



USEFUL INFORMATION ABOUT



Finedon Mulso CE Junior School

CURRENT STAFF

Mrs Joanne Lloyd-Williams	Head teacher
Miss Lucy Sadler	Deputy Head teacher / Year 5/6 Teacher
Miss Sophie Ayres (Year 5/6)	Teacher
Mrs Karen Noble (Year 5/6)	Teacher
Mrs Anita Abri (Year 3/4)	Teacher
Mrs Vanda Baker (Year 3/4)	Teacher
Miss Louise Dangerfield (Year 3/4)	Teacher
Mrs Carly Glanvill (Year 3/4)	Teacher
Miss Chloë Williams (Year 3/4)	Teacher
Mrs Jane Brammer	Additional Teacher
Mrs Pauline Clarke	Additional Teacher
Mrs Jackie Jones	Additional Teacher
Miss Chloë Friell	Trainee Teacher
Miss Lucy Hanlon	Trainee Teacher
Mrs Karen Ellis	Special Educational Needs Coordinator (SENCO)
Mrs Sharon Green	School Bursar
Miss Rebecca Wright	School Administrator
Mrs Caroline Jewell	Parent Support Advisor (PSA)
Mr John Havlicek	Site Supervisor & ICT Technician
Mrs Jo Needle	High Level Teaching Assistant
Mrs Amelia Tollady	High Level Teaching Assistant
Mrs Jo Billson	Teaching Assistant
Ms Miranda Case	Teaching Assistant
Mrs Katie Felstead-Parry	Teaching Assistant
Mrs Gaynor Hakes	Teaching Assistant
Mrs Karen Hearn	Teaching Assistant
Mrs Joanne Marshall	Teaching Assistant
Miss Heather Smith	Teaching Assistant
Miss Nicole Swords	Teaching Assistant
Mrs Rosalind White	Teaching Assistant
Mrs Deborah Biggs	Lunchtime Supervisor
Miss Suzanne Billington	Lunchtime Supervisor
Mr Michael Blissett	Lunchtime Supervisor
Miss Sharon Griffin	Lunchtime Supervisor
Miss Tanya Playford	Lunchtime Supervisor
Mrs Claire Vaughan	Lunchtime Supervisor

OUR CHURCH AND SCHOOL

Well over a century ago, our school was built by the Church of England on land given by the Lady of the Manor, Miss Ellen Mackworth-Dolben in 1900. It was opened on 15th June 1900, and we have enjoyed a close relationship ever since.

Our links with St. Mary the Virgin are extensive and wide-ranging. Many of our governors are nominated by the Church and, as well as working hard behind the scene to manage the school, they provide practical help with aspects of school life such as assemblies, clubs and trips.

The church also provides a venue for church events. Both church and school benefit greatly from this excellent association and are enriched by it.



Religious Education

As a church school, we believe we have a special duty to provide an inspiring Religious Education curriculum for our children. Religious education is centred around the Christian Faith and the traditions of the Church of England. However, we also seek to prepare our pupils for the wider world that they will encounter in later life by teaching other faiths too. We hope to encourage children to explore their own faith journey.

Collective Worship

Collective Worship has a central position in our school and we hold daily assemblies in the Christian tradition. We aim to provide high quality worship which is stimulating and enjoyable for all. Our assemblies are carefully planned and focus on a different theme each week. Worship sessions include sharing experiences, singing, prayer and quiet reflection and provide valuable opportunities for spiritual, moral, cultural and social development.

Once a week Father Richard Coles, or a Church volunteer leads our assembly and every term the children visit the Parish Church to worship. We warmly welcome parents to join us for worship in Church and in school to celebrate special times.

AIMS AND VALUES

Mission Statement

This Anglican school aims to work in partnership with parents, St Mary the Virgin Church, Finedon and the Peterborough Diocese to produce confident and responsible children who respect other faiths and who are able to fulfil their potential.

We strive to achieve this by providing a stimulating learning environment which both supports and encourages excellence and develops Christian values and children's abilities to the full.

