



***A love of learning gives you wings***

**Ocker Hill Infant & Nursery School**

# **Prospectus 2017 to 2018**

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# 1. Vision



**Never ending circle of learning**



**Building bridges for learning**



**Making links in learning**

## Ocker Hill Infant and Nursery School

The children, parents, Governors and staff of Ocker Hill Infant and Nursery School are a community which brings about change.

### Mission statement



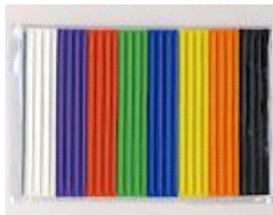
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### Vision

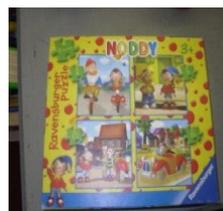
Ocker Hill Infant and Nursery School will offer a safe, stimulating environment where all children will become well rounded individuals and life long learners.

### Values

- C caring and sharing
- H healthy and safe
- I individuals
- L love of learning
- D drive and ambition
- R respect and responsibility
- E enjoyment
- N no barriers to success



**Modelling success**



**Understanding the big picture**



**Communication is the key**

## 2. School Aims

### Ofsted October 2014

The behaviour of pupils is outstanding. This results in a safe and calm atmosphere in classrooms and around school. Pupils enjoy school and join in all activities enthusiastically. Most parents who stated a view indicated that the school makes sure that its pupils are well behaved. Pupils speak very positively about behaviour in school.

Children in both the Early Years Foundation Stage and Key Stage 1 have an exceptionally positive approach to learning. They attempt new work with confidence and with a determination to do their very best. From a very young age, they become adept at evaluating the success of their own learning and at identifying ways in which they might improve. This contributes enormously to their learning and to their excellent achievement.

### Our School Aims

Create a happy, well-structured stimulating environment which is well resourced and promotes independent learning.

Encourage children to develop lively, enquiring and creative minds in order to see learning as a lifelong activity.

Develop an ethos that has a high regard for high standards which enables children to develop emotional resilience.

Support children to be socially aware developing a caring sympathetic tolerant attitude towards each other.

Offer a range of experiences which will enable children to develop an economic well being.

To provide a caring, secure environment that encourages children and adults to have a healthy life style.

To place the school at the centre of the community by working closely with parents, carers and local groups.

Encourage children to take a full and active role in the community.

## 3. Curriculum

### EYFS

Nursery and Reception years form the Early Year's Foundation Stage. We offer a range of activities which stimulate young children and enable them to be risk takers.

Please see curriculum link on our website for further information.

### KS1

Years One and Two form Key Stage One. We offer a range of activities which stimulate young children, building on from the firm foundations developed in EYFS.

Please see curriculum link on our website for further information.

### Enrich Curriculum

The school provides an enriched creative curriculum using the school grounds, invited visitors, trips, themed weeks and fun days which makes learning meaningful and fun.

### Key Skills

We have developed a thematic curriculum which ensures key skills in literacy and numeracy are developed.

Please see curriculum link on our website for further information.

### Religious Education

Religious education is taught in line with Sandwell agreed syllabus. The school is non-denominational and daily assemblies are mainly of a broadly Christian character as required by law. Parents who wish to exercise their right to withdraw their children from religious education or acts of worship can do so and the children will be looked after elsewhere in the school.

### Sex Education

No formal sex education is taught but any questions which may arise will be answered sensitively and appropriately

### Voluntary Contributions

We will from time to time ask for voluntary contributions to enable us to offer trips and visitors that enrich the curriculum.

# 4. School Life

## Safeguarding

Ocker Hill 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. The designated safeguarding lead is Mrs. Strange. Mrs. Faulkner is the deputy safeguarding lead and Mrs. Henderson is assistant safeguarding lead.

## Equality

The school has a fundamental role to play in eliminating racism and promoting and valuing racial diversity. Racism and racist attitudes by anyone are totally unacceptable. Any racist incident will be recorded and dealt with appropriately.

## Behaviour

We promote positive behaviour management through praise and reward. Our school rules are simple to ensure the safety of all children and to promote the concept of caring.

Please read the behaviour policy on our website for further information.

Parents are required to sign and return the home-school agreement during the children's first year at school.

**School operates a zero tolerance policy.**

## Homework

Homework is set regularly from Nursery onwards, through our home reading scheme, project based activities, learning logs and skills based recall activities including learning to read words. Some homework will now be set using the internet via the school website.

## Rewards

Each class offer stickers and rewards. During assembly certificates and rewards are shared with the children.

## Assemblies

These are led by staff members and visitors from the wider community. Through our assemblies we build a sense of school community and understanding of faiths.

## Attendance

We encourage, celebrate and reward good attendance for all our pupils regardless of age. Good attendance impacts upon raising achievements and progress. We expect your child to have attendance over 96%, a target set by the government and local authority. We know children can be poorly and ask you to inform school before 9.30am on the 1<sup>st</sup> morning of absence.

