BANKS ROAD INFANT AND NURSERY SCHOOL

"A Home for Learning, Laughing, Caring and Trying"

"This is a Good School"

Ofsted
raising standards
improving lives

MAIN SCHOOL PROSPECTUS

2018-2019

www.banksroadschool.co.uk

Banks Road Infant and Nursery School

"A Home for Learning, Laughing, Caring and Trying"

Forest School

Eco-Schools Bronze

Healthy School

Our infant and nursery school was opened in 1966.

We are very proud of our school, the children and staff.

Our school is single storey clasp building with adjacent Nursery accommodation.

The school currently consists of six teaching areas, all constructed around a central hall. Most teaching areas incorporate a 'quiet area' and have an additional 'shared' area between 2 classrooms. All class rooms have external access to the playground. The outside area has been designed to engage and enthuse the children during their outdoor learning or play times.



Main School Entrance

The Nursery can accommodate 26 children.
At Banks Road we are offering 15 hours standard funding for all applications and then offering additional hours up to the 30 hours funding in accordance with our Nursery admissions policy (working parents are entitled to 30 hours childcare funding for 3 and 4 year olds).
At Banks Road Nursery we believe it is our responsibility to offer high quality early years education for all children in the year before they start school. Therefore with the introduction of 30 hours extended childcare funding we will continue to offer 5 nursery sessions per child in the first instance. Once sessions have been allocated we will then offer additional sessions which can be 'bought' with extended hours funding. Extended hours funding can also be used as payment towards breakfast club, (nursery) lunch club and after school club.

Through these and our breakfast and after school clubs, we provide a wrap-around care provision.

Further information about our nursery can be found on the school website



Mission Statement

Banks Road Infant and Nursery School will provide a safe, secure and welcoming environment in which respect for cultural diversity, celebration of achievement and commitment to shared values fosters the growth of confidence and self-esteem in every child and their family.

The quality of teaching and learning will reflect the high value the school places on the achievement of all the pupils, reflecting diversity of race, equality of gender and awareness of individual need. The quality of care provided throughout the school day will promote independence and self-esteem in all pupils.

Careful planning of the curriculum and consistent assessment of pupil progress will ensure the provision of learning experiences which are appropriate to each child, building on present understanding in order to develop and extend skills and knowledge. Well informed transition between Key Stages will ensure progression and continuity of curriculum provision from the Foundation Stage to the end of Key Stage 1 and beyond to KS2.

Teaching and support staff will be deployed across the school to best meet identified need. This will ensure that curriculum provision and the use of resources supports the school's stance on issues of equal opportunity in terms of race, gender and special educational need, contributing to the personal development of all pupils.

The school will encourage the growth of such personal qualities as empathy, consideration for others and the ability to co-operate; promoting community cohesiveness, fostering the development of self-discipline and the awareness that each person is responsible for their own actions.

CHILDREN'S RIGHTS

At Banks Road Infant and Nursery School we believe that all children have rights no matter who they are, what their ability is, where they live, what their parents or carers do; what language they speak; what their religion is; whether they are a boy or a girl; what their culture is; whether they have a disability; whether they are rich or poor. We believe no child should be treated unfairly on any basis.

- The staff, children, parents and carers, governors, and the community will work together to nurture a lifelong love of learning.
- All children will receive a good quality education.
- We aim to recognise and develop the talents and abilities of all our children so they can reach their full potential in a safe, stable and caring environment.
- We aim to help children to think about other people's rights and develop respect for themselves, each other, their own and other cultures and the environment.
- We aim to allow every child the freedom to say what they think in all matters affecting them and to know their views will be taken seriously.
- We aim to give every child the time to play, learn and join in with cultural and artistic activities and to have the confidence to try new challenges.

We aim that the children should have an understanding of what their rights and responsibilities are as global citizens.





We offer…

- Well qualified, committed and caring staff.
- A stimulating environment which will nurture, develop knowledge, self-confidence, positive thinking and independence of thought, participation, consideration and respect for self and others whilst creating a sense of belonging and responsibility.
- An exciting, creative and flexible programme of learning which meets the requirements of the Early Years Foundation Stage and of the National Curriculum (2014).
- A comprehensive programme of Physical Education.
- Stimulating and vibrant well equipped classrooms.
- Pre- nursery and pre-school meetings and visits, advice and good transition procedures.
- Excellent liaison and transition arrangements with our feeder school, Bispham Drive Junior School.
- Regular informal and formal meetings for all parents and carers with staff.
- Extended care facilities; breakfast club, Nursery lunch club and an after school club, providing wrap around care facilities.
- A varied programme of extra-curricular activity clubs for our KS1 pupils.
- Excellent links with the local community.
- A vibrant and supportive 'Friends of Banks Road' parent fundraising committee.
- An 'open door' policy for all parents and carers.

Admission Arrangements

Starting School

Applying for a school place

1. Parents/carers of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Applications can be made online, by telephone or by completing a paper application form.
2. Applications from parents or carers of children not resident in Nottinghamshire must be made using the appropriate application form or process available from their own home authority, even if these include a preference for a school in Nottinghamshire. The quickest and easiest way to apply is to go online before the closing date at www.nottinghamshire.gov.uk/admissions
3. Parents/carers will be invited to state up to **four** preferences in rank order and give reasons for those preferences. Preference order will not be revealed to other admission authority schools and academies. Parents/carers should include any additional information the admission authority may need in order to consider the application fully.

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have either an education, health and care plan or a statement of special educational needs which names the school:

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area.

In the event of over-subscription within any criterion, preferences will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principle entrance to the main administrative building of the school.

