

Family Information Pack

John Ray Infant School

2019-2020



'learning together, aiming high, proud to be ourselves'

Our school is a welcoming community where everyone feels happy, safe and valued. We aspire to be the best that we can be and believe that learning should be fun, purposeful and challenging. We promote a creative, stimulating curriculum that focuses on skills for life-long learning.

At our school everybody is somebody.

At our school everybody has a voice and feels like they belong.

At our school Every Child Matters.

John Ray Infant School, Notley Road, Braintree, CM7 1HL

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Website: www.johnrayinfants.essex.sch.uk

September 2019

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1. Welcome to the school

On behalf of the staff and governors, I would like to welcome you to the new academic year at John Ray Infants.

I am incredibly proud of the children who attend our school, and every year they show resilience, hard work and engagement with their learning. This comes through exciting and relevant topics and themes and good relationships between the staff and our families.

This September sees our school providing a new set of topics for the children. We recognise the importance of the children needing to know about themselves first. This is then followed by developing knowledge about the locality, and finally, finding out about environments which are further afield. Our topics for the academic year are listed below.

	Autumn	Spring	Summer
Foundation stage	Marvellous Me	Into the Forest	What a Wonderful World
Year One	Through the Keyhole	To Infinity and Beyond	Supermarket Sweep
Year Two	Location, Location, Location	Hakuna Matata	Flexible Me

2. Our visions and values

We have six core values that provide our children with key life skills for the future. These underpin everything we do and everything we teach the children. All staff and children are expected to share these values. They are:

Respect



Responsibility



Curiosity



Caring



Honesty



Fairness

3. Learning Spoons

We use our Learning Spoons to encourage the children to be independent and resilient in their learning. When the children show one of the characteristics from our Learning Spoons, they will receive a character sticker and will look after the spoon on their desk. The characters are:



Concentrating Cat

I work hard and listen well.



Cooperating Caterpillar

I work well with others.



Persevering Pig

I never give up.



Resilient Rabbit

When I make a mistake, I try again.



Reflective Owl

I think about what I do and how I do it.

4. Staff list

Headteacher: Mrs Kate Mills

Deputy Headteacher: Mrs Alex Darvill

SENCo Mrs Alex Darvill

Senior Leadership Team: Mrs Kate Yates (EYFS Lead) Mrs Emma Turner (Key Stage 1 and Assessment Lead). Mrs Catherine Rushen (School Business Manager)

Year Two Leader: Mrs Tina Kittles

Class teacher Dragonflies: Mrs Amy Bennett and Miss Charlotte Devereux

Class teacher Ladybirds: Mrs Dannii Nash

Class teacher Bumblebees: Mrs Victoria Hinds

Class teacher Butterflies: Mrs Kate Yates

Class teacher Otters: Mrs Emma Turner

Class teacher Squirrels: Miss Hannah Joy

Class teacher Hedgehogs: Mrs Hayley Foster

Class teacher Moles: Miss Debbie Hollingsworth

Class teacher Woodpeckers: Mrs Tina Kittles and Mrs Nikki Mason

Class teacher Kingfishers: Miss Claire Springall

Class teacher Robins: Mrs Julia Convoy

Class teacher Kestrels: Miss Heidi Danckert

PE coach: Mr Ryan Mills

HLTA Speech and Language: Mrs Erika Pearson

Home School Family Worker (HSFW) Mrs Jan Preston

Breakfast Club and HLTA Behaviour Specialist: Mrs Nikki Lee

All classes have a dedicated Learning Support Assistant (LSA) and Midday Assistant (MDA).

A list of your child's LSAs and MDAs can be found on their classroom doors.

School Business Manager: Mrs Catherine Rushen

Office Team: Mrs Clare Ryan (**Admin**) Mrs Emma Smith (**Attendance**) Mrs Mary O'Malley (**Admin and Admissions**)

Site Manager: Mr Steve Bennett

5. School dates

Autumn term 2019

Term starts on: Wednesday September 4th

Term ends on: Thursday December 19th

Half term is between: Friday 25th October to Monday 4th November. Children return on Tuesday 5th November

Winter holiday: Friday 20th December to Friday January 3rd

Inset days: 25th October and 4th November

Key Dates for the term

EYFS welcome meetings: Friday September 13th 11.30am and 2.30pm

Harvest (children only): Friday September 20th

Year One Welcome meetings 9:00am in classes: Otters-Monday September 23rd, Squirrels- Tuesday September 24th, Hedgehogs- Wednesday 25th September, Moles- Thursday 26th September. Mop-up session Wednesday September 25th at 7pm

Year Two Welcome meetings 9:00am in classes: Robins- 16th September, Kingfishers- 17th September, Woodpeckers- 18th September, Kestrels- 19th September. Mop-up session Wednesday September 18th at 7pm

