

SOUTHEND BOROUGH COUNCIL

BOURNES GREEN COUNTY INFANT SCHOOL

BURLESCOOMBE ROAD,

SOUTHEND ON SEA

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Website <http://www.bournesgreeninfants.org>

Education Office Civic Centre,
Victoria Avenue,
Southend-on-Sea.

Headteacher Mrs. A.F. Keech

Chairman of Governors Mrs. A. Waite

Status and Character L.E.A Infant School
Boys and Girls
4+ to 7 Years

Number of Pupils at June 2003 – 180

Number intended to Admit in School Year 2003/2004 - 60

June 2003

Bournes Green Infant School



Dear Parents,

We welcome you and your child to Bournes Green Infant School and hope that you will find the information contained in this booklet of interest.

At Bournes Green Infant School we believe in the potential of all our children and staff to achieve the highest possible standards in a climate of growth and opportunity.

The aims of our school are as follows:-

- ◆ To provide a happy, caring, well-ordered environment in which children feel secure
- ◆ To foster the knowledge and experience that the children bring into school to further develop their knowledge and understanding
- ◆ To foster the self-confidence, self-esteem and independence of all in a climate of growth and opportunity that will enable us to achieve the highest standards.
- ◆ To inspire our children, give them a love of learning and a sense of satisfaction from achievement
- ◆ To provide a well-structured and balanced curriculum which will help the child develop:
 - a) Verbal and listening skills, legible handwriting, numeracy and literacy
 - b) Basic knowledge about scientific facts, living things and personal health
 - c) Awareness of the world in which we live
 - d) Self-expression in the arts of music, movement and craft
 - e) The acquisition of practical, physical and technological skills
 - f) Problem solving skills
 - g) Personal Social skills that will prepare the children to be citizens of the future
- ◆ To develop and encourage moral and spiritual values, awareness of the needs of others and some understanding of cultural and religious differences.
- ◆ To promote good relationships with the local community and to encourage close co-operation between home and school.

We feel sure that your association with us will be a happy one. Should you have any worries or problems concerning your child at any time, please come along and discuss them with the class teacher or the Headteacher.

Mrs A F Keech
Headteacher



SCHOOL ORGANISATION

Bournes Green Infants' was built in 1972 and opened in the September of that year. The building is an unusual and attractive open-plan design with three double units opening from a central hall. The classes are arranged in the following way:-

Two parallel Year 2 classes	Red and Blue Units.
Two parallel Year 1 classes	Yellow and Green Units.
Two parallel Reception classes	Orange and Pink Units.

Governors

The Governing Body comprises: -	4 Parent Governors
	3 LEA Governors
	1 Teacher Governor
	1 Staff Governor
	3 Co-opted Governors
	The Headteacher

A full list of Governing Body members is displayed on the Parents' Notice Board.

Admissions

The current number intended to admit is 60 children per academic year group.

Southend Education Authority's arrangements for admission from September 2004 will be as follows:-

If at the 31st of March there are not enough places for all those who have expressed a wish to have their child admitted to a particular school in that following academic year, places will be offered using the following criteria:

- a) *Pupils who have a statement of Special Educational Needs naming the school concerned*
- b) *Pupils, who at the closing date for admission applications are in the care of the local authority*
- c) *Pupils, who at the closing date for admission applications, have an exceptional medical or exceptional social reason for attending the preferred school.*
- d) *If the pupil, at the time of admission, has a brother or sister attending the school or attending the "partner" junior school and resides in the school catchment area*
- e) *.If at 31st of March the pupil's normal place of residence is in the school catchment area.*
- f) *If the pupil, at the time of admission, has a brother or sister attending the school or attending the "partner" junior school and resides outside the school catchment area.*
- g) *Those pupils whose normal place of residence is outside the catchment area.*

SCHOOL ORGANISATION

Admissions cont.

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupils home and the nearest pupil entrance to the school. The pupils living the closest being given priority.

If a school place has been secured through false information being provided, the council does have the power to withdraw any place offered.

All children are admitted to school in the 3rd week of the autumn term in the academic year during which they have their 5th birthday.

In the first 2 weeks of term, staff would like to visit the children and their parents at home.

For the next two weeks, children will spend only half-days in school i.e. morning or afternoon sessions. From the fifth week, they will attend full-time.

Parents and children are invited into school prior to admission to meet staff and discuss admission arrangements and school organisation/curriculum.

The number of pupils intended to be admitted in any one year is 60.

In the academic year 2002/03, 60 reception children were admitted, and approximately 64 children had admission refused on the grounds of over subscription.

All policy decisions taken in school are taken in the interests of the children and their safety.