If we have not heard from you, school will ring to check why your child is not in school to ensure our pupils are safe.

School monitors your children's attendance and will support parents. If attendance drops below 95% you will be contacted to discuss this with attendance co-ordinator Mrs H. Faulkner.

If your child's attendance is 90% or below they will be deemed as persistently absent. This will mean possible legal action from the Local Authority. If your child's attendance does fall into this bracket you will be required to attend meetings in school and may be subject to increased home visits from the Attendance Officer.

Please read our attendance policy on our website for further information.

## Early Collection of Children

Children should only be collected before the end of school in exceptional circumstances. We ask that, where possible, all appointments are arranged out of school hours. We appreciate that emergencies can occur but removal of children before the end of school can be disruptive to your child and the rest of their class.

## Supporting Children

The school has a policy of inclusion for all children. Any parents with a concern about their child's progress please contact school immediately. We are always available to support you.

Please read Special Educational Needs Policy/Accessibility plan/Local Offer and SEN Information Report on our website.

## Keeping you Informed

We offer two parents evenings, information evenings, inspire days, open afternoons, personal targets, parental workshops and annual and interim reports.

We offer an open door policy which enables you to discuss your child's needs at any time.

# 5. The School Day

## School Times

Nursery	8.30 to 11.30 12.30 to 3.30	(morning session) (afternoon session)
Infants	8.45 to 12.15 1.20 to 3.20	Reception children classes dinner time: 11.45 am to 12.50 pm

## Uniform

Grey/black trousers  
White/royal blue polo shirt  
Royal blue sweater, sweatshirt or cardigan.

Grey skirt/pinafore  
White shirt/blouse

Sweatshirts and cardigans bearing the school logo are available from school. Please ask at the school office for prices.

Shoes should have low heels and be appropriate for play. We do not allow high heels or shoes/sandals with no back in them as we do not consider these to be safe for children both inside and on the playground

All items of clothing must have your child's name on them including coats, gloves, scarves and wellies!

## Physical Education

For P.E. lessons children need:-  
Black slip-on pumps T-shirt /shorts (or leotard) Pump bag

## Jewellery

Children should not wear jewellery in school. If ears are pierced only stud type earrings should be worn in school. This rule is for reasons of safety.

## Snacks

We pride ourselves on the fact that we promote the importance of healthy eating for all of our children. We ask for a voluntary contribution of £1.00 per week per child for us to be able to buy healthy snacks each day for your child to offer alongside the free fruit.

## Water

We will provide all Reception children with a water bottle. Children are encouraged to drink water throughout the day to keep well hydrated.

## **Milk**

All 3 and 4 year old children are entitled to 1/3 pint of milk. This provision is free until the child reaches his/her 5th birthday. There is a small charge for children over the age of 5. Money is collected in advance at the end of each half term. Parents are notified when payment is due. If you are eligible to certain benefits your child may be entitled to free school milk after the age of 5. Forms are available from the school office.

## **Dinner**

Hot dinners will be offered free of charge for all children in Reception classes and Years One and Two. We will ask you to sign each half term if you wish your child to have a hot meal. This is to ensure continuity for kitchen staff.

If you choose to send your child in with a packed lunch you should provide a balanced meal with a drink. Wrapped chocolate-coated biscuit or cake bars are permitted, e.g. Penguin, Kit-Kats or similar. Please note, if you opt to provide your child with a packed lunch you will have to continue to do so until half-term.

## **Morning Toast**

We provide toast for all classes during registration time.

## 6. Staff

Head Teacher:	Mrs. H. Faulkner
Deputy Head Teacher:	Mrs. R. Strange
Teaching Staff:	Miss L. Alexander Miss M. Bailey Miss C. Clay Miss R. Laird Mrs L. Keight Mrs. T. Newell Miss N. Spriggs Miss D. Ward
Higher Level Teaching Assistants:	Mrs. S. Griffiths Mrs. M. Henderson
Teaching Assistants:	Ms. J. Bennett Miss W. Bodenham Mrs. C. Bull Miss H. Bumford Miss J. Clark Miss L. Curley Mrs A. Golding Mrs. G. Heath Mrs. H. Hobin Mrs. M. Hughes Miss M Eastwood Mrs. A. Powell Miss K. Stevens
Site Manager:	Mr. N. Faulkner
Cleaners:	Mrs. T. Hale Mrs. L. Mackay
Office Manager:	Mrs. J. Penn
School Administrator:	Mrs L. Morris
Admin Assistant:	Mrs. T. Emms
Principle School Meal Supervisor:	Mrs. T. Emms
Senior School Meal Supervisor:	Miss D. Allsopp
School Meal Supervisors:	Miss W. Bodenham Mrs. C. Bull Miss V. Cooper Mrs. C. Cope Mrs. J. Farley Miss T. Poole Mrs. L. Thompson Miss N. Walton
Breakfast Club Supervisors:	Miss W. Bodenham Mrs. T. Greenway Miss V. Cooper

# 7. Extended Learning

## Breakfast Club

We hold a Breakfast Club in our dining hall for Infant and Junior children. This club is open from 8:00 a.m. and at present costs £3.00 per day. The children will be offered a healthy breakfast. There are a variety of activities on offer until the end of the session. The Junior children are escorted via a walking bus to the Junior school and the Infants are supervised to their class. Places must be pre booked through the breakfast club.