It is important to be aware and note that Nottinghamshire's admission arrangements changed with effect from September 2016 and therefore the admission oversubscription criteria may be different from your experience for a previous child admitted before September 2016. In particular, we draw to your attention that, for admission to reception in community and voluntary controlled schools, there is still priority within the oversubscription criteria for children who live in the catchment area and who have a brother or sister attending the school or the linked school. For children living out of catchment, having a brother or sister attending the school does not give an application any priority within the oversubscription criteria. Further information about schools, the number of places available and how places are allocated is contained in **Admissions to schools: School information**, available at www.nottinghamshire.gov.uk/admissions

Admission Arrangements con't……

Special Circumstances

The following groups of children will be given special consideration in their application for a particular school:

1. Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.
2. The Local Education Officer will consider each case on its merits and determine the allocation of any such place by comparing the written evidence presented along with the capacity for the school to cater for the identified needs. In order to make an assessment of the case, reference will be made to local head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over all of the numbered criteria. Children of nomadic Travellers will be allocated a place at their catchment area school.

Admissions to year groups other than the intake year

Applications for admission to other year groups will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school, subject to infant class size restrictions. In some schools, changes in circumstances, such as the building of additional classrooms or as a result of teaching group organisation, will require the school and the LA to agree admission numbers which will apply to each year group. These numbers may be higher or lower than the PAN in operation at the time of first admission and could be different from the current PAN. If places are available within the year group, applications will be considered in accordance with the current published admission criteria for admission to the school. If places are available, the child will normally be admitted to the school.

Further guidance on the way in which applications are dealt with:

Telephone: 0300 500 80 80
Minicom: 01623 434993
Email: enquiries@nottscc.gov.uk
You can write to School Admissions Team, Meadow House, Littleworth, Mansfield, Nottinghamshire NG18 2TA

Nottinghamshire County Council

Admissions Procedure

The planned admissions level for our Reception classes is currently **60.** We admit children into school in September which is in line with Nottinghamshire County Council Admissions procedure. Currently the children have a staggered phased start in September (usually over a one to two week period). This enables the children and staff to make positive relationships and for children to be introduced gently to daily routines.

If you are undecided about your choice of school, try to visit us with your child. This is always the best way to make the right choice for such an important decision in your child's life.

If you are considering our school for your child, please telephone on **0115 9179881** to arrange a visit and we will be happy to show you around.

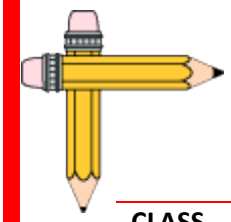
In-Year Admissions

Should your child already be in full time education and you are looking to move him/ her to Banks Road Infant and Nursery School, it is a requirement that parent(s)/carer(s)/carers apply directly to the local County Council where you live.

Transfer to Junior School

The children in Year 2 leave our school in July each year when they will transfer to Junior School in September. This is usually Bispham Drive Junior School.
The same admission arrangements apply to junior schools as previously outlined.
Banks Road Infant and Nursery School works closely with Bispham Drive Junior School to ensure the transition from Year 2 to Year 3 runs smoothly and that the children feel safe and secure in their new school.

Please note that if your child is at Banks Road Infant and Nursery School, this does not give an automatic right to a place at Bispham Drive Junior School and parent(s)/carer(s) must complete the relevant admission forms.

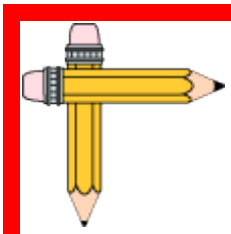


BANKS ROAD INFANT AND NURSERY SCHOOL

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ORGANISATION AND PERSONNEL (as of September 2018)

CLASS	TEACHERS		TEACHING ASSISTANTS
ACORNS **FS1 (NURSERY)**	**SOPHIE JAMES** EYFS lead practitioner Phonics lead SLCN lead practitioner (Talking to Learn)		**MARILYN SISSON**
BIRCH **(FOUNDATION 2)**	**SALLY BUXTON (M, T)** D&T History Geography **CHARLOTTE KIDDIE (W, Th, F)** English lead – Reading and Writing		**NICOLA BROWN** **LAURA POLLARD**
CHESTNUT **(FOUNDATION 2)**	**JOANNE VOCE** Community Cohesion lead		**DEB HUNTER** **GEMMA KNIGHT**
CHERRY **(YEAR 1)**	**MARIA HOLMES (M,T,Th,F)** **AHT** MITTa / ITT Mentor & placement Teaching and Learning lead Personal, social and spiritual (RRSA, RE, SMSC, SEAL, MBV) EHWB (Emotional Health and Well-being) SRE lead Anti-bullying lead School council lead **ROSIE MORGAN (W)**		**BELINDA BONSER**
MAPLE **(YEAR 1)**	**Helen Taylor (W pm ,Th,F)** **AHT** Assessment coordinator Expressive Arts (Music, Arts and Crafts, Drama) Displays Students / work experience Associate staff governor **LUCY MILLS (M,T, W am)** Resource manager		**CLARE WORT**
OAK **(YEAR 2)**	**RACHAEL MORRIS (M, T, W, Th,)** **SENCo** TA provision Pupil Premium lead **ROSIE MORGAN (Th, F)** Science lead		**RACHAEL WHILDING** **SAM WELLS**
WILLOW **(YEAR 2)**	**NICOLA PURSGLOVE** Maths lead Computing PE CPD coordinator Forest school lead. Healthy schools lead		**LISA YOUNG**



BANKS ROAD INFANT AND NURSERY SCHOOL

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Our Support Staff

Support Staff Name	Responsibility	Support Staff Name	Responsibility
Anna Molde	School Business Manager	Richard Buchanan	Caretaker
Gillian Stuart	Office Administrator	Michelle Buchanan	Cleaner
Sarah Williams	Office Administrator	Alison Lee	School Cook
Stacey Hall	After School Club Supervisor Midday Supervisor	Mel Buttery & TBC	Kitchen Assistants
Clare Wort	Teaching Assistant	Wendy Kinnear	After School Club Assistant
Belinda Bonser	Teaching assistant	Deb Jones	Breakfast Club/ Midday Supervisor/ After School Club Assistant
Lisa Young	Breakfast Club Supervisor + Teaching Assistant	Karen Gavagan	Breakfast Club
Deb Hunter	Teaching Assistant	Joy Topps	Senior Midday Supervisor / After School Club Assistant
Gemma Knight	Teaching Assistant	Dorothy Kerry	Midday Supervisor
Marilyn Sisson	Teaching assistant	Lyndsey Freeman	Crossing Patrol Midday supervisor
Laura Pollard	Teaching Assistant	Julia Rushforth	Midday Supervisor
Beth Freeman	Teaching Assistant	Celia Coates	Midday Supervisor
Sam Wells	Teaching Assistant	Leanne Groom	Midday Supervisor
Rachel Whilding	Teaching Assistant		
Nicola Brown	Teaching Assistant		

