

Alderman Pounder

Infant and Nursery School



School Prospectus 2018/2019

"Making a difference as we grow together."

Alderman Pounder

Infant and Nursery School

'Making a difference as we grow together'

Dear Parents/Carers,

A very warm welcome to our school. Alderman Pounder Infant and Nursery School may look like a traditional school building on the outside but inside magical things happen. We are a forward thinking team who are ever alert to opportunities no matter how quirky, crazy or 'out there'. Our committed, caring and nurturing workforce enable individuals to grow into strong independent risk takers, ensuring that the values we promote at Alderman Pounder are embedded in each class.

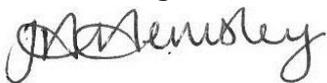
We use every inch of space to its full potential and take great pride in pushing the boundaries to offer our children the best possible learning opportunities. The main school building houses 7 classes and over 200 pupils. The nursery buildings, affectionately known as The Potting Shed and the Pod are where you will find our younger children who attend Seedlings, our nursery. The Pod has many exciting features including a pond with a wildlife meadow, a sensory room and garden, a mini allotment and a pets' corner. We also have BOB, our library bus, which was officially opened in summer 2015.

The key strength of Alderman Pounder is the atmosphere with its kind and caring ethos. Children and their best interests lie at the heart of everything that we do. Parents, in the spring term questionnaire, identified the main school strengths as caring staff, strong pupil and staff relationships, the schools positive respectful ethos, excellent communication, community involvement and the curriculum and learning.

Over the next few months, we will become an academy, joining the Flying High multi-academy trust. This was a school based decision, linking to a trust with an ethos that is identical to ours. The Flying High Trust enables Alderman Pounder to retain everything we hold so dear about the uniqueness of our school, whilst benefiting from collaboration with the Trust and all partner schools, to ensure we continue to offer the best opportunities for our children, staff and wider school community. Along with the other schools in the trust, we aim to be one of the best schools in the universe!

Ultimately and above all else, our priority is that your child feels happy and valued. Our aim is to ignite a child's love of learning and inspire them to achieve their very best, ensuring your child leaves Alderman Pounder with high self-esteem, lots of independence, confidence and happy memories!

With kind regards,



Miss J Hemsley
Head Teacher

School Session Times



Children are expected to be punctual. If your child arrives late then lessons will be disrupted and your child will miss out on key pieces of information necessary for the rest of the day. Similarly, you need to arrive promptly to collect your child to prevent them becoming anxious about being left behind after school. All lateness is recorded and monitored by the Education Welfare Officer.

To ensure your child's safety we need to know if normal collection arrangements are changed. Please ensure that consent forms are up-to-date and staff are made aware of any changes in family circumstances.

Class Organisation

Our school has a Published Admission Number (PAN) of 70.

Foundation Stage 1 (Seedlings Nursery)	2 classes
Foundation Stage 2 (Reception)	2 classes
Foundation Stage 2/ Year 1	1 class
Year 1	1 class
Year 1/ Year 2	1 class
Year 2	2 classes

Parents are invited into school on a termly basis to discuss their child's progress. At the end of the summer term parents of all children are given a written report on their child. Parents are always welcome in school, but please make an appointment for a mutually convenient time if a more detailed discussion is needed.

Teaching Methods

A wide range of different teaching methods are used. The children may work independently, in pairs, in groups or as a whole class. Teaching is further enhanced by the presence of teaching assistants who provide support for children on an individual or small group basis. Children engage with a range of different activities each day. This variety provides for all types of learners and abilities ensuring we meet the needs of all children. High quality and creative resources are used to support and motivate the children.

Attendances, Absences and Holidays

To ensure your child achieves their full potential, it is vital that they attend all school sessions. Attendance is very closely monitored and we strongly recommend that holidays are not taken during the school term as this can be extremely disruptive to their education. Parents/ Carers are required by law to ensure that their child attend all school sessions.