Macmillan Coffee morning: (whole school event) Friday September 27th

Storytime Phonics launch: (EYFS and Year One) Tuesday October 1st (parents welcome –further info to follow)

Year Two reading workshops: Tuesday October 8th (parents welcome- AM and PM workshops to choose from)

Parent Council meeting: Friday October 18th 9:15am

Termly Learning Reviews (TLRs) W/B Monday October 21st (Whole School) (Parents Evenings)

Year Two introduction to John Ray Juniors: Wednesday November 6th 2pm and 6pm

School Council elections Thursday November 7th

No Pens Day (Including Grandparents Day) Wednesday November 13th

School Open Day: Saturday November 23rd

E-Safety day with evening presentation to parents at 7pm: Monday December 9th

'Carols and Cards': EYFS 11th December, Year One 12th December, Year Two 10th December AM

Christmas Jumper day and Christmas Dinner: Friday 13th December

Spring term 2020

Term starts on: Monday 6th January

Term ends on: Friday 3rd April

Half term is between: Friday 14th February and Friday 21st February (Children return on Monday 24th)

Spring holiday: Monday 6th April to Friday 17th April inclusive

Inset days: Friday 14th February

Key dates for the term

Year One Phonics workshop for parents: Wednesday January 22nd

Termly Learning Reviews (TLRs) W/B 27th January

Year Two SATS information meetings: Tuesday February 4th at 9:30am and 2:30pm

Internet Safety Day: Tuesday February 11th

School Culture Celebration Day: (families are welcome) Wednesday February 12th

World Book Day: (dressing up required) Thursday March 5th

Sport Relief and British Science Week: W/B Monday March 9th

Family Circuit day: Tuesday March 10th

Mothers Day event: Friday March 20th (further info tbc)

Termly Learning Reviews (TLRs) W/B 30th March

Summer term 2020

Term starts on: Monday April 20th

Term ends on: Wednesday July 22nd

Half term is between: Monday 25th May and Monday 1st June inclusive (Children return on Tuesday 2nd)

Summer holiday: Thursday July 23rd

Inset days: Monday 1st June

Bank holiday: Friday May 8th

Key dates for the term

Den Day: Friday June 19th

PTA Summer Fair: Saturday June 20th

Curriculum Celebration Week: W/B June 29th

EYFS Sports Day (all classes) Tuesday 30th June

Key Stage One Sports Day (all classes) Wednesday 1st July

Year Two Leavers concerts: To Grandparents- Monday 13th July at 9:15am. To the rest of the family- Tuesday 14th July at 2:00pm Wednesday 15th July at 7pm

Reports out to parents: Friday 17th July

The above dates have been agreed for the year but may be subject to change.

6. Who to contact when...

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email enquiries@johnrayinfants.essex.sch.uk
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- We'll forward your email on to the relevant member of staff

Remember: check our website first, much of the information you need is posted there.

We try to respond to all emails within 24hours.

I HAVE A QUESTION ABOUT...

WHO YOU NEED TO TALK TO

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher
Payments (including TiddlyWinkers)	School Office- Mrs Catherine Rushen
School trips	School Office- Mrs Mary O'Malley
Uniform/lost and found	School Office- Mrs Mary O'Malley
Attendance and absence requests	If you need to report your child's absence, call: 01376 323071 If you want to request approval for term-time absence, you will need to collect a leave of absence form from the school office or speak to: School Office- Mrs Emma Smith
Bullying and behavior	Mrs Kate Mills or Mrs Alex Darvill
School events/the school calendar	School Office: Mrs Clare Ryan
Special educational needs	Mrs Alex Darvill
Before and after-school clubs	Mrs Catherine Rushen
Hiring the school premises	School Office- Mrs Mary O'Malley
The PTA	Mrs Lynn Blanche via the school office
The governing board	Mrs Penny Smith via the school office
Catering/meals	Mrs Steph Tidmarsh via the school office

7. Timing of the school day

Our school day begins at 9:00am. (doors open from 8:50am)

If it's raining heavily, children may be allowed into their classes earlier.

Key Stage One playtime is 10:45-11:00am.

Foundation Stage do not have a specific playtime

Foundation Stage children go for lunch at 12:00pm and return for the afternoon session at 1:00pm

Key Stage One children go for lunch at 12:20pm and return for their afternoon session at 1:20pm

Our school day ends at 3:00pm.

Our EYFS and Year One children are dropped off and collected from their classroom doors.

Our Year Two children are dropped off and picked up from the hall doors.

If for any reason, you are going to be late to pick up, please call the school office no later than 2:30pm so that a message can be relayed to your child's class teacher. You will then be able to pick your child up from TiddlyWinkers (which may incur a charge of £4).

All children have a personal file in the school office. Please ensure you keep information such as changes of address and phone numbers up to date. It is crucial we have this information in case of an emergency.

