



**EMSCOTE INFANT SCHOOL  
ALL SAINTS ROAD  
WARWICK  
CV34 5NH**

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Executive Headteacher: Mrs D Cossins  
Associate Headteacher: Mr J Queralt

Age range of children: 4-7 years

Number on roll in 2016/17: 201



Local Authority:

Warwickshire County Council  
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***“Emscote is a very welcoming school where pupils achieve exceptionally well and learn very happily.”***  
**Ofsted, April 2013**

Dear parents,

I would like to begin by welcoming you to our community. The purpose of this booklet is to inform you of the beliefs and practices which make up our school and of which we are immensely proud.

I hope you will find the information helpful and give you an idea of the sorts of things your child will be learning and doing in school. Once your child starts at Emscote there will be many opportunities to find out more about school life and learning.

If you have any questions, please ask me or a member of my staff. We are always happy to talk to you.

Emscote Infant School is federated with neighbouring All Saints’ CofE Junior School. Federation means that the two schools have a strong commitment to work together for the best of all the children throughout the whole primary age range. We share a governing body and vision whilst respecting and celebrating the individual ethos of each school. While the two schools are on separate sites there is just a five-minute walk between them.

We see ourselves as a team and every member is valued for the contributions they make. You are, or will be, part of that community and we look forward to working in partnership with you.

The partnership between home and school, which begins on the day you enrol your child, has an important part to play in your child's success and happiness in school. We only have the privilege of educating your child for a period of three years and we believe in investing a great deal in them during that time.

Your child only has one chance of a quality Early Years education and the staff and I intend to give your child the best possible start to their school career while they are at Emscote. As parents and teachers we are working together for your child, and it is important that the children know that we respect and trust each other.

I look forward to a long and happy partnership with your child and your family.

Yours sincerely,

*Debi Cossins*

Executive Headteacher

***“Pupils respond very positively and confidently to teaching because it is usually excellent and never less than good.”***  
**Ofsted, April 2013**

## **THE SCHOOL AND ITS ENVIRONMENT**

The first infant school provision in the Emscote area was opened in a building behind All Saints Church in 1887, the 50<sup>th</sup> year of Queen Victoria's reign. By the 1950s the school was so overcrowded, with two rooms accommodating 118 children organised in three classes, that plans were set in motion for new premises. A new school on the current site was eventually opened in 1968.

The school serves the families of the surrounding area, and is part of the friendly and caring community. The children benefit from the variety and interest of the local environment, which includes All Saints' Church, shops, different styles of buildings, factories and the canal.

One of the biggest assets is the people who make up the local community. We are keen for the children in our care not only to benefit from this diverse community in which we find ourselves, but also to seek ways of making our own contribution to the life of the community.

At Emscote Infant School we aim to continue to build upon the excellent relationships which have developed over the years and to generate new contacts.



## OUR VALUES

### The ethos of the school:

- Our school is a welcoming place for everyone
- All adults and children, who are part of our school community, feel valued
- We include and care for all children
- We respect other people's values and beliefs
- We all have positive attitudes to children and raise their self esteem
- We encourage children to respect and care for themselves and others
- We work in close partnership with parents
- Achievement is celebrated

### The learning that takes place in our school:

- We all have a commitment to high standards of learning
- All children are given opportunities to reach their full potential
- The learning environment encourages creativity
- The learning that takes place in school is relevant to children
- The curriculum is broad and balanced
- We give children opportunities to experience visits out of school
- We welcome artists, musicians and theatre groups to work with the children
- Children's ability to work co-operatively and independently is encouraged

### The good behaviour in our school:

- We all have a commitment to ensure high standards of behaviour
- The adults in school provide role models for good behaviour
- Children are given clear boundaries for expected behaviour
- Children are encouraged to take responsibility for their own actions
- Good behaviour is recognised and rewarded



## THE SCHOOL STAFF

<b>EXECUTIVE HEADTEACHER:</b>	Mrs D Cossins
<b>ASSOCIATE HEADTEACHER/SENCO:</b>	Mr J Queralt
<b>CLASS TEACHERS:</b>	Willow: Miss R Ashfield Cherry: Miss L Wright Holly: Miss N Johnson Apple: Mrs V Madagan/Mrs S Vallins Oak: Mrs G Constable/Mrs C Fawbert Maple: Miss L Letchford/Mrs H Stephenson Sycamore: Mr Hussey
<b>PPA COVER:</b>	Mrs C Smith
<b>TEACHING ASSISTANTS:</b>	Mrs E Morgan, Mrs S Cuthbertson, Mrs S Dawe, Miss E Swain, Mrs G Ormandy, Mrs F Sorrell, Mrs L Hinks, Mrs L Smith, Mrs L Saxunova, Mrs J Hudson, Mrs V Brown, Mrs M Mishra
<b>BUSINESS MANAGER:</b>	Mrs A Lynch
<b>SCHOOL ADMINISTRATOR:</b>	Mrs B Harvey
<b>ADMINISTRATIVE ASSISTANT:</b>	Mrs S Baker
<b>SCHOOL COOK:</b>	Mrs D Crowther
<b>SCHOOL CARETAKER:</b>	Mr M Clarke
<b>CLEANING STAFF:</b>	Mrs P Brookes, Mrs J Robertson
<b>MIDDAY SUPERVISORS:</b>	Mrs D Jones, Mrs A Russell, Mrs M Srivistava, Mrs S Cook, Mrs N Eaton, Miss T McGinley, Mrs J Robertson, Mrs P Bains, Mrs M Mishra