In exceptional circumstances, a leave of absence form can be requested from the school office. The Head Teacher will write to you following the submission of an application to inform you whether the days will be granted as authorised or unauthorised. Any unauthorised absences will be closely monitored by the Education Welfare Officer on a regular basis.

Please contact the school if your child is ill and is unable to attend school, confirming the reason for absence. If your child is not in school without an explanation, then we will contact you to establish the whereabouts of your child.

Seedlings Nursery (Foundation Stage 1)

Nursery is open from 7.30am – 5.45pm

Main Learning Session 1 (am) **8.45am – 11.45am**

Main Learning Session 2 (pm) **12.30pm – 3.30pm**

Class Cherry, Sycamore and Chestnut (Foundation Stage 2)

Morning Session **9.00am – 11.45pm**

Afternoon Session **12.45pm – 3.15pm**

Classroom doors are opened at 8.50am. Parents are encouraged to bring their child/ren into school, change books and join in with a learning activity for ten minutes before the start of school.

Class Beech, Alder, Oak, Maple & Chestnut (Key Stage 1)

Morning Session **9.00am – 12.00pm**

Afternoon Session **1.00pm – 3.15pm**

The whistle will be blown on the playground at 8.55am as a signal for children to assemble in their class lines and be brought into school by a teacher.

Communication to and from school

Class Dojo is the main way that we communicate school news with our parents. This is a safe platform which requires a username and code, unique to each child. Dojo consist of three news feeds; a whole class story visible to all, a class story communicating information specific to the class and an individual feed which shares successes and photographs of your child. You can use this platform to share information too, we love hearing and seeing what your child has been doing at home.

We send communications by email if sending a specific document such as a letter. We are an eco-school and take our contribution towards maintaining the environment seriously. Hard copies will be sent home with your child when there is a reply slip to be completed such as after school club registration. The school also has a texting service which we use for significant reminders. It is therefore essential that we have your correct contact details. The calendar and copies of all newsletters can also be found on our website at www.aldermanpounder.notts.sch.uk.

School Uniform

From September 2018, there is a brand new school uniform, in which we hope parents will encourage children to take pride. **Please ensure that every item is clearly labelled.**

This uniform consists of:

- navy jumper or cardigan with the school logo
- grey/black skirt, shorts, trousers or pinafore dress
- white polo shirt
- patterned navy and white summer dress
- Alderman Pounder navy backpack

For PE, the children will require a navy drawstring PE bag, with a pair of black shorts, plain white t-shirt and a pair of trainers or plimsoles.

School clothing is available from local retailers

- **TGR Embroidery**, 145 Attenborough Lane, Nottingham Telephone 07952 192899 or
- **Morley's** on Bramcote Avenue, Chilwell. Telephone 0115 9258046.

Lunch Arrangements

We are very lucky that all of our school aged children benefit from government funded universal free school meals, and actively encourage our children make the most of this free daily hot meal. We have an excellent catering team that follow a set three week menu, a copy of which can be found on our website.

Throughout the year we organise special themed meals that support the school curriculum e.g. Easter meal, bonfire meal. Parents and grandparents are invited to certain themed meals throughout the course of the year too, this is something the children really enjoy.

If your child has any allergies or specific dietary requirements school must receive a copy of a letter from your GP in order for school to make special arrangements. A vegetarian option is always available.

We operate a family service, where children are served at the tables rather than a cafeteria system where they have to queue to collect their food, as we feel this teaches important social skills. Children are cared for at lunch times by midday supervisory assistants.

Some children prefer to bring a packed lunch to school. We issue guidance as to what is allowed in packed lunches in line with our healthy eating policy. Please note that nuts of any kind cannot be brought into school.

If children need to be collected from, or brought back to school at lunchtime (e.g. doctor's appointment), then this must be **before 11.45am or after 1.00pm** and not during the lunchtime break. This is for health and safety reasons to ensure that registers are always up-to-date.

