



Crest Infant and Nursery School

School Prospectus 2019/2020

Fleet Road
Rochester
Kent
ME1 2QA

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Welcome to Crest Infant and Nursery School

Thank you for your interest in our school. Our aim at Crest Infant and Nursery School (formerly Delce Infant and Nursery School) is for your child to be happy and secure here, gaining the best possible education and continuing to develop both personally and socially.

We place great emphasis on our partnership with parents and carers and believe that children work best when home and school work together. We are proud of our strong family atmosphere and the very supportive parental involvement we receive.

Our children have a wide range of abilities, talents and needs and as a school we strive to address these fully so that each child achieves their full potential. They have a voice through the School Council and are encouraged to undertake roles as playground friends and monitors and to support others within our school and the wider community.

Our school provides a hardworking, happy, well-disciplined environment with skilled staff, dedicated governors, high standards and happy children. The building has been extended to provide a comfortable, bright and spacious learning environment.

The school is situated in attractive, spacious grounds to the south of Rochester. There is a Sure Start (Delce area) Family Health and Well Being Centre in the school grounds that works with, and supports families with children aged 0-5 years. We actively forge good relationships with our local pre-school providers as well as our local junior schools to ensure transition at key points is as smooth as possible. The school also works in close partnership with other Medway Infant Schools.

All schools are very different and choosing a school for your child is an important decision. I hope that you find this brochure helpful. We would be very pleased to welcome you on a visit to school, whether you are seeking a place in our Nursery, Reception Class or if you are looking for a place for an older child.

Please contact the school office for any further information you may need or to arrange a visit.

Yours sincerely

Mrs J Shields
Headteacher
July 2019

Our School

The school opened a nursery class in 2007 and now caters for children between the ages of 3 and 7. The nursery children can join the school at the beginning of the term following their third birthday. The reception children are usually admitted at the beginning of the Autumn Term following their fourth birthday, so all our children receive nine full terms of schooling.

There are currently four year groups in the Infant School - Nursery, Reception, Year 1 and Year 2. Four-year-old children initially join a reception class and then transfer to a Year 1 class the following September. They move to a Year 2 class for their final year in school. Children transfer to a junior school in the September following their seventh birthday.

We have an excellent pre-school programme for children starting at Crest Infant and Nursery School. We believe that all children benefit from being happy and confident when starting school and we encourage parents to bring their children to visit the school wherever possible. They may be invited to join us for annual functions, e.g. Sports Day, Summer Fairs, etc. An introductory talk for parents with the Headteacher, as well as sessions where the children spend time in their new classrooms meeting the teacher and classroom assistant, help both parents and children settle in quickly. The children are also encouraged to borrow books from our pre-school library. Other local pre-schools often visit the school with their children in the year prior to them starting at Crest Infant and Nursery School. Through such early contacts, the children settle very well into their first class.

Our school is proud of its caring approach from adults and children. We all aim to create an atmosphere of happiness, security and confidence so that all children are ready to learn and grow in self-confidence. Much time is given to the acquisition of key concepts and skills across all areas of the curriculum, especially English, Mathematics and Science. We aspire to always provide the highest quality of teaching and learning.

We believe that our school is special. It is our aim at Crest Infant and Nursery School to ensure that all our children find school life an enjoyable, stimulating and successful experience. We value each child as an individual and recognise that each one will only feel fulfilled by reaching his or her full potential.

Our Vision



*"Reaching for the **stars** hand in hand"*

Our vision is for a happy, safe learning environment which enables the whole community to achieve, enjoy learning and aspire to be the best they can be.

We work closely with families and other partners to deliver a rich, diverse and fun curriculum which enables all pupils to engage in their learning, be independent and succeed.

Through this we prepare our children for the next stage in their lives as caring, confident and capable members of society.

*Our **STAR** principles support us in achieving our vision...*

*Our **STAR** principles are for everyone. They provide the context from which all children, staff, governors and parents can work together to achieve our aims.*

S is for Successful

T is for Teamwork

A is for Aspirational

R is for Respectful

We achieve this through building character and resilience and Crest is a pioneering infant school in the world of Character Education. At Crest, we have adapted the principles of Character Education so that they are easily understood by our young pupils. It is our opinion that children are not born with or without character and resilience traits. Rather, they learn how to develop and use these skills throughout their lives.