Aims and expectations

In order to fulfil our mission, staff and governors at Finedon Mulso CE Junior School aim to:

- Enable pupils to reach their full potential
- Provide pupils with a broad and balanced curriculum which will engage, challenge, motivate and inspire in them a love of learning
- Provide our pupils with a stimulating learning environment that has exciting and enjoyable lessons delivered by high quality, well-trained staff who will always encourage them to do their best
- Create a caring, Christian community in which pupils are treated with respect and thereby feel happy, confident and valued
- Encourage children to acquire Christian values, behave well, show good manners and have respect for others regardless of their gender, ethnicity, religious or cultural background
- Encourage all pupils to live safe, healthy and fulfilling lives and make a positive contribution to our local community

As staff and governors, we expect that our children's parents will:

- Make time to listen to what their child has been doing in school and support them in their learning
- Listen to their children read
- Take an interest in and become involved in the life of the school
- Agree with us about the need to set high standards for children's behaviour and help us to promote the 'diamond rules'.
- Ensure that their child attends school on time, fit and ready for learning

As staff and governors, we expect that our children will:

- Promote and follow the 'diamond rules'.
- Develop a good and positive attitude towards work and learning
- Take responsibility for their own actions and accept reasonable discipline, doing as they are told the first time of asking
- Be co-operative and prepared to work with other children giving their best at all times
- Know their strengths and weaknesses and learn to judge and respond to their own progress
- Wear school uniform.

Diamond Rules

We have three diamond rules that we expect to see the children following:

- Show good manners at all times
- Care for everyone and everything.
- Follow instructions with thought and care

Accessibility

The teaching and learning spaces within school are all on the ground floor. There are disabled toilet facilities. There is a flat entrance to the back and a ramped entrance to the front of the building and the mobile classroom. The school governors are aware of their responsibility to make adaptations if they are required to meet any specific needs.

The school is opposed to any discrimination which would prevent pupils with disabilities from being treated less favourably than other pupils. The school makes every effort to provide access for pupils with a disability. Curriculum, physical and information accessibility is regularly reviewed.

Equal Opportunities

As a school, we promote equality of access to all activities without prejudice, due to race, culture, resources, special needs or gender.

Special Educational Needs

We believe in a fully inclusive school where our children are encouraged and supported in reaching their full potential whatever their ability or need.

Within our school, learning forms part of a continuous cycle of planning, teaching and assessment, that takes into account the wide range of experiences and skills of pupils. The majority of pupils will learn within these arrangements. Where a child is not making the expected progress for a child of their age, further assessments will be undertaken to determine the cause(s) of their lack of progress. These may take the form of classroom observation, work scrutiny and/or individual testing. We will then identify and focus attention on the child's existing skills and highlight areas for action in order to support the child within the classroom setting.

Parents will be part of the discussions and kept informed of the targets and support programmes in place for their child.

PSHE - Personal, Social and Health Education & Citizenship

Through PSHE our children are encouraged to think and talk about issues which they experience in their own lives and in the lives of others. Citizenship helps the children to develop a sense of their place as members of the community. Our focus is on their responsibilities and experience of life as they grow.

Sex Education is part of the science and PSHE curriculum for years 5 and 6. Issues covering Health and Sex Education are taught sensitively taking into account the maturity of the children and their level of understanding.

PSHE also includes lessons about drugs and substance abuse. This enables the children to develop skills, attitudes, values and knowledge which will enable them to '**Say No**' to drug use.

Parents are informed in advance of the intended teaching programmes and permission is required before children take part in both the sex and drug education part of the curriculum.

Homework

We see homework as a shared responsibility between home and school. Learning Logs are used to communicate with parents about homework and we encourage parents to check this weekly.

Children are also encouraged to take their reading book home each day and there are tables and spelling lists to learn at home too.

SCHOOL ORGANISATION & OTHER INFORMATION

Keeping you updated

To enable parents to keep up-to-date with the school's activities, we issue regular newsletters. These are sent home with your child and can also be viewed on the school website:

www.finedon.northants.sch.uk

In order to keep parents informed about their child's progress, we hold two parent consultation meetings every year, one in the autumn and one in spring, and a written report is issued towards the end of the summer term. If parents want to talk further, teachers are happy to arrange appointments. To do this, parents can contact teachers via the school office or by email.