Healthy Eating

We have achieved the Healthy Schools Gold Award for healthy eating, physical activity and personal and social education. Children have access to drinking water throughout the day using individual drinking bottles. These are available to buy from the school office.



Cool Milk manages school milk on behalf of the local authority. We will register all new September starters automatically as their milk is free until they turn 5 years old. It is also free if your child qualifies for Pupil Premium (see below). Please speak to the office staff if you have any queries. Fresh fruit, funded by the government, is available daily.

Afterschool Club/ Breakfast Club

Bouncing Beans is a breakfast and after-school club serving both Alderman Pounder Infants and Eskdale Junior schools. Bouncing Beans is a social enterprise independent of the school, which means all profits are ploughed back into the club to provide more activities and opportunities for the children who attend.

Bouncing Beans is based in the Pod located on our school grounds. For more information please contact either the school office, mail@bouncingbeans.org.uk or you can phone Ms Clare Goodyear on **07941 428240**.

Enhancing the School Environment

Safe surfacing on some areas of the playgrounds have a range of markings to encourage a variety of games and activities. A trim trail promotes exciting physical activity. Designated quiet areas, including our school garden, ensure that children have a place to sit, chat and relax with their friends.

Internally, on-going modifications ensure that the school is well-maintained and always fit for purpose. The classrooms enclose a quadrangle which has been developed to support structured play. Our Key Stage 1 classrooms are enclosed and fully carpeted, promoting a quiet, calm environment but with access to role play areas, baking areas and craft areas. The Foundation Stage 2 area, a mixture of open plan and quiet areas for focused work, facilitates access to a wide variety of activities whilst enabling close supervision and monitoring of the children by staff.

BOB, our library bus, situated in the playground, provides an amazing environment for children to enjoy research and reading. We are also developing a potion station just off Key Stage 1 playground.

The Pod

We are fortunate to have developed the former caretaker's bungalow into an additional teaching and learning space. This additional space is known as The Pod. The Pod is the base for Bouncing Beans Breakfast and Afterschool club, and is used by our youngest children in Seedlings nursery during the day. The space offers a sensory room, a messy play area, sensory garden, mini allotments and nature area, including a pond which are also used by all children in school. We are also developing a Pets Corner in the front garden – watch this space!

Curriculum

Alderman Pounder has developed a creative, skills based curriculum which engages the children effectively and encourages a wide range of learning opportunities. In addition, we strongly believe in the importance of developing the qualities of outstanding learning in children, ensuring we equip them with a lifelong love of learning and an understanding of the attitudes required to be successful.

The curriculum is underpinned by a rigorous set of skills specific to each subject which are progressive across each year group. The year is then divided into the three terms as follows:

Autumn	Spring	Summer
Discover: A big Question Linked to history	Explore: A big issue Linked to science and geography	Create: The Arts Linked to music, dance, art

Curriculum letters are sent home each term which gives you a full breakdown of what is being taught and how you can support learning at home.

We believe that it is essential that we make our curriculum as exciting and relevant as possible by inviting a range of visitors and providers into school. For example, a theatre company brought the Great Fire of London to life, a puppeteer told the story of Noah's Ark, the local fire brigade visited to illustrate 'People who help us' and a neighbour built a human 'Family Tree'.

Due to the cost, off-site Educational visits take place approximately once per school year. In recent years visits have included Snibston Discovery Park, Twycross Zoo and Manor Farm

We also run Friday Fun at different points throughout the year. This runs for a block of five weeks, last session on a Friday, when children can choose from a range of different activities offered by staff. To date these have included such things as making pots, sign language, photography, puppet making, Wii dance, construction club, learning recorder and nature detectives.

We have a wide range of after-school clubs such as multi-sports, art, cookery, French and many more, all of which enhance our curriculum. Details of these will be provided throughout the year.