CHILD PROTECTION

As a caring organisation with direct responsibility for children, our first concern must be your child's welfare in all its aspects and therefore there may be occasions when we have to consult other agencies even before we contact you, particularly in relation to Child Protection/Abuse concerns. Should this be necessary we want to reassure you that any concerns we have about your child will then be discussed with you after we have talked with the other agency. The procedures we have to follow (it is a statutory duty) have been laid down by the Southend Area Child Protection Committee. If you want to know more about this procedure please speak to the Headteacher who is the member of staff responsible for Child Protection issues.

SCHOOL TIMES

School times are:-
8.50 a.m. - 12.00 noon.
1.00 p.m. - 3.10 p.m.



21 hours and 15 minutes are spent on teaching during the normal school week, including Religious Education but excluding the statutory daily act of collective worship, registration and breaks (including lunch).

Before School

Children should be in the playground at least five minutes before the whistle is blown, but not earlier than 8.40 a.m. In inclement weather, after 8.40 a.m., children should go straight into their own classrooms via the playground doors.

After School

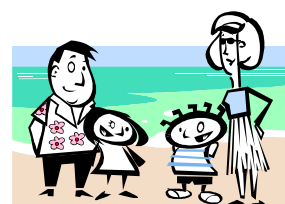
Parents normally meet children at their classrooms although some year 2 parents choose to meet their children outside the front entrance to foster independence. We do request that you wait by the front gate until 3.05 pm, because the presence of parents outside the classrooms can distract the children.

Please use the front entrance and do not encourage children to walk through the car park.

In view of the car park and uncovered swimming pool en route, younger Infants are not permitted to walk home alone across the field.

Parking

The position of the school entrance presents problems and parents are therefore strongly requested to keep the restricted area free, and in particular not to use it when dropping or picking up a child. Parents are reminded to observe parking regulations at all times in order to ensure the safety of the children. Please do not park on corners, kerbs or across driveways.

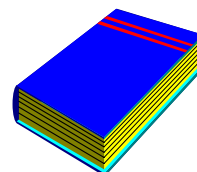


Holidays

Holiday dates for the year are issued to parents. Occasionally parents have to make arrangements outside these dates and are legally entitled to request leave of absence for two weeks in the academic year. In this event, please complete an absence form giving one month's notice. All requests in excess of 2 weeks will be referred to the governing body.

We do ask parents to think carefully about the merits of taking their children out of school in term time. All schools have a range of targets. One of our targets is to maintain attendance at 95% and above. Thus we *hope* that your child will remain in good health and have no more than nine days of absence. A two-week holiday will mean that your child cannot meet this target.

CURRICULUM



General

Children are provided with a learning environment based on direct experience of the world in which we live and related to their developmental needs and interests.

Schemes of work are followed throughout the school for all curriculum areas, and children progress through the schemes with work matched to their individual needs. These schemes of work incorporate the requirements of the National Curriculum and ensure opportunities for children to meet attainment targets. All National Curriculum Orders, policy documents and schemes of work are available in school to parents by arrangement with the Headteacher. Where specific aspects of the National Curriculum may not be appropriate for some pupils with special educational needs, special arrangements will be made for them and their parents consulted.

The school has a policy on Special Educational Needs which parents are welcome to view by prior arrangement with the Headteacher. The Policy incorporates the recognised Stages of Assessment.

We also consider that exceptionally able children may have special educational needs, we follow a similar course of action for these children. The procedures might involve consultations and requests for assistance from Advisers and other specialist agencies.

Our curriculum includes the development of Language Skills, Speech, Reading and Writing, together with an understanding of basic Mathematics extended by practical experiences.

Artistic skills and interests are developed through Creative and Musical activities. Children are given opportunities to experience styles of various artists and composers including artistic works from different cultures. Occasionally visiting specialists demonstrate their skills to the children.

Physical education helps create an awareness of Movement and skills in sports, athletics etc. Children experience, practise and develop a variety of early sporting skills e.g. sending, receiving and travelling with a ball, elements of sports that include chasing, dodging, avoiding and awareness of space and other players etc.

Whilst the school has no playing fields of its own, we have some access to the junior playing fields during the Summer term. A Sports afternoon to which parents are invited is held annually.

CURRICULUM

General cont.

Children are also encouraged to take an interest in the natural world through History, Geography and Science and to prepare for life in the modern technological world through Design and Technology and through the use of Information Technology across the curriculum.

Personal Social and Health Education issues are addressed both within other relevant curriculum areas and as discrete lessons. Sex education is not formally introduced in the Infant School. If, however, the subject arises naturally as a result of other activities or in response to children's questions, it will be sensitively dealt with.

Christianity occupies a key role in Religious Education within the school and in addition children are encouraged to share experiences of their own religious customs, practices and celebrations with children from other cultures through stories, poetry, art, music etc.