BANKS ROAD INFANT AND NURSERY SCHOOL

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School Governors

The education system is changing rapidly and school governance needs to change too to play its part. Banks Road Infant and Nursery School has a dynamic governing body. That means one that understands its responsibilities and is focused tightly on its core strategic functions. Each one of our governors actively contributes relevant skills and experience. The Governing Body operates efficiently and effectively through appropriate structures and procedures.

Please see how Governor Board in the school entrance or find out about our governors through the school website. All of our Governors can be contacted through the school.

Governors are elected every four years and are responsible for monitoring the school through strict procedures. The Governors monitor the budget, School Improvement Plans, staffing, the premises and standards of education across the school.

There are two committees which governors sit on; they are Finance and Strategic Development Committee (F&SDC) and Pupil and Personnel (P and P).

At Banks Road Infant and Nursery School we are very fortunate to have a very keen and active Governing Body who are fully involved in the life of the school.



BANKS ROAD INFANT AND NURSERY SCHOOL

"A Home for Learning, Laughing, Caring and Trying"

Chair	**Vice-Chair**
Mr A Hitchcock	Mr I Mack

Committee Name	**Membership**
Pupils and Personnel Committee	Mrs K Brackner (chair), Mrs E Perrin (vice chair), Mrs S Williams, Mrs M Paterson, Mr A Hitchcock, Mr D Hummel, Mrs C Clemens
Finance and Strategic Development Committee	Mr I Mack (chair), Mrs E Perrin(vice-chair), Mrs S Williams, Mrs M Paterson, Mr A Hitchcock, Mr D Hummel, Mrs C Clemens
Pay Committee	Mrs M Paterson, Mr I Mack, Mrs K Brackner

Key Governors with special responsibilities

Subject	**Name**
Training Co-ordinator	Mr I Mack
Appraisal governors	Mrs M Paterson, Mr I Mack, Mrs K Brackner
Complaints	Mr A Hitchcock
Health and safety	Mrs S Williams
Sex and drugs / SRE (Sex and relationships)	Mrs E Perrin
Child protection	Mr A Hitchcock
SEN / Inclusion	Mrs S Williams
Achievement	Mrs S Williams
Behaviour	Mrs K Brackner
Spiritual, moral, social and cultural/RE/ Emotional Health and Wellbeing	Mrs K Brackner & Mr D Hummel
Pupil Premium	Mrs S Williams
EYFS	Mrs M Paterson
English	Mr I Mack
Maths	Mrs E Perrin / Mrs M Paterson
Computing	Mr D Hummel
Leadership and Management	Mr A Hitchcock
Overall effectiveness	Mr A Hitchcock
Head teacher Appraisers	Mrs M Paterson, Mrs K Brackner, Mr I Mack
Collaboration	Mr A Hitchcock, Mrs S Williams, Mrs M Paterson,
Finance	Mr I Mack
Data Monitoring Group	All governors invited to attend termly meetings prior to full governing board meetings

NB: These link governors are correct at the time of writing (July 2018)

BANKS ROAD INFANT AND NURSERY SCHOOL

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The School Day

School Routines

School Session times 8.50am -3.15pm

All children should be on the main playground (FS2, Y1 & Y2 children) ready to enter their class room for **8.45 am**. Pupils should be accompanied by a parent/carer who is responsible for them until members of staff are present at the class room door at 8.45 am.

Parent(s)/carers are asked to avoid dropping children off by car, as parking and turning space is limited and emergency access must be available at all times. The school has a scooter bay available for children's wheeled vehicles. In terms of ensuring the health and safety of pupils and in fairness to local residents it is hoped that parent(s)/carer(s) will show consideration if they have to unavoidably park near the school at the start and end of the school day.

Teaching Hours

There are 23.75 teaching hours per week. This includes Religious Education, but excludes the daily act of worship, registration and break times.

Class Organisation

There are six classes, (two Foundation 2, two Year 1, and two Year 2). Children are grouped where possible in single age classes although the organisation of the classes may vary year on year depending on the pupil numbers in school. On occasions the school may have mixed-age classes, however, the best interests of all the children are taken into account in any re-organisation of classes. In cases where this may be necessary, parent(s)/carer(s) are advised accordingly.

Open Door Policy

Parent(s)/carer(s) of children already in school can see the class teacher or Head Teacher with quick queries and messages at any time. If a longer discussion is required, it is best to make an appointment



School Meals

Nottinghamshire County Council provides a daily lunch service in school and we have our own kitchen to cook our meals on site. The menus are carefully planned on a 3, 12 week cycle and are nutritionally healthy and well balanced.

Any special dietary requirements, because your child has an allergy, can be catered for. **In this instance please notify the school office. Allergies have to be confirmed in writing by your GP, and a copy sent to the school, so that a specific diet plan can be completed by the Schools Meals service at County Hall. Children will not be permitted to have a school meal until this has been completed.**





We do encourage the children to try new foods, although there is no undue pressure put upon your child. Children are also able to stay and have a packed lunch at dinnertime. Please ensure the contents are well balanced and avoid providing your child with chocolate, crisps and peanut snacks. No drinks please, water is provided.

All infant aged children (Reception, Year 1 and Year 2) receive their midday meal free of charge.

You can combine school meals with packed lunches. Menus are available on the school website to help you make this decision together.

Nut Allergies

We do have a small number of children in school who have severe nut allergies and request that nuts, including peanut butter, are not included in packed lunches or snacks.