Our Teaching Staff

Headteacher

Mrs J Shields

Deputy Headteacher

Mrs K Seales

Senior Leadership Team

Mrs L Jones, Mrs L Banks, Mrs K Munson, Mrs J Marco

Nursery Teachers

Mrs L Jones

Reception Teachers

Miss S Ring, Mrs A Georgieva, Mrs A Bichescu

Year 1 Teachers

Miss L Tunbridge/Mrs A Bradley, Mrs L Banks, Miss R King

Year 2 Teachers

*Mrs K Munson, Mrs K Stutely/Mrs S Campbell,
Mrs J Warway/Mrs S Hyde*

Our Support Staff

Inclusions Manager

Mrs J Marco

Home School Support Worker

Mrs S Gibbons

Nursery Practitioner

Mrs C Kemp, Mrs W Barratt,

High Level Teaching Assistant

Mrs R Hill, Mrs S Webb

Learning Support Assistants

*Mrs J Dalligan, Mrs B Baldock, Mrs T King, Miss K Pearce, Mrs D Glew Miss
G Redman, Mrs J Wakelin*

Office Staff

Miss J Lindfield, Miss K Tripp, Mrs J Bourne

Caretakers

Mr P Lovell

Premises Staff

*Mrs J Smith, Mrs S Wright, Mrs S Percival,
Miss H Dixon*

Our Governing Body

Chair of Governors

Mrs Nicola Archenoul

Parent Governors

Vacancy
Miss E Wood

LA Governors

Mrs C Brown

Staff Governors

Mrs S Hyde

Co-Opted Governors

Mrs N Archenoul
Mr R Holbrook (Vice Chair)
Miss E Diyan
Mr P Brivio
Mr T Gullett
Mrs C Reed
Mr N Charlwood

Member

Mrs K Seales

Clerk to the Governors

Mrs L Catchlove

Headteacher

Mrs J Shields

Director of Children and Adult Services

Ian Sutherland
Medway Council, Gun Wharf, Chatham
Tel. 01634 306000

Admissions

The Headteacher is pleased to meet each child with their parents prior to starting school. Parents may make an appointment to be shown the school, to see the children at work and meet members of staff.

What happens when your child first starts School?

Children are admitted into one of our Reception Year classes on a part time basis initially to enable your child to settle happily into school routines. A full day at school can seem a very long time to a four year old at first.

New entrant children are invited to introductory sessions before they start school, giving them opportunities to get to know their classroom, teacher and peer groups. The Headteacher also arranges a meeting for all parents of new children, when school routines are explained and a welcome pack is given to each parent.

A private appointment is made for each parent and child to meet the class teacher before your child actually starts school. This is an opportunity for them both to discuss the welfare and education of your child. You will be asked to complete a "Starting School" questionnaire during this meeting. Please do not be concerned if your child cannot do all the things mentioned on the questionnaire. The information that you give is very helpful to class teachers and they can advise you as to how to support your child in settling into school.

What happens during the first year at school?

Parents are invited to a series of curriculum meetings during the first year of your child's schooling. You will also have the opportunity to meet the School Nurse, Attendance Advisory Practitioner and School Governors.

Moving on?

When your child reaches Year 2, you may apply for your child to be transferred to a Junior School in the September after their seventh birthday. An online application should be completed for the preferred Junior School.

Our school is a happy, welcoming environment and most children settle in quickly and easily. However, if your child does experience initial anxieties, please discuss these with the class teacher or make an appointment with the Headteacher and we will do all we can to help.

How Our School Day is Organised

Times of Sessions

School starts at 8.55am - 12.00 noon
1.15pm - 3.15pm

All children may enter their classroom from 8.45 am onwards. Parents are requested not to send their children to school before 8.45am as it is not possible to provide supervision before this time. Parents are responsible for walking Year R and Year 1 children to the classroom door and Year 2 children to the main entrance door where they can walk to their class independently. Parents are responsible for the supervision of their children before 8.45am even when on school premises.

The children are taught for 21 hours 30 minutes per week.

The Nursery sessions are from 8.30 - 11.30am or 12.30-3.30pm. Nursery aged children are entitled to 15 hours of free nursery education per week.

Term Dates

Autumn Term 1	02.09.2019 - 18.10.2019 (inclusive)	
Autumn Term 2	30.10.2019 - 20.12.2019	"
Spring Term 3	06.01.2020 - 14.02.2020	"
Spring Term 4	24.02.2020 - 03.04.2020	"
Summer Term 5	20.04.2020 - 22.05.2020	"
Summer Term 6	01.06.2020 - 22.07.2020	"

Staff Development Days	02.09.19	03.09.19	30.10.19
	31.10.19	01.11.19	

Parents will be notified, in advance, of any further Staff Development Days.

