



# INFORMATION FOR PARENTS

*Learning, Playing and Laughing Together  
to be the best that we can be*

*Sept 2023*



# EAST PRESTON INFANT SCHOOL

## INFORMATION FOR PARENTS

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**East Preston Infant School is a Rights Respecting School. All pupils, staff and visitors have the right to be healthy, safe, educated, listened to and treated fairly. These principles are at the heart of our school ethos, and our policies and practices support these rights. We are committed to equal rights, mutual respect and shared responsibility.**

**Article 3 – The best interests of the child must be a top priority in all things that affect children.**

## **SCHOOL ETHOS**

At East Preston Infant School we believe that children learn best when they enjoy what they are doing. We believe in enriching and supporting learning through first hand and practical experiences and we use our knowledge of how children learn to ensure that excellence is achieved through enjoyment.

We are a Rights Respecting School and as such, this underpins our Vision, Values and Aims. These direct our thinking and are at the heart of all our policies and practice.

## **SCHOOLS AWARDS**

### **Rights Respecting School**

East Preston Infant School is very proud to be a UNICEF Gold (Level 2) Rights Respecting School. We are committed to making sure children are informed about their rights, the rights of children globally and how we respect these rights. This is at the heart of our ethos.

### **Eco School**

The school has achieved the Green Flag which is the highest accolade, in recognition of its work on environmental issues. The children learn about, and are encouraged to care for and use, the school grounds and local environment through a cross-curricular approach. They are taught the value of reducing, reusing and recycling. Children also learn about global environmental issues and the part they can play in making our world a better place for everyone.

### **Learning Outside the Classroom Award**

At East Preston Infant School we believe that taking the 'classroom' outside enhances learning and is key to developing the whole child. Through exploration of the environment and locality children are able to build self-esteem, create a desire to understand, respond to visual, auditory and touch stimuli and learn about and build respect for the natural world around them.

## **THE SCHOOL GOVERNORS**

Like all schools, our Governing Body is fully involved in the life of the school. Governors act as critical friends to school personnel. Governing bodies have 3 main purposes:

- **Ensuring clarity of vision, ethos and strategic direction;**
- **Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;**
- **Overseeing the financial performance of the school and making sure its money is well spent.**

There is also a legal requirement for Governors to ‘conduct the school with a view to promoting high standards of educational achievement at the school’.

All Governors have particular responsibilities for involving themselves in certain aspects of the school’s work, such as provision of Inclusion or the development of the premises. The Governors also undertake training in key aspects of their responsibilities and regularly review their effectiveness.

The size and composition of the Governing Body is laid down by law and Governors are appointed or elected by specific bodies or groups. These groups are Parent Governors, a Staff Governor, an Authority Governor, and Co-opted Governors. A full list of current governors is on the school website with more detailed information of the work of the Governing Body.

The Chair of Governors can be contacted through the School Office.

## **ADMISSION ARRANGEMENTS**

### **Starting School**

#### **When Does My Child Start School?**



By law your child must start school in the term following their fifth birthday. In West Sussex children may start before this date i.e. in the September of the academic year in which their fifth birthday falls. Normally they will start in the academic year of their fifth birthday. This may be on a part-time basis initially (8.50am – 1.15pm).

<b>Birthday</b>	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
1st September– 31st December	Part-time or Full-time (by agreement)	Full-time (Statutory school age)	Full-time (Statutory school age)
1st January – 30th April	Part-time or Full-time (by agreement)	Part-time or Full-time (by agreement)	Full-time (Statutory school age)
1st May – 31st August	Part-time or Full-time (by agreement)	Part-time or Full-time (by agreement)	Part-time or Full-time (by agreement)

You may feel that starting school in September is too early for your child. This might be because you would prefer your child to remain at a pre-school group, playgroup or in a nursery school. Whether your child stays in a nursery, pre-school or playgroup or moves on to reception, the learning experience is the same as all children follow the Early Years Foundation Stage Curriculum from birth until they leave reception class. You may defer admission until the start of the spring or summer term as long as the law is obeyed. However, you must still complete and return the application form in the usual way.



Meetings are arranged for parents and children starting school in the summer term before they are admitted. We organise group visits of different kinds – story times, home visits and a class experience in school before their starting date, so that your child can meet his/her teacher before he/she joins us.

### **Limits on Infant Class Sizes**

All classes, where most children are aged 7 or under, are limited to 30 pupils with a single teacher, other than in a few special cases. Places will be allocated at primary schools to comply with this law.

## **Starting School - Admission Arrangements**

When a child starts school for the first time (i.e. in the Reception Class), admissions to East Preston Infant School are handled by the Admissions Office of the Local Education Authority.