**ALL SAINTS' CofE JUNIOR SCHOOL AND EMSCOTE INFANT SCHOOL**  
**FEDERATED GOVERNING BODY**

**CHAIR OF GOVERNORS:** Mr J McRoberts

**HEADTEACHER:** Mrs D Cossins

**STAFF GOVERNOR:** Miss N Johnson

**CO-OPTED GOVERNORS:** Mr E Leung  
Mrs P Daly  
Mrs L Clarkson  
Mr J Queralt  
Mrs S Sutherland  
Mr A Blackmore

**PARENT GOVERNORS:** Mrs L Stephenson  
Mr J McRoberts

**FOUNDATION GOVERNORS:** Revd D Thompson  
Mrs M Finney  
Mrs S Barnsley  
Mr A Baugh

**ASSOCIATE MEMBER:** Mrs A Lynch

**CLERK TO THE GOVERNORS:** Mrs H Yeomans

**THE GOVERNORS' ROLE**

Under the Education Reform Act, 1988, the governing body now has responsibility for the management of the school within the framework of national legislation and the Local Education Authority's policies. It receives a budget from the County Council, and in consultation with the Headteacher decides how it should be spent and makes sure it is managed properly.

Governors have a say in staff appointments and must see that the National Curriculum is implemented in line with the school's needs.

They are not expected to take detailed decisions about the day-to-day running of the school - that is the role of the headteacher.

All governors may be contacted through the school.

## **THE HOME-SCHOOL PARTNERSHIP**

The staff and governors of Emscote Infant School recognise the importance of home and school working closely together. All the research has shown that such a relationship is of benefit to the learning and well-being of children. To that end, we make our school a welcoming place for parents and provide numerous opportunities for parents, teachers and children to work together.

On entry to school parents and teachers sign a copy of the Home-School Agreement, which formalises our joint commitment to our children.

**Our aim is** that parents and teachers should develop a supportive and trusting partnership and a commitment to work together to promote the intellectual, social and physical development of each child during her/his time at Emscote Infant School.

**While your child is attending school** there will be many ways that we shall work together:

- 1) Each child has targets for reading, writing and maths. These targets are reviewed each term and new targets set. These form the focus for discussion on parents' evenings.
- 2) You should read with your child at least three times a week and record when you have done so in their reading diary; this will be monitored on a termly basis.
- 3) You will be invited into school to share the work your child has been doing. There will be three parents' evenings each year to discuss your child's school life and progress. At the start of each term, teachers will also send you a topic forecast, which gives details of activities to be addressed in the different areas of the curriculum.
- 4) There are shared events such as concerts, parents' assemblies and sports day. We also hold some events in All Saints' Church such as Harvest, Christmas and Easter celebrations. The school has an active Friends association and all parents are automatically members. This association holds social and fund-raising events for all the family. We really value the contributions the Friends make to the life and workings of our school.
- 5) We will run a series of parent and child sessions in school to help continue raising standards in literacy and numeracy. For this to be a success we need you, or another family member, to attend two sessions in school time of approximately one hour each. Homework and class-based activities will be structured around these sessions, so attendance is vital. We will give you at least two month's notice so that you can arrange child care or time off work if necessary.

**The staff and governors will do as much as possible to make your child's time at Emscote Infant School happy and successful. We hope that you will feel able to support your child and the school in as many ways as you are able. We look forward to getting to know you and working with you.**





## **THE CURRICULUM**

### **What are the children learning at school?**

What and how children learn in school is described as the curriculum. The national curriculum for England is taught in all local authority-maintained school and consists of all activities within a school including the quality of the relationships and the values that are important to developing a child's sense of morality. We are all aware that children will learn something from everything that happens to them. We have the responsibility as parents and teachers to make all of a child's experiences worthwhile.

We want to see every child succeed and we believe that by providing a safe, secure and stimulating environment we will enable every child to reach their full potential. We also achieve this through a well-planned and fully-resourced curriculum.

Children have access to shared practical and outside areas which offer opportunities for them to engage in active learning.

In all classes each day there are literacy (reading and writing) and numeracy (mathematics) sessions. These sessions are sometimes linked to topics but certain aspects are also taught separately.

Children in reception classes work in groups and move between the classroom, shared practical area and the outdoor classroom under the direction of the class teachers and supported by teaching assistants. Similarly year 1 children are grouped for literacy and numeracy and also use the full range of facilities available – classroom, shared practical area, outdoor classroom, library and corridor.