Leaving and Collecting Children

When leaving or collecting your child, please use the entrance in Crest Road. The car park entrance is for staff cars only and for safety reasons **should not be used by pedestrians**. If you bring your child to school by car, please park well away from the school entrances as they get very congested and dangerous at the beginning and end of each day. The school actively encourages children to walk to school wherever possible.

School Uniform

Children are expected to wear school uniform which is available via **School Time**, Railway Street, Chatham or our Uniform Supplier (excluding ties), online with My Clothing using the following link:

www.myclothing.com

Boys

White shirt
Navy blue school sweatshirt
Grey trousers
School tie (optional for Reception)
Sensible black shoes
Grey shorts for summer
White short-sleeved shirt
Summer hat

Girls

White blouse
Navy blue school sweatshirt/cardigan
Grey skirt/pinafore/trousers(*)
School tie (optional for Reception)
Sensible black shoes
Blue check dress(preferably Navy Blue)
Grey shorts or culottes for summer
Summer hat
***Shorts or culottes are preferred for Reception.**

- The wearing of jeans, sportswear, trainers or open toe sandals (for safety reasons) **is not permitted.**
- The children are **NOT** allowed to bring large backpack bags on to the school premises as cloakroom space is limited.
- All long hair should be tied back with sensible hair fixings eg no large bows. We also do not allow extreme haircuts eg tram-lines
- The children may wear PE uniform of navy blue shorts and white T-shirts. PE kit will not be needed until Term 3 for year R pupils.
- All Physical Education is taken with bare feet unless children have a foot ailment that would necessitate wearing plimsolls. Please inform the class teacher if this is the case. All children will need plimsolls during the summer term as PE is done outside, weather permitting.
- An overall for art and craft activities will be required to protect your child's clothing. We regret that the school cannot be held accountable for any damage to clothing.
- Reception children need to have a named pair of wellington boots to be left in school. It is useful that a named peg is used to keep them together as well as naming each boot.

****Please ensure that all items of clothing are marked with your child's name.****

Items available to purchase from the school office are:

Ties (normal or clip on) (via School Office)	-£4.50 clip on, £2.50 elastic
Water Bottle (via School Office)	-£2.00 each (replacement caps
are	50p each)

Lunch Arrangements

School Meals

Children eat their school meals in our school hall where we operate two sittings. Children are supervised and encouraged to eat their meals. Children may order a cooked school meal. The meals are cooked and prepared onsite in our own school kitchen at no cost to the parent/carer under the Universal Infant Free School Meal Programme.

Some children prefer to bring their own packed lunch to school instead of having a prepared meal. These children also eat their meal in our school hall. In the interest of safety, please do not send in hot drinks or breakable containers. We encourage all our children to eat healthily.

If you think your child may have been entitled to free school meals under the old scheme, please collect an application form from the school office to help raise Pupil Premium money for the school following government commitment to pay school. This money the school can benefit from and use to fund new equipment or maybe more teaching staff. All information regarding free school meals is confidential.



Snacks for Morning Break

Crest Infant and Nursery School is committed to developing children's awareness of healthy eating and we have achieved the Healthy Schools Standard. We provide free fruit and vegetables for the children to eat at break time each day.

We do not allow chocolate, sweets or crisps for the children's morning snack as these can be bad for their teeth and do not encourage healthy eating habits.

Children should bring into school a water bottle which should be filled with water (not flavoured water) at home and brought to school each day. Children are able to drink from their water bottles throughout the day.

Pastoral Care

Absences

Please telephone us on the first day of your child's absence to let us know that your child is unwell.

All absences must be notified by a **phone call or written letter**, as these must now be recorded on the child's annual report. For any dental or doctor appointments please send a written request, with evidence of appointment, the day before, as these dates are often at 'odd' times of the day and your child will not then be counted as absent. Children **must** also be collected from school for appointments during the school day. **No child is allowed to leave the premises on his/her own.**

Family Holidays

The Department for Education (DfE) has amended the regulations governing requests for holidays in term time. With effect from 1st September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006, make it clear that **Headteachers MAY NOT grant any holidays or other absences during term time unless there are exceptional circumstances.**

The requests relating to exceptional circumstances are extremely rare. Headteachers must determine what are exceptional circumstances and the number of school days a child can be away from school if leave is granted. The Attendance Advisory Practitioner checks the registers regularly.