Applications must be made to:

Education Office (South)  
Centenary House  
Durrington Lane  
Worthing  
West Sussex  
BN13 2QB

Telephone: 03302 223444

For further information contact:

[admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk)

## **In-Year Admissions**

Transfers to East Preston Infant School from another school are also handled by the Admissions office at Centenary House, Durrington. You are welcome to contact the school office staff for information on place availability.

## **DAY TO DAY INFORMATION**

### **School Hours**

Classroom doors open at 8.50am and the children need to be in school at 8.55am when the registers are taken.

School finishes at 3.15pm.

There is a one-way pedestrian route around the school site and parents are requested to respect this.



Children should not be left unsupervised by parents or carers in the playground. Please do not allow your child/children to go on the playtrail. Children should wait quietly with their parents on the playground until the classroom doors open.



If a parent is unable to collect their child, arrangements for someone else to do so should be passed on to the class teacher by letter or by telephone to the school office.

## **School Uniform**

The wearing of school uniform by all children gives a smart, positive image at the school as well as a sense and pride in belonging and we ask that you fully support this policy.

Navy tunic, skirt or long trousers (no black or grey)  
Navy, grey or black short trousers (smart/tailored)  
Light blue and white check summer dress



Pale blue polo-shirt, pale blue shirt or blouse with reverses

Navy V-neck sweatshirt, pullover or cardigan (without hood)

White or navy socks or navy tights (socks/tights to be worn all year round)

Sensible black, navy or white low-heeled shoes or sandals  
(No clogs, 'jellies' or 'cros' please for safety reasons)

## **P.E.**

White crew neck T-shirt (no motifs)  
Loose fitting navy shorts (no leggings, football shorts or skorts)  
Black plimsolls or trainers (must be velcro)  
Optional – Navy Tracksuit for outdoor PE

## **Other Items Necessary**



Book bag  
P.E. bag (named)  
Waterproofs and wellies for Forest School



### **NOTES: ALL ITEMS OF CLOTHING SHOULD BE CLEARLY NAMED**

Trainers are not acceptable for everyday footwear

Hair accessories should be navy blue and are to be kept to a minimum

Children should not have dyed hair or patterns shaved into it

## **Purchasing Uniform Items**

Items are available from any local department store.

The following items are available to purchase online from our uniform supplier, JW Sports who are based in Bognor. You will be able to see our own exclusive page on their website. The following link will take you directly to our uniform page:

<https://jwsports.co.uk/product-category/uniform/east-preston-infants-school/>

Navy V-neck sweatshirt or cardigan with school logo

White PE T-shirt with school logo

Pale blue polo shirt with school logo

Bookbag with school logo

FEPIS (Friends of East Preston Infant School) operate a recycled uniform shop and hold regular sales. They are also happy to source individual items and requests for these can be left at the school office or you can e-mail [fepis@epinf.co.uk](mailto:fepis@epinf.co.uk) direct.

## **Jewellery**

Children should not wear jewellery in school. For safety reasons, children with pierced ears should wear studs only please. Watches (not game-type) are permitted, but the school cannot be held responsible for any loss or damage.

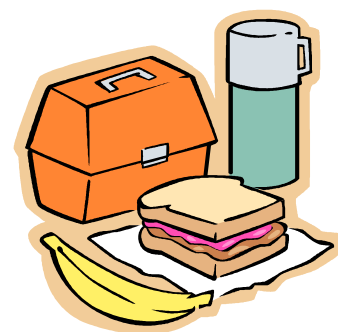
Jewellery may not be worn for any physical activity; this is in accordance with safety advice issued by West Sussex County Council. All earrings must be taken out by children for their PE lesson and watches must be removed.

## **CHILDREN'S HEALTH AND WELLBEING**

### **School Lunches**

All children in Reception, Year 1 and Year 2 are entitled to a free school meal provided by Innovate. The meal provides at least two of the suggested five a day portions of fruit and vegetables and meets the Government's food and nutrient based standards.

If you wish to opt out of the free school meals initiative, you can provide your child with a lunch box – this must be clearly labelled with the child's name. Glass bottles, flasks and cans are not allowed. Plastic flasks or cartons are the most suitable drinks containers. Fizzy drinks, chocolate bars and sweets are not permitted.



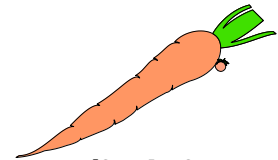
We sometimes have children in the school with severe nut allergies. **For this reason, no products containing nuts are permitted in school.** Parents are asked to avoid any products containing nuts and the mid-day meal supervisors are asked to be vigilant also.