Early Years Foundation Stage

The period from birth to age five is described as the Foundation Stage. It is a distinct stage and important both in its own right and in preparing children for later schooling. The curriculum for the Foundation Stage underpins your child's future learning. It is organised into seven areas of learning:

- **Communication and language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children will also be helped to understand the importance of physical activity and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.
- **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children will be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

Assessment of the Foundation Stage

Pupils are assessed regularly in order to plan a curriculum which meets the needs of all pupils and to track progress. Progress in the Foundation Stage is assessed using 'best fit' judgements against the Early Years Foundation Stage Ages and Stages document, which is an assessment tool used by both our Nursery (FS1), by other pre-school settings and by Reception (FS2) staff. This relates the performance of pupils to age-related expectations.

At the end of the Foundation stage, pupils are assessed using the Early Years Foundation Stage Profile. This document describes the attainment of pupils in relation to Early Learning Goals for 17 different areas of learning. Pupils may be judged to be 'emerging' (i.e. still working towards the Early Learning Goal) 'expected' (i.e. having met the majority of the statements in the Early Learning Goal) or 'exceeding' (i.e. working at a level beyond the Early Learning Goal). This information is shared with parents at the end of their child's reception year

Key Stage 1

Children aged 5-7 are taught under the same seven areas of learning headings as in Foundation Stage. This ensures a continuation in their learning journey throughout their time in our school. More information will be given about KS1 during the KS1 introductory meeting prior to starting in Year 1.

Phonics

At Alderman Pounder we use StoryTime Phonics which is a systematic, synthetic phonics reading and writing programme which compliments the government's letters and sounds document. The uniqueness of StoryTime Phonics is that the synthetic phonics teaching opportunities are embedded within the context of real books; books written by phenomenal writers and illustrators who know how to engage children and make them want to read for pleasure. Early in the Autumn term there will be a parents information evening to provide an overview of how this is taught in school.

Religious Affiliations

The school has no affiliations with any particular religious denomination.

Special Educational Needs

At Alderman Pounder School all children are valued equally regardless of their abilities, aptitudes, interests and behaviour. Each child is entitled to a broad, balanced, relevant and differentiated curriculum. However, some children experience considerable difficulties in learning at certain stages in their school life.



The majority of children will learn and progress within the normal class situation; those who have difficulty in doing so may have Special Education Needs and may need additional support for a period of time. We aim to limit the development of learning difficulties through early identification, assessment and provision for any child with special needs. A child is likely to be more responsive if his/her needs are met at an early stage.

If at any stage you are concerned, and feel that your child may have special needs, please talk to the class teacher who will investigate and report back to you. Similarly, if a teacher is concerned about your child's progress, you will be contacted and a meeting convened to discuss any special educational needs your child may have. An Individual Educational Plan (IEP) that sets out clear targets for your child will be drawn up and implemented by your child's class teacher. Extra support will be made available in and out of the classroom to match the needs of your child.

If your child has an IEP, you will be invited to review meetings to decide whether your child's progress warrants less, the same or greater support. It may be decided that if sufficient progress has been made, your child's name should be taken off the Special Needs Register. The school has a Special Educational Needs policy which is available on request. The school's Special Educational Needs coordinator is Ms A Barnes.

Pupils with Disabilities

All parents who apply for their children to attend Alderman Pounder Infant and Nursery School have their applications assessed against our published admissions criteria. Students with disabilities are not treated differently in any way. The provision of support given to children with SEN also applies to disabled students. Every effort is made to ensure that all students have access to the full curriculum and to extra-curricular activities. The school is on one level and accessible throughout to wheelchair users. There are ramps to some external doors. Students with physical disabilities are also catered for by the provision of disabled toilet facilities.

The school has a disability access plan for increasing disability access to the school. To this point we have provided:

- window blinds for students with visual impairment
- modern radiators to reduce background noise for pupils with hearing impairment
- additional ramps for increased access to external doors

Pupil Premium

Additional funding is given to schools based on the number of children who receive Pupil Premiums, which is based on families who receive specific benefits. With your permission, the school can check with NCC to see if you qualify. Please be assured that all information is handled in confidence by the school. If you would like any help please speak to the office staff.