## After School Clubs

We offer a range of clubs including sports activities, nature club, cooking and creative activities.

## School Fund Raisers

The School Fund Raisers organise regular events such as school discos, fun days and fund raising events throughout the year. Any money raised is used to buy resources for the children at our school.

## Volunteers

We always encourage parent volunteers to support learning in school. This support may involve playing games, reading and creative work. Any Parent wishing to volunteer will need to complete a Criminal records bureau check form available from the school office.

# 8. Admissions

## Admissions Policy

The Local Authority operates a central admissions system for pupils starting school.

When parents receive application forms for a school place, it is imperative that these are completed and returned to the correct place before the closing date. Failure to do so may mean your child not being considered for a place until after allocations have been made.

## Admission to Nursery

The Nursery caters for 3 and 4 year olds on a part-time basis. We have 39 children in the morning and 39 children in the afternoon. Our excellent Nursery provision lays a firm foundation for school.

A child's name may be placed on our waiting list at any time after their 2<sup>nd</sup> birthday. Please note that a place in our nursery class does not automatically guarantee a full time reception class place.

## Admission to Reception

Remember a place in Nursery does not automatically mean a place in school. You will need to apply.

## Admission to the Junior School

Most of our children transfer to Ocker Hill Academy at the end of Year 2.

You will need to complete an application form. These will be issued by school when your child is in year 2.

Please read the admissions policy on our website for further information.

# 9. Keeping Safe & Healthy

## Health & Safety

Our policies ensure the health and safety of the children at all times.

Parents are informed at the end of the day of any minor injuries by a first aid note or by phone if needed throughout the day. All accidents are dealt with by our qualified paediatric first aiders and are recorded. A head bump note is sent if needed.

## Walking to School

We encourage our children to walk to school to stay healthy. We have no storage for bikes; these will have to be taken home by an adult.

## Car Park / Parking

Please keep to the designated paths into school. **DO NOT WALK ACROSS THE CAR PARK.** When parking, please be aware and considerate of public footpaths and drive ways. **DO NOT PARK ON ZIGZAG LINES.** Community Police regularly monitor the situation and a CCTV vehicle patrols the area.

## Head lice

Head lice are a common problem in most schools. Please check your child's hair regularly and inform the teacher if you have found live lice. School will then send out information letters. School offers information sessions regarding Head lice.

## Medicines

If your child needs medication during school hours, please contact the school office. A form must be completed by a responsible adult and signed. Medication must be clearly labelled with the child's name, dosage and time to be taken. Please note we can only administer medicine once per day.

**Prescribed medication only. No eye drops or creams can be administered.**

### Inhalers

**If your child needs an inhaler for asthma you will need to complete a school asthma card. Please ask at the school office**

# 10. Complaints & Concerns

## Insurance

The school is unable to offer any recompense for any lost or damaged items of personal property, including clothing, brought into school.

## Concerns

We are always available; please speak to the Class Teachers, Deputy and Head Teachers or Learning Mentors.

## Complaints

The school aims to be proactive in improving our policies and procedures. We acknowledge that we do not get it right all the time and occasionally parents may have a complaint.

Please read policy on school website.

# 11. Term Dates

## Ocker Hill Infant School School Term Dates 2017/2018

### Autumn Term - 2017

<b>School closed for training days:</b>	<b>Monday 4th September</b> <b>Tuesday 5th September</b>
School opens:	Wednesday 6th September
School closes at 3.20 pm for half term:	Friday 20th October
School closed for half term:	<b>Monday 23rd October – Friday 27th October</b>
School opens:	Monday 30th October
School closes at 3.20 pm for Christmas Holiday:	Wednesday 20th December
<b>Christmas Holiday:</b>	<b>Thursday 21st December – Monday 1st January</b>

### Spring Term – 2018

<b>School closed for training day:</b>	<b>Tuesday 2nd January</b>
School opens:	Wednesday 3rd January
School closes at 3.20 pm for half term:	Friday 16th February
School closed for half term:	<b>Monday 19th February - Friday 23rd February</b>
School opens:	Monday 26th February
School closes at 3.20 pm for Easter Holiday:	Thursday 29th March
<b>Easter Holiday:</b>	<b>Friday 30th March – Friday 13th April</b>

### Summer Term - 2018

School opens:	Monday 16th April
School closed for Bank Holiday:	Monday 7th May
School closes at 3.20 pm for half term:	Thursday 24th May
<b>School closed for training day:</b>	<b>Friday 25th May</b>
School closed for half term:	<b>Monday 28th May – Friday 1st June</b>
School opens:	Monday 4th June
School closes at 3.20 pm for summer holiday:	Thursday 19th July
<b>School closed for training day:</b>	<b>Friday 20th July</b>

## **Notes**