Times

The school day:

- Start: 8.45 am
- Morning Break: 10.45 am
- Lunch: 12.30 - 1.30 pm
- Close: 3.15 pm



Apple Tree Club

For parents requiring before or after school care for their children, the school offers the services of the Apple Tree Club at the Infant School. Children can be dropped off at the club from 8 a.m. and then taken to the Junior School in time for morning registration. At the end of the school day, children are collected at 3.15 p.m. and taken back to the club where they can stay until 5.45 p.m. The club is also open throughout the school holidays. Fees are reasonable and some families can obtain help with fees through the Working Tax Credit scheme. If you would like to know more please call 07766978374.

Class organisation

The school is divided into three Lower School classes for children in Years 3 and 4 and three Upper School classes for children in Years 5 and 6.

The classes are chosen carefully to ensure a mix of boys and girls, age and ability. The Infant School teachers help us to put the children into the Lower School classes on transfer.

Absence

Children are expected to attend school unless there is a good reason for their absence. If a child is unable to attend e.g. owing to sickness, parents should telephone the school by 9.30 a.m. on the morning of the first day of absence.

Absence will be **authorised** for:

- Sickness
- Emergency medical appointments
- Day/s for specific religious observance
- If the school is closed due to unforeseen circumstances

All requests for absence due to exceptional circumstances must be placed in writing prior to the event. The head teacher will then review each request and decide if it meets the criteria. Parents will then be informed of the outcome by letter.

Unauthorised absences not allowed under any circumstances

- Family holidays
- Days out
- Planned medical check-ups - dental checks, eye appointments etc.

Pastoral Care

Children are encouraged to talk to any member of staff at any time if they have any problems at school. Sometimes children find it easier to discuss issues at home and, if something is mentioned, no matter how trivial, we would ask parents to contact the school as soon as possible so that we can work on a solution. We value your child's happiness in school and view communication with parents as an important aid to ensuring this.

Parent Support Advisor

The school employs a Parent Support Advisor and our aim is to ensure that parents feel involved in their child's education and confident about the ways in which they can help their child to succeed. The Parent Support Advisor can also help parents to get extra support through her links to other agencies such as the Health Service, Social Services and the Benefits Agency. Our Parent Support Advisor is Mrs Caroline Jewell, she can be contacted at Finedon Infant School on 01933 680467.

In partnership with parents and families

We value the relationship between home and school and warmly welcome any help from parents, carers and grandparents. We would really value your support in enhancing aspects of school life such as:

- Gardening
- Hearing children read
- Assisting with art and craft activities
- Helping on school trips



Please contact the school office or speak to a member of staff or one of the governors if you feel you could help in any way.

Medical Matters

A number of members of staff are first aid qualified and are available to deal with minor injuries. *Please note, it is not our policy to notify parents of every minor injury that commonly occurs in a school playground environment.*

All serious incidents will be reported to parents as soon as possible by telephone. If emergency contact cannot be made and the child requires urgent medical attention, an ambulance will be summoned and a member of staff will accompany the child to hospital. A member of staff will continue to try and contact the child's parents.

If a child receives a bump or injury to the head i.e. from the neck upwards, a letter will be given to the child's teacher who will ensure that it goes home.

If a teacher decides that a child is unwell enough not to be able to take part in the majority of the lesson, parents will be contacted to arrange to take the child home.

Staff are not able to administer any medicines, but if a child suffers from a chronic condition, special arrangements can be put into place, drawing upon the guidance of the School Nurse and the child's G.P.

Children who suffer from asthma are allowed to have their inhalers, clearly named, within easy reach at any time.

Behaviour

As a Christian School high standards of behaviour, self discipline and a caring attitude to others are encouraged. All children are expected to be polite and well behaved in order to work and co-operate with others effectively. We operate a positive approach to discipline, with the emphasis on rewarding good behaviour and work.

Recognition is given where children earn 'Sounds of Success' towards a class reward.

Behaviour difficulties are dealt with by class teachers and the Headteacher as appropriate and parents will be contacted and invited to discuss any problems.

When all measures have failed to bring about an acceptable standard of behaviour, the School may exclude a child as a final sanction.

Bullying

We will not tolerate any form of bullying at our school and have an agreed policy to deal with any bullying issues. We teach children through the curriculum and the assembly to appreciate one another's feelings and encourage a climate of tolerance throughout the school.

