



# SHEPTON MALLET COMMUNITY INFANTS' SCHOOL AND NURSERY

---

*2019/2020*

BROCHURE



Shepton Mallet Community Infants' School  
& Nursery

Waterloo Road

Shepton Mallet

BA4 5HE

Tel: 01749 342322

Email: [sheptonmalletinfants@educ.somerset.gov.uk](mailto:sheptonmalletinfants@educ.somerset.gov.uk)

Headteacher: Mrs Honoria Thompson

Chair of Governors: Mrs Kate Lovell



Our Web Site Address is:

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

# CONTENTS

| Page |                                       |
|------|---------------------------------------|
| 3    | Welcome                               |
| 4    | School Aims and Values                |
| 5    | Our Nursery                           |
| 6    | Staff & Governors                     |
| 8    | Organisation and the School Day       |
| 10   | Before & Starting School              |
| 12   | Golden Rules                          |
| 13   | Uniform, Healthy Eating, School Meals |
| 15   | Pupil Premium                         |
| 16   | Safeguarding                          |
| 17   | Holidays during the school term       |
| 18   | Attendance                            |
| 19   | The School Curriculum                 |
| 21   | Assessment                            |
| 22   | Special Needs                         |
| 23   | Homework                              |
| 24   | Further Information                   |
| 26   | Parents' and Friends' Association     |
| 27   | Privacy Notice                        |
| 30   | Your Child's Next School              |
| 31   | Calendar                              |



Dear Parents/Carers

On behalf of the staff and governors of Shepton Mallet Community Infants' School & Nursery I would like to welcome you and your child.

We recognise and value the uniqueness of every child, helping all to achieve their best within a happy, secure and creative environment. We aim to teach children skills and knowledge and to develop concepts which will enable them to grow into positive, responsible people who can work and co-operate with others and who are well equipped for life in today's rapidly changing society.

This is a happy, family school in which we encourage all members of the school to have a caring and considerate attitude towards one another; this strong community spirit is fostered by everyone involved in the school. The school provides a broad and balanced, challenging and creative environment, made possible by our highly committed team of teachers, support staff and governors. In our latest Ofsted report (February 2018), we were rated 'good' in all areas, and we were described as 'a school where pupils can thrive and learn'.

We believe in developing a strong partnership with parents and we actively encourage their help and involvement in the life of the school. If there is ever any aspect of your child's education that you wish to discuss please come and talk to us.

This booklet is designed to give you a range of information about our school, which I hope you will find useful.

Yours sincerely

*Honoria Thompson*

Mrs. Honoria Thompson  
Headteacher

## AIMS OF THE SCHOOL

Together, the staff and governors aim to provide a safe, happy, caring, attractive and well-ordered environment in which children are encouraged to share the responsibility for their learning.

We value each child as an individual as well as an important member of the school. We aim to provide each child with the basic skills he/she needs for work and life.



To achieve this, the school aims to:

- promote enjoyment in learning
- help pupils develop lively, enquiring minds and the ability to question and to discuss rationally
- support each child in attaining a high personal standard in all aspects of school work and school life
- maintain a calm working atmosphere where high quality learning takes place
- develop children's awareness and appreciation of the world around them and the ability to make sound value judgements.







## Nursery and Wrap Around Care

We are very fortunate that our school includes our on-site Nursery run by our specialist Early Years' Teacher and Nursery Nurses who provide a high quality experience for children from three months of age until they are ready to start school. We were rated 'Outstanding' by Ofsted in our inspection of September 2016.



The Nursery is free for up to 30 hours per week for those children who are over three (and some 2 year olds) and open to all children in the Shepton Mallet area.

We also provide wrap-around childcare for 0 – 7 year olds, 8:00 am - 6:00 pm (50 weeks of the year). For more information please see our Nursery Brochure.