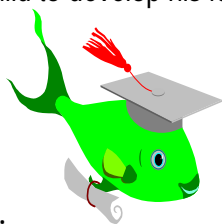
Parents have the right to withdraw their child from religious education and collective worship. We would however ask any parents who are considering doing so to come along and discuss this with us because we would need to make alternative provision for those pupils.

Should parents have any worries or problems concerning their child at any time, please come along and discuss them with the class teacher or Headteacher. Most concerns can normally be resolved in this way.

Where a parent is unable to resolve with the school problems arising from the curriculum or related matters, there is a formal complaints procedure which can be followed. Details can be obtained from school or from the Area Education Office.

Information regarding these procedures, together with information concerning policy statements, statutory instruments, circulars relating to the Education Reform Act and any OFSTED reports referring expressly to the school may be viewed in school by arrangement.

Our overall aim is to provide a happy, caring, well-ordered environment in which each child will feel secure, thus enabling the child to develop his full potential in every aspect of education.



Extra Curricular Activities.

Swimming lessons are available in the school pool during the summer term. A qualified instructor is employed privately and a small charge is made to parents requesting this facility for their children.

We offer a range of activities that have included recorder, choir, computer and writing clubs.

GENERAL ORGANISATION

School Meals

If your child is staying to dinner, money is paid weekly or daily before 8.50 a.m. to the school secretary in her room. Please inform her if it is the first time. After the first few days of staying to dinner, please allow your child to bring in dinner money on his/her own to avoid congestion in the entrance area. If you require change, please wait outside where your child can return money to you before going into the playground.

Arrangements are also made for the children who bring packed lunches. A strong named container should be provided.

Suggestions for contents:-

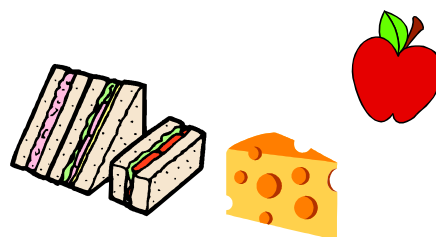
Sandwiches or crispbread

Fruit or yoghurt

Small bag of crisps or biscuits

but no sweets and no nuts.

A drink in a screw top container (unbreakable)



Please try to send your children with food packets that they can open independently.

Water is provided at the table and there are water fountains in the playground. In the interests of hygiene children are not permitted to bring sweets to school, but if they wish may eat fresh or dried fruit at breaktime.

Absence

Whenever possible it will be greatly appreciated if parents can telephone the school secretary with details concerning a pupil's absence as soon as possible. This helps us to ascertain the safe whereabouts of all our children. If this is not possible, please inform the class teacher by letter on the child's return to school.

The DfES now require all absences to be reported to them annually as 'Authorised' or 'Unauthorised'.

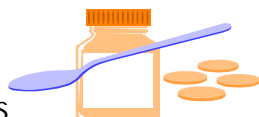
Any absence for which a parent has not provided an explanation must automatically be considered as 'Unauthorised' for the purposes of the return.

In the period September 2002 – 31st May 2003, the attendance rate was 94.6% There were 9 sessions of unauthorised absence.

Tummy Upsets

Should your child suffer from any sickness/upset tummy, he/she **must be clear for at least 24 hours before returning to school.**

Medicines



Medicines for which we have received written instructions on the appropriate form can be administered in school. They must be in a named container holding the measured dose for the child, and must be brought in (and the empty container collected) by an adult. No medicines will be collected from, or containers given back to children. Antibiotics will be administered at lunchtime only.

Tablets and drops cannot be administered in school, but inhalers for asthmatic children may be kept in school provided the children are taught to use them. Children can come to the office to use these as and when the need arises.

All medicines must be handed in to the office. No children should have medicines elsewhere in school.

Office staff will do their best to administer medicines at lunchtime, but cannot be held responsible if for any reason the dose is not given.

Class Assemblies



Family assemblies are held throughout the year when the relatives of the classes leading each assembly are invited to join in a collective act of worship.

Younger children are welcome, but mothers with babies or toddlers are asked to sit where they can leave easily if the child becomes noisy.

Giving Penny



On Thursday morning children may contribute to the charity currently selected e.g. Muscular Dystrophy, Little Haven Hospice, Leukaemia Research.

School Fund

The fund is used for the purchase of extra items and facilities for the children.

e.g. Christmas Parties,
Sports Day,
Computer Equipment.



The money is obtained from various sources:

Voluntary contributions
Book Week

Toy Swap Shop
Sponsored events

Events organised by the Friends
of Bournes Green infant School

Notification of these events will be sent home at intervals.

Friends of Bournes Green Infant School

This is a group of parents who work very successfully together to organise social events and fund raising activities for the school. They welcome new members and can be contacted via the school office.



