



ARDEN FOREST INFANT SCHOOL



PROSPECTUS 2020 - 2021



**Welcome from the
Headteacher**

Our School Motto

'Little Learners, Big Achievers'



This prospectus is an introduction to the many aspects of our welcoming, friendly, caring school and we aim to give you a good insight into what we are able to offer your child at this important stage of their education.

We are a thriving, dynamic infant school and are proud of our children's learning and achievements.

We continually strive to develop and improve, and this is shown in the children's excellent results. We have high expectations of all our pupils and ourselves, and our aim is for every child to achieve their full potential. This is why our motto is 'Little Learners, Big Achievers!'

Through our creative topic approach, our children experience a wide variety of opportunities. We are committed to developing our children to become happy, thoughtful and confident individuals. The community is at the heart of our school and we have strong partnerships which enrich our children's learning.

We are proud to encourage each child and family to make the most of the opportunities that we can provide at the school. Parents are welcomed into the life of the school and you will be strongly encouraged to share in your child's learning.

After reading this prospectus you may like to visit Arden Forest to find out more about us. Please come and see for yourself what we have to offer your child. We can guarantee you a very warm welcome

I look forward to working with you.

Rose Gunn
Headteacher

Welcome from the Chair of Governors



Dear Parents and Carers

We are delighted to welcome your child as a prospective pupil at Arden Forest Infant School.

It is always very exciting to be starting school for the first time, and we look forward each year to meeting new children and their families.

We are a strong, well-established Governing Body which works in partnership with the school's leadership team. Our role is to review and monitor all aspects of school life to ensure that your child's first school years are enjoyable and rewarding.

Our school prides itself on giving children the best possible introduction to school life, where their social and personal development is as highly valued as academic achievement. We are a very supportive school with a strong reputation within the local community.

This prospectus gives you an insight into life at Arden Forest, but we would encourage you to visit the school and talk to other parents of children at the school to truly appreciate what our school has to offer.

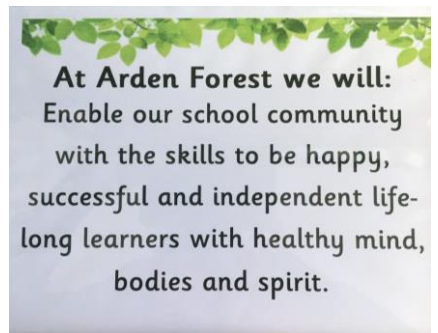
Graeme Cave
Chair of Governors

SCHOOL MISSION:

Arden Forest Infant School aspires to enable every child to develop skills for life and fulfil their potential, enabling them to:



- be independent, responsible, confident learners
- enjoy the challenge of learning
- achieve high standards
- respect themselves, others and the environment
- embrace healthy lifestyles, and
- make a positive contribution to the community



We aim to work in partnership with families and the community to provide:

- a safe, secure learning environment where children are nurtured and cared for
- an exciting and creative curriculum, fit for the 21st century, within and beyond the school day, and
- high quality teaching, indoors and outdoors

Our School Motto is 'Little Learners, Big Achievers!'

We hope you will recognise these aims in the attitudes of the staff and the attitudes and behaviour which we encourage the children to develop

Admissions:

Children enter Reception in the September after their 4th birthday. The school has a standard admission number of 60 per year group. Priority is given to children who live in the school's priority area. Children from outside the priority area may be admitted up to the maximum admission number.

The admissions criteria are printed on the reverse of the application form which is available from the County's Admissions Department. For further information telephone 01926 742047 or check the website

www.warwickshire.gov.uk/admissions



Staff from Reception work closely with pre-school settings to get to know the children prior to admission. The children are then organised into year group classes which provide a balance of girls, boys, friendship groups and needs.

Safeguarding Children:

Under the Education Act 2002 (Section 175 for maintained schools/Section 157 for academies/free/independent schools), schools must make arrangements to safeguard and promote the welfare of children. Parents and carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse.

Staff will seek, in general, to discuss any concerns with the parent/carer and discuss the need to make a referral to Children's Social Care if that is considered necessary. This will only be done where such discussion will not place the child at increased risk of significant harm or cause undue delay. The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later found to be unfounded.

Parents and carers will appreciate that the school's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.

Attendance:

We are required to keep and monitor records of attendances, absences and lateness. As a school we aim to achieve attendance of at least 96% each year. When children are away from school please telephone us **by 9.30am on the first day of absence** stating the reason your child is not in school. Please let us know about medical appointments (doctors, dentists) which are in school time.

