

Chadsmoor Community Infant & Nursery School

Information Booklet



Chadsmoor Community Infant & Nursery School is part of the Chadsmoor Federation with Chadsmoor CE (VC) Junior School.

Our Motto is:

"Enjoying Achieving Together"

www.chadsmoorfed.staffs.sch.uk

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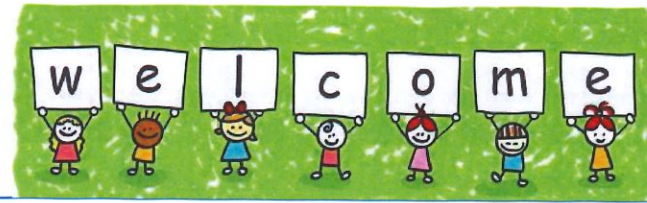
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Welcome to Chadsmoor Community Infant & Nursery School.

Over the next 3 years (7 across the federation) your child will develop academically, socially and emotionally; building confidence and independence. Expectations at the Federation are very high and will be shared with you at every stage so you can support your child.

As part of the Chadsmoor Federation it is very important that we are consistent with our approaches to all aspects of school life across both schools. Therefore policies and procedures are the same. All staff including Teachers, Teaching Assistants and our Pastoral support worker will support your child with their learning whether academic, social or emotional.

We cannot emphasise enough how important your support is in your child's development.

We look forward to working with you.

Mrs Jennie Westley—Executive Headteacher

Mrs Sue Johnson—Head of School

Values & Behaviour

At Chadsmoor Federation, Values are very important to us and an integral part of all our work. We particularly focus on:



As part of encouraging children to develop these values, we use an online program called 'ClassDojo'. Children earn **GREEN DOJO** points for positive behaviour. By providing your email address you will be provided with an account where you can see your child's achievements. **RED DOJO** points are introduced as consequences if rules are broken. These are given as a last resort, following a number of reminders and warnings.

Learning activities taking place in Reception will also be shared with you and ideas for developing learning further at home.

Safeguarding

School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. School recognises its legal duties to work with other agencies in safeguarding children, to protect them from harm.

This means that we have Child Protection policies and procedures in place. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these policies and procedures. Parents and carers are welcome to read these policies on our website

www.chadsmoorfed.staffs.sch.uk/federation/policies

The staff seek to adopt an open and accepting attitude towards children as part of our responsibility for pastoral care. Staff hope that parents and children will feel free to talk about any concerns and will see school as a safe place to do this. Children's worries and fears will be taken seriously if they seek help from a member of staff.

We have a legal responsibility to report any child protection issues. Staff who observe significant injuries, which appear non-accidental, or are told anything significant by a child, **must** report their concerns to the staff responsible for Safeguarding. Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school under local "Children in Need" procedures. Clear and accurate information will be kept on record in line with data protection laws.

In this school:

The Designated Safeguarding Lead in school is Mrs J Westley

The Deputy Safeguarding Lead is Mrs S Johnson

Pastoral Support Worker is Mr W Moreton

The Designated Safeguarding Governor is Mrs M Whiteman

Uniform

Uniform

White shirt or polo shirt

Black or grey trousers or skirt or pinafore

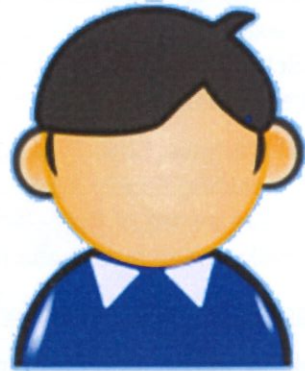
School sweatshirt or cardigan (royal blue)

Black 'sensible' shoes (no trainers)

In the Summer children may wear:

Blue & white checked dress

Black or grey shorts



We have 2 suppliers of school uniform:

Crested School Wear

1 Wolverhampton Road

Cannock Town Centre

(Situated next to Subway)

www.crestedschoolwear.co.uk

School Trends

www.schooltrendsonline.com

It is recommended that long hair is tied up jewellery is NOT worn except for a watch and a pair of stud earrings.

Important!

Please make sure all clothing is clearly labelled with your child's name.