Drinks and Snacks

We encourage all children to drink fresh water in school daily. This is to ensure the children are well hydrated and also keeps their brains active! Plastic named drinks bottles are available from the school office where you can also purchase additional tops!

No fizzy drinks, squash or flavoured water are allowed.

School Milk

School milk is free for all under-fives under the government milk scheme. Parent(s)/carer(s) will need to register with 'Cool Milk' at www.coolmilk.com for your child to access their entitlement. Once your child reaches five you will need to pay.

All children are offered a piece of fresh fruit daily. This is part of the Free Fruit for Schools Scheme. As part of our Healthy Schools Status, bringing sweets for Birthday/holiday celebrations into school is not encouraged (although we do allow celebration cakes).

Healthy School

School Uniform



The school uniform is available from;

Just School Wear (Long Eaton: www.justschoolwear.co.uk)

Tesco School uniform (www.tesco.com/ues).

The following items are available from them, but you are not obliged to buy everything!

*Red sweatshirt/Red Cardigan (knitted or sweatshirt)

*White or red polo shirt



*White or red tee-shirt



*Fleece

*Red or white polo neck jumpers

Grey skirt or trousers

Gingham cotton dress

(*Available with logo)







You can purchase the following from the school office:

Reading folders-£3.50	Water Bottles - £2.00
PE Bags - £4.00	Water Bottle tops – 20p
Money Envelopes - £3.00 for 50	

PLEASE ENSURE ALL ITEMS OF CLOTHING ARE CLEARLY LABELLED





Head Lice



Head lice can be a common problem from time to time, therefore we do ask that parent(s)/carer(s) check their child's hair on a regular basis (a nit comb is a worthwhile purchase for this) and treat the hair immediately if necessary. If head lice are found, your child will be sent home for treatment, although once treatment has been undertaken, your child can return to school straight away. Long hair should be tied back during school as a preventative measure.

DID YOU KNOW…

• Head lice can run up to 30 cm per minute (THAT'S 1.8 km per hour)!
• This means that they can rapidly run away and hide when you part your child's hair to check for head lice.
• So it's easy to miss a head lice infestation unless there are quite a few lice or eggs.

BUT — you *can* outwit these speedy little pests!
To catch them out:

1. Saturate the ***dry*** hair in hair conditioner, and comb through with an ordinary comb. Any head lice in the hair will get "stuck" in the conditioner.
2. Now take the hair in small sections and comb thoroughly with a long-tooth, metal 'nit' comb. Continue combing the whole head like this.
3. Keep wiping the comb on a white tissue, as you work, looking for head lice and eggs. A magnifying glass will make this easier.
4. If you find any head lice or eggs, continue combing with the hair conditioner **every day, for 10 days** to remove all head lice.
5. Rinse the hair conditioner off when combing is completed.

For more detailed information, get the Department of Health's free leaflet at *www.health.wa.gov.au/headlice*



Medical injuries/ Sickness/ Medicines



Minor cuts/ bruises and other injuries will be dealt with on the spot by a member of staff. The Midday Supervisors will also deal with such incidents should they happen during the lunch time and hold basic first aid certificates. All teaching assistant staff are trained in Paediatric First aid and will administer first aid for more serious falls and bumps.

It is the school's policy that parent(s)/carer(s) are notified by letter as a matter of routine if children are involved in any accident which involves the head, eyes, bones or broken or bruised skin.

In the case of more serious injury or illness, parent(s)/carer(s) will be contacted and asked to collect the child from school.

If in the rare occasion an ambulance is required, we will contact parent(s)/ carer(s) at the same time as we send for one.

Medical Appointments

We ask that wherever possible appointments are made **out of school hours**, as repeated absences do cause disruption to your child's education. If however, parent(s)/carer(s) need to make a medical appointment for their child and therefore are likely to be late to school, we would ask that parent(s)/carer(s) notify the school office so that the correct information can be added into the school register.

If your child has an appointment during the school day, please notify the school by letter or telephone. Parent(s)/carer(s) will be asked to sign their child out of school and that the office staff, head teacher or class teachers are aware of this.

Health Services

The school works very closely with the School Health Team. We hold regular 'drop in' sessions in school with the SENCo (Rachael Morris) to discuss any concerns you may have and refer to the service as necessary.
In co-operation with the school, health checks by the school Health Team are carried out to make sure your child gets the most out of his/ her education. All parent(s)/carer(s) are notified of any medical examinations required and invited to attend.

Medicines in School

Occasionally parent(s)/carer(s) may feel that their child is well enough to be in school but needs to finish their course of medicine prescribed by their GP. In these instances, parent(s)/carer(s) are welcome to come into school at an appropriate time and administer the medicine to their child or we are happy to administer prescription only medicine when required within the school day.
All medicines must be dropped off and collected by an adult.
Please note we are unable to apply any creams.

No medicines of any kind will be given to any child unless the matter has first been discussed with the office staff or Head Teacher and written authorisation received from the parent(s)/carer(s) concerned (please come to complete a form at the school office).

In the case of allergies parent(s)/carer(s) will be required to provide the school with a detailed outline of the child's allergies. In these cases a care plan will be drawn up and will be located in prominent places for all staff to see, including the staff handbook.

All parent(s)/carer(s) are kindly reminded to ensure all medical information is completed carefully on your child's school documents on joining us and updated regularly as appropriate.



Pastoral / Nurture

Children can sometimes experience episodes in their lives when their emotional health and wellbeing may hinder their confidence, self-esteem, learning, social interaction skills and so on. This could be for a variety of reasons including change in family circumstances, low self-esteem/confidence, difficulty handling/expressing their emotions, transition between classes/year groups. At Banks Road we have always provided a nurturing environment and provided opportunities and support to develop children's social and emotional happiness and wellbeing and to prepare them for the future. As part of our whole school development towards improving our targeted support, Mrs Aylott and Mrs Whilding implement 'nurture' groups. These groups will be organised around the structured school day with predictable routines and led by these two trained staff. The philosophy of this support is drawn from the principles of Marjorie Boxall and others, and exemplified by 'The Nurture Group Network' (www.nurturegroups.org).