## SCHOOL & NURSERY STAFF AS AT JUNE 2018

|                            |                          |                  |                      |
|----------------------------|--------------------------|------------------|----------------------|
| Headteacher:               | Honoria Thompson         |                  |                      |
| Deputy Headteacher:        | Elaine Hewitt            |                  |                      |
| Teaching staff:            | Joe Atkinson             |                  |                      |
|                            | Suzie Glover             |                  |                      |
|                            | Sam Maddaford            |                  |                      |
|                            | Katie Purnell            |                  |                      |
|                            | Emma Tomlinson           |                  |                      |
|                            | Hazel Seaman             |                  |                      |
|                            | Debbie Dance             |                  |                      |
| SENCO                      | Elaine Hewitt            |                  |                      |
| Nursery Teacher/Manager:   | Claire Dargie            |                  |                      |
| Deputy Child Care Manager: | Janet Hardwood           |                  |                      |
| Deputy Child Care Manager: | Misha Hunt               |                  |                      |
| Nursery Nurses:            | Derryn Davies            | Teresa Smith     | Kayleigh Fowler      |
|                            | Maddy Hill               | Sophie Buck      | Magdalena Dmytryszyn |
|                            | Aleisha Baker            | Hannah Bevan     |                      |
| School Administrator:      | Léonie Hayne             |                  |                      |
| Finance Assistant:         | Claire Parfitt           |                  |                      |
| Support Staff:             | Mary Barham              | Nicola Barnett   |                      |
|                            | Maggie Jas               | Anna Gait        |                      |
|                            | Tina Hamblin             | Angela Laugharne |                      |
|                            | Petula White             | Jane Mitchell    |                      |
|                            | Joanna Baylis            | Joanne Breeze    |                      |
|                            | Louise Leadbeater        | Jeanette Bratton |                      |
|                            | Zoe Davies               |                  |                      |
| Lunchtime Supervisors:     | Vanessa Warren (Snr LTS) | Sally Cox        |                      |
|                            | Janet Joce               | Kayleigh Fowler  |                      |
| Lunchtime Play Leader:     | Zoe Davies               |                  |                      |
| Cook:                      | Sarah Baker              |                  |                      |
| Caretaker                  | Tony Hewitt              |                  |                      |
| Cleaners:                  | Sarah Baker              | Vanessa Warren   |                      |
|                            | Maggie Jas               |                  |                      |
| School Crossing Patrol:    | Sally Cox                |                  |                      |

## THE GOVERNING BODY

The Governing Body consists of people nominated by the County Council, parents, staff and members of the local community, as well as the Headteacher. Their role is to maintain an overview of the school and to have a general oversight of the conduct and curriculum, providing those essential links between the school, the community and the County Council. Throughout the years, Governors have increased responsibilities; these increased duties include support for the appointment of staff, responsibility for the school building and grounds, and responsibility for deciding how the school budget will be spent. The School Governors meet at least once every term.

The Governing Body of our school consists of:

The Headteacher

- 1 Local Authority representative
- 3 Community representatives
- 2 Parent representatives
- 1 Teacher representative
- 1 Associate member and
- 1 Clerk

The County Council relies heavily upon the Governing Body to bring to its attention matters of concern (including the application of the Authority's and Government's policies) and to make suggestions which will help to support the Headteacher and Staff in their work at school.

***An up-to-date list of Governors is always available  
from the School Office***





## ORGANISATION OF THE SCHOOL

The organisation of our classes is governed by the number of children in each year group and a class limit of no more than 30 children.

This year we will have five classes.

They are as follows:

- Reception
- Reception
- Year 1
- Year 1/Year 2
- Year 2



The reception children are taught together in Key Worker groups under the supervision of the class teacher. All other classes have a class teacher and at least one teaching assistant supporting the children in their learning.

Parents and other helpers are always very welcome and we ensure all volunteers are DBS checked. If you wish to volunteer, please see the School Administrator to collect the necessary forms.



## THE SCHOOL DAY



8.45 am - School doors open

8.55 am – Doors close

8.55 am - 12 noon (morning session)

10.30 am – 10.45 am (break time)

12 noon - 1.00 pm (lunch break)

1 pm- 3.15 pm (afternoon session)

The school day begins at **8.55 am**. Please stay with your child until he/she enters the school for registration. Until the register is taken there is no record of which children are present and which are absent.

Please do not come into the school building in the morning if your child is in Years 1 or 2. If you have an urgent matter to discuss with your child's class teacher, please tell the staff in the office and they will immediately inform them.

Please be on time! If you arrive late, i.e. after 8.55 am, please take your child directly to the office where his/her lateness is recorded. If your child arrives after 9.25 am this will be marked as an unauthorised absence, unless it is due to a pre-arranged appointment or exceptional circumstances.

At the end of the day please wait outside in the playground. Once staff in your child's class have seen you, they will direct your child to you. Please be patient as your child is responsible for collecting his/her belongings, e.g. book bag, coat, letters, etc. before coming to you.