PE Kit

You will be notified when your child starts school of their PE day. We ask children to come to school dressed in PE kit on their PE day. Suitable PE clothes include:

Tracksuit/jogging bottoms/leggings

t-shirt

School sweatshirt

Trainers

Please ensure long hair is tied back.

PE may take place indoor or outdoors.

No jewellery should be worn for physical education lessons.

It is necessary for your child to leave earrings out in order to prevent any accidents occurring. As it is a requirement that all pupils participate in P.E. lessons and staff are not allowed to remove earrings, you will be contacted to come to school and remove earrings left in by accident. Your child will not be allowed to participate in P.E. if earrings are not removed. We are no longer able to cover newly pierced ear studs with plasters for Health & Safety reasons.

Attendance

Good attendance is really important to all children in order to make progress and get the most out of their school experience. As a school we monitor attendance on a half termly basis.

Every half-day absence from school has to be classified by school as either **Authorised** or **Unauthorised**. This is why information about absence is vitally important.

If your child's attendance is 95% or better, they will receive an attendance certificate – This is great! If your child achieves 100% attendance for a half term (usually around 6 weeks), they will be invited to take part in a special reward event.

If your child's attendance falls **below 95%** you will receive a letter informing you that your child has had above average amount of time off school. This will be expected to improve over the coming half term.

Our Pastoral Support Worker will make contact with you to discuss concerns and any support you may need.

Our attendance policy states that you may receive a home visit if your child does not attend regularly.



If your child's attendance drops **below 90%**, this is a significant concern. Attendance will be monitored regularly and **must** improve over the next half term. Medical evidence of illness will be requested for authorised absence at this point. If attendance does not improve, **you may receive a penalty notice**.

If your child is unwell you need to contact the school office on the first day of the absence either by telephone 01543 570718 before 9.30am or call into the office and speak to a member of staff. **Text messages are sent out to absentees if you have not contacted us.**



Any un-notified absences will be classed as unauthorised!



If you are planning to take a holiday in school time you must complete a leave of absence form for your child, in advance. Forms are available from the school office. Leave of absence for holiday is only authorised in exceptional circumstances for a maximum of 10 days in a year. Taking a holiday in term time could result in a penalty notice being issued by the Local Authority.

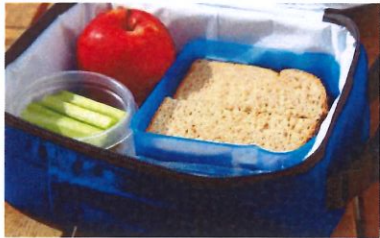
If your child is unwell at school or if an accident occurs we will notify you immediately. It is extremely important, therefore, that we always have your up to date contact details i.e. address, telephone numbers or other contacts.

If it is necessary for your child to leave school during the day a message to the school office is most helpful. You will need to come to the school reception to sign your child out of school.

Further information about attendance is available in the attendance policy that can be found on or school website.

Healthy Eating For Breaktimes and Lunch

ALL infant pupils are currently entitled to a free school meal due to the universal free meals initiative. A drink of water is available. Meals must be pre-ordered on School Grid and can be ordered for the week or more in advance. In September we will send you a link via email to the site to register. <https://app.schoolgrid.co.uk>



Packed lunches may be brought into school but must adhere to the healthy eating policy. All foods must be stored in a suitable air tight container and clearly labelled with your child's name and class. Sandwich boxes are stored on shelves in the corridors. Please consider this when preparing lunches, particularly during the hot, summer months.

We know that your child's health is as important to you as it is to us, so we actively encourage healthy eating.

A variety of fruit is provided at break times and throughout the day from the free fruit scheme. Children are encouraged to eat at least one piece of fruit each day. We ask children to bring water in a named water bottle. This is available during the whole school day.



Bringing Children to School

Children should be brought by an adult, through the gate to the Key Stage 1 playground where the lollipop lady stands. If you have a child in Y1 or Y2 please remain on this playground until the bell rings. If you only have a child for YR or YN please continue around the building to wait on the Foundation stage playground. The gate is open from about 8.45am. Members of Foundation Stage staff are always at the door in the morning should you wish to share any information or pass on messages to the class teacher. If you wish to make an appointment to see the teacher this can be arranged for you. Teachers are busy with children in the morning, preparing the classroom and settling children, but are more than happy to see you after school.