Also, from September 2013, the DfE has amended the Education (Penalty Notices) (England) Regulations 2007, so that any parent/carer who receives a Penalty Notice for taking their child out of school during term time will have to pay £60 within 21 days or £120 within 28 days. Previously parents had 28 days to pay £60 and 42 days to pay £120.

Truancy

We are statutorily required to provide parents with information about the total of unauthorised absences each year. For the year 2018/19 (as of 26th April 2019) the totals were as follows:-

The percentage of **authorised** absence was 4.2%

The percentage of **unauthorised** absence was 1.4%



Illness in School

Although we do the best we can, there is no comfortable, quiet place for sick children to rest in school. Parents are contacted by telephone if a child is too poorly to continue studying and he/she will be cared for whilst awaiting collection.

Please do not send your child to school if he/she is unwell. However, if your child has mild symptoms, please send them into school as we will always contact you if we feel your child would be better at home with you.

Emergency Telephone Contact

Three different, reliable, emergency telephone contact number(s) must be provided for each child, in case your child feels unwell during the day. Also hospitals are often unwilling to administer treatment if the parent is not present or cannot be contacted.

Please update information regarding home, work and emergency telephone contact numbers at the earliest opportunity.



Medicines in School

The school is able to administer medication to a child if it is a prescribed medicine. Please speak to the School Office for further information. If your child is asthmatic or on other long-term medication, please seek the advice of the Inclusions Manager. Please see our 'Medicines in School' Policy for further information.

Personal Property

Unless children have been asked by their teacher to bring particular items into school, toys, etc. should be kept at home. We do our best to ensure that all items that are handed in are returned to the owner.

All personal property, uniform, shoes and coats must be marked with owner's name. The school cannot be held responsible for loss or damage although every effort will be made to find lost property.

Jewellery

*The wearing of all forms of jewellery, such as rings, bracelets, necklaces and earrings is **not permitted**. Children with pierced ears may wear a small, short stud.*

For reasons of safety, it is essential that no jewellery whatsoever is worn during PE and games lessons.

We cannot be responsible for the safekeeping of jewellery brought into school with or without the knowledge of parents.

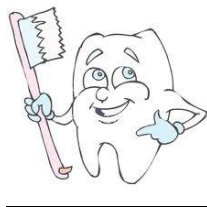
Medicals

New, Reception pupils will have a health assessment shortly after entry. A re-examination will also be carried out if it is considered advisable in the light of a child's previous medical history or at the request of a parent or Headteacher. Parents are advised that health assessments are to be carried out.

Routine Checks

The school nurse conducts vision and hearing tests for all children during their time at this school. Parents are informed if any defect is discovered.

Routine checks for head infestation (headlice) are no longer carried out. Advice and treatment may be obtained from your own doctor or local Health Centre. We do ask parents to check their child's head regularly and to continue checking for at least a fortnight, if headlice are detected. Please contact our Home School Support Worker for further information.



Dental Inspections

Parents are advised to make private arrangements for the regular inspection of their child's teeth.

Security

As a result of new regulations regarding security in school, all parents must report to the office before entering the buildings at any time during the school day. (Assemblies and open days are exempted). A Health & Safety Policy has been established.

All classroom doors are secured and all staff wear identity badges. Visitors must sign the visitor's book and wear a visitor's badge before going into school. If you are not wearing a badge you will be challenged by a member of staff.

Educational Visits

Various educational visits are arranged during the school year in connection with projects, topics and festivals. The 1988 Education Act does not allow schools to charge for school visits. Instead, we must ask you to support us by making a voluntary payment. Without your contribution, it may be necessary to cancel visits, although no individual child would be excluded solely on the inability of parents to pay. Please contact the Headteacher if you do have problems in funding a school visit.

School Fund

The school fund exists to provide additional amenities that are not provided by Medway Council. Parents are asked to support the fund by donating a subscription of £2 per child ~~per term~~ or £5.00 per year per child if paid in advance at the beginning of the school year.

Behaviour and Discipline

1. Crest Infant and Nursery School has strong family values where we encourage all adults and children to have consideration and respect for others. We respect each child in school and expect the children to consider and respect others and to be polite and courteous.
2. We encourage children to develop a caring relationship with one another by fostering an atmosphere of mutual respect and understanding.
3. We follow five golden rules which apply both in the classroom and on the playground. These are listed below Children are encouraged to adhere to these rules and their good behaviour is rewarded by a period of "Golden Time" each week.