From 1st September 2013 amendments have been made to the Education (Pupil Registration, England) Regulations 2006. These amendments state that Headteachers shall not grant any leave of absence during term time unless they consider there are exceptional circumstances relating to the application.

Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.

It is very important that your child attends school regularly. Where there is a pattern of low attendance, we will look forward to working in partnership with you to support your children's learning and their individual needs to help them achieve their best.

LEAVE OF ABSENCE DURING TERM TIME UPDATED INFORMATION FOR PARENTS

The Supreme Court recently reached a decision in the case of Platt v Isle of Wight Council which has clarified the law on unauthorised leave, including holidays, during term time. The parents of children of compulsory school age are required to ensure that they attend school on a regular basis. The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

Headteachers retain the ability to authorise leave in accordance with the Education (Pupil Registration) (England) Regulations 2006. When considering such requests for a leave of absence, the school are obliged to act within the law. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for.

It is for the Headteacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Each application for a leave of absence will be considered on a case by case basis and on its own merits.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council.

It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

Your child's progress academically as well as socially is our shared priority

Warwickshire Primary School pupils recorded 22,593 half day sessions of absence due to holiday in the Autumn/Spring term during the academic year 2018/19. This is an increase of 4,612 on the previous year.

Parking

Please park carefully and considerately outside the school grounds when bringing or collecting your children. Parking is not allowed in the staff car park as this is for staff only. Our Lady of the Sacred Heart Catholic Church also kindly offers parking. Please follow the one way system and use the allocated bays.

Walking into school

Please use the pedestrian entrances to school rather than the double gates and walk on the paths, following the footpaths.

Play Equipment

Please be advised that children need to keep off the tyres, water play equipment and any other equipment that has been placed in the Early Years playground before and after school; this is for school use only. Please don't allow children to climb trees or play on the trim trail or climbing wall on the back playground; this will ensure that there are no falls and also protect the trees.

Late Arrival:

School starts at 8.55am and a prompt start to the day is essential to your child's learning and children thrive from coming into school with their peers. If you arrive late with your child, please bring them to the main entrance and register their arrival in the late book at the school office.

Behaviour and Relationships

At Arden Forest, our Behaviour and Relationships Policy is based on a positive nurturing approach and is underpinned by our school values of respect of self and others, responsibility, kindness, positivity, resilience and tolerance. We believe that these values contribute to developing children who are happy, confident and caring individuals who can and will contribute to their wider community. Our values are built on mutual trust and respect for all with 'high warmth and high boundaries'.

We have a strong emphasis on developing secure attachments and positive relationships between staff, children and their families.

Our school Behaviour and Relationships Policy sets out clear responsibilities for children to encourage positive attitudes to behaviour and learning.

I have a responsibility to:

- Learn and let others learn.
- Keep myself and others safe
- Be kind and respectful

We offer meaningful praise for children showing our responsibilities with a calm supportive approach where support if children are experiencing difficulties.

Children receive meaningful praise and are given a 'gem in the jar' for following our school responsibilities. 'Gems in the jar' are collected in family groups across the school for a weekly celebration.

Our school families are:

- Oak
- Birch
- Willow
- Hazel

Through the implementation of our Behaviour and Relationships Policy, incidents of bullying are rare. However, we take any issues very seriously and work closely with children involved and their families to resolve concerns and enable the rebuilding of relationships.

The School

Home School Partnership:

Arden Forest believes in a strong partnership with parents to maximise children's wellbeing and learning. The class teachers and Headteacher are available to parents who want to discuss any aspect of their child's education and development.

The school has an excellent website which also helps effective communication. There is a Home School Communication Policy which also provides advice on how to communicate with us.

There are regular parent consultation meetings, workshops, Learning Showcases, assemblies and events for parents to attend and share in their child's learning.

Home learning is provided weekly and parents are encouraged to read with their child at least three times a week.

Parents are required to sign our home/school agreement once their child is admitted to the school.

Our School Curriculum:

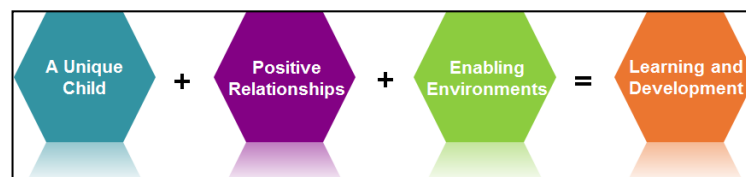
We offer a rich varied curriculum which includes use of the local environment and community, and visitors into school.