Your child should stay with you on the playground until the bell goes at 8.50am. Please do not allow your child to run around the playground or to line up by the doors before the bell rings.

We ask that once children are full time, parents should stay on the playground and **not enter** the school building. You can watch your child walk to the door from the playground where members of staff will greet them.

Once your child is safely into school please exit the school grounds by following the one way system past Starfish class exit door.

If you arrive at school after the gate has closed in the morning please bring your child to the office at the front entrance of school. There you will need to sign them in and they will be taken to their classroom.



Collecting Children at the end of the day

Adults should enter school through the gate to the Key Stage 1 playground, by the lollipop lady. The gate is usually open from about 3.10pm. You should then make your way round the back of the school to the Foundation stage playground (at the rear of the building).

Starfish class will leave school by the classroom door. We will direct you from the Nursery gate. Lions class will leave by the small room door, next to the Nursery entrance. We will dismiss the children individually as you approach the door.

In order to ensure your child only goes home with people you have asked, please keep us informed of any changes to the names of people who may collect your child by notifying your child's class teacher. List any adults (**not siblings under the age of 16**), including yourself, that you give permission to collect your child. If someone we don't recognise collects your child we may ask for their name just to check that they are on that list. We are unable to release children to adults not named by yourself. If someone other than their usual parent/carer is collecting them please let us know, either by telling Mrs Moulden in the morning at the door, by letter, by telephone to the office or by dojo message.

If your child's teacher needs to speak to you they may call you over. Please don't be alarmed, often this is just to pass on a message to you about something that has happened during the day which we feel you may need to know about. Please also check in their book bags as some accidents they have had at dinner time are reported to you by notes written by the lunchtime supervisors.

If you need to speak to the teacher, please wait until the teacher has dismissed all of the children safely so we can listen attentively to you.

Once you have collected your child please exit by the Key Stage 1 playground where you can also collect older siblings, or by the gate next to Starfish' classroom and the school office.

Uncollected children

If you know you will be late collecting your child please phone the school to let us know. This helps us to reassure your child who may be upset.

They will then be taken down to wait by the school office. If you arrive after the gate has closed, please go to the main front entrance of school.

- At 3.30pm we will phone you and if you are not available we will phone the other contacts on the emergency contact list.
- At all times the happiness of your child is paramount and children will be reassured by staff that they will soon be collected and kept informed of who is picking them up and when.

BRINGING & COLLECTING YOUR CHILD FROM SCHOOL



Please, please can we ask that for the
safety of all our children you

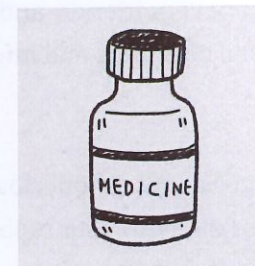
***do not park on the school car park
or outside the school gates.***

Medication in School

If your child has been **prescribed** medicine which must be taken **4 times a day** (and therefore during school hours) or your child requires an asthma inhaler, you will need to complete our medicines form. Medication should be in the original packaging with the dispensing label from the chemist.

You can collect a form at the school office.

The medicine/inhaler can then be administered by an appropriate adult at the required time.



Website

Please take a look at our website.

Our website can be found at...

www.chadsmoorfed.staffs.sch.uk

Our website contains everything you need to know about our school and our school life!

Newsletters with up to date information about events taking place can always be found on there.

And Finally!

Concerns, Questions or Worries.

A member of staff is always available each day on the gate. Should you wish to speak to a member of teaching staff please speak to them at the end of the day as the lessons start promptly with learning activities and the supervision/safety of your children are paramount. You can send teachers a message through dojo and staff will respond as soon as they are available to.

The school office are very friendly and approachable with answers to most organisational questions and information about events.

Important messages about school closures/events/trips etc will sometimes be sent direct to your mobile phone. Therefore it is **VERY** important that we always have an up-to-date mobile contact number for the main parent contact.

If you change your mobile number ...PLEASE LET US KNOW!