Subjects are planned using chosen starting points and may be linked to topic work. At times during the day children may be taught as a whole class or in smaller groups.

At times when children need extra help with their learning we have additional staff available to work in small groups or one-to-one situations.

In all year groups teachers are aware that children learn in a variety of ways. Teachers plan work to accommodate these different learning styles. Visits to places of interest which reinforce learning objectives are arranged throughout the year, and our local environment and school grounds are used as a learning resource.

Children in all year groups have opportunities to explore the wildlife area, use the canal observation platform and have hands on experience of planting and cultivating the school garden. Raising awareness of eco issues is an important aspect of our school ethos. To this end, children are taught about the responsibility of caring for the environment and adopting a healthy lifestyle. In May 2007 Emscote became the first school in Warwick district to receive the Green Flag Award as part of the national Eco Schools Programme, marking the school's significant commitment to and achievement in protecting the environment. In September 2009 we were awarded the green flag again for our sustained involvement in the Eco programme. Emscote is featured on the Ofsted website as a school of good practice for sustainable development.

## **How are the classes organised?**

The children are arranged in 8 classes:

**Willow:** Reception  
**Cherry:** Reception  
**Apple:** Year 1  
**Holly:** Year 1  
**Oak:** Year 1/Year 2  
**Maple:** Year 2  
**Sycamore:** Year 2

Each class has support from a full-time teaching assistant.

## **The Early Years Foundation Stage Curriculum**

The Early Years Foundation Stage (EYFS) is the statutory framework published in 2012 by the Department for Education which sets the standards for the development, learning and care of children from birth to five.

All children are different. We all watched our own children walk, talk and develop at a different time to the children of our friends.

When your child begins school we make an assessment of their stage of development and this assessment supplements the EYFS Profile that is started in pre-school. The teacher then helps your child to take the next appropriate steps in learning, thus building on what your child already knows. The teachers ensure that your child is developing understanding every step of the way. Parents are invited to meet with their child's class teachers, on an individual basis, to discuss the EYFS Profile and to hear how they can support their child's learning.

The profile summarises and describes children's attainment at the end of the foundation stage. It is based on ongoing observation and assessment in the three prime and four specific areas of learning and the three learning characteristics, set out below:

<p><b>The three prime areas of Learning:</b> Communication and Language Physical Development Personal, Social and Emotional Development</p>	<p><b>The four specific areas of Learning:</b> Literacy Mathematics Understanding the World Expressive Arts and Design</p>
<p><b>Characteristics of Effective Learning:</b> Playing and Exploring – engagement Active Learning – motivation Creating and Thinking Critically – thinking</p>	

This EYFS curriculum includes learning targets within these areas of learning and they are referred to as Early Learning Goals.

Teachers are required to make a judgement against the goals, and at the end of their reception year children's development and progress within each goal are measured against the following descriptors:

**Emerging** - The child is working towards the Early Learning Goal but has not quite reached it.

**Expected** - The child has reached the level expected at the end of the reception year.

**Exceeding** - The child is working beyond the level expected at the end of the reception year.



*“In Reception [the children] make rapid progress in learning their letters and sounds and in beginning to write.”*

**Ofsted, April 2013**

### **Key Stage 1 Curriculum**

You can expect that while your children are in years 1 and 2 at this school they will have experience of the following:

#### **Library**

The school boasts a well-resourced library. All classes and groups of children are allocated specific times in the library.

Reading Scheme books are housed in the library along with a range of fiction and non-fiction books. The non-fiction books are colour coded under headings and children in all classes are taught library skills by teachers, teaching assistants and volunteer parents.

We operate a trust library; pupils are welcome to take out one book at a time from the library, either before or after school, to be returned when they would like to take out another one.

The library is also used for music, small group work and one-to-one support.

#### **Literacy**

Children learn the skills of reading, writing, speaking and listening each day. We also do a mixture of phonics and broader literacy teaching. We teach literacy within the context of other areas of the curriculum, such as writing a letter of thanks after a school visit, and writing a list of what they need to make a model.

Our aim is to enable the children to become confident readers who turn readily to a wide range of books and gain meaning from all they read. At Emscote we use the Oxford Reading Tree as our

main reading scheme (we do use other schemes in addition). We enjoy good relations with parents and other volunteers who come into school to hear children read and help in the classrooms. If you would like to help please speak to your child's class teacher or Mr Queralt.

Children will have a range of other scheme books which they may read in parallel to the main scheme from time to time. Moreover, each class has its own stock of free choice books which the children take home and change regularly throughout the week.

Children will have access to a variety of books and printed materials, which they will read and have read to them for enjoyment, interest and information.

We also provide opportunities for children to become confident speakers and writers by creating a stimulating environment and situations where the children can write for a number of different purposes and for a range of audiences.