The Early Years Foundation Stage:

The Early Years Foundation Stage in Reception

Children join us for their first year at Arden Forest in our Reception Unit, which is the final year of the Early Years Foundation Stage. (EYFS)

The EYFS is built around key principles which we value at Arden Forest in order to maximise children's learning and development.



A Unique Child

We have an inclusive ethos where all children and families are equally valued and respected. Individual learning and development needs and children's interests are used to guide our curriculum and learning environment. Children are supported to develop a positive sense of their own identity and culture.

Positive Relationships

We have strong relationships between our children, families and our staff team. Children and families are welcomed to visit and spend time in Reception before they start and parents and carers bring children into the Reception Unit on a daily basis. We use the online learning journal, 'Tapestry' to record significant learning moments from home and school with families.

Enabling Environment

Our Reception classes are organised as a Unit. We have two teaching bases indoors with defined areas for learning, and a large outdoor learning space. Children will have daily teaching sessions, guided sessions with an adult and the opportunity to 'free flow' within the learning environment to apply skills and develop and extend their own learning.

Learning and Development

Our curriculum is organised into seven areas of learning. The prime areas of learning are Personal, social and emotional development, Physical Development and Communication and Language. The specific areas of learning are Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

The Early Learning Goals establish expectations for most children to reach by the end of Reception. High quality teaching and observations are used to assess progress, plan for next steps and provide additional support or challenge where needed.

Key Stage 1:

This stage covers Year 1 and Year 2. The curriculum for Key Stage 1 builds upon the Early Years Foundation Stage by further developing a range of knowledge, skills and attitudes.

The National Curriculum is organised into subjects.

These include:

- Personal, Social, Health and Economic Education
- English (Reading, Writing, Speaking and Listening)
- Mathematics (Number, Shape, Space and Measures)
- Science
- Computing
- Design and Technology (D.T.)
- History
- Geography
- Art and Design
- Music
- Physical Education (P.E.)
- Religious Education (R.E.)



Children are taught as a class, as individuals and in groups.

The school offers a very broad and well-balanced curriculum enhanced by regular educational trips and visits. It is organised into topics which are planned on a half-termly basis and enables skills to be transferred across the curriculum.

Assessment, Recording and Reporting:

Assessment is at the heart of the teaching and learning process. It enables teachers to identify pupils' strengths and areas for development in order that future learning needs can be accurately identified. An Assessment and Reporting policy is available in school.

Parents receive an annual written report during the school year.

Special Educational Needs:

We are fully committed to supporting children with special educational needs. Individual Support Plans are devised, in discussion with parents. Class teachers and the Intervention Team help children to make progress in their learning and development. The Special Educational Needs policy is available on the website or from the school office.

THE SCHOOL DAY:

RECEPTION TIMETABLE

School Times	Activity
8.45am	Doors open for Reception children and their parents/carers to come into school
8.55am	Doors will close and any late arrivals should report to the school office. Morning register
11:30 - 12:15pm	Lunchtime
12:15pm	Afternoon registration
2.55pm	End of school

YEAR 1 and 2 TIMETABLE

School Times	Activity
8.45am	Children may arrive on playground and enter their classroom.
8.50am	School bell rings, and children join their class line to be brought into school by a member of staff
8:55am	Doors will close and any late arrivals should report to the school office Morning register
10.30 - 10.45am or 10.45 - 11am	Break time
12.15 - 1.00pm	Lunchtime
1.00pm	Afternoon register
3.00pm	End of school

SCHOOL ACHIEVEMENTS:

We are therefore proud that the school has achieved the following recognition for the efforts of all those that make our school community a successful one:



Extended Facilities

We offer a wide range of clubs during lunchtimes and after school to enhance the curriculum. These include:

- Singing Club
- Cookery Club
- Archery
- ICT Club - Computing
- Multisports
- Gardening Club

We also have a well-developed School Council which helps us get the children involved in the development of the school through their feedback and ideas.

There is an independently run childcare facility on site which is open:

- Before school from 7.30am - 8.55am
- After-school from 3pm - 6pm

More details can be obtained from the school office.

Friends of Arden Forest

Parents, staff and friends of the school hold social fund-raising events for the school throughout the year. All parents of children at the school are automatically members and their support is welcomed. Please contact the office if you are interested in being actively involved, for example by helping at the Christmas Fair.