Do be gentle

Do not hurt anyone

Do be kind and helpful

Do not hurt people's feelings



Do listen to people

Do not interrupt

Do be honest

Do not cover up the truth

Do work hard

Do not waste your or other people's time

4. We also have a few school rules that need your active support as follows:

Children must arrive at school punctually, **before 8.55am**. Doors open at 8.45am and close at 8.55am.

Children are expected to behave quietly and sensibly in school.

Children must treat the school's and other people's property with respect and leave valuable or "precious" objects at home.

No toys allowed in school.

Children are not allowed to fight or "hit back". They must learn to walk away from trouble and refer the incident to the teacher.

No money is allowed in school, except when specifically requested and this should be in a named envelope or purse.

Children are expected to act thoughtfully and to be considerate of the needs of others.

If problems do occur in a child's behaviour or work, we encourage discussion between teachers, Headteacher and parents in order to resolve them.

Parental Help in School

There are many areas of life in school where parental help is welcome on a regular basis. You may wish to become more involved in the work of the school and this is possible in a variety of ways:-

- (a) using some special talent in the school
- (b) providing extra reading practice opportunities
- (c) helping at school functions and social activities
- (d) assisting in the classroom.

Please contact the school office in the first instance should you be interested in helping with any of these or other activities related to the school. We do value parents' contributions to the work in school and are most grateful for all offers of help.



Curriculum

At Crest Infant and Nursery School we believe that we are educating the whole child and providing that child with skills, knowledge and attitudes for life. It is essential that children are highly motivated, interested and have a sense of their own achievements. Both teachers and parents have a role to play in maintaining positive attitudes to learning and thereby enhancing the child's self esteem.

Nursery and Reception children follow the Early Years Foundation Stage Curriculum, which prepares them for the National Curriculum. There are six main areas: Literacy, Numeracy, Creative Development, Physical Development, Knowledge of the World and Personal, Social and Emotional Development. We believe that we are developing the whole child and, in the reception classes, children receive opportunities to develop independence, social skills and a sense of responsibility, as well as the more formal areas of writing, reading, etc.

Key Stage 1 applies to children of compulsory school age, i.e. aged five to seven years. The National Curriculum is only part of the school's broader curriculum. There are four core subjects: English, Mathematics, Science and Computing and six foundation subjects: History, Geography, PE, Art, Music and Design & Technology. Children also study Religious Education and Personal, Social, Health Education.

The school plans the curriculum carefully for all children and we ensure that there is continuity between the curriculum provided for the children in the reception classes and those children who are being taught in Years 1 and 2.

English



At Crest Infant and Nursery School, Speaking and Listening, Reading and Writing is an enjoyable experience. We want all of our children to become able communicators, fluent readers and writers.

Fundamental to all the aspects of your child's development is the fostering of the spoken language. Poetry, stories, plays and songs all help to support this development. Interested parents maintain a high level of "input" and ensure that their child joins the library, starts a book collection and can express

themselves well in conversation, as well as developing the ability to listen attentively to others.

We aim to help each child develop the habit of reading with satisfaction and pleasure. Your child will bring home a book as soon as he/she starts school and you will be asked to write comments in the Home/School Contact Book.

Children are able to choose books from a wide range available in each class library as well as reading through structured schemes and story and non fiction books.

Children learn to write by writing. They are encouraged to "have a go" and write for themselves as well as copying from a teacher. All children are taught phonics and knowing their sounds helps them to work out words for themselves when reading or writing.

Children are taught a legible cursive style of handwriting and a good attempt at spelling and neat, careful work is encouraged. Children are encouraged to write for a number of purposes and for different audiences. Some examples include the writing of lists, letters, cards, poems, reports, stories, diaries, jokes, prayers and messages, as well as many others.

We provide a literacy rich environment for all Year 1 and 2 children. Specific reading and writing skills are taught daily. Children will have opportunities to read Big Books with the class, to take part in guided reading sessions to learn about grammar and punctuation, as well as phonics and handwriting. Part of a typical English Lesson will be spent teaching the whole class but children will work in groups for a proportion of it. Adult support will be vital during the English Lesson and parents are invited to help in the class during this time. Some of the work will be linked to the termly topic.

Reception aged children will be introduced to more structured Literacy sessions gradually throughout the year.