Children will have many opportunities to write for different reasons. As they write they will be introduced to the relationships between sounds and letters using a scheme called Floppy Phonics, and most days there are 20 minute sessions to develop phonic knowledge. They are also taught the most common spelling patterns in words. It is important they are taught correct letter formation from the start as bad habits are difficult to break once they have been established, for example when writing their name they should use an initial capital letter only.

### **Numeracy**

Each class will have a daily session in numeracy, which will include oral work and mental calculation. This will be followed by the main teaching activity.

The children will be using the maths they are learning in practical situations to solve real problems, so that from the beginning they are able to understand the importance and relevance of maths to their everyday life. Maths language will be used as part of their play as well as in more formal situations.

They will also conduct mathematical investigations, which will help them to appreciate the enjoyment and excitement of maths. Mathematical concepts and processes will be introduced involving calculation, measurement, shape and space, and the handling of data.

We subscribe to Mathletics, an online maths learning resource. Every child is given a login and they can use the resource at home as well as at school, earning points that accumulate towards the gaining of certificates that are awarded in assemblies.

### **Science**

Young children constantly seek explanations for the world in which they live. This is scientific behaviour and is built on and encouraged in school. Living things, forces and energy, the environment and weather are among the areas of science that will be covered. As they explore each area of science they will be learning to develop a scientific approach. They will begin to make observations, ask questions, devise and conduct investigations and communicate their findings through talking and simple record keeping. The wildlife area and our school vegetable plot provide numerous opportunities for pupils in all year groups to learn about nature and life cycles. They derive much pleasure from working in these areas.



## **Religious Education**

We ensure that our aims for RE are consistent with the new Warwickshire Agreed Syllabus, copies of which are available in school for inspection. The syllabus states that Christianity and Islam will be studied as the major living faiths in this country, and another religion of the school's choice will also be studied. This other religion is Sikhism. Judaism, Buddhism and Hinduism are also encountered on at least one occasion. Having All Saints' Church on our doorstep provides opportunities for first-hand learning about practices in the Christian church as the pupils make regular visits there.

## **Sex Education/ PHSE**

Sex Education is not a planned subject in school, but as at home when the children ask questions, the staff will respond in an open and appropriate manner. There are a number of books in school which deal with subjects such as the birth of a new baby. The Taking Care Project is part of our PHSE programme and children are taught how important it is to feel safe and who they can ask for help at home and at school.

## **Design and Technology**

Children will be investigating the home and school environment and identifying problems which need a technological solution. Children will have the opportunity to design and make models, to look at how things around them work and to use programmable toys. They can take advantage of the after-school sewing club. For the past two years we have been involved in the British Council's Comenius project with schools in France, Italy and Finland, looking at the usage of water.

## **History and Geography**

Children will develop their understanding of places near to home (geography) and time that is the recent past (history), learning about the world around them and their own place within that world. There is a specific focus on exploration of the local environment such as the supermarket and the canal. We have established a link with a school in Bo, Sierra Leone. Children communicate by letter and email to learn about life in a different culture.

## **Physical Education**

PE lessons give children the opportunity to engage in physical activity. They are able to use large and small apparatus, to express themselves through dance and drama and to develop their physical skills. At lunchtime we have a variety of play equipment and large climbing apparatus. The lunchtime supervisors play games with the children and this further promotes their physical development. PE is also concerned with helping children to understand how their body works and

how they can care for themselves. As part of our PE Partnership work to develop hours spent on physical activity the children have a session of dancing each week, and a session with Coventry City Football Club. There are also football, agility, dancing and zumba after-school clubs.

## **Art**

Enabling children to express their own feelings and imagination is an important aspect of art. This may be from first hand experiences, from memory or in response to a story or poem. Such starting points have potential across the curriculum. The children have opportunities to work with different materials, such as pens, paint, collage and clay.

## **Music**

We aim to make music accessible and fun to pupils. We investigate the world of sound through games, activities and movement. This enables young children to experience singing, playing, composing and listening. Our music curriculum is enhanced by visiting musicians and performers, and by our children's visits to outside events. The federation choir is very successful and has taken part in many collaborative projects. There is a lunchtime recorder club.

## **Information Communication Technology**

Computers are used by the children throughout the school to access all areas of the curriculum. They learn discrete computer skills - word processing, data handling, modelling and controlling programmable toys. Moreover, the children have opportunities to use an interactive whiteboard which adds a new dimension to their learning. Also, the school has iPads for the children's use.

## **Educational Visits**

Each year group also makes educational visits to a variety of places linked to topic work. In the past these have included the local library, St John's Museum, the park and multi-sports at Myton School. Every year we have a whole school trip in the summer term.

## **Equality of Opportunity**

Every effort is made to ensure that all members of the school community are valued and treated equally, regardless of race, colour, culture and need. Equality of opportunity in our school means a sharing of values and the promotion of achievement and self esteem. It is about all of us reaching our full potential as individuals, and respecting social and cultural differences.