If you need someone else to pick up your child please inform us because, in line with our policy, we will not allow children to go home with people we don't know. We take the safeguarding of your child very seriously.

If there is an emergency and you are delayed, please notify the school as soon as possible. Remember – young children become anxious very quickly!

## BEFORE STARTING SCHOOL

### How you can help your child

Social skills such as consideration of other children's and adults' needs, turn taking, appropriate ways of approaching other children, are all very important skills to be learned.

When opportunities arise, reinforcement of appropriate behaviour would be appreciated. You may also like to do some activities with your child before he/she starts school:

- Settling in at school will be a lot easier if your child can dress and undress easily, blow his/her nose and go to the toilet alone.
- Let your child cut out pictures from magazines, cards, etc. They may like to stick them into a book.
- Talk and read together. Discuss the pictures in the book and ask what is going to happen next. Ask your child which bit was the most enjoyable.
- You could shop together, talk about money, sing songs, make up rhymes, paint and draw.
- Young children learn a lot from sand and water play; they love to tip water from one pot to another. Perhaps you could encourage this in the bath.
- Children love to count. Try counting the ducks on the pond or the flowers in the vase.
- Measure your child and talk about "big" and "little", "heavy", "long" and "short".
- When you are chatting, mention colours and the days of the week. If children are familiar with these concepts, they will not find school such a different place.
- Give your child opportunities to write. Praise all their efforts. Although this writing may not be legible to an adult, it will have great meaning to your child and as such should be valued.



## STARTING SCHOOL

It is our intention to give all eligible children the opportunity to become part of the school from September. We are determined that starting school will be a happy experience for all children.

### Admission to School

In accordance with the County Admissions Policy, children are entitled to start school from 1<sup>st</sup> September following their fourth birthday. If you require further information please contact our School Administrator who will be pleased to help.

### Entry to School

The Department for Education's admission code states that schools should offer full-time school hours to pupils starting in Reception classes.

Somerset County Council have informed schools that this offer should be made to parents but schools may still promote their part-time induction programmes.



The group of schools in the Sheppey Valley CLP are continuing to promote their part-time induction programme because it gradually introduces children to the different elements of the school day. It enables children to become familiar with the environment, new members of staff and routines over a period of time. Even when children have attended nursery or pre-schools full-time, starting school introduces new experiences, an increase in expectation and children have to do this with a lower adult to child ratio.

Entry to Reception class is staggered over the first few weeks with new entrants starting school part-time and gradually building up to full-time. We aim to have an initial two week induction, when the children will attend for half days. After that, they will stay for lunch and then work up to full days.

Further details of times and dates are given at the meeting of new parents which is held in June. Please do let us have any information which you think may help us to settle your child into school life with ease. If you have any anxieties, please do not hesitate to see the class teacher. We are a friendly team and very approachable!

# Our Golden Rules

## Always...

**Be kind to each other with words and actions.**



**Look after equipment and tidy up.**

**Do as you are asked by grownups straight away.**



**Show good listening and looking.**



**Move around the school in a sensible and calm way.**



## SCHOOL UNIFORM



All schools in Shepton Mallet expect children to wear uniform. Our children wear a royal blue sweatshirt or cardigan with black or grey skirt, pinafore or trousers.

Trousers, pinafores, skirts and checked or striped blue and white dresses can be found locally or in mail order catalogues.

**School sweatshirts, polo shirts, reversible coats, book bags and sun hats with the school logo** are available to order at the

School office or in store at Identity Kits shop in Wells or online at:

<http://www.identitykits.co.uk/>

Please contact the school office for more information.

Please ensure your child wears sensible flat school shoes with laces or buckles (if they can do them) or Velcro straps. For the first time this year the Governors have agreed that children may wear plain black trainers for school. **These must have no other colour or large logo on them.** For Health and Safety reasons please do not send your child in open toe sandals or flip flops.

We require children to change for P.E. for safety and hygiene reasons.

Please provide:

- A pair of daps (trainers are not suitable for apparatus work).
- A pair of shorts and a T-shirt.

**Please name all items of clothing.** It helps reduce the pile of unclaimed lost property!





## HEALTHY EATING

We encourage healthy eating and drinking. The children have a piece of fruit each day and are allowed to bring in extra fruit/vegetables from home. Sweets or crisps are not allowed at morning break. Our School provides a milk scheme that is available to all of our pupils. .