## Playtime Snacks

The children have one break time each day (morning) when they are permitted to eat their healthy snacks. Children are encouraged to bring in a healthy snack to eat during their break, which are listed in the school healthy snacks policy, as shown below. **No other snack is permitted.**



- **Mild Cheese** (*not* processed products such as Cheese Strings and Dairy Dunkers)
- **Breadsticks**
- **Plain Rice Cakes**
- **Wholemeal Pitta Bread**
- **Fresh Vegetables**
- **Fresh Fruits (not fruit winders/yoyos/fruit flakes etc...)**
- **Plain Raisins (not yoghurt coated)**



In addition all the children will receive a free piece of fruit or vegetable every day, usually at mid-morning, as part of a government scheme to encourage children to eat their daily 5 portions of fruit and vegetables.

If your child has any allergies or medical reasons why these snacks are not appropriate, then please come and talk to us.

## Water

Children are encouraged to bring a water bottle to school to keep in class. **Children are only permitted to have plain water in their drinks bottles.** They are able to take drinks of water from this throughout the day. Juice, squash or flavoured water are not permitted.



## Milk



Our school takes part in the 'Cool Milk' scheme. Every child under the age of five is eligible for a free 189ml carton of semi-skimmed milk to drink at morning break. Other parents can subscribe to the scheme. If your child would like milk please visit [www.CoolMilk.com](http://www.CoolMilk.com)

## Treats and Sweets

We would be grateful if parents **do not** send sweets or treats into school for their classmates. We are unable to give these out to the children due to the number of children with allergies and because of the many differing views of parents on their child having sweets. Thank you.



## Sickness, Accidents and Emergencies

A number of our Teaching and Learning Assistants and Mid-day Meals Supervisors hold full first aid qualifications. In the event of a more serious accident at school, parents are contacted immediately. It is extremely important that contact numbers, including mobile phones are kept up to date in the school office. If children are unwell, it is generally advisable to keep them away from school, as the home situation offers a more appropriate environment. Please note that if your child has sickness and/or diarrhoea, in line with West Sussex guidance, it is our policy that they are kept at home until 48 hours after the last episode.



If a doctor prescribes medication, but says that a child is fit to return to school, doses should preferably be timed so that they are taken outside the hours of the school day. If it is unavoidable for medicines to be administered during the school day (e.g. if they are prescribed as four times a day), a form must be filled in from the school office requesting the school to do this.

The school recognises that there may be exceptional circumstances where a child would benefit from having non-prescribed medicine during school hours in order for them to remain in school.

This could include travel sickness tablets for offsite trips or paracetamol for pain relief following an accident or a medical condition that has been treated by a doctor.

Antihistamines and ibuprofen will not be administered without a prescription. In exceptional circumstances with permission from the Headteacher non-prescription medication can be given on a short term/ad-hoc basis for no longer than 48 hours. The school nursing service will need to be informed of and approve any requests for non-prescription medicines to be administered for longer than 48 hours.

The school policy for asthma recognises the importance of children being involved in their own health programme. Their inhalers are kept in the classrooms and are available to the children at all times. Parents are asked to ensure that inhalers are always in date, and that they are marked with the school name. A register of asthmatics is kept in school to ensure staff awareness of the situation.

## Head Lice

Head lice are still, unfortunately, a problem in all schools. Please check your child's head regularly and treat infections accordingly. You do not need to buy expensive treatments from the chemist – the best way to ensure that your child stays 'head lice free' is to use a good conditioner and nit comb every time that you wash their hair. If you are having problems in keeping your child's hair free of head lice then please speak with a member of staff and we can refer you to the School Nurse who can give you further advice.

The School Nurse visits on a regular basis and will inform parents directly of any concerns as a result of routine checks such as weight, sight and hearing. If you would like to contact the School Nurse Team direct their telephone numbers is 01903 858130.

## Attendance and Absences

Coming to school every day is important for children, as they need to feel fully involved in the school community. Obvious exceptions will be if a child is unwell or has an important medical appointment. So much happens during the school day and it is all too easy for a child to feel unsure and overwhelmed if attendance is poor.



Regular school attendance and punctuality is vital if a child is to take full advantage of the educational opportunities available in school and is a legal requirement. Occasionally, there may be a genuine reason why a child is unable to attend school, such as bereavement. During these circumstances, we ask you to notify the school as soon as you can because these absences can be 'authorised'. The law obliges the school to record the reasons for absence and the Pupil Entitlement Investigating Officer sometimes follows these up. If your child is absent a telephone call should be made or e-mail sent to the school by 9.15 am on the first day of absence ([secretary@epinf.co.uk](mailto:secretary@epinf.co.uk)).

Under Government regulations (implemented September 2013) schools are not able to authorise holiday during term time. This means we must refuse any applications for holidays, unless there are exceptional circumstances. If

parents take their children out of school for holidays they will be marked as unauthorised accordingly. Parents should only apply for time off from learning in **exceptional circumstances**.