## **Child Protection and Safeguarding**

The staff and governors believe the school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. To this end everybody involved at Emscote Infant School, including volunteers, recognises they have a full and active part to play in safeguarding the children and protecting all pupils from harm. Mrs Cossins and Mr Queralt are the people responsible for safeguarding in the school. Under the education Act 2002 (section 175 for maintained schools) schools must make arrangements to safeguard and promote the welfare of children. Parents and carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will seek, in general, to discuss any concerns with the parent or carer and, where possible, seek their consent to make a referral to Children's Social Care if that is considered necessary. This will only be done where such discussion will not place the child at increased risk of significant harm or cause

undue delay. The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally concerns are passed on which are later found to be unfounded. Parents and carers will appreciate that the school's designated safeguarding lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.

### **ASSESSMENT OF CHILDREN'S LEARNING AND ACHIEVEMENT**

When your child starts school we make an assessment of his/her ability in all areas of learning and development. From then on, teachers are assessing children's ability and helping them to move forward in their learning. All children work at different levels and learn in different ways with different rates of progress. We take account of this in our teaching. What we, as teachers, find very rewarding is the progress that each child makes during his/her time with us. Children in all classes are regularly assessed and such assessments inform future planning. Teachers use tracking systems to plot progress of children and to identify special needs. Tracking also enable teachers to plan to meet specific and individual learning needs. Initially in the autumn term teachers set Learning Targets in reading, writing and maths and these are shared with you at parents' evenings. Targets are reviewed and new targets set throughout the year. In this way we give you the opportunity to support your child in an informed way.

The National Curriculum Tasks and Tests (SATs) assess part of children's learning at the end of year 2. The format of SATs has the emphasis on teacher assessment to establish a child's working level. You can see the results of last year's tests included in the School Data Dashboard at the back of this prospectus.

Children are awarded certificates for good efforts with their work, positive behaviour and acts of kindness. Other incentives include stickers for Magic Manners to promote respect for everyone in school, and a scheme whereby a picture of a clown is progressively coloured in when the children behave well and when the picture is completed the whole class earns a treat such as extra time on the adventure playground.

Every week one child from each class is nominated by their teacher to be Worker of the Week. Not only does this child receive a certificate, but their work is displayed in the entrance hall for the week ahead for all to admire. Children respond enthusiastically to having their positive behaviour rewarded and acknowledged in front of the whole school. We also have a reading trophy which is presented once a week to a child who has been making great efforts in reading.

### **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

At some time in our lives, all of us may need extra help and support with a particular area of learning. We identify any difficulties children have and work on those areas with the support of Teachers, Teaching Assistants and in some cases Special Needs Assistants. We follow the SEN Code of Practice which came into effect in May 2015. We have a clear policy for children with special educational needs and this is available in the school entrance hall for parents to read if they wish. We actively encourage the integration of children with special needs into our school community.

### **BEHAVIOUR AND DISCIPLINE IN SCHOOL**

***"Pupils behave exceptionally well both in lessons and around the school."*** Ofsted, April 2013

When children are occupied and interested in their work in a friendly and caring environment where they feel valued, there is a calm and controlled atmosphere. At home you will have been teaching

your child the difference between right and wrong. By example you will have been helping your child to develop positive attitudes and a sense of morality. We aim to continue this at school.

Assemblies and Religious Education and the expectation of good behaviour in school from all the staff will give the children a clear picture of the positive behaviour that is expected in school.

We expect the children to show respect for adults, honesty, tolerance, self-discipline, kindness and thoughtfulness to other children, and to resolve their disagreements through talking to each other. Children are involved in developing their own codes of behaviour.

We do not tolerate violence or bullying, disobedience or unkindness to other children. If a child's behaviour should give us cause for concern we will involve the parents at an early stage.

**Our policy on Behaviour and Discipline can be found on the school website [www.emscoteinfants.co.uk](http://www.emscoteinfants.co.uk) We value your support in helping us implement our policy.**

### **What do you do if you are concerned or worried about something that is happening in school?**

The headteacher and staff are happy to receive queries or worries and to help to resolve them. If, however, the problem cannot be resolved in school and you are still dissatisfied, there is an official County Complaints Procedure, copies of which are available for inspection in school.

## **SCHOOL INFORMATION**

### **The school day**

The school day starts at 8.55am when the bell is rung in the playground; pupils should be in the playground at least 5 minutes before the bell is rung. A member of staff is in the playground from 8.45am but your children continue to be your responsibility until the bell goes, unless you formally hand them over to the member of staff. Registers are taken as soon as the children go in to the classroom. The gates are locked at 9.00am and any children arriving after this time must report to the school office where the registers can be marked accordingly. Arrivals between 8.55-9.10am will be marked as "late before registers close". The registers will close at 9.10am so a child arriving after this time will be marked as "late after registers close" which is equivalent to an unauthorised absence.

Being on time for school is vital. Key subjects such as literacy and numeracy are often taught at the beginning of the school day and children who arrive late can miss essential learning. In addition late arriving children can miss important information on what is happening during the day which can leave them confused and distressed as they do not know what is going on. Punctuality is an important life skill and we would encourage the children to develop good habits at an early age. If your child is going to be late for school due to a medical appointment or other circumstances please ring the school office to alert them, and this will be marked as an authorised absence.