Our structure and organisation ensure that the nurture groups provide a small, emotionally secure setting where two staff, modelling a supportive relationship, make the children feel accepted and valued. Being able to build trusting relationships with reliable and consistent adults and their peers establishes a foundation for healthy emotional development, enhancing children's self-confidence and their ability to take responsibility for their own emotions, increasing the chances of educational success. Nurture groups are an educational provision making the important link between emotional containment and cognitive learning. We have created a specific nurture room providing children with resources in a warm, welcoming, secure environment where staff are able to encourage children to develop and enhance their communication skills through language, rephrasing and extending the things the child has said. The ability to talk clearly and confidently promotes self-control and self-respect in children. As the children in the group learn and grow they develop confidence, become more responsive to others, taking pride in their own achievements.

We ask **all** parents and carers to sign and return a permissions slip to ensure your child is able to access the nurture group should we feel it would be beneficial.

The staff also appreciate the fact that parent(s)/carer(s) are concerned about their children and do ask that the school is contacted and informed of any problems should they arise. Most difficulties can be resolved quite quickly and easily.

Children will be much more likely to enjoy school and will get the most out of it if they:-

Come to school on time



Are able to dress themselves

Are able to use a knife and fork

Are able to visit the toilet independently

Are able to make their needs known

Have a good night's sleep



Are praised for progress

Have their clothes clearly named

Know that the staff are here to help them

Tell members of staff if they are worried





BANKS ROAD INFANT AND NURSERY SCHOOL

"A Home for Learning, Laughing, Caring and Trying"

Absence

Permission for family holidays in term time can only be granted in **exceptional** circumstances.

When parent(s)/carer(s) wish to request a holiday under exceptional circumstances, an 'Absence Request' form must be completed and returned to the school office. If the head teacher refuses a request for term time leave and the child is still taken out of school this will be recorded on a child's attendance as 'Unauthorised absence' and parents may be issued with a penalty notice.

Following the latest statutory guidance by the DfE the following conditions will now apply when making a decision about pupil absence authorisation. Authorised absences may include the following circumstances:-

1. Celebration of a religious festival such as Diwali or Eid
2. Medical appointment that cannot be arranged out of school hours
3. Educational examinations such as piano or gymnastics
4. If the parent is a member of the armed services and is on annual leave
5. Attending a close family funeral – 1 day absence
6. Attending a close family wedding (e.g. parents) – 1 day absence
7. Other exceptional circumstances at the discretion of the head teacher

The school may request written evidence for any of the above absences.

If parent(s)/carer(s) choose to take pupils out of school during term time the following **may** apply:-

1. A penalty notice of £60 per parent may be issued for any unauthorised absence if the child's attendance is causing significant concern and not improving despite every effort between the school and home.
2. If the penalty is not paid in the first 28 days then the figure will be increased to £120 per parent to be paid by the following 7 days.
3. If the penalty still remains unpaid then the parents will be liable for prosecution under the regulations set out by the DfE.



School starts at 8.50am for Foundation 2 and Key Stage one pupils. If you arrive after that time but before 9.00 am then a late mark will be recorded in the class registers.

If you arrive late (after 9.30am) and an explanation hasn't been received beforehand then the absence will be recorded as unauthorised.

Please make contact with the school as soon as possible if your child is ill. If a child is not in school after 9.30am and we haven't had a message then we may contact you by telephone to seek an explanation for your child's absence from school.

In the unlikely event that after five days we have been unable to contact you the support of the Education Attendance Officer will be sought.

In the cases where your child arrives late, parent(s)/carer(s) will be requested to complete the late book held in the school entrance. The details of the late book are monitored regularly. Should persistent lateness/absence be noted and the matter looked into. We regularly check on children whose attendance is irregular or causing concern. In some circumstances we may be able to offer practical help and advice should there be any difficulties encountered within the family which prevent the children attending school regularly.

Finally, if for any reason you need to attend an appointment with your child during the school day please ensure you sign them in or out in the signing in/out book which can be located in the school entrance.

Attendance - Parent(s)/carer(s) are required by law to ensure that their children attend all school sessions.

The Play Equipment

Children are only allowed to play on the play equipment under the supervision of a member of staff. Please do not allow any children to play on the equipment before or after school. Please make sure that you supervise pre-school children carefully whilst they are in the playground.

Please make sure that at the end of the day you do not distract the children in their classrooms by waiting too close to the classroom doors/windows. If your child rides a scooter or bike to school please ensure they dismount at the school gate and push them to the racks. The school cannot take responsibility for any loss or damage to scooters or bikes left on the premises.

BANKS ROAD INFANT AND NURSERY SCHOOL

"A Home for Learning, Laughing, Caring and Trying"

Curriculum

Reception (Early Years Foundation Stage 2)

The distinctive purpose of Early Years Foundation Stage education is to build on the rich diversity of opportunities that children have experienced at home and in their wider community. We aim to do this by developing their knowledge and understanding of the world and their place within it. We use meaningful, "real life" experiences to develop a broad range of skills, foster positive attitudes towards learning and nurture self-esteem. A rich environment, both inside and outside, encourages children to make choices supported by caring adults. Structured play is an important element of these experiences.

The access children have to both indoor and outdoor learning environments allows them freedom to initiate their own learning from a wide range of carefully selected activities. The Early Years Foundation Stage Curriculum covers seven important areas of learning. These are:

Prime areas:

- Personal, Social & Emotional Development
- Physical Development
- Communication & Language

Specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts & Design





Key Stage 1

Children enter KS1 in Year 1 and leave at the end of Year 2. We work towards children becoming independent learners. We also teach children how to work with each other and how to interact with adults.

From September 2014 a New National Curriculum was introduced with a key emphasis on the core subjects; English, Mathematics and Science. The New Curriculum has been reviewed to allow schools to utilise their uniqueness and create an exciting and stimulating curriculum for their pupils.