Mathematics



$$3 + 3 = 6$$

Our aim in Mathematics is to provide a progressive structure in which your child can develop basic mathematical concepts. Today there is a special need for understanding the processes used by mechanical and electronic aids and

priority is given to the understanding of number skills, eg. the four rules of addition, subtraction, multiplication and division as well as place value. Your child will also have wide experience of all aspects of measurement, shape and logic.

A structured daily maths lesson takes place in every Year 1 and 2 class. Reception aged children learn maths in a practical way and are introduced to the numeracy session gradually throughout the year.

The school wants children to enjoy mathematics. We encourage this attitude through practical experiences, play activities and structured apparatus. Children also enjoy daily mental maths sessions and are taught to apply their mathematical knowledge to every day situations. We hold an annual Maths Day where children and their parents participate in many enjoyable and varied mathematical activities.

Science



The children experience science through observing the world around them and through topic work. A wide range of support materials is available. The children are supported in their investigations by their vocabulary and maths skills.

Our aim is to encourage children's natural curiosity with regard to their environment and enable them to test their ideas by using scientific methods.

We make our scientific activities very practical. The children are encouraged to think carefully, ask questions, comment upon their methods and explain findings.

The children carry out simple experiments that involve hypothesising, questioning, testing, careful observation and recording. These activities are the basis upon which later science work can be built.

Design & Technology

Our technological activities are very closely related to our art and science activities and usually arise out of topic work. We approach this in a very practical manner by giving the children a problem to work out and solve. This involves the children in hypothesising and planning activities as well as actually doing or making something to solve the problem in their own way.

These activities are most enriching as they provide the child with opportunities for working with a wide range of materials which enables them to acquire a wide variety of practical skills.

Geography

We try to extend and develop the children's awareness of the environment by encouraging natural inquisitiveness with regard to living things, including themselves. Keeping and caring for pets, growing plants, observing the weather and carrying out simple experiments are all used to train the child in careful observation and recording.

Children are provided with first hand experiences of their local environment and are given opportunities to extend this knowledge to more distant places, usually through topic work.

History

Children are given opportunities to study the history of their own families and communities through asking questions, developing pictorial time charts and telling stories in sequence. Children are encouraged to compare past and present. A lot of this work takes place through topic work.

Art

In Art, the children use a wide variety of materials and equipment. They are taught the appropriate skills and are encouraged to appreciate their own and other people's creativity. Parents with particular aptitudes for art do come into the school to help. Please offer to do so yourself and your help will always be most appreciated.

Music



Singing, listening, moving to music and playing percussion instruments are all part of the weekly programme. These activities develop the memory and the ability to listen - skills that are valuable in other areas of the curriculum.

Crest Infant and Nursery School specialises in teaching music through singing. We are proud of our reputation in this area.

Physical Education

Physical Education is an important and fundamental aspect of a child's development. All children take part in PE lessons unless there is a medical reason. We have an excellent hall and are continually adding to our collection of apparatus.

The school programme includes the teaching of skills with or without small apparatus, the use of large climbing and jumping equipment and activities, in preparation for games at a later stage. Dance is also a subject that is popular with many children; it develops their co-ordination and self-confidence. The children may learn country dancing as well as experimenting with other types of movement such as disco dancing.

The safety aspect of such work is strongly emphasised. Long hair must be tied back and no earrings may be worn for any PE lesson.

We have a Sports Day once a year, with emphasis on enjoyment rather than competition.

Computing

Computing takes place throughout the school and all children have access daily to a computer and Ipads. It is a cross-curricular subject and children may use it to support their work in English and Mathematics, etc. However, computing is also taught as a distinct subject so that the children can acquire the necessary skills and expertise needed to complete cross-curricular work. The children use our computer suite each week as well as the computers in their classroom. They also learn simple programming by using programmable toys. The computers are linked to the Internet and children develop simple research skills through carefully supervised Internet access. They also have opportunities to take digital images and video, and create PowerPoint presentations.

Religious & Moral Education

We aim to make children aware of the world around them and to the infinite variety of life. We encourage children to be tolerant and understanding and to develop a sense of being a member of a larger family, where acting with love and consideration is praised. We aim to build a child's own self-esteem.

A daily assembly is held in which we try to build elements of awe, silence and worship. Bible stories are sometimes told, as well as stories from other religions and faiths. The main festivities of the Christian calendar are celebrated at Christmas and Easter.

According to the Education Acts, parents have the right to have their children excluded from attendance at religious worship and instruction in the school in order to receive religious instruction elsewhere. Please advise the Headteacher if you wish to use this right.