School Discipline

'Behaviour in lessons and around school is good. Warm relationships between adults and pupils throughout the school enable pupils to thrive in their learning and achieve well'
OFSTED 2015

Children in school are expected to be well-behaved and considerate to others. The rules of the school are minimal. General reminders are given as to expectations and standards of acceptable behaviour. Specific reminders are given for misbehaviour and may result in loss of certain privileges. Incidents of unacceptable behaviour will usually be dealt with in school. If this proves to be an ongoing problem, then we will inform parents. Co-operation between home and school is the keystone to our discipline in school.

Data Protection – our commitment to your privacy

You may have heard in the media recently that there are some changes in data protection law coming into effect on 25 May 2018. The General Data Protection Regulation (GDPR) is a really positive step towards giving you more control over how your data is used and how you wish to be contacted. The changes will also help better protect your personal data, and we have updated our Privacy Notice to reflect these changes. As part of our community, you are at the heart of what we do and your trust is important to us, so we want to make sure you understand what these changes mean. If you'd like to find out more, please refer to our new Privacy Notice which can be found on our website under the 'About us' section.

School Policies

The school has a very comprehensive range of policies and procedures which have been developed and adopted by the Governing Body of the school. Please refer to our website for all school policies.

Complaints Procedure

We aim to make our school a happy, safe and caring place so that pupils may benefit from the best possible education. If you think we are not living up to your expectations of us we want to know about it so that we may have the opportunity to put things right. If you do have a concern or a complaint, speak to your child's class teacher. If they cannot resolve the matter then it will be referred to the Head Teacher. Most complaints will normally be resolved at this stage but if this is not possible or your complaint is about the Head Teacher, you should write to our Chair of Governors (Ms C Goodyear) at the school address, who will then liaise with the governor designated for complaints who will investigate. A copy of the school's complaints policy is available on request.

Parents, Teachers and Friends Association (PTFA)

We are extremely lucky to have a dedicated group of volunteers who work tirelessly to bring the school community together, and always on the lookout out for new ideas for fund-raising events. Recent events such as our 12 days of Christmas, film clubs, Easter Bonnet parades and fashion show have been highly successful. All money raised is used to enhance the learning opportunities for the pupils in school by providing additional activities and resources.

If you would like to be part of our PTFA please contact the school office for more information.

Children's Government

As a school we are very keen that children should have a voice, and are heard. For several years, the children have been represented by a school council, however it was felt that we were ready for something different that would help children begin to form a better understanding of how our national system of government functions. With that in mind, Alderman Pounder Children's Government was formed in October 2017. Children that were keen to participate had to stand for election, and polling booths were erected for voting day. Two children from each year group were elected and we now have ministerial positions for:

- Prime Minister
- Deputy Prime Minister
- Minister for Health & Sport
- Finance Minister
- Justice Minister
- Minister for the Environment

Please see our website for the 2017-18 government representatives. The term of office is one academic year, with a new elections every Autumn.

The government now meets weekly, except for in exceptional circumstances. The ministers consider a range of issues and projects, some tasked to them by the senior leadership team, some at the suggestion of the ministers themselves. Current topics that they have considered include the new school uniform, an all weather race track and new school toilets.

Governors

Our governing body draws on the full range of skills and knowledge of its membership. This ensures different perspectives are considered when we make our decisions. It also means we have at our disposal experience of social work, teaching, marketing, business improvement techniques, health and safety assessment, and contract management, to name just a few. The role of being a school governor involves being part of a team that actively support and challenge the school working alongside the Head Teacher.

Much of the work of the Governing Body goes unseen, but they play a key role in helping the school provide the best education for its pupils. The Governing Body plays an active role in the strategic development of the school. Typically a governor will attend two or three meetings per term, the full Governing Body meeting (dealing with the high level issues facing the school) and the meetings of the sub committees (dealing with issues in detail and reviewing the schools policies).