Government guidelines state that children may only be absent for the following reasons:

- Illness and treatments
- An organised educational course
- An organised sports competition or approved public performance
- Family bereavement or exceptional family circumstances
- Days of religious observance

Government regulations state that Local Authorities and schools can issue parents/carers with a fixed penalty notice. These regulations do not include sickness or medical appointments. If your child is sick or has a medical appointment please ring the school in the usual manner.

If there is a continual absence or lateness, the Headteacher will liaise with the Pupil Entitlement Investigating Officer whose role is to support you to meet the statutory obligations regarding school attendance.

Parents wishing to remove their children during term for exceptional reasons need to complete a Request for Absence in School Time form, well in advance. Authorised absence is entirely at the discretion of the Headteacher.

Please ensure we have up to date contact details and let us know if you are going away and/or somebody else is looking after your child so that we have an emergency contact.

### **Late Arrivals and Early Departures**

Under these circumstances please come to the School Office to let one of the staff know the reason.

It is of great importance that children arrive at school before registration. Registration takes place at 8.55am and this is when all important messages of the day and future events are discussed. This is a special class time and helps children to understand and prepare for the learning that will be taking place during the day. If children miss this special time they will not benefit or fully understand all that is available for them.

We understand that sometimes it is necessary for your child to leave school early. We are always willing to co-operate with such requests, but in the interests of safety please write a brief note of explanation.

Please note: Children arriving or leaving school at any time other than the beginning and end of the school day must be signed in or out at the School Office. This is for safeguarding reasons so we know exactly who is on site.

## **PARENTAL PARTNERSHIP**

We believe that it is important that you are involved in your child's education.

As a parent of a child at the school you will automatically become a member of the 'Friends of East Preston Infant School', which organises a variety of supportive fund-raising events throughout the year.



Many parents and other voluntary helpers also help in school by hearing reading, cooking and helping with many other activities. If you would like to help in school, please speak to the class teacher. You may need to have a DBS check if you help on a regular basis. We value this support.

## **PASTORAL CARE**

### **Safeguarding Children**

The school has rigorous Safeguarding and Child Protection policies and procedures in place and we comply fully with the national and county legal requirements for safeguarding children in Education. If the school has any suspicion, allegation or disclosure that a child is at risk, we would have no option but to refer this to Social Services or the Police, who would decide whether or not an investigation should take place.

### **Behaviour**

Children are expected to be well behaved and polite at all times. We encourage good behaviour for learning through a therapeutic approach and by acknowledging it in many ways. We also consider that the development of a positive approach towards managing behaviour is a partnership between home and school. The vast majority of children respond well to this approach.

At the same time, we firmly believe that all forms of anti-social behaviour, including vandalism, bullying, disruption and racism, are not acceptable. Therefore, should a behavioural problem arise, the school's Positive Behaviour and Anti-Bullying Policies enable us to deal with it.

The importance of good behaviour cannot be over-emphasised.

Our Home-School-Child Agreement is based on the following principles:

**As a school we have a responsibility to:**

Keep your child safe and treat them fairly by:

- Doing our best to create a calm, happy and secure environment.
- Encouraging your child to take care of themselves, others around them and their surroundings.

Educate your child and encourage them to do their best at all times:

- Teach your child about their responsibilities and their rights.
- Inform you about what we aim to teach your child each term and their progress.
- Inform you about how you can support your child's learning.

Listen to your child and value their opinions

Teach your child about healthy lifestyle choices

**As a family, our responsibility is to:**

Help the school keep my child safe by:

- Letting the school know about any problems that might affect our child's behaviour or work.
- Supporting the school's "Therapeutic Behaviour" and "Anti-bullying" policies (see website), the school values and class charters.
- Not posting comments about the school or the staff on social networking sites but talking with the school staff if we have any concerns, in order to resolve them.

Make sure our child is ready to learn by:

- Arriving at school on time with their reading book and PE kit.
- Reading newsletters and other information sent home by the school so that we are aware of events and dates.
- Ensuring our child attends school regularly and that their overall attendance figure remains acceptable (96% +).
- Attending all parents' evenings and discussions about our child's progress.



- Supporting our child by reading with them each night and undertaking other learning activities at home.

Give my child the best opportunity to learn by:

- Ensuring they have a good night's sleep.
- Ensuring they have breakfast before they come to school.
- Providing a well-balanced lunch and a water bottle for classroom use.

### **As a child, I will:**

Work hard to adopt the school values:

- We are kind and helpful – we don't hurt anyone's feelings.
- We are gentle – we don't hurt others.
- We listen – we don't interrupt.
- We work hard – we don't waste our own or other's time.
- We are honest – we don't cover up the truth.
- We look after property – we don't waste or damage things.