Personal, Social and Health Education and Citizenship

This is part of everyday life and is incorporated into some topic work, PE and Circle Time as well as being a discreet lesson. Issues may be dealt with as appropriate occasions arise, eg. washing hands, healthy foods or new baby; other issues, such as making friends or dealing with problems are approached through structured discussions and role play.

Currently, there is no formal Sex and Relationships Education. The school regards this to be primarily the responsibility of the parents. Children's questions are answered honestly and at their level of understanding.

Special Educational Needs

Crest Infant and Nursery School staff work continuously to ensure that all children who have special education needs (SEN) are fully included in all aspects of school life. The school's SEN policy, which has been revised to incorporate the DFE SEN Code of Practice, has been successfully implemented.

Mrs Marco, Inclusion Manager, maintains an overview of the progress of all children with additional educational needs. The class teachers maintain responsibility for planning and implementing support to these children working alongside our team of highly skilled TA's (Teaching Assistants). As a school, we also have access to a wide range of services provided by external agencies such as Speech and Language Therapy, Occupational Therapy, Play Therapy, and Educational Psychology.

It is most important for these pupils that home and school work together and as such, the school works closely with parents to ensure our children receive the best possible support in their education. If you feel your child is likely to require additional support, be it medical, emotional, behavioural or educational, please contact the Class Teacher in the first instance and they can refer the case on for additional support.

Assessment

Assessment is a continuous process that teachers plan for in all their work. It takes various forms, from informal notes, planned termly assessments and the use of some standardised tests.

The most up-to-date end of Key Stage 1 Assessment results are included at the end of the prospectus.

A portfolio is compiled for each class that includes on-going teacher records and assessments. These records are passed to the child's junior school with a summary of the levels reached at the end of Key Stage 1 Assessments.

An annual written report on your child's progress is sent to you each summer term.



Extra Curricular Activities

Extra Curricular Activities occur throughout the year and all children have the opportunity to take part in Book Week, Arts Week, Christmas celebrations, Science Days, Round the World Week, Healthy Week, etc.

We run several clubs in school such as:

Cookery Club, Choir Club and Dance Club for Reception, Year 1 and Year 2 children, Football Club for Year 1 and Year 2 children.

These clubs have proved to be very popular and as such often have a waiting list.

We also run the following clubs at lunchtime:

Craft, Maths, Computing, Recorder, Lego, Eco, Puzzle and Fitness (Yoga) Clubs.

Private Piano lessons are also offered to students at a fee to the parents.

Other Important Information

Home School Support

We have a Home School Support Worker who can support families with parenting, behaviour strategies, child sleep problems, healthy eating, benefits, housing and lots more. Please enquire at the School Office for further information.

Liaison with local Junior Schools

We try to ensure transition from our school to the Key Stage 2 (Junior) school your child will transfer to, is as smooth as possible. We have transition programmes in place so that your child has the opportunity to spend time in their new classes and meet their new teachers before they start at the school.

Equal Opportunities

The school is committed to the general principle of equal opportunities for all pupils and adults, regardless of disability, ability, race or gender. Pupils of both sexes have equal access to the whole curriculum and we encourage every child to achieve his or her maximum potential.



Arrangements for Disabled Pupils

A few children at Crest Infant and Nursery School have disabilities and need additional resources. The school is committed to providing an environment which allows these children full access to all areas of learning. Parents of disabled children are asked to give the Headteacher details of the disability as soon as they are offered a place at the school. The Headteacher will arrange a meeting at a mutually convenient time to discuss the ways in which the child's disability might hinder her/him from taking a full part in the life of the school and the ways in which such difficulties will be overcome.

The Headteacher will then make any arrangements necessary to enable the child to participate fully in all lessons and activities. These arrangements may include briefing staff, obtaining special equipment, making minor adaptations to the building, rearranging classroom furniture and/or employing support staff. These may take time to put into place and may require advice and assistance from the Education Office or specialist agencies, so parents are urged to see the Headteacher as soon as possible so that everything can be ready for the child's first day at school.

The school's accommodation has been greatly improved recently and there is access to all parts of the building via ramps and a lift.

Safeguarding Statement

Crest Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. All concerns are passed through the members of staff who are trained as "Designated Child Protection Officers" in school in compliance with the "sharing of information" guidance.

The Child Protection Designated Teacher/Safeguarding Officer is Jane Shields, Head teacher. She is supported by a team of trained senior leaders.

