacted. If no-one can be contacted, the child will be cared for in school or if it is considered appropriate, external medical assistance requested. All staff have up-to-date First Aid training. Records of all first aid applied will be sent to parents on the day that the child has an accident or injury. In the case of any injury to the child's head then parents will be contacted directly by telephone as well as a specific first aid record sent home.

We follow strict guidelines for the administration of medicines to pupils; only medicine which is prescribed can be given at school. It is done by members of staff on a voluntary basis and a permission form must be completed by the parent first. Medicines must be handed in (and collected) at the school office by an adult. We ask that parents regularly check that their child's medication is in date.



# Attendance

## **What should I do if I wish to take my child on holiday in term time?**

Parents should avoid taking their child on holiday during term time. The Headteacher is unable to authorise **any** absences (unless medical proof) during term time, unless under special circumstances. Any parent/carer taking a child on holiday in term time risks a fine of £60 per child per parent. A holiday form must be completed. If we are not informed about any absence, this will automatically be marked as **unauthorised**.

From September 2015, persistent absence which may involve intervention by the Local Authority is counted as any attendance that falls below 90%.

If you child has **90%** attendance over the whole 11 years at school, they will miss more than an entire **year** of education!

**91.1% attendance = missing 17 days of school in one year.**

**82.1% attendance = missing 34 days of school in one year.**

**Missing 17 days a year means dropping 1 GCSE grade (on average).**

## **Do I need to inform SWIS when my child is absent?**

Yes. It is most important that you do. Under Department for Education regulations, all pupil absences must be accounted for. Please let us know before 9:00am each morning your child is absent so that we are not left wondering whether the child is late, or has had a mishap on the way to school. Please back this up with a note or tell the class teacher yourself on your child's return.

## **What should I do if my child has a dental / doctor's appointment during school hours?**

You must let us know. We need to point out that we cannot normally allow our pupils to leave the premises during the day to visit a clinic, surgery, etc, unless we have received advance notification. Where possible all appointments should be made for before or after school, or in the case of non-urgent appointments for the school holidays.

### **Please Remember:**

**Schools can only teach those who attend!**

**Poor attendance will have a serious impact  
on education and future success.**



# Home/school Communication

A good home/school relationship is fundamental to a successful education. At SWIS, we aim to ensure that all our parents and carers are made to feel an integral part of the school.

## **When may I visit the Class Teacher or Headteacher?**

Teachers are keen to have as close contact with parents as possible and should always be your first point of contact. Teachers are always in their classrooms from 8:45am or out on the playground straight after school so that parents can see them to discuss any small queries. Anything that is going to take longer than a few minutes may require an appointment. If the class teacher is unable to help, then an appointment with the Headteacher can be booked via the school office. Please do not hesitate to visit your class teacher if you have any worries or problems.

## **How will I find out about my child's progress?**

End of year reports are issued in July which reflect your child's successful learning through the year. Each term there will be an opportunity to have a formal appointment with your child's teacher to discuss their progress. These are currently being held via video call. All teachers are currently using an online application called "Tapestry" to communicate with parents about the learning in the classroom. This can be accessed via computers and as an app on smart phones.

## **Will there be opportunities to find out about the teaching and learning?**

Every term there will be opportunities to join your child in the classroom. We have regular Learning Cafés where parents and carers are invited to join their child in class. We also hold subject workshops which explain more about how the curriculum is taught and give parents the chance to see the children at work in their classes.

## **Are there any ways in which I can help?**

Yes, we are always glad of parents' help.

If you are able to give a small amount of time each week to helping in school, such as listening to readers, volunteering on school trips etc then please contact either your child's class teacher or the school office. You will be subject to a DBS check.

We also have a PTFA group (Parent Teacher and Friends Association) who meet approximately 4 times a year to organize a range of fundraising events. Every penny raised is used for projects/experiences for your children. Please pop along and see how you can help!

## **What can I do if I am not happy about something at school?**

In the first instance we would encourage you to speak to the class teacher or the headteacher to see if there is a way to resolve the issue. Details of the more formal complaints procedure are available on the school website.