Keep myself safe:

- Tell an adult if someone is hurting me or my feelings or doing this to other people.
- When I am working on the computer I will tell a grown up if I see or hear anything that makes me worried or unhappy.

Be aware of my rights and promises:

- The right to be educated and we promise to help create a calm place to learn.
- The right to be listened to and we promise to listen to others.
- The right to be treated fairly and we promise to tell the truth and be kind to others.
- The right to be safe and we promise to look after our environment and each other.
- The right to be healthy and we promise to make healthy choices and help others to do so.

### **Together we will:**

- Support the child with their learning and behaviour to help them achieve their best.
- Treat each other with respect and as we would like to be treated ourselves.

- Encourage the children to keep to the school rules.
- Teach the children about their rights and responsibilities.

If a child's behaviour causes concern then parents are contacted immediately. A child will not learn effectively unless their behaviour is appropriate. Unacceptable attitudes and behaviour are dealt with decisively according to agreed policies and strategies. Copies of our Therapeutic Behaviour and Anti-Bullying Policies are available on our website and from the school office on request.

## **Parental Concerns**



As it is our hope that parents will support us in our work, it is our aim to support parents as fully as possible in the best interests of their child. We encourage all parents to approach the school if they have any enquiries/comments about the education or care of their child or about any school policies or procedures. We ask all parents to discuss any concerns they may have with the class teacher in the first instance and if these cannot be resolved then you should speak to the Deputy Head or Headteacher.

## **Angmering Locality Group Code of Conduct for Parents/Carers/Visitors**

**(and those with devolved responsibility for drop-off/pick-up of children)**

### **Why is this Code of Conduct needed?**

Within the Angmering Locality, all school staff and governors recognise the vital importance of constructive partnership with parents/carers/visitors in securing the best possible educational outcomes for children and young people within our care. We welcome and encourage parents/carers/visitors to participate fully in the life of our schools and appreciate their contact and support.

On rare occasions, misconceptions and difficulties can occur resulting in frustration for all parties. In these circumstances it is imperative that all adults model the respectful behaviour we require of children; staff already have a Code of Conduct to adhere to so, in order to include parents/carers/visitors in our working partnership, this document lays down expectations in terms of their conduct.

In order to provide a safe and harmonious environment, our schools will not tolerate the following:

- Disruptive behaviour which threatens to interfere with the school's normal operation
- Using loud and/or offensive language
- Threatening (in any way) staff, other parents/carers/visitors, children or school visitors
- Damaging or destroying school property
- Smoking, vaping, taking illegal drugs or consuming alcohol on school premises
- Visiting the school premises whilst under the influence of alcohol or drugs
- The use of physical, verbal or written aggression towards another adult or child (including parent's own child)
- Language, or actions, which breach our commitment to Equality and Diversity including racist, homophobic, sexist and disability-discrimination remarks
- Sending abusive/threatening emails, texts, voicemail, phone messages or other written communications to anyone within the school community
- Using social media to post defamatory, offensive or derogatory comments regarding the school, or any of the staff/children/parents/governors at the school
- Bringing dogs onto the school site (with the exception of assistance dogs)
- Breaching, or ignoring, school security procedures

### **What happens if the Code of Conduct is broken?**

Breaches of this Code of Conduct can be devastating; intimidating behaviour towards staff prevents the school from focussing on its core purpose. Should any of the above occur on our school premises, then proportionate action will be taken as follows:

- Where the behaviour is potentially criminal such as threats of and/or actual violence, harassment on social media, criminal damage etc the matter will be reported to Sussex Police
- Where evidence suggests libel on social media sites, the case will be reported to the appropriate 'Report Abuse' section of the relevant network site and referred to West Sussex Legal Team for action
- Where the Code of Conduct has been broken, a time-limited site ban under Section 547 of the Education Act 1996 (The Department for Education) may be issued if parents/carers/visitors fail to moderate their future conduct

## Complaints

This Code of Conduct does not prevent parents/carers/visitors from raising a legitimate complaint with schools; in most cases, concerns and complaints will be resolved through open and professional discussion with relevant staff. Where, however, parents/carers/visitors remain dissatisfied with the response they receive they have recourse to follow the Complaints Procedure published on each school's respective website; alternatively, a paper copy can be requested from the relevant school Reception Office.

The Angmering Locality of schools trusts that parents/carers/visitors will appreciate why this Code of Conduct has been established and support us all by adhering to its requirements; by working together, through mutual respect and understanding, we benefit all our children and young people.