The playground gates are unlocked at 2.50pm ready for the end of the school day at 3.00pm. Children should not play on the adventure play area outside of school hours. Lunch time is 11.45am – 1.15pm.

### **Absences from school**

The school must be informed in writing if children are to be absent for **any** reason. In the case of illness the office must be telephoned on the first day of absence. Authorised reasons for absence



include sickness, hospital appointments, dentist, religious holidays, clinic and funerals. Medical appointments should be arranged, if possible, outside the school day. Where this is not possible it is expected that pupils only miss part of the day. Unauthorised absences include shopping, visiting relatives and parents being unwell.

### **Leave of absence in term time**

**Headteachers are not permitted to authorise absence for holidays taken during term time. They are permitted to grant leave only in exceptional circumstances.** If the exceptional circumstances are accepted the headteacher will determine how much absence will be authorised. Applications for leave of absence in exceptional circumstances should be made in advance; application forms (available from the school office or downloadable from the website) must be filled in and returned to school no less than six weeks prior to the start of the proposed absence. Each application is assessed based on attendance and using strict government criteria, and if the application does not meet these criteria you will be told your leave of absence cannot be authorised. Please note leave of absence which is unauthorised should not be taken. If it is taken parents are in breach of their legal duty to ensure that their child attends school full time and may be subject to a Fixed Penalty Notice or prosecution through the courts. Parents of children in year 2 should note that SATs are administered each year in May. The headteacher will not, therefore, authorise leave taken during this time under any circumstances.

### **Security**

After 9.00 am and until 2.50 pm the school gates are locked. This is to ensure that the children are safe. Please ring the front door bell to gain access and open the right hand door when released. All visitors must report to Mrs Baker and Mrs Harvey in the school office. If visitors are staying on the premises they need to sign in and collect a visitor's badge. They will be asked to leave mobile phones in the school office.

### **Admission to school**

Every child can begin school in the September of the year in which he/she becomes five. (A school year runs from 1 September to 31 August.) Parents must apply directly to the Admissions Service by completing a preference form. For further information please contact the Admissions Service on 01926 742037 or 01926 742047, or look at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

Our school has places for 60 reception class children. When accepting children for our school the Local Authority's criteria are used, as follows:

- (1) Children living in the priority area (given in the area booklet) who have a brother or sister at the school at the time of admission.
- (2) Children living in the priority area who have a brother or sister at the partner junior school (or primary school) at the time of admission.
- (3) Other children living in the priority area.
- (4) Children from outside the priority area who have a brother or sister at the school at the time of admission.
- (5) Children from outside the priority area who have a brother or sister at the partner junior school (or primary school) at the time of admission.
- (6) Other children from outside the priority area.

Within each criterion first priority is given to children in the care of, or provided with accommodation, by a local authority (under the terms of the Children Act 1989 Section 22). Next

priority within each criterion is given in order of distance between the child's home and school. This applies equally to those living inside and outside the county.

In the April before your child starts school you will receive a letter offering you a place at school from the Admissions Service. You will then receive a letter from us about the arrangements for starting school. This will include details about an information evening for the parents of new children, an induction day when the children can visit the school and the offer of a home visit from your child's class teacher before they start school. All these arrangements have been made to make your child's start as successful as possible and to enable an initial strong link to be established between home and school.

### **Arrangements to visit the school**

New parents: You will be very welcome to visit the school and talk to the headteacher. Please ring the school office on (01926) 491433 to make an appointment, or email [admin2332@welearn365.com](mailto:admin2332@welearn365.com)

Parents whose children are at school: If you wish to see the headteacher for any reason please make an appointment with the school office on (01926) 491433 or email [admin2332@welearn365.com](mailto:admin2332@welearn365.com) Class staff are generally available at 3.00 pm every day. If you need to come into school during the school day please report to the school office on arrival.

### **Universal Infant Free School Meals.**

All children in reception, year 1 and year 2 at state-funded schools in England are entitled to a free hot school meal. We would encourage all the children to take up this offer.

### **Packed Lunches**

If your child would prefer to bring in their own packed lunch we would ask that you do not include nuts in their meal as we have a number of children with nut allergies. In addition we would ask that they do not bring fizzy drinks to school.

### **Pupil Premium**

Pupil premium funding, essential additional grant money given to the school from central government to provide vital extra resources to support children in need, used to be allocated according to the number of pupils registered for free school meals. As every child is now entitled to a free school meal, regardless of circumstances, we will ask every parent to complete a form to help us check for eligibility to claim pupil premium (currently worth £1,300 per registered pupil).

### **Coolmilk**

Milk is available for children through the Coolmilk scheme. The cost is about £15 a term (or free to children under 5 years); you can pay using a variety of methods half-termly, termly or annually. You can register your child at [www.coolmilk.com](http://www.coolmilk.com) or pick up a form from the school office. If your child is entitled to free school meals they can have free milk in school if they would like it.