Mid-day Meals

You may order a hot meal for your child to have in school or you can provide a packed lunch. To encourage healthy eating, the school does not allow sweets or fizzy drinks in packed lunches.

Parents have the opportunity to claim free hot meals if they receive Income Support or Job Seekers Allowance; full details of how to apply can be found on the NCC website www.northamptonshire.gov.uk/freeschoolmeals. We would encourage all parents who can, to take advantage of this support.



Milk

Parents have the opportunity to purchase milk for their children to drink at morning break. The scheme is run by the company 'Cool Milk'; details can be obtained at www.coolmilk.co.uk. If your child is registered for Free School Meals you will also qualify for funded milk.

Snacks

You may like your child to have a mid-morning snack. As we are a 'healthy school', children may bring in fruit, vegetables or other nutritious food. Please do not send sweets, chocolate, crisps or gum.



Water

It has been proven that if children have regular access to water during the day, they are more able to concentrate and make greater progress. Therefore we make cups and drinking water available in all of our classes.

Visitors to the School

All visitors are requested to enter the school via the main entrance and sign in. All visitors and contractors on site are asked to comply with our Health and Safety procedures.

The centre front gate is kept open for visitors and pupils throughout the day; all others are locked securely.



Smoking

The school operates a strictly no smoking policy. Parents and visitors are requested not to smoke in and around the school premises.

Data Protection

The school works within procedures laid down by the Data Protection Act. You may request to see your child's records by sending a letter to the school office.

Educational trips and special events

Our school aims to offer an enriched and exciting education for all our children. The school organises educational visits and special artistic events and we do ask parents to contribute so that their children can take part in these activities. Parents will be given details of the educational value of each event that requires funding.

Procedures for concerns and complaints

Fortunately, most concerns can usually be resolved quickly and informally; if you have a simple question, your child's teacher may be able to answer that at the end of the day. However, if your issue is more pressing, a short, impromptu conversation will not be sufficient. In such cases you need to book an appointment to have a longer meeting with the teacher; you can do this by speaking to the School Administrator or by emailing the teacher directly. The teacher will record your concerns and any actions that are needed and hopefully a solution will result.

If your child's class teacher is unable to assist, you can request that he/she refers your issue onto a member of the Senior Leadership Team. In such cases, either the head or deputy head will get back to you, ideally within a day, and arrange to see you. We very much hope that we will be able to resolve any issues at this stage. If however we can't then you may formally refer your issue to the Chair of Governors by sending a letter via the school office or by emailing chair@finedon.northants.sch.uk.

If your issue is a more general one, such as you wish to express your opinion about something or make a suggestion about how to improve something, please email the head so that she can respond to you directly.

If unfortunately the school's best efforts do not result in a solution, concerns can be further pursued by writing to the Chair of the Board of Directors of the Irthlingborough & Finedon Learning Trust or finally the Education Funding Agency.

School Uniform

We encourage children to wear our uniform with pride, as we believe that it helps children to feel part of the school team. It is intended to offer flexibility to suit most tastes and budgets and is designed to be smart, comfortable and practical. It consists of the following:

- Blue sweatshirt or blue cardigan with school badge
- Grey or black skirt or trousers
- White or blue polo shirt
- Grey, black or white socks or tights
- Footwear should be flat black shoes



Indoor P.E.

- Plain white t-shirt with black shorts or leggings
- Plimsolls or bare feet

Outdoor P.E.

- A plain tracksuit or pair of tracksuit bottoms
- Trainers or plimsolls

Clothing / Lost Property

We keep a box for lost property in the dining hall. Children are encouraged to hand found items into the school office. At regular intervals, unclaimed items are displayed for parents and pupils to look through. Items that are unclaimed for lengthy periods of time are eventually disposed of by sale or donated to charity.

All items of clothing brought to school **must be named**. PE and swimming kit must be kept in a clothing bag and waterproof bag respectively.

Craft Activities

The children are also encouraged to bring to school an old shirt or oversized t-shirt or adult's shirt, so that their own clothes will be protected while engaged in messy activities.

Jewellery

Children are strongly discouraged from wearing jewellery to school as it can be dangerous, easily lost or damaged. Earrings can be particularly hazardous and therefore only a pair of simple studs should be worn. Jewellery **must** be removed for P.E. games and swimming lessons.