In years 1 and 2, the children follow the National Curriculum which consists of the following subjects;

The core subjects:	**The foundation subjects**
Literacy	Art and Design
Numeracy	Design and Technology
Science	History
	Geography
	Music
	Religious Education
	Physical Education
	PSED (Physical, Social and Emotional development)
	Computing

The foundation subjects are not taught in isolation from each other but in a creative cross curricular way in which key skills drive the objectives and desired outcomes. Children are immersed in fun, practical activities which allow for different learning styles and interests. Parent(s)/carer(s) will be notified through the website on curriculum information on the focus topic for each term, so that the children have the opportunity to research and plan for their learning in advance.

All planning is differentiated to meet the needs of all the children. Classes are also well supported by the highly skilled teaching assistants within the school.

The school greatly believes in the positive effect that outdoor learning experiences bring to the children and therefore children are involved in a range of educational visits and trips to support their learning within real life contexts.

Parent(s)/carer(s) may be asked for a voluntary contribution towards the cost of a specific excursion.

Visitors, theatre groups, artists etc also regularly work in the school.
A Phonics screening assessment takes place for our year 1 children in June and National Assessments (SATs) takes place in Year 2 during May.

English – Literacy Skills

English is a core subject of the National Curriculum. We aim to ensure that all children who Banks Road Infant and Nursery School are confident, articulate and independent in all aspects of Literacy. For this reason we place equal value to the teaching of:

Spoken language
Reading
Writing
Spelling, Vocabulary, Grammar and Punctuation

- **Spoken Language**

Spoken Language underpins the development of reading and writing. The quality and variety of language that children hear and speak are vital for developing their vocabulary and grammar and their understanding for reading and writing. We encourage the children to be confident speakers and give them plenty of opportunities to express themselves effectively and appropriately. They learn how to take turns and be careful and interested listeners. We use "talk" as a basis for much of our other learning. If children are confident, articulate speakers, using a wide vocabulary, this impacts positively on their learning in all areas.

Children are encouraged to develop the ability to engage with each other asking questions and widen their use of different vocabulary appropriate to task. They participate in activities that promote clear correct pronunciation and grammar whilst recognising and celebrating cultural and regional differences in speech.

- **Reading**

Reading consists of 'word reading´ and 'comprehension' in the National Curriculum. It is essential that we focus on developing children's competence in both of these areas. We teach the skills of reading using a range of strategies and offer the children a wide selection of texts to share, read and respond to. We want the children to develop the ability to have opinions and respond to quality texts, both fiction and non-fiction. We have opportunities to use the local library and to share in different authors' work. We ensure children read from a huge range of texts related to our topics and units of work.

All children in KS1 have a daily phonics session where they are taught how to blend sounds in words for reading and writing. The children are put in phases so they can be taught at their developmental stage. Phonetic teaching also impacts immediately on children's confidence to blend and segment sounds for reading and writing.

Children's reading opportunities include reading from books, magazines, comics and multi-modal texts presented using interactive whiteboards. Our aim is to nurture a love of literature and reading for pleasure.



- Writing

Writing consists of Spelling, Handwriting, and Writing Composition in the National Curriculum. We teach the skills that allow children to communicate effectively as writers. This includes the teaching of handwriting, spelling and punctuation. We want the children to feel they are writers and that they can enjoy the writing process. We aim to give them a wide range of interesting and stimulating tasks in order for them to look forward to, and improve, their writing.

Children are taught how to plan, revise and evaluate their writing. They are given opportunities to write in different ways across the curriculum such as reports, science evaluations.

Our hope is that the children are enthusiastic and interested in language activities, that they see themselves as readers, writers and speakers and gain pleasure from the range of tasks given to them. We use the national literacy framework as the basis for our teaching programme as well as developing a cross curricular approach to our teaching. Our topic or theme is at the heart of children's writing, ensuring that children write for a real purpose and audience related to other aspects of learning.

Our aim is to enthuse and excite our children, to stimulate their imaginations and to offer them opportunities to make choices in the presentation of tasks.

Mathematics

Mathematics is a core subject of the National Curriculum. Regular maths lessons throughout the week are provided in KS1 using the 'White Rose Scheme'. This is based on the 'mastery approach' where a culture of deep understanding, confidence and competency in maths is our goal.

In the Early Years children develop basic mathematical concepts, providing them with a good foundation and ensuring a natural progression into National Curriculum levels. Mathematics will be planned and taught discreetly as well as through a cross curricular approach in a variety of settings.
The children will learn about number systems, measures, shape and space and data handling. Increasing emphasis will be placed on problem solving by applying what they have learned.

High priority is given to the development of mental mathematics and how to predict and anticipate solutions through clear understanding of concepts and the use of a variety of strategies.



Science

Science is a core subject in the National Curriculum. We live in an increasingly scientific and technological age where children need to acquire the knowledge, skills and attitudes to prepare them for life in the 21st century.

Here at Banks Road Infant and Nursery School we believe that the teaching of science develops in children an interest and curiosity about the world in which they live.

We also aim to help them develop a respect for their immediate environment and the planet in general, understanding how it is affected by on-going human activity.

We use a variety of teaching and learning styles in science lessons. Our principal aim is to develop children's knowledge, skills and understanding. Sometimes we do this through whole-class teaching, while at other times we engage the children in an enquiry-based research activity. We encourage the children to ask, as well as answer, scientific questions. They have the opportunity to use a variety of data, such as statistics, graphs, pictures and photographs. They use ICT in science lessons where it enhances their learning.

They take part in discussions and engage in a wide variety of problem solving activities. Wherever possible, we involve the pupils in 'real' scientific activities, for example, researching a local environmental problem or carrying out a practical experiment and analysing the results.

More Able / Gifted and Talented Pupils

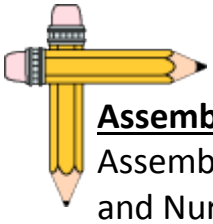
Some children will be identified as being more able in certain areas of the curriculum. We aim to provide further support for these children and the class teachers ensure that the curriculum is differentiated so that more able children can work to their own potential.