Please ensure you provide the school with at least 2 emergency contacts.

Breakfast and after school clubs

We do not currently have a Breakfast Club open to all children.

Our after school care 'TiddlyWinkers' takes place in the small hall and is led by Mrs Bird and Mrs Durham. You can book onto the sessions by speaking to Mrs Catherine Rushen in the school office.

At John Ray Infants, we feel that enhancements to the general curriculum offer are crucial to developing the children's confidence and knowledge.

We are proud of the wide range of clubs we offer the children.

A list of clubs is sent out each term for you to sign up to. Some clubs incur a charge (such as the clubs led by Mr Mills and external coaches).

EYFS children will be invited to clubs from the Summer Term.

Clubs take place before, during and after school.

8. School meals information

As we are an Infant School, we offer Universal Infant Free School Meals, therefore your child is entitled to a free daily hot meal cooked in our on-site kitchen at no cost to you. Menus are updated twice a year and can be collected from the school office or found on the school website.

Packed lunch information- we are a nut free school and we therefore request that if your child brings a packed lunch, you ensure there are no nut products contained in their lunch. We have a number of severely allergic children in school where nuts are life threatening to them.

If your child has a specific allergy, please speak to Mrs Alex Darvill and the school catering team who will be able to meet your child's needs. Your child will need an individual healthcare plan.

A water bottle should be brought into school daily but **MUST** contain only water.

A fruit/vegetable snack will be provided daily free of charge.

In EYFS, the children will have daily access to enhanced snack times so the team request a voluntary donation of £5 which can be given to your child's class teacher at the beginning of each term.

9. Uniform list

Our school uniform consists of a red sweatshirt or cardigan (Logo or plain), grey trousers (boys and girls), grey skirt or pinafore (or red gingham dress) and sensible black shoes (preferably not laced).

If your child is prone to having an accident, a small bag with spare pants and socks which can be kept in school would be very useful.

Our PE kit consists of a white T-Shirt, black or red shorts and trainers (preferably not plimsolls). Please can girls also have a spare pair of socks in case they are wearing tights to school on a PE day.

We request that the children bring an old plain tracksuit for outdoor learning.

EYFS children should have a pair of welly boots in school at all times.

The children can wear small stud earrings but must be able to take them out themselves. Staff CANNOT remove earrings (this is Essex County Council policy).

All long hair (girl or boy) must be tied back for PE.

A watch can be worn but must be removed during PE and we recommend that children don't wear watches to school in case they get lost.

PLEASE NAME ALL CLOTHING!!

10. Illness and absence

If your child is unwell, please call the school as soon as possible before the start of the school day. A message can be left on the school answer machine but a member of staff may well call you back to confirm the illness.

If you are unsure as to whether your child can come to school, please seek advice from the school or the pharmacist who are always very helpful.

Further information around Chicken Pox, Headlice etc is sent out regularly by the school office.

We have a good relationship with our local health visiting team, so please do not hesitate to contact us if you need further support with any issues such as bed wetting, sleeping etc.

If your child has a cold, we recommend you send them in with a dose of Calpol. If your child is unwell during the day, we will call you. **The best way to become immune to new bugs is to come to school regularly.**

If your child is new to the school, they are likely to pick up new bugs more easily but bringing them into school will build their resilience.

When your child is absent, they are missing their learning and their friends. Good attendance will have lifelong benefits.

11. Home Learning

Our home learning policy is updated regularly and can be found on our school website and from the school office.

We will set home learning throughout the year. This will include topic related learning such as the termly Takeaway Menu in Key Stage One.

In EYFS, home learning is set through Tapestry *each week. In Key Stage One, 'This week we are learning' sheets will be emailed to parents each week.

We expect the children to read and be 'read to' regularly at home. Being able to read will help your child in all areas of their learning.

We will be sending out 'How To' books in the early Autumn term.

*Tapestry is an online Learning Journal for our EYFS children. We will require an email address from you to ensure that you can engage with your child's weekly learning both at home and at school.

If you are unable to access your Tapestry account, please see your child's class teacher or Mrs Yates our Foundation Stage Leader.

12. Our Governing body

Chair of governors: Mrs Penny Smith

Vice Chair of governors: Mr Stuart Hammond

Governors: Mrs Sheena Mill, Mr Andrew Chan, Mrs Jo Heissig, Mr Danny Burch, Miss Miranda Lawrence

Our governors meet regularly and the Chair of Governors can be contacted via the school office.

Our parent governors are Mr Danny Burch and Miss Miranda Lawrence.

13. Complaints

If you have a concern about your child, please see their class teacher in the first instance. If you have a complaint, please speak to Mrs Mills. Mrs Mills is on the school gate most days for an informal chat. A more formal meeting can be arranged through the school office or by emailing Mrs Mills direct on head@johnrayinfants.essex.sch.uk.