We ask you to provide a water bottle so that your child can have access to water throughout the day. If your child has a packed lunch from home please ensure that it is healthy with only small treats. Please note as we have Healthy School Plus status we ask you not to put chocolate bars and sweets into lunch boxes.



## SCHOOL MEALS

Children use up a great deal of energy during a full school day they need to concentrate during lessons, let off steam at break times and then recharge their energy for the afternoon. A nutritionally balanced school lunch will help your child to prepare for the afternoon ahead. As you may be aware, the Children and Families Act includes provision for all children in Reception and Key Stage One (Yrs 1 and 2) to have a free school lunch. This is not dependent on income, it is a right for all children up to 7 years old.

We provide meals some of which have been delivered to us daily in chilled form and then finished in our own kitchen at school, some are cooked from scratch on site. This enables us to meet the National Nutritional Standards set by the Government, which require a nutritionally balanced meal to be provided each day. We offer a choice of menu with a vegetarian option, and parents will be asked to order the meals termly.

We hope that as many children as possible will take up this option.



## PUPIL PREMIUM

Pupil Premium is money sent to schools by Central Government based on the numbers of pupils in the school whose parents are in receipt of certain benefits. In addition, children whose parents work in the forces or children who are Looked After Children are also eligible.

Pupil Premium is used to place schools in an appropriate category for assessment purposes. This is very important when the County determines the financial support we receive for our school which also includes Special Educational Needs and making judgements about whether we are achieving at a high enough level when Statutory Assessment Statistics are analysed.

This money is allocated by the school to several initiatives specifically designed to ensure children reach their full potential, both academically and socially. Some examples in our school are;

- it is through the Pupil Premium money that we are able to have key workers classes in Reception to enable our children to have a great start to their school life
- we are able to offer extra support in Years 1 and 2 to those who need it
- we subsidise the cost of school trips
- we offer free Breakfast Club and help with purchasing school uniform for eligible children.

Details of how we spend the Pupil Premium are available on our website.

To enable our school to be placed correctly into the appropriate category, if you receive **INCOME SUPPORT, INCOME BASED JOB SEEKERS ALLOWANCE, INCOME RELATED EMPLOYMENT, SUPPORT UNDER PART IV OF IMMIGRATION AND ASYLUM ACT, UNIVERSAL CREDIT & SUPPORT ALLOWANCE** you need to register for pupil premium. In order to do this you must complete the form about **Universal Infant Free School Meals**. You may also be required to register if you receive Child Tax Credit and your income does not exceed the qualifying amount. The qualifying amount changes each financial year and the current threshold is an overall household income of between £18,000 and £24,000 once benefits income is taken into account.

Please complete the form in your new parents pack or ask at the school office

***This information is treated in the strictest confidence at all times.***

## SAFEGUARDING

All schools have a legal duty to ensure the safety and well-being of all the children in the school.

They are required to appoint a Governor and a member of staff with responsibility for Child Protection and to have child protection policies and procedures in place.



As a school we work hard to support parents and children whose families are experiencing difficulties and we work closely with support agencies to access help where parents request support. We currently have available a Parent and Family Support Advisor who will offer help to families who need support.

We will also discuss any concerns we have about a child's well-being and safety with their parents unless doing so would endanger the child. In the latter case we have a legal duty to follow the advice of Social Services.

**The School's Behaviour Policy, which is endorsed by the Governors, is available in the School. As a School we seek to create a supportive environment for all children and we do not tolerate racist or bullying behaviour. We are a 'telling' school where children are encouraged to tell an adult if they are hurt or unhappy.**

## SAFEGUARDING STATEMENT

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The Senior Designated Safeguarding Officer (SDO) is the Headteacher, Mrs Thompson. For a copy of the School's Child Protection and Safeguarding Policy please click on the policies link at the bottom of the page. The procedures contained in this policy apply to all staff and governors and are consistent with those of the Somerset Safeguarding Children Board (SSCB).

### Report a concern

If you are worried about a vulnerable child and would like help, please don't stay silent.

Children's Social Care on: [0300 123 2224](tel:03001232224)

E: [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)

## AVAILABILITY OF INFORMATION



As a school we ensure you have regular reports about your child's progress.

Under the Freedom of Information Act parents have a right to access information defined by conditions described in the Act. As the rules can be complicated if you wish to obtain information we hold in school please contact the School Administrator in the first instance. A charge may be made for providing copies of some information.