## The Angmering Locality Group

1 January 2020 V2

## Complaints

If you have any cause to complain, you should in the first instance, see the class teacher. The relevant class teacher should attempt to resolve all complaints by parents or pupils involving the education and well being of pupils in school. If the relevant class teacher is unable to resolve the complaint, it will pass to the Year Group Leader and if still not resolved, to the Headteacher or Deputy Headteacher. If the complaint is about a member of school staff, this should be dealt with by the Headteacher or Deputy Headteacher. If the Headteacher is unable to resolve the matter, or the complaint is about the Headteacher, the complaint will pass to the Governing Body. Please see the separate procedure for dealing with complaints available from the school.

## **SPECIAL EDUCATIONAL NEEDS**

All pupils are entitled to a broad, balanced and differentiated curriculum ensuring continuity and progression. We have a clear approach to identifying and responding to Special Educational Needs. We endeavour to identify early and make effective provision.

We work to the Special Educational Needs and Disability (SEND) Code of Practice (2014), which provides us with guidance on carrying out our statutory duties of identification, assessment and



provision for children’s special educational needs, including removing barriers to participation and learning, wherever possible. The Code recommends that schools should adopt a graduated approach to match educational provision to children’s needs.

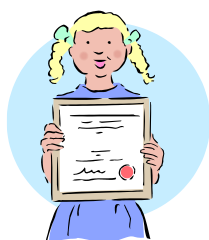
<b>Code of Practice</b>	<b>School Response</b>
SEND Support	1. Identification/concern is raised. Assess and monitor. 2. Classroom support/ differentiation. 3. Some one-to-one support. Outside advice from other professionals.
Education, Health and Care plan (EHC Plan)	Request to LEA for statutory assessment.

We have school policies for SEND, Accessibility, Inclusion, and Equality. These policies are in school for reference and can be made available to you on request. There is also published on the school website information relating to Special Educational Needs.

The information covered in these policies includes:

- Arrangements for the admission of pupils with disabilities
- Details of steps to prevent disabled pupils being treated less favourably than other pupils
- Details of existing facilities to assist access to the school by pupils with disabilities
- The Equality Policy covering future plans for increasing access to the school by pupils with disabilities
- Information about the implementation of the governing body’s policy on pupils with special educational needs and any changes to the policy during the last year

## **MOST ABLE AND TALENTED PUPILS**



Children who are very able are given differentiated work with additional challenge to meet their needs and maximize their performance.

School staff are committed to recognising and developing individual strengths, talents and abilities and offer an enriched and challenging curriculum and extended activities as part of the classroom planning process.

## **CHILDREN'S PROGRESS**



During the year there will be opportunities to see your child's work and review progress with the teacher. The law requires that the school report to parents is in written form at least once a year. We consider this worth investing a great deal of time and effort in. Our reports allow for parents to note down any points for further discussion with the teacher.

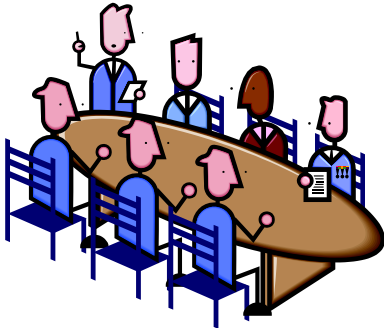
## **EQUAL OPPORTUNITIES**

The curriculum is designed to ensure that all pupils have access to the same range of opportunities, the contribution of all pupils is valued and there is a positive attitude to gender, cultural identity and special educational needs.



Strategies are employed to support the development of high esteem in all pupils.

## **SCHOOL COUNCIL**



Children are involved in solving problems and contributing to school improvement through School Council. We are proud of our School Council because we like to listen to the amazing ideas our children have about finding ways to make our school even better. They are involved in a simple democratic process, including voting for representative leaders.

We believe School Council helps children to:

- Learn to speak clearly and listen well
- Feel confident to make a decision and carry it out
- Become committed and determined to make a difference
- Think about ways to make school life happy and organised
- Talk to each other, staff and governors about things that matter
- Listen to and understand the opinions of others

Through School Council and Class Council meetings, we seek and listen to the views of all pupils.

## **SCHOOL TRIPS**

We believe school trips are an important part of a child's education and the year group teachers organise one or more such visits each year. When your child joins school, we issue a consent form for you to complete. This covers all local school visits throughout the year and minimises administration but still allows for individual abstention.

On each trip, the accompanying staff and adults will include a suitably trained first aider. A medical kit is taken, which will include items to deal with travel sickness. Only coaches equipped with seat belts are hired and each child will occupy one seat and wear the seat belt at all times.

The school maintains a ratio of adults to children of at least 1:6. If a child has displayed a pattern of disruptive behaviour over a period, then the organiser of the trip will decide whether the parent/carer of that child should accompany their child on the trip. A risk assessment is undertaken prior to a trip taking place.

We do not permit children to take spending money on school trips. Past experience has shown that young children taking money can cause problems and it can certainly detract from the educational aim of the trip! We ask parents/carers to make a voluntary contribution towards the cost of the trip, as without this contribution it is unlikely that the trip will proceed.