Special Educational Needs

The school's policy for Special Educational Needs follows the recommendations of the Special Educational Needs Code of Practice.
The school keeps an updated register of all children with SEN and uses phases of intervention and support. Parents are informed either in writing or in **person, if it is thought advisable for their child to receive extra support.**
Children needing help are identified in several different ways. The school can be alerted to any difficulties via pre-school assessments by the Health Service, Educational Psychology Service or by concerned parents.

Once in school, class teachers monitor the progress of all children and identify any children requiring additional help. A range of support is initiated to facilitate the most efficient progress.

Our SEN policy is available for parents on the school website.
The school has an excellent reputation for Special Educational Needs.



Assemblies

Assemblies/collective worship take place on a daily basis at Banks Road Infant and Nursery. The children are offered a range of experiences from storytelling, drama and role play, collective singing and community visitors. Should parent(s)/carer(s) wish their child to be withdrawn from this part of the assembly, they will be required to notify the school in writing.
Over the year the children will be involved in a range of concerts: Harvest Festival, Christmas productions, Easter and the Summer leavers concert (for year two pupils).

There are weekly special assemblies when we celebrate Children's academic and personal achievements with the whole school community. Personal achievements are celebrated on a Thursday during our Golden Stars assembly, followed by 'afternoon tea' with the head teacher on Friday. Certificates are awarded for the children to take home.

School Reports/ Pupil Progress

The school considers it of vital importance that parent(s)/carer(s) receive regular updates about the progress their child is making.
Parent(s)/carer(s) are offered a range of formal and informal opportunities to enable them to keep up to date with their child's development including:

- Parent/ teacher reading diaries
- Parents' consultations are held twice a year where teachers share progress data with parents and parents will receive a progress statement prior to this meeting
- Parents receive a detailed annual report at the end of the year. This highlight achievement towards AREs (age related expectations) and areas for further development
- "Open House" events throughout the year
- Curriculum events during the year on a focussed area of learning

All children's progress is monitored continuously and in cases where there is a concern, this will be discussed with parent(s)/carer(s) and action agreed. Parent(s)/carer(s) who have concerns are asked to notify the class teacher or the Head Teacher so that a meeting can be arranged. Any intervention work is monitored rigorously to ensure it has maximum impact on progress.

Working Together with Parents

We ask all parent(s)/carer(s) to sign a home-school agreement. This explains the importance we place on the partnership between home and school and explains what parent(s)/carer(s) and children can expect from the school and what the school expects of them.

We enjoy a very positive relationship with parents and parental help is welcomed within the school. Many parents pledge a morning or afternoon to helping in a particular classroom. All volunteers in school are required to participate in an induction process with the head teacher.

Newsletters, curriculum leaflets, theme days, concerts, parent forums/working parties and curriculum information meetings all help parent(s)/carer(s) to gain a greater insight in to the work of the school in general and in particular that of their child.

One of the ways in which all parent(s)/carer(s) can make their views known is by completing the annual parent(s)/carer(s) questionnaire and by giving their views of the school through the Ofsted Parent View online questionnaire. The results and information gained through analysis is shared with parent(s)/carer(s) and is used to develop and enhance many areas: actions are taken by the school as appropriate.

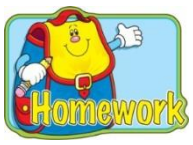
Behaviour

We pride ourselves on having excellent behaviour and attitudes to learning at Banks Road Infant and Nursery School. The general behaviour and manners of the children is a matter of great importance in the running of the school. Qualities of honesty and kindness are constantly encouraged, and politeness and awareness are basic to the relationships between the teachers and the children.

Parents are consulted if a pupil's behaviour causes concern. We have a Behaviour Policy in the school.

Any incidents of bullying or incidents of a racial nature are monitored very carefully.

We follow Banks Road's 'BRILLIANT' expectations, Playground Rules and have Class Charters and expect all children to understand and use them as a learning tool.



Homework

We provide the children with a range of practical and paper tasks, always related to work being done in school in their 'Learning Logs'. Our units of work provide great opportunities for take home tasks which involve making, doing and research work. Daily/regular reading at home is an expectation in all year groups.

Change of address/circumstances

Please let us know if you move house, or your telephone number is changed, so that our records are accurate. It is very important that we have an emergency contact number for every child so that you can be telephoned in cases of illness or accident.

We use an e-mail service to remind parents of up and coming events, if after school clubs are cancelled at short notice, and for most correspondence. It is essential that you keep us up to date with any changes to email addresses otherwise you may miss out on important information.

Also, if your marital status should change by way of separation, divorce, marriage or re-marriage, please do not be shy in letting us know. Children often go through an insecure period at such times and, with knowledge, we can give that extra bit of understanding and support which is needed. Any information is treated in confidence.

Bad Weather

During times of extreme bad weather it may be necessary to take the decision to close the school. In the event of such conditions, the school will email to notify parent(s)/carer(s). Alternatively, parent(s)/carer(s) should listen to Radio Nottingham for news of school closures.

In the event of bad weather after the children have already arrived at school, it may be necessary to close early. Please contact the school to find out more about the closure or listen to the radio. No child will be sent home alone and will be kept safe in school until a parent or elected relative/friend is able to collect them.

Students in School

Banks Road Infant and Nursery School is committed to lifelong learning and ensuring that the best people train to become teachers. We take students from local universities on placements across the school at different times of the year. We also train student teachers through our involvement with nMITTa – North Midlands Initial teacher Training



School and Local Authority Policies

The school has a very comprehensive range of policies and guidance which has been developed and adopted by the Governing Board of the school. It is not possible to reproduce all of the policies for the purpose of this prospectus, but many are on available on the school website banksroadschool.co.uk Parent(s)/carer(s) are very welcome to come into school and view the policies at any time.