The school holds copies of the following information:

- The LA's Agreed Syllabus for Religious Education, which is followed by the School.
- Copies of the School Prospectus.
- National Curriculum Documents.
- Curriculum Policies and Schemes of Work.
- Behaviour policy including anti-bullying and anti-racist policy
- The agreed Local Authority's Complaints Procedure

The School also has other documentation available which includes a policy for Equal Opportunities and Safeguarding.

## HOLIDAYS DURING TERM TIME

### **What does the law say?**

The government changed the rules on term-time absence in 2013. Under the new rules, you can only allow your child to miss school if he or she is too ill to go in or you've got advance permission from the school.

### **How do I request permission for an absence?**

You must submit a request to the school before you arrange for your child to have time away. If you wish to take your child out of school during term time, you should speak to your child's teacher and submit a formal request to the Headteacher via the school office. The Headteacher will then consider whether to give permission for the absence

The Government has firm rules on families taking their children out of school as so many children are missing out on vital schooling. Family holidays should be taken during the 13 weeks school holiday period.

The school Attendance Policy is available on the website or from the school office.

## ATTENDANCE

We celebrate good attendance each week and give out certificates & prizes.

We have a legal requirement to record and report all absence so it is imperative that **parents telephone the school or send a message on the first day of absence** to tell us why their child is away. We need to keep a record of the reason so it is helpful if you can send a signed note to either the class teacher or directly to the Headteacher or via the School Administrator. If no explanation is given for absence then it is recorded as unauthorised.

Poor attendance is often associated with poor achievement at school as children miss key lessons and struggle to understand further work. As a school we place a very high priority on maximizing attendance and we work closely with parents to ensure that any difficulties are addressed.

All registers are monitored by the Education Welfare Officer whose job it is to investigate when a child's attendance record is less than 90%. We write to parents when a child's absence is causing concern. Parents are encouraged to come and discuss any problems regarding attendance with the school. **Unauthorised absences may incur a fine.**

The information below shows how attendance can affect your child's future progression.

|  |
|--|
| <b>Above 97%: Less than 6 days absence a year</b><br>Excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future. |
| <b>95%: 10 days absence a year</b><br>These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.  |
| <b>90%: 19 days absence a year</b><br>The Government classes pupils in this group as "Persistent Absentees", pupils in this group are missing a month of school per year; it will be difficult for them to achieve their best.   |
| <b>85%: 29 days absence a year</b><br>Pupils in this group are missing six weeks of school per year; it will be very difficult for them to keep up with work and they are unlikely to do their best.   |
| <b>80%: 38 days absence a year</b><br>It will be almost impossible to keep up with work. Parents of pupils in this group could also face the possibility of legal action being taken by the Local Authority.   |

## THE SCHOOL CURRICULUM

We follow the National Curriculum laid down by the present government. We provide all National Curriculum subjects, English, Maths, Science, Information Technology, Design and Technology, History, Geography, Art, Music, PE and Personal and Social and Citizenship education. We also provide RE, moral, spiritual and cultural education within National Curriculum subjects. All year groups work on all subjects. Key Skills and Thinking Skills are also incorporated within our curriculum.

Reception children work on the 'Early Years Foundation Stage' progressing towards achieving the 'Early Learning Goals.' Through observations inside and outside the classroom teachers are able to make informed judgements about children's progress. Staff record information collected on a regular basis.

The school is committed to supporting and extending all children, including those children with special educational needs. We support the differing needs of children by organising small specialist groups such as speech and language, coordination, enrichment for able children, social skills groups and numeracy and literacy support groups.

The school is divided into 5 classes. In all of these classes, there is a variety of organisational strategies used, whole class teaching, small and large group work and individual work.

It is our intention for children with Special Educational Needs to work in their classrooms with appropriate support where possible but there may be occasions when IEP (Individual Education Plan) work needs to be done. This may be best achieved in a withdrawal situation.

National Curriculum subjects are organised in the following way. English and Maths are taught in the Department for Education (DFE) recommended way, namely discreet daily sessions. The foundation subjects are mainly taught in a thematic based way. Subjects are now merged into a 'thematic' approach. However, there are occasions where this is not possible and on such occasions subjects are taught discreetly.

All work given to children is intended to match individual ability. In planning and delivering work, teachers differentiate for all ability groups. Further work is planned after assessing results of earlier work.