### **Charging**



The school follows the principles and guidance set out in the West Sussex Education Authority's policy on charging. In summary:

No charge will be made for craft and cookery items made in school. In the case of educational visits, parents will be invited to make voluntary contributions. Where such a visit is made in school time, all pupils in their class will be permitted to participate whether or not their parents have made a voluntary contribution. If deemed necessary by the Governors and the Headteacher, parents may be asked to pay for the cost of broken equipment, damaged school property and defaced, lost or damaged school materials where this is the result of a child's misbehaviour.



## **Insurance**

Please note that pupils and students are **not covered** by any County Council insurance policy for personal accident or loss of property. If you wish to take out insurance, details can be obtained from The Education Office.

It is the policy of this school to arrange insurance cover whenever coach transport is required for an educational visit and to ensure that transport is equipped with suitable seat belts for every passenger.

## **WRAPAROUND CHILDCARE**

Our wraparound childcare is currently provided by Activ8 run by Debbie Webb. The childcare is being temporarily housed at the Infant School for both Infant and Junior Schools whilst arrangements are being made to resite this provision in the building located between the two schools.

Wraparound childcare means before school childcare (for example, breakfast clubs), or after school childcare (for example, regular provision that runs until 6pm or later). Holiday childcare means childcare that is available through schools during the school holidays.

There is guidance on this in a document published by the Department for Education.

Find it here:-

[www.gov.uk/government/publications/wraparound-and-holiday-childcare-responding-to-requests](http://www.gov.uk/government/publications/wraparound-and-holiday-childcare-responding-to-requests)

Schools can decide to run wraparound and/or holiday care themselves or they can offer the opportunity to registered childcare providers through a tendering process. Schools can also link up with local childcare providers such as childminders and other registered childcare providers.

If you would like to request further wraparound childcare, please write to the headteacher, Claire New, requesting the type of childcare required, the age range of the children requiring wraparound or holiday childcare and when provision is most needed. If the school receives 10 or more requests between the beginning of the Autumn Term and the start of the Summer Term, then the school will consider wider demand across the school and communicate findings back to parents in the second part of the Summer Term.



## SCHOOL WEBSITE



Do you know about our school website? If you would like further information about our Curriculum, Rights Respecting School, Forest and Beach School, School Council and much more then please visit us at:-

[www.epinf.co.uk](http://www.epinf.co.uk)

## EAST PRESTON INFANT SCHOOL STAFF

**Headteacher:** Mrs Claire New

**Deputy Head/Inclusion Co-ordinator** Mrs Lucy Owens

### **Class Teachers:**

Mrs Rachel Bean	Mrs Helena Lilley
Miss Molly Bouch	Mrs Clair Lovell
Miss Lily Jee	Mrs Jo Rickard
Mr James Jones	Mrs Vanessa Smith
Mr Michael Lake	Miss Anna Woodiwiss

**PPA Teachers:** Mrs Justine Paterson & Mrs Deborah Wornham

<b>Office Staff:</b>	Mr Stephen Hill	- School Business Manager
	Mrs Fiona Waller	- Secretary/Receptionist
	Mrs Sue Woodcraft	- Secretary/Receptionist

### **Teaching & Learning Assistants:**

Miss Laura Brooks	Miss Kristina Loosemore
Mrs Dawn Boulton	Mrs Gemma O'Keefe
Mrs Sue Buchanan	Mrs Jessica Tapping
Mrs Carol Chilvers	Mrs Leanne Wallace
Mrs Elita Finn	Mrs Sadie Watson
Mrs Helen Gingell	Mrs Sally West
Mrs Louisa Houghton	Miss B Winstone

**Learning Mentor:-** Mrs Laura Wheatley

### **Midday Meals Supervisors:**

Miss Isabella Godwyn (Senior Midday Meals Supervisor)	
Mrs Annette Constable	Mrs Alison Humphrey
Miss Denise Haverley	Mrs Caroline Judah