We also have a "healthy snack" on sale in school at morning break. For 20p children can have a slice of toast. Under the government's fresh fruit and vegetable scheme each child is given a piece of fruit or vegetable daily free of charge.

## **Water dispensers**

Research shows the importance of children drinking regularly throughout the day. To address this issue we have water dispensers in school. On entry to school each child is given a bottle of water. Children are encouraged to drink throughout the day. Parents are asked to make sure that the bottles are taken home regularly for washing. Replacement bottles can be purchased from the school office at a cost of 30p each.

## **Cash in school**

There are times when children need to bring money to school (for trips, books, charities, etc). **The money should be sealed in an envelope with the amount, what it is for, and the child's name and class clearly marked on the envelope.**

## **Medicine in school**

If your child needs to take medication in school please complete a permission form obtainable from the school office. All staff have basic first aid training.

## **Act of Collective Worship**

Every day there is a whole school Act of Worship\* for a quarter of an hour. We have a different theme for each month and these include animals, positive attitudes, community, famous people and books. We also celebrate the main Christian festivals and some from other faith groups. Details of assemblies are kept in a file and parents are welcome to look at this on request.

\* Parents may request that their child is excused from the daily Act of Worship in school.

## **UNIFORM**

### **Boys**

Light blue (optional with embroidered school logo) or white polo shirt

Long or short grey trousers

Grey or black socks

Maroon sweatshirt with embroidered school logo

Black or brown shoes (no brightly coloured trainers)

Maroon book bag with embroidered school logo

Maroon reversible showerproof fleece with embroidered school logo (optional)

White or blue t-shirt, blue or black shorts and elastic-topped or Velcro-fastening pumps in a named drawstring bag for PE

Cut-down shirt or overall for art and craft work

### **Girls**

Light blue (optional with embroidered school logo) or white polo shirt

Grey skirts, pinafore dresses or trousers (winter), red checked or striped dress (summer)

Grey or black tights or socks (winter), white socks (summer)

Maroon sweatshirt/sweatcardi with embroidered school logo

Black, brown or navy blue shoes (no open-toed sandals or brightly coloured trainers)

Maroon book bag with embroidered school logo

Maroon reversible showerproof fleece with embroidered school logo (optional)

White or blue t-shirt, blue or black shorts and elastic-topped or Velcro-fastening pumps in a named drawstring bag for PE

Cut-down shirt or overall for art and craft work

Jewellery (bangles, bracelets and chains) and nail polish should not be worn in school time. A small watch may be worn. If a child has their ears pierced one pair of plain studs may be worn. Children are not allowed to wear jewellery during PE, therefore it is advisable to remove your child's earrings for the days they have PE.

**All clothing, and belongings, must be clearly named.**

Uniform with embroidered logo will be available to purchase from Rascals of Warwick, 1 Coten End, Warwick CV34 4NT. Tel: (01926) 497879.

### **Which is the next school for your child?**

The majority of children from Emscote move on to our federated junior school All Saints' CofE Junior School, Nelson Avenue, Warwick, CV34 5LY [www.allsaintswarwick.co.uk](http://www.allsaintswarwick.co.uk). We make every effort to ensure your child's smooth transfer from one school to the next. The children have several opportunities to visit All Saints' and prior to transfer staff from the two schools liaise regularly. In addition, we have good relations with the other junior schools in Warwick.

### **SCHOOL TERM DATES – SEPTEMBER 2017 TO JULY 2018**

#### Autumn term 2017

Staff training days	1 <sup>st</sup> and 4 <sup>th</sup> September 2017
Begins	5 <sup>th</sup> September 2017
Half-term	23 <sup>rd</sup> – 27 <sup>th</sup> October 2017 (inclusive)
Staff training day	30 <sup>th</sup> October 2017
Ends	22 <sup>nd</sup> December 2017

#### Spring term 2018

Staff training day	5 <sup>th</sup> January 2018
Begins	8 <sup>th</sup> January 2018
Half-term	19 <sup>th</sup> – 23 <sup>rd</sup> February 2018 (inclusive)
Ends	29 <sup>th</sup> March 2018

#### Summer term 2018

Begins	16 <sup>th</sup> April 2018
Half-term	28 <sup>th</sup> May – 1 <sup>st</sup> June 2018 (inclusive)
Staff training day	4 <sup>th</sup> June 2018
Ends	20 <sup>th</sup> July 2018

The school may also be closed for other circumstances and we will endeavour to give parents as much notice as possible of those dates. For term dates from September 2018 onwards please visit: [www.warwickshire.gov.uk/schoolholidaydates](http://www.warwickshire.gov.uk/schoolholidaydates)

## SCHOOL ACTIVITIES

There are many activities which happen in school that are part of your child's school life. There is a Harvest Festival each autumn, and at Christmas there are concerts and a Christmas Party and in the summer term we hold a Leavers' Concert and Barbeque for year 2.