'Gifted and talented' children are identified early in their reception year and work planned for them at their level. Teachers' assessments are supported by a foundation profile assessment and detailed follow up on an individual's progress made. Work given is appropriately differentiated as indicated previously.

The actual time allocation for teacher contact is 22 hours 55 minutes. Class sizes only rise above thirty in exceptional circumstances. All statutory documentation is available for parents to see and may be seen in the school office on request.

## **COLLECTIVE WORSHIP**



Collective worship takes place every day. Once a week we have our “Celebration” assembly where we talk about behaviour, kind deeds and academic achievements.

Personal, Social and Moral Education also takes place during this time and at other appropriate times such as PHSE sessions. Although not a ‘church’ school, we invite members of the local clergy in to lead our Collective Worship on occasion.

Collective Worship of a multicultural nature takes place regularly.

### **Provision for withdrawal from Collective Worship.**

Under the provisions of the Education Reform Act 1988 all parents have the right to withdraw their children from the school’s daily act of Collective Worship. Any parent wishing to withdraw his/her child from the religious elements of the curriculum should make a written request through the Headteacher.

## **FOREST SCHOOL**

Forest School builds on a child’s innate motivation and positive attitude to learning, offering them the opportunities to take risks, make choices and initiate their own learning experiences.



Shepton Mallet Infant School and Nursery’s Forest School is designed to enhance and complement our day to day curriculum in both Foundation Stage and Key Stage One. It offers all our children opportunities to develop confidence and self-esteem, and to experience challenge and achievement in our Forest School garden.

Our Forest School sessions are about exploring and experiencing the natural world through practical activities. The children go out in all weathers, all year round (safety permitting), exploring and learning from the four seasons and environment changes.



The children’s interest along with the varied natural resources in our Forest School garden are used to stimulate creative thinking, problem solving and ‘real life’ skill development, all in the guise of play.

During the sessions the children have the chance to develop their confidence, social and emotional skills, language and communication, teamwork and independence, motivation and concentration as well as greatly enhancing their knowledge of the world around them.

The children develop these skills through completing a range of activities including shelter building, whittling, making mud bugs, collecting their favourite nature bits in their own ‘treasure chest’, making nature collages, creating ‘magic carpets’ and going on journeys to other lands. The possibilities are endless!



## **ASSESSMENT**

### **Foundation Stage Profile**

The school assesses Reception children in September, as we need an initial baseline from which we can measure progress in school. The Reception staff record further regular assessments in the Foundation Stage Profile. These records are shared with parents throughout the year.

We also keep detailed assessments between Baseline and SATs to measure your child's progress through the years at this school.

### **Key Stage One**

The work undertaken in school is carefully matched to the individual child. Children's individual progress is monitored throughout our school and children help to set their own targets throughout the year in various areas of the curriculum including personal and social development. We encourage parents to be involved in their children's progress throughout their time with us and to share in their child's success in reaching a target or achieving a personal goal.

We do this in many ways:-

- meetings with the class teacher on a formal basis at Parents' Evenings
- informal meetings with your child's teacher
- a yearly written report for all children giving details of work undertaken highlighting strengths and areas for development

## SPECIAL EDUCATIONAL NEEDS& DISABILITIES (SEND)

All pupils in our school are entitled to:

- be fully included
- be equally valued
- have their educational needs recognised and met
- be treated as individuals
- be given every opportunity to reach their full potential
- be empowered



Additional needs encompass physical disability, learning problems and emotional and behavioural difficulties but do not include difficulties arising from the fact that English is not the language of the home.

At Shepton Mallet Community Infants' School & Nursery we aim to support all children of all abilities. This includes children with additional needs, gifted and talented children and children with statements. The provision for these children is overseen by our Special Educational Needs Co-ordinator (SENCO). The governing body also has a designated governor who liaises with the SENCO and the Headteacher to ensure the children receive appropriate and effective provision.

The school uses designated special needs assistants to support children on a one-to-one basis as well as in small groups. We also have several specialist support groups running, including social skills groups, coordination groups, early literacy support groups and literacy intervention groups. We run enrichment groups to extend our gifted and talented children.

The school provides facilities for children with disabilities and the school building is accessible to all children. There is regular consultation between the local authority, visiting professionals and our partner school, St Paul's Junior School.

The policy for Special Education Needs & Disabilities is being successfully implemented. It is successful due to the commitment of the staff, the careful record keeping systems, regular monitoring and reviewing policy. Our main aim is to give children with SEND the best provision available, within our financial constraints.