The school follows a clear complaints procedure and this can be found on the school website or via the school office. If you are not happy with the information you have been given, you can write or request a meeting with the Chair of Governors Mrs Penny Smith. This can be done via the school office.

14. Behaviour

Good behaviour is expected from everyone. This includes Staff, parents and the children. Our strong set of Core Values is taught explicitly and is extremely important to us. Respect is earned and expected. We celebrate good behaviour and support those children where, for whatever reason, they are struggling with their behaviour. We firmly believe that if a child is showing challenging behaviours, there is a reason why and it is our job to ensure we support the child.

We have a very skilled set of Behaviour support staff including Mrs Nikki Lee and Mrs Jan Preston (Our family worker). If you are concerned about your child's behaviour, please do not hesitate to speak to the school and we will do our very best to support you as a family. This may include support from an external agency if needed.

Behaviour logs are kept in school and are regularly reviewed by Mrs Darvill. If we are concerned about your child's behaviour, we will speak to you directly and discreetly.

15. Safeguarding, Health and safety information

At John Ray Infants, the children's safety is of paramount importance to us. If you have concerns about the safety of a child, please contact Mrs Kate Mills or Mrs Alex Darvill or one of our deputy designated leads, Mrs Emma Turner, Mrs Kate Yates, Mrs Jan Preston or Mrs Emma Smith.

We follow DfE and local guidelines for safeguarding and all staff and regular visitors to the school are DBS checked and receive annual Safeguarding training.

A copy of our Safeguarding policy can be found on the school website or via the school office.

All trips beyond the school are fully risk assessed and a termly and annual Health and Safety audit is carried out with Governors and the site manager.

If you notice anything dangerous or unsafe, please contact the school office immediately.

If your child sustains an injury in school, we will inform you via a note at the end of the day if the injury is minor. If your child has a bump to the head or a more serious injury, we will give you a courtesy call to inform you.

16. Relationships and sex education (RSE)

We follow local and national guidelines on the teaching of RSE and what we teach is always age appropriate. This is done through discreet lessons and is normally taught through Science or PSHE (Personal, Social and Health Education) lessons.

If you have any questions, please make an appointment to speak to your child's class teacher, Mrs Jan Preston or Mrs Kate Mills.

17. Pupil premium

A number of our children are entitled to funding called The Pupil Premium Grant (PPG). This allows us to provide additional support for the children if they are entitled. Further information on how we spent the PPG this year can be found on our school website.

Our PPG coordinator is Mrs Emma Turner (Otter Class)

Information about eligibility for the PPG and how parents can register (see below)

Are you entitled to receive The Pupil Premium Grant? (PPG)

Your child might be eligible for free school meals if you access:

Income Support

Income-based Jobseeker's Allowance or Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

The guaranteed element of Pension Credit

Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Working Tax Credit run-on

Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)

How do I register?

You only need to register once at the school via the school office.

More information

If you have any questions or specific concerns, please contact Mrs Kate Mills (Headteacher)

18. Special educational needs (SEN)

At John Ray Infants we are committed to providing a welcoming environment to support the needs and develop the learning of all children and families in the community. We offer an inclusive curriculum to ensure the best possible progress for our children whatever their needs or abilities. We support our children with SEND to be included in the many aspects of school life including sport, music and extra-curricular activities.

If you have any concerns regarding your child's Special Educational Needs, please make an appointment to see their Class Teacher or SENCo who is Mrs Darvill.

For more information on SEND please read the following: (these can be found on our school website or a copy can be requested via the school office)

- Our Special Educational Needs Information Report
- Our Special Educational Needs Policy

If your child has additional needs such as a Speech and Language Plan, or has an EHCP (Educational Health Care Plan) you will need to meet with Mrs Darvill to update the relevant paperwork. If you have not yet done so, please make contact with the school to make an appointment to see Mrs Darvill.

We have a set of highly trained SEN staff who support the children to a very high standard and we provide regular training to staff on the use of Epipens, Inhalers etc.

19. Privacy notice

John Ray Infant School respects you and your child's privacy when you use the organisation's services and is committed complying with privacy legislation.

The information below is what is referred to as a 'Privacy Notice' which explain how the organisation uses and protects your personal information.

John Ray Infant School has a Data Protection Officer whose role it is to ensure that any personal information processed by the organisation is processed fairly and lawfully (respecting your rights and ensuring we follow the law). If you have any concerns or questions regarding how we look after your personal information, please contact the Data Protection Officer Lauri Almond, at DPO@essex.gov.uk or by calling 0333 032 2970.

Further information can be found on our school website.

20. Home/School agreement and internet acceptable use agreement

We will ask you to complete and return a Home/School agreement and Internet acceptable use agreement at the beginning of the school year.