As part of a theme or project children may go out of school on an appropriate visit. The children may visit a zoo, museum, farm or wood, and they are given the opportunity of studying the environment around the school. \*\*

We have many visitors to the school, including drama and music groups, people bringing animals, people from the community and others.

On Friday afternoons there is a Book Club which all children may join. Each week children can purchase stamps for 10p or more to put on a savings card which when complete can be used to buy a book of their choice.

After-school activities do take place if there is sufficient demand, for example: sewing, football, cheerleading, art, computers, Spanish, maypole dancing and gymnastics.

The school is informed from time to time of courses being run in the community. Such information is passed on to parents.



\*\* Voluntary contributions are requested for trips taken in school time. A copy of the contributions policy is available in school for inspection.

## **PARENTS, THE COMMUNITY AND THE SCHOOL**

- 1. Parents in School** – We encourage helpers in school. This assistance is a valuable link between home and school and can help improve your understanding of what happens in school. It benefits all the children by giving them more individual attention from adults. If you would like to get involved in helping children with cooking, computer work, sewing, playing board games and so on please see your child's teacher to arrange a time. We ask everyone who helps in school to leave their mobile phone with the school office.
- 2. The Friends of Emscote Infant School** - We are all Friends of the school. Each year the PTA has an Annual General Meeting when committee members are elected. During the year the committee plans fun and fund-raising events for the children and their parents. The money raised helps every child in the school. The Friends have been able to buy many very useful items for the school that we would not otherwise have been able to afford.
- 3. Newsletters** – Newsletters are published on the first Friday of each month and will be emailed to the primary contact. If you would prefer to receive a hard copy in your child's bookbag please let the office know. Please read them carefully and keep them in a safe place. The newsletters are also published on the school website so you can check that you haven't missed any information.
- 4. Sharing assemblies** - These give parents and friends the opportunity to see the wide range of exciting work which goes on in our classes throughout the year. Advanced notice of the dates is given to parents and we would love to see you come and share in the children's successes.
- 5. Emscote Pre-School** - We have strong links with this group, which meets on the school premises. Teachers from Emscote and the Pre-School liaise regularly and work co-operatively to co-ordinate activities. Reception staff visit the Pre-School to work with the children and the Pre-School staff and children visit Reception classes. We also welcome the Pre-school into our Friday assemblies.
- 7. Charities** - In line with our policy on citizenship and the general ethos of Emscote Infant School we like to support local, national and international charities over the school year. In this way we encourage our children to consider the very real needs of other people in the world.
- 8. Parent Representatives** – Each class has two Parent Reps who act as points of contact between teachers and parents. They arrange such things as parent helpers to accompany children on educational visits or to help with Christmas parties.
- 9. Scallywags Activity Club** - Scallywags operate a breakfast club, an after school club and a holiday club from the Contact Centre at All Saints Church. Arrangements can be made for children at Scallywags to attend after school clubs if they so wish (see opposite).

## **Scallywags Activity Club**

### **What is Scallywags Activity Club?**

Scallywags provide childcare for children who attend Emscote Infants and All Saints' CofE Junior Schools before and after school.

### **Where are we?**

We are based in the Contact Centre, behind All Saints' Church in Warwick.

### **What do we do?**

Children enjoy being with other children and thrive in their company and parents are looking for a safe place where the needs of their children can be met. In response to this, we offer a range of services for children between the ages of 4 and 11 years. Parents working hours do not coincide with the conventional school day and can be the greatest challenge of all. We offer a range of age-appropriate activities with lots of choice, creating opportunities for fun and more social interaction. We are able to offer all this in a space that is safe and secure. We are an Ofsted-registered club and activities are planned in accordance with Early Years Foundation Stage guidelines. We also hold public liability insurance.

### **Before school: 7.30 – 9.00am**

The club is informal and friendly, allowing children a choice as to how they start the day: some children like to wake up slowly others prefer to get on and play.

Each morning a choice of 3 healthy breakfast cereals, toast with jams and spreads and fruit is provided, children are encouraged to help themselves, sit down and talk together before they are walked to school.

### **After School Club: 3.00 – 5.45pm**

Children are collected by at least two members of staff from their school at the end of the day. An extensive range of activities are available such as construction, table-tennis, pool, iPads, dressing up, games, arts and crafts, as well as access to an outdoor play area for the children to play on scooters and skipping ropes etc. A quiet area is always available for those wishing to do their homework or to chill.

Children are offered a light healthy snack, which includes wholemeal and white bread, crackers with various fillings, along with fruit and vegetable crudités. Sugar-free squash and water are also available for children to help themselves

**For more information please contact:**

**Website:** [www.scallywagskids.co.uk](http://www.scallywagskids.co.uk)

**Email:** [info@scallywagskids.co.uk](mailto:info@scallywagskids.co.uk)

**Mobile:** 07834 241414

**The Contact Centre  
All Saints Road  
Warwick  
CV34 5NJ**