Child Health:

Children who are unwell should stay at home and if they are suffering from sickness or diarrhoea they need to remain off school for 48 hours. If a child becomes ill during the school day parents/carers are telephoned to come and collect them. Please call the school each day your child is ill.

Inhalers

Inhalers may be brought into school and should be clearly marked with the child's name please speak to the school office to fill in the appropriate forms.

Prescribed Medication

Where prescribed medicines need to be given four or more times a day, parents should speak to the school office for more details about its administration.

Non-prescribed medicines cannot be administered in school.

If your child has a diagnosed condition such as epilepsy, diabetes severe allergies etc. please inform the office and a meeting will be organised to ensure that school has the correct information to respond appropriately to medical needs.

School Uniform:

The school colour is emerald green. Our uniform is:

- a green cardigan or sweatshirt
- a green or white polo shirt
- a white shirt or blouse
- a grey skirt, pinafore dress, trousers or shorts
- a green and white dress in the summer.
- black shoes

School logo sweatshirts, cardigans, shower-proof jackets and green and white polo shirts are available be ordered through the school office.

We ask parents to send children in clothes and shoes that children can manage themselves and that they feel comfortable in. Children will need suitable coats and footwear for the season that we are in.

Children need a t-shirt, shorts and slip on pumps or trainers for P.E.

We ask that jewellery is not worn to school to reduce the risk of accident or injury to the wearer and to other pupils.



SCHOOL MEALS

Lunchtimes:

School meals are prepared and cooked on the premises. There is a choice of menu and special diets can be catered for.

All infant school children are entitled to free school meals. Simply fill out an order form and hand to either the class teacher or the office staff.



All children in Reception, Year 1 and Year 2 are entitled to a free school meal. Meal choices will need to be selected by parents/carers. Forms must be returned by given deadlines.

Qualifying Benefits

If Parents/Carers receive one of the qualifying benefits they can apply online to receive additional financial help for:

- Free school uniform
- Free clubs and trips

Applying is easy - please log onto the website below, all you will need is your National Insurance number. Please use the link below to see if you are eligible.

<http://www.warwickshire.gov.uk/freeschoolmeals>

Below is an example of the school menu.

Main meal choices

Monday	Pork sausages or Cheese omelette	Cheese and tomato pizza or Veggie pasta	Pork meatballs or Tomato pasta bake
Tuesday	Chicken bites or pasta bake	Beefburger in a bun or Cheesy pasta bake	Pasta with bacon and peas or Cheese and tomato pizza
Wednesday	Roast pork or Veggie toad in the hole	Roast chicken or Veggie fingers	Roast beef or Pasta with sweetcorn and peas
Thursday	Spaghetti Bolognese or Cheese and tomato pizza	Spaghetti Bolognese or Veggie hotdogs	Chicken in gravy or Veggie sausages
Friday	Fish or Veggie fingers	Fish or Cheesy jacket potato	Fish or Veggie nuggets

Water

It is important that children keep hydrated throughout the school day, with this in mind we encourage children to bring water bottles to school to keep in class to drink when needed. **Children are only allowed to bring water**, not juice, fizzy drinks or flavoured water.

Security:

- Parents are not allowed to bring cars into the car park
- All visitors are required to report to the school office, sign the visitor's book and wear a badge of identification at all times
- Cloakroom and Classroom doors that access the playground are locked. Staff always supervise outdoor play.
- School gates are closed during the school day
- The front door is locked and a doorbell is rung to allow admittance

Parents are asked to **not** park near the school gates as it obstructs the school bus and compromises the safety of our children.

Complaints:

Should there be cause for complaint, the matter should be discussed with the teacher initially, then the Headteacher if necessary. The matter will be dealt with in accordance with the school Complaints Policy which is accessible on the school website.

Arden Forest Infant school

2020-2021 School Calendar

September '20						
Su	M	Tu	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30			

October '20						
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November '20						
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29	30					

December '20						
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27	28	29	30	31		

January '21						
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31						

February '21						
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28						

March '21						
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April '21						
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May '21						
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23	24	25	26	27	28	29
30	31					

June '21						
Su	M	Tu	W	Th	F	S
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27	28	29	30			

July '21						
Su	M	Tu	W	Th	F	S
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25	26	27	28	29	30	31

August '21						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28



School Closed/ Holidays



Teacher Training Days



Transition Day