If you have any serious concerns about your child or any other pupil at Crest Infant and Nursery School please do not hesitate to contact the Child Protection Designated Teacher who knows who to contact for the best advice and help and is experienced in using the appropriate degree of confidentiality.

For the best interests of all our children we use the following safeguarding measures:

Cause for Concern

Teachers are asked to report any causes for concern to the School Safeguarding Team using a written proforma. Any concerns will be shared with parents as early as possible as more often than not there are extremely reasonable explanations for the concern. Concerns may range from children being visibly upset to persistent lateness to children 'disclosing' concerns.

Attendance

All lateness and absences are recorded by Attendance Administrator and monitored by the Home School Support Worker. Reasons will be sought for all absence or lateness. Attendance is monitored through these systems and referrals to the Safeguarding Team can be made. Parents will always be informed of concerns around attendance at the earliest point. If attendance

concerns continue the school will refer to the Attendance Advisory Practitioner (AAP).

E-Safety

We support our students' use of the internet and seek to underpin their knowledge of safe use and protection. We provide our students with an awareness of how to stay safe online both in the school environment. Regular parent workshops are planned to support families.

Useful Links

Parents may also find it useful to look at these sources of information related to E-Safety

www.thinkuknow.co.uk

www.saferinternet.org.uk

www.ceop.gov.uk

<http://parents.vodafone.com/>

Homework

We believe that homework plays a vital role not only in the advancement of pupils' knowledge and skills but also in reinforcing the partnership between school and home. We value the opportunity for children to share their learning experiences with their parents and similarly for parents to support their child's intellectual development.

Homework can take the form of reading, revising phonics learned in class, playing maths games and learning spellings. In Year 1 and 2, we have a 'PIP' system, (Parents in Partnership). At the beginning of each term, each child is given a grid of suggested activities across the curriculum related to their termly topic. At the end of each term, we hold a 'pip' open afternoon session where parents can join us to share the hard work!

Teachers do positively encourage the pupils to complete their homework regularly and monitor their achievements.

External Extended Services

Pupils at Crest Infant and Nursery School are able to attend the breakfast and after school provision operated by City Way Nursery. Please contact our school office for further information.

Crest Infants Extended Services

Crest Infant and Nursery School offers a Bright Start Breakfast Club. This has limited availability at present.

Governors

The affairs of the school are administered by the Governing Body. The full Governing Body usually meets four times a year. At other times committees meet to consider administrative, financial and curriculum issues. Governors are appointed from various sections of the community plus parent governors. Parents / guardians interested in joining the Governing Body should speak to either the Headteacher or a Governor. You will be warmly received!

Raising Concerns and Resolving Complaints

From time to time, parents and others connected with the school will become aware of matters which cause them concern. To encourage resolution of such situations, the Governing Body has adopted a "General Complaints Procedure".

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means*
- Be simple to use and understand*
- Be non-adversarial*
- Provide confidentiality*
- Allow problems to be handled swiftly*
- Address all the points at issue*
- Inform future practice so that the problem is unlikely to recur.*

Full details of the procedure may be obtained from the School Office or from the Clerk to the Governing Body.

Documentation in School

Parents are welcome to see any documents in school. Curriculum and management policy documents are available, together with minutes from Governing Body meetings. Please ask the Headteacher should you wish to see the information.

Data Protection Act

Schools, Local Education Authorities (LEA) and the Department for Children, Schools and Families (DCSF) all hold information on pupils in order to run the education system and, in doing so, have to follow the Data Protection Act 1998. This information includes contact details, National Curriculum

assessment results, attendance information, ethnic group, special education needs and any relevant medical information.

From time to time we are required to pass on some of this data to the LEA, to another school to which the pupil is transferring, to the DCSF and to the Qualifications and Curriculum Authority. These agencies may use some of this information to carry out specific functions for which they are responsible.

You will receive a data collection sheet, showing the relevant information held on our computers each year of your child's education which we will ask you to check, sign and return to school.

If you wish to access the personal data held about your child before this time, please contact the school, in writing, and the information will be forwarded to you.

Conclusions

It is important to remember that you, as parents, contribute towards your child's education through developing a good relationship between yourself and your child's school.

Throughout the time your child spends at Crest Infant and Nursery School, he/she will be supported in reaching his or her full potential in all areas of the curriculum. Your child will be encouraged to acquire the attitudes and basic skills that will support his/her education in future years. Let's work together to support our children.

This booklet relates to the school year 2019/20. The details are correct at the time of publication.