## **HOMEWORK**

### **Reading**

Children in Reception are given 'key words' to take home and practise reading. These are the essential set of words that your child needs to learn to be able to read simple texts. We teach them to recognise them as soon as possible so they can get pace and accuracy into their reading at an early stage.

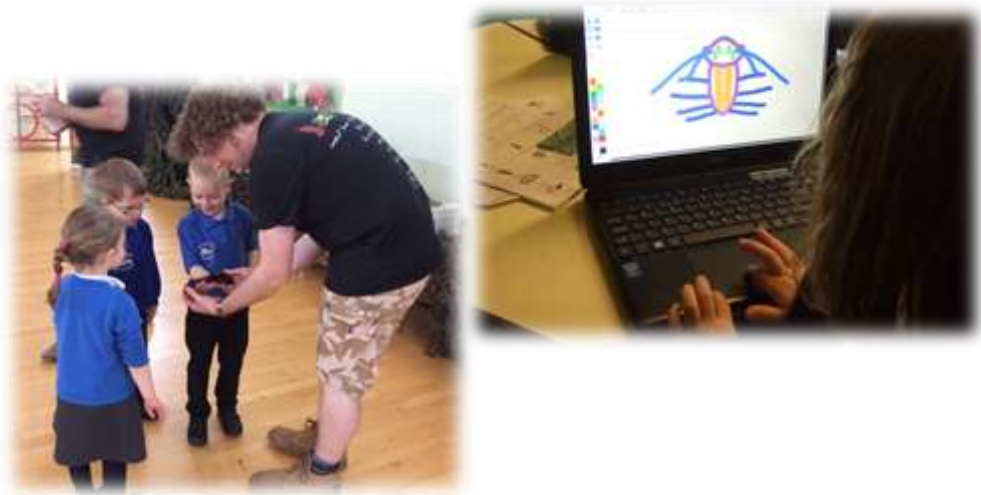
Once children begin to read they are given a reading book and reading diary to take home every day. We expect them to read at least four times a week, and ask that you sign the reading diary to say that they have done this. Diaries are checked on a regular basis and can be used as a message book between home and school.

### **Spelling**

Children in year Two are given regular spelling lists to take home to learn. These lists will often relate to work being done in class.

### **Topic**

Every half term children are given a 'Homework Challenge'. These challenges are open ended and linked to the topic they are learning about. Children are encouraged to be creative and meet the brief in their own way. For example during our topic on Dinosaurs they were asked to invent a dinosaur of their own and present it any way they chose. We encourage parents to get involved with the challenge and welcome their input.



## **FURTHER INFORMATION**

### **MEDICAL FACILITIES**

If a child is injured during the school day then first aid will be applied and appropriate action taken. Parents will be informed as soon as possible. If a child is sick or unfit for school during the day, a parent or contact person will be telephoned. Please keep us up-to-date with changes of address or telephone number. Children who are taking prescription medicines such as antibiotics should have these administered by a parent/guardian unless permission has been agreed by the Headteacher. Parents should administer doses of medicine in frequencies which enable them to be taken outside schools hours where ever possible. Asthma medications are carried out under supervision by school staff who keep a register of medication administered.

### **JEWELLERY/TOYS**

One pair of stud earrings is the only jewellery allowed in school in the interests of health and safety. (All Shepton Mallet Schools have agreed this policy). No toys should be brought to school UNLESS they are required for a class activity

### **SWEETS AND CRISPS**

Sweets or crisps are not allowed at morning break and sweets should not be included in packed lunches. We are trying to teach children about healthy lifestyles so children are encouraged to bring fruit as a healthy alternative. An additional piece of free fruit is also available as we are part of the National Free Fruit Scheme.

### **MONEY**

If it is necessary for money to be brought to school, it must be in an envelope with the child's name and the amount enclosed written on it. It must be handed to the appropriate adult. We cannot be held responsible for money lost on the way to or from school.

### **ROUTINE COUNTY MEDICAL ARRANGEMENTS**

Children's height, weight, vision and hearing are checked during their time at school. We ask you to complete slips when your child starts school to give your consent for the above checks. From time to time the School Dental Service visits and you will be informed if that affects your child.

### **CAR PARKING**

The School car park is very small and only has sufficient spaces for staff members. Car parking is available in the local streets but please remember not to trouble our long suffering neighbours!

Please do not park on the yellow zigzag lines outside school.