Three committees carry out most of the work of the Governing Body:

- **The Resources Committee** covering for example human resources, finances, buildings maintenance and health and safety.
- **The Curriculum and Pupil Committee** covering for example the curriculum, safeguarding and attendance.
- **The Achievement and Attainment Committee** covering pupil performance by looking at standards of achievement and attainment across the whole school.

Eco School

Eco Schools provide a framework which helps schools to recognise good environmental practice and identify areas they need to improve on. Once identified the school creates an action plan which sets out how they will make those improvements. Crucially the programme is led by children and supports many areas of the curriculum. Eco Schools delivers the Governments Sustainable Schools Strategy accrediting schools as they progress. Schools can receive a Bronze Award, Silver Award and ultimately the Green Flag, which is endorsed worldwide by the United Nations Environmental Programme (UNEP) as an international symbol of excellence.



We are very proud of the fact that Alderman Pounder has so far achieved **five** Green Flag Awards.

Care of Pupils

Our Health and Safety procedures ensure that the children in our care are looked after in a secure environment. We have individual health care procedures for any child who has a medical problem. We notify parents or carers as soon as possible if a child appears to be unwell at school.

Our fantastic team of midday supervisors ensure that children are happy and behave well at lunchtime. Emphasis is placed on good manners and respect for others. There are organised structured play activities during the lunchtime period.

All teachers and support staff have first aid qualifications which are regularly updated, and they are all briefed in child protection procedures. If a child makes a disclosure to an adult in school, which gives cause for concern, this must be reported to the Head Teacher who is the named child protection person. More information is found in the section 'child protection' found below.

Please inform us of any allergies or other health problems that affect your child. Please note that school is unable to apply antihistamine cream if children have been stung or bitten by insects. In order for the school to administer medication the following must apply:

- medication must be prescribed by the doctor
- medication must be prescribed for 4 times or more per day
- parents must come to the school office and sign a consent form

Child Protection

The school is committed to safeguarding and has a vigorous child protection policy and strict procedures. We have 3 fully trained designated teachers who are responsible for child protection in school and nursery. A copy of the child protection policy is available on request. Alderman Pounder is also part of the Encompass project which shares information with Nottinghamshire Police on reported domestic abuse incidents. The project aims to support children who are affected by domestic abuse. The Head Teacher will liaise with the Education Advisor in the Multi-Agency Safeguarding Hub, when required, whilst ensuring support is available to the child during their school day.

School Photographs

Photographs of children are often used around school to celebrate success of individuals and to raise their self-esteem. With young children, photographs are used to record their successes where they may not be able to provide written evidence for assessment purposes. We enjoy using photographs to capture memorable experiences and occasions in the life of the school. Consent is required for any photographs to be taken in school.

We also use photographs to publicise the school in the local community through local newspapers. Photographs which are used for public display will not be accompanied by names without the permission of the parent/carer of the child. All parents/carers are asked to sign a form giving permission for their child to be photographed. Further clarification can be found on these forms.

We hope this prospectus has answered some of the questions you may have had about the organisation of our school. We believe the importance of a strong partnership between home and school. We aim to develop a sense of security, interest and enquiry in children so that they may progress confidently through our school.

Type of School

Alderman Pounder School is a County Infant Co-Educational Day School with a Nursery Unit. It caters for children aged 3-7 years of age.