Child Protection

Parent(s)/carer(s) should be aware that the school is required to take any reasonable action to ensure the safety of all its children. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, the Head teacher is obliged to follow the Child Protection procedures established by the Nottinghamshire Safeguarding Board and also inform the Social Services of the concern. Our Policy for Child Protection to Safeguard and Promote the Welfare of Children is available on the school website.

Equal Opportunities

Banks Road Infant and Nursery School is fully committed to equal opportunities for all in accordance with Nottinghamshire County Council Guidelines. The Governing Board ensures that all children and employees are treated fairly and equally, regardless of disability, sex, marital status, race, colour, creed and ethnic or national origin.

Pupils with Disabilities

The school has a detailed three year Accessibility plan and Disability Equality Scheme which includes the access and provision for children, staff and regular visitors with disabilities. This plan ensures that provision is in place and planned ready for the adult/child on admission to school and that the facilities and support required are appropriate for that individual. Any adult/child in school with a disability will be catered for and treated equally and inclusively as outlined in the Equal Opportunities Policy and Special Educational Needs Policy.

General Data Protection Regulations

The Data Protection Bill 2018 has replaced the Data Act 1998

Banks Road Infant and Nursery School is accountable for ensuring that we comply with the law regarding protecting people's information and have a duty to make sure that all employees follow the six basic principles:

1. That everything is processed lawfully, is dealt with fairly and people whose information we hold know what we are doing with it.
2. That we only use the information for the reasons which we collected it in the first place.
3. That information is only used when it's appropriate to do so.
4. The information is accurate and up to date.
5. We only keep it for as long as we need it.
6. That we keep all information in a secure location and that unauthorised access is prevented.

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how the school uses and protects your personal information

These are available on the school website: banksroadschool.co.uk

The SIRO (Senior Information Risk Owner) is Carole Clemens (Head Teacher)
The DPO (Data Protection Officer) is Maria Holmes (Assistant Head Teacher)

Complaints Procedure

If parent(s)/carer(s) have a complaint about their child's schooling the following procedure should be followed:

1. If the matter can be dealt with by the class teacher it is appropriate that they are consulted first. If the matter is not resolved, then the Head Teacher should be informed.
2. If the matter is of a more serious nature, then the Head Teacher should be notified so that the problem can be resolved as soon as possible.
3. The person making the complaint may request a copy of the school's policy on this matter.

Friends of Banks Road Association

If your child attends Banks Road Infant and Nursery School, you are automatically a Friend. The Friends committee is made up of parents and teachers. The Friend's main function is to raise funds to support the work of the school and organise social events. All parent(s)/carer(s) are encouraged to take an active role in supporting the committees and the events. Details of events and meetings are detailed in the Friends newsletter and on the schools website.

School Security

The Governors are conscious of their responsibilities regarding security. The Governors receive regular reports and formally inspect the premises at least once a year, and more often if required. Advice is sought from appropriate bodies such as the Local Authority, fire and police services. External doors are kept locked throughout the day and visitors may only gain access to the building through the front entrance. Anyone working within the school building must sign in and wear an identity visitor badge so as to be easily recognisable.

Breakfast Club



Our Breakfast Club is open every weekday morning during term time from 7.30 a.m. (closed on INSET days). Children can arrive for breakfast between 7.30 – 8.15 a.m. and no prior booking is required. The cost is £4.50 per child, per day.

It is open to children who attend **Banks Road Infant and Nursery School and their siblings who attend Bispham Drive Junior School.** Children from Bispham Drive will be accompanied from the infant to the Junior School in time for morning school.

The breakfast provided will consist of cereals, fruit juice, toast with a variety of spreads, fresh fruit, yoghurts and hot drinks.

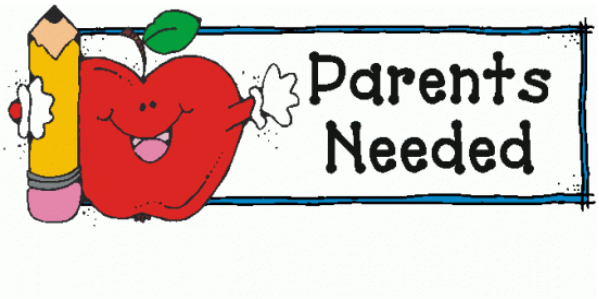
After School Club



Banks Road After School Club offers a safe, caring place for children to come to after school hours. The club is open during term time from 3.15 p.m - 6.00 p.m and costs £10 per session (at time of writing).

Children are provided with adequate food and drink, prepared on the premises by staff. Snacks will be healthy and nutritious and we will encourage a "family" type atmosphere. All food and drink will comply with dietary and religious requirements and with the school's status as a "Healthy School". Parents will submit an information form outlining religious requirements and allergies. Fresh drinking water is available to children at all times.

If you would like your child to attend, you must complete the booking form. You will then be sent an application pack which must be completed prior to your child attending. There are limited spaces and so we allocate spaces on a first come first serve basis.



Parental help in school

There are many ways for parents to give valuable help in school. Regular classroom help is appreciated by all members of staff and can fit in with your routines and commitments. Additional help can include painting, cooking, construction and of course extra reading. If you have a particular skill or pastime that you think would interest a group of children, please let the class teacher know. Under no circumstance would we ask you to teach the class, rather the teacher will organise everything so that you feel confident and everyone enjoys the session. For those parent(s)/carer(s) who do not want to work with children, there is always plenty to do in school which will help the teachers, for example, collating work or mounting work for displays. We ask all helpers to sign in at the school office and please be aware that mobile phones must not be used in the school building.



All Visitors, volunteers and parent helpers must undertake an induction process with the head teacher before commencing any activities in school.

BANKS ROAD INFANT AND NURSERY SCHOOL

"A Home for Learning, Laughing, Caring and Trying"

If you decide that Banks Road Infant and Nursery School is your preferred choice, then please complete the Nottinghamshire County Council admissions form online stating that it is your first choice.



We hope that you and your child will be extremely happy at Banks Road Infant and Nursery School and we very much look forward to working with you.

Banks Road Infant and Nursery School