**Caretaker:** Mr Doctori Williams

**Chair of Governors:** Interim – Mrs Jane Jones

**Clerk to the Governors:** Mrs Sharon Miller

## **USEFUL CONTACT INFORMATION**

<b>East Preston Infant School:</b>	Lashmar Road East Preston West Sussex BN16 1EZ Tel: 01903 773177 E-mail: <a href="mailto:office@epinf.co.uk">office@epinf.co.uk</a> Absences e-mail: <a href="mailto:secretary@epinf.co.uk">secretary@epinf.co.uk</a>
<b>East Preston Junior School:</b>	Address as above Tel: 01903 785672
<b>The Angmering School:</b>	Station Road Angmering West Sussex BN16 4HH Tel: 01903 772351
<b>School Nurse Team</b> Based at:	Room 3 1 <sup>st</sup> Floor Zachary Merton Hospital Glenville Road Rustington West Sussex BN16 2EA Tel: 01903 858130
<b>School Milk:</b>	Cool Milk at School Ltd Tel: 0844 8542913 E-mail: <a href="mailto:registrations@coolmilk.com">registrations@coolmilk.com</a> <a href="http://www.CoolMilk.com">www.CoolMilk.com</a>
<b>School Meals:</b>	Innovate, IFG <a href="mailto:primary@impactfood.co.uk">primary@impactfood.co.uk</a> Tel: 0204 5015000
<b>Admissions Office:</b>	Education Office (South) Centenary House Durrington Lane Worthing West Sussex BN13 2QB Tel: 03302 233444 E-mail: <a href="mailto:admissions.south@westsussex.gov.uk">admissions.south@westsussex.gov.uk</a>
<b>Police Community Support:</b>	Tel: 0845 6070999 <a href="http://www.sussex.police.uk/">www.sussex.police.uk/</a>

## East Preston Infant School Handwriting

Children will initially learn a precursive script, as shown below. Each letter should begin at the point shown and, where possible, formed without removing the pencil from the page

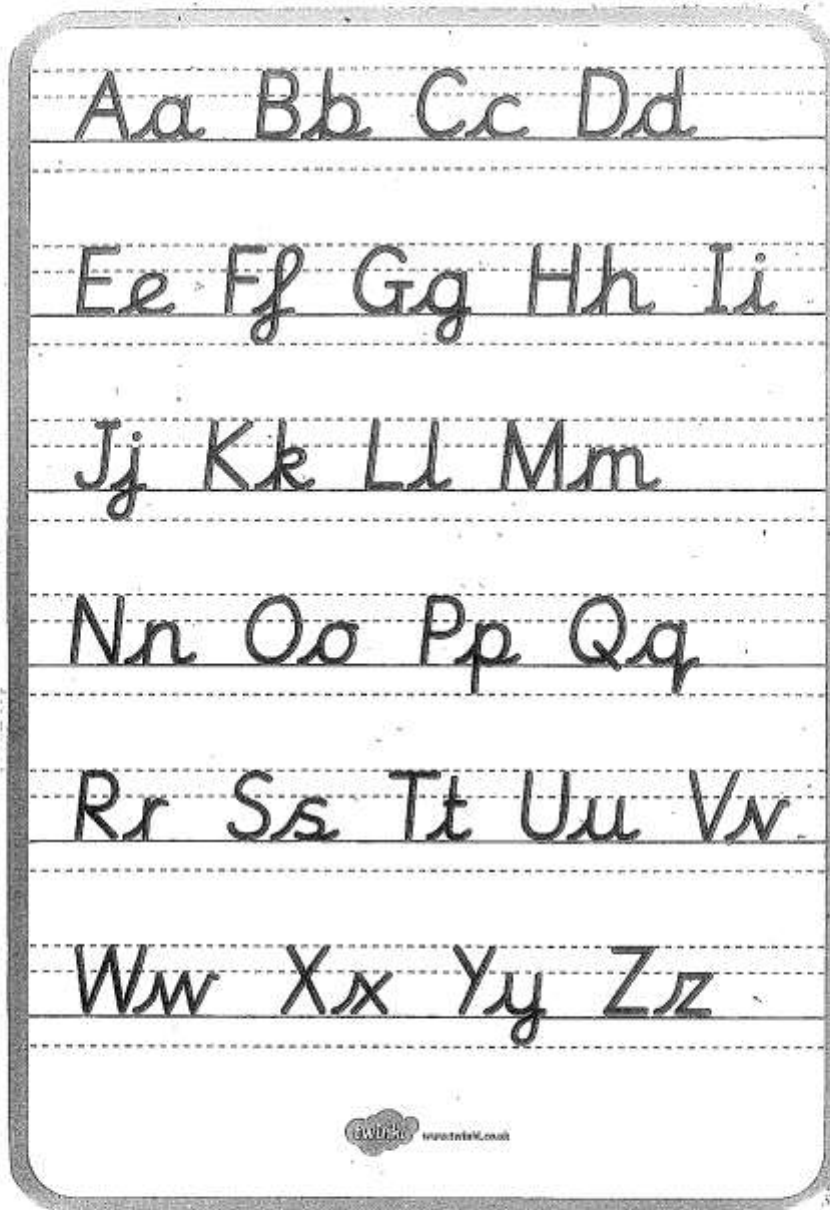
a d g c o q s

l t i j k f u y

r n m h b p

e w v x z

When children are ready, they will begin to join their handwriting using the cursive script shown below:



## NOTES