Head Teacher Miss J Hemsley

Chair of Governing Body Ms C Goodyear



Nottinghamshire
County Council
Education



ENTRANCE for Seedlings (N1)



ENTRANCE for Seedlings (N2)



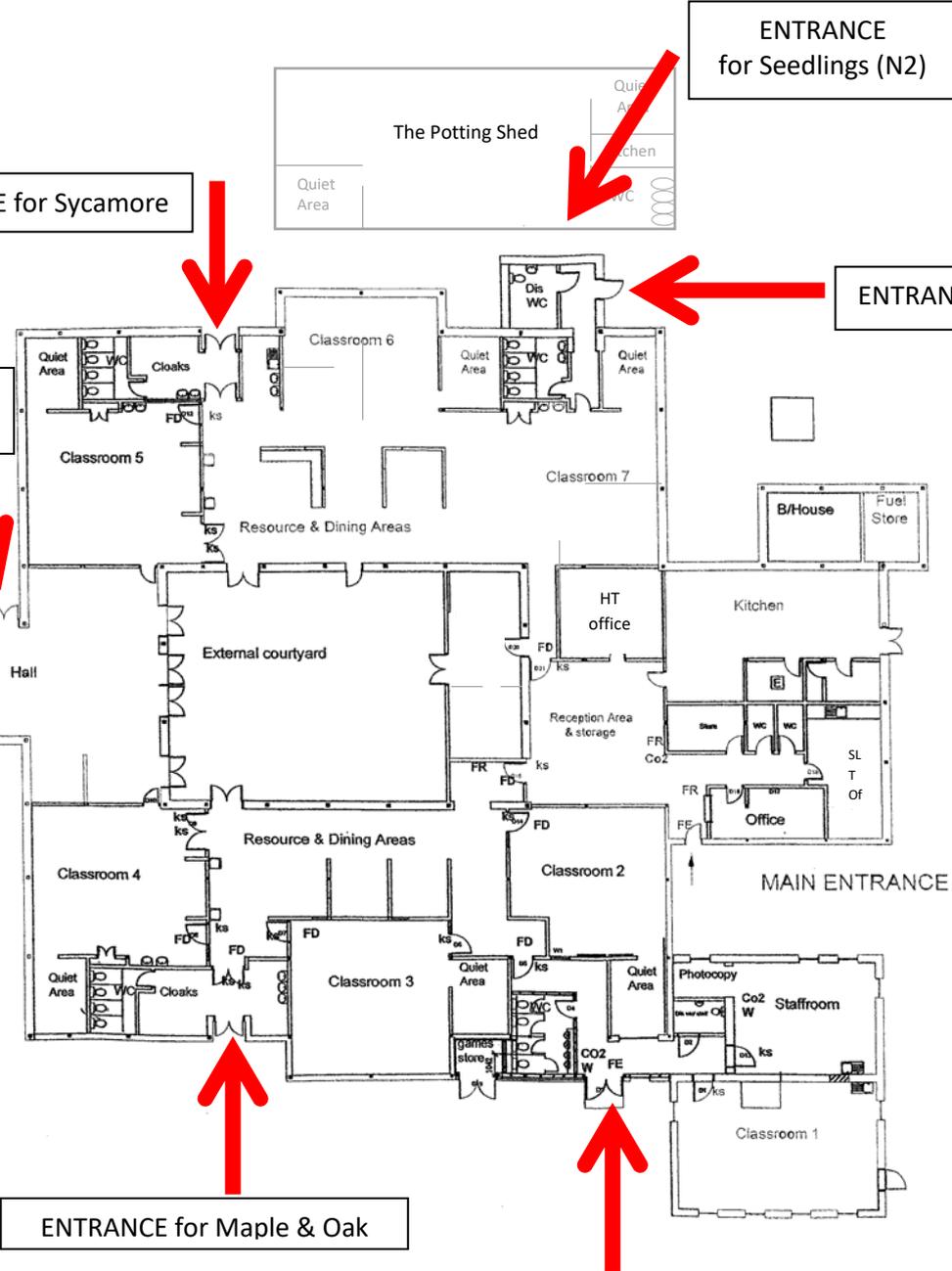
ENTRANCE for Sycamore



ENTRANCE for Cherry



ENTRANCE for Chestnut



ENTRANCE for Maple & Oak



ENTRANCE for Beech & Alder