### **DOGS**



In accordance with County regulations and for the health and safety of our children please do not bring dogs on to the School grounds.

## NO SMOKING ZONE

Please note that for the benefit of your child's health and safety, the whole of the School and Nursery and its grounds are a **No Smoking Area**. This also applies to electronic cigarettes.



## MOBILE PHONES



Please do not use your mobile phone on School and Nursery premises.

## ADVERSE WEATHER CONDITIONS

Adverse weather conditions such as heavy snowfalls or floods occasionally cause problems. Although we try to keep the school open whenever possible, it may be necessary to close without prior notice. If it is necessary to close during the school day all parents who have supplied school with a mobile number or email address will receive a message informing them of the school closure. Alternatively parents who have not provided us with this information should contact the school. Please be patient with our office staff. Should conditions deteriorate while the children are in school, they may be collected early. However, children will NOT be released unaccompanied from school earlier than the normal closing time. Details are announced on local radio stations.



## COMPLAINTS

We hope that the school can resolve any complaints that parents may have. Therefore any complaints, in the first instance, should normally be made to the class teacher or the Headteacher, and it is hoped that in most cases they will be dealt with at this level either informally or through our formal school procedure.

If the complaint cannot be resolved at local level (i.e. with the Headteacher), then the parent should submit his/her complaint, in writing, to the Clerk of the Governors, who will acknowledge receipt of it and inform the Governing Body that a complaint has been received. If the Governing Body cannot resolve the matter, the complaint can be referred in writing to the Department for Education, who will arrange for an investigation to take place.

Further information can be found on the website for the Department of Education.  
[www.education.gov.uk/](http://www.education.gov.uk/)

## CHARGING POLICY



The Education Reform Act 1988 introduced provisions on charging for School activities. The issue is exceedingly complex and unfortunately some school activities will only be possible if parents make a voluntary contribution (if you have any difficulties with this please see the Headteacher). It is our aim to ensure that parents are always fully informed of the conditions relating to requests for any financial outlay. We hope that this will not stop trips which support and back up the all important curriculum work being done in school.

Parents are asked to complete relevant consent forms allowing their child to participate in local outside school activities and visits. Unfortunately once we have paid for a trip, if your child is unable to attend, it is not possible for us to refund your money.



### **PARENTS AND FRIENDS ASSOCIATION (PFA)**

All parents, staff, governors and friends of the school are automatically members of the PFA. The purpose of the association is to help the children of the school. This can include such things as helping in the classroom, hearing readers, arranging fun days, face painting, baking cakes, painting walls, putting up shelves plus lots of fundraising!



All parents are welcome to come to any of the meetings and help with any of the activities. Any communications from meetings are sent out on the Newsletter. We currently have a very enthusiastic group of committee members who are busy fundraising for initiatives to enhance the curriculum.

New members/helpers are always welcome please contact the school office for more information.

## **PRIVACY NOTICE TO PARENTS**

### **Privacy Notice (How we use pupil information)**

#### **Why do we collect and use pupil information?**

We collect and use pupil information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; and the Family and Childrens Act 2014.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

#### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information

#### **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

#### **Storing pupil data**

We hold pupil data for the periods of time as stated in the IRMS Records Management Schools Toolkit which can be seen at: [https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)

#### **Who do we share pupil information with?**

We routinely share pupil information with:

- The pupil's family
- Schools that the pupils attend after leaving us
- The local authority
- Our regulator (Ofsted)
- Our auditors
- Health and social welfare organisations
- The Department for Education (DfE)

- Professional advisors
- NHS
- School Photographer
- School Pupil Tracker Online (SPTO), our assessment program
- Tapestry (Nursery only)
- Coolmilk
- Police force, courts, tribunals
- Professional bodies

### **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:  
<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Lead, Mrs Honoria Thompson on: 01749 342322 or [Sheptonmalletinfants@educ.somerset.gov.uk](mailto:Sheptonmalletinfants@educ.somerset.gov.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact: Ian Gover, School Development Officer, Somerset LA – [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

## **YOUR CHILD'S NEXT SCHOOL**

Your child will transfer to a Junior School in the September after his or her seventh birthday.

Most of our children go to St. Paul's V.C. Junior School. We have an extensive transition procedure and maintain a close liaison with this Junior School so that your child progresses on to the next stage of his or her education with ease. The Local Authority will send details of all the schools available to you at the beginning of your child's last infant year.