Parent/Teacher Liaison

Parent/Teacher interviews are held at regular intervals during the school year so that parents may discuss any difficulties or problems with the class teachers and see their child's books. Appointments to see the Head or class teacher may be made at any time during the year. Usually the class teachers are available for informal discussions after school, but will see parents should an urgent problem arise before school. **Please approach the teachers via their external classroom doors and not through the hall.**

Parents are welcomed into school to help with a variety of activities e.g. Cookery, Craft work, Library.

There is a Parents' Notice Board just inside the school entrance hall, where a list of Governors names, School Health information etc. is displayed. Parents are welcome to come in and view this at any time. Information which parents need to have immediately is always circulated by letter.

Infant/Junior School Liaison

The two schools share a site divided by the staff car park.

Curriculum co-ordinators liaise as appropriate within school or within consortium co-ordinators meetings.

Children and staff are invited to reciprocal school events e.g. Infant School Nativity, Junior School Easter Concert.

Year 2 infant staff and Year 3 junior staff liaise closely regarding children transferring to the junior school to ensure a smooth transfer and to ensure continuity and progression.

The two Headteachers meet regularly to discuss school and curriculum related matters.

Clothing

The school encourages the wearing of uniform, but as in all primary schools it is not compulsory. We believe our uniform promotes a feeling of "togetherness and belonging" and hope that parents will continue to support this policy.

WINTER UNIFORM

Grey school trousers, skirt or pinafore
White shirt
School tie
School cardigan or jumper
White, grey or black socks or tights
Sensible black shoes

SUMMER UNIFORM

Long or short grey school trousers, skirt or pinafore
White short sleeved shirt or
White polo shirt with school motif
Tie (optional on hot days)
Or
Dress in school material
Sensible sandals or shoes

PE OUTFIT

Children are encouraged to change for physical education.

Yellow polo shirt with school motif

Red shorts

Plimsolls (not trainers) in a named shoe bag

If your child is unable to fasten laces, it would be appreciated if he/she could wear the elasticated pull-on type of plimsolls.

In the winter girls should change into socks if they wear tights.

All school clothing should be clearly marked.

Baseball-type hats with the school name can be purchased from the school office. We recommend these for the protection of children in the playground during the hot summer months.

We also sell ties and maroon book bags with the school logo.

The school outfitters are Wards, Talza way, Victoria Plaza, Southend-on-Sea.

Jewellery

For reasons of safety we suggest that children do not wear jewellery for school. We understand that children with pierced ears may need to wear one set of stud earrings.

If jewellery is worn in school, the school cannot accept responsibility for that which is damaged or lost.

The current Code of Practice for Physical Education, Games, Sports and Outdoor Education (Appendix 1) states that “watches, jewellery, rings and earrings, belts with metal buckles and other unnecessary encumbrances likely to prove dangerous to the wearer or to others should not be worn”. This follows national advice issued by the British Association of Advisers and Lecturers in Physical Education (BAALPE).

Schools are allowed to exercise discretion in the case of newly pierced ears provided the studs are taped over with micropore elastoplast.

Parents of children having newly pierced ears should inform the school in order to discuss the use of micropore elastoplast.

Whilst we have no wish to refuse any child participation in P.E. activities, it must be pointed out that no member of staff will be allowed to remove/insert studs, therefore in all cases other than newly pierced ears, children will be expected to remove all forms of jewellery themselves.

MISCELLANEOUS

Charging Policy



Whilst parents are not obliged to pay towards any activities provided as part of a child's education, occasionally voluntary contributions are asked for towards the costs of school visits and some materials used in school e.g. craft materials and cookery ingredients.

Insurance of Pupils

The LEA is insured in respect of its legal liability to pupils, but for a claim to succeed the Authority has to be found to have been negligent and/or in breach of some statutory duty. There is no personal accident insurance that would provide pupils with an automatic payment in the absence of legal liability.

Parents may wish to make their own arrangements for personal accident insurance should they feel it necessary.

BOURNES GREEN INFANT SCHOOL

SCHOOL TERMS / HOLIDAYS 2003-2004

School Terms (inclusive dates)

Autumn Term 2003

Thursday 4th September – Friday 19th December

Spring Term 2004

Tuesday 6th January – Friday 2nd April

Summer Term 2004

Monday 19th April – Tuesday 20th July

Half Term Holidays (inclusive dates)

Autumn Half Term 2003

Monday 27th October – Friday 31st October

Spring Half Term 2004

Monday 16th February – Friday 20th February

Summer Half Term 2004

Monday 31st May – Monday 7th June

In addition to the above, there will be a Bank holiday on Monday 3rd May and a staff-training day on Tuesday 4th May.

