



## **BOURNES GREEN INFANT SCHOOL**

**A MEMBER OF SECAT  
(SOUTHEND EAST COMMUNITY ACADEMY TRUST)  
Burlescombe Road,  
Southend on Sea,  
Essex  
SS1 3PS**

# **Our School Prospectus 2018-19**

**Southend East Community Academy Trust**  
“Strong Partnerships, Strong Community,  
Strong Schools



Southend East Community Academy Trust is a company registered in  
England and Wales 7825856.

Registered Office: Caulfield Road, Shoeburyness, Essex, SS3 9LL.

# Welcome



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

**Bournes Green Infant School is a happy and successful school because we believe:**

- In the potential of all our children and our staff to achieve the highest possible standards
- That we promote the self-confidence, self-esteem and independence of everyone in our school
- That healthy minds and healthy bodies will enable our children to make the most of the learning opportunities that we offer
- Education must prepare our children to become life-long learners and citizens who respond positively to the opportunities and challenges of the rapidly changing world in which we live
- In the importance of working in partnership with home, school and the community

When your child joins us you will be asked to sign a home school agreement that sets out what you can expect from us and the things we expect from you.

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 Headteacher.

## Contact Information

Headteacher: Mrs L Cooney  
Telephone: 01702 587099  
Email: [office@bournesgreen-inf.southend.sch.uk](mailto:office@bournesgreen-inf.southend.sch.uk)  
Fax: 01702 589383  
Address: Burlescoombe Road, Southend on Sea Essex SS1 3PS

Our school website is: [www.bournesgreeninfants.org](http://www.bournesgreeninfants.org)

## About Our School

Bournes Green Infant School 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.

## Governors

The governing body is responsible for many important decisions in the running of the school.

The Governing Body comprises:

2 Parent Governors

9 Co-opted Governors

2 Staff Governors (including the Headteacher)

A full list of Governing Body members is displayed on our website.

You can contact the Governing Body by writing to the Chair of Governors, Mr Mark House, via the school office.



## Our Vision

At Bournes Green Infant School the Governors, staff, children, parents and carers work together in an atmosphere of mutual respect and trust in a community that is strengthened and enriched by a diversity of background, culture and religion. Our priority is 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. We actively promote a healthy environment in which children enjoy learning and develop the skills needed to become responsible members of society. We aim to bring learning to life.



## Ofsted

Our last report from Ofsted, following an inspection was

### Outstanding

Ofsted have a website where parents can express their views.  
[www.parentview.ofsted.gov.uk](http://www.parentview.ofsted.gov.uk)

## Personalised Learning

It is important that all children receive input at a level appropriate to their needs. The staff and Governors of Bournes Green Infant School are committed to ensuring that every child develops and extends their basic literacy, numeracy and ICT skills. We also nurture and challenge our children aiming to identify and support those who are academically more able, or who demonstrate other talents.

## **Being Healthy**

We encourage all our children and staff to enjoy a healthy lifestyle. We have a Healthy Schools Award in recognition of our work. This award is for physical and emotional wellbeing, as well as healthy eating.



## **Walking to School**

Even if you are not able to walk the entire way to school, we ask you to consider parking away from the school and walking the last part of your journey.

We encourage children to walk, scoot or cycle to school and we provide cycle shelters. It is helpful if bikes, helmets and scooters are named. Please note that items left in the cycle shelter are left entirely at the owners' risk and because of the congestion on our paths, we do not allow children or parents to use bikes or scooters within the school grounds.

## **Parking**

Parents are reminded to observe parking regulations at all times in order to ensure the safety of the children. 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 off or picking up a child. Please park considerately and do not park on corners, kerbs or across driveways.

## **Healthy Eating**

We actively encourage healthy eating.

Children are not permitted to bring sweets to school.

The children are provided with a piece of fruit or vegetable to eat at snack time but if you would rather provide your child with their own fruit or vegetables, then that is your choice.

We also encourage children to bring a named bottle of water into the classroom each day. This can be refilled if necessary. Water is also provided via a water fountain on the playground.

Children have the option of a drink of milk during the morning.

# Lunches

We recommend that children use a snack bag, to bring their fruit and water to school.

Free school lunches are available for all infant children. However, if you wish to supply your own packed lunch, then a strong, named container should be provided. Please be aware that we do not have the facility to refrigerate lunch boxes.

**The School Food Trust recommends that a packed lunch include the following every day:**

Meat, fish ,eggs or another source of protein.

A starchy food.

At least one portion of fruit.

At least one portion of a vegetable or salad.

Some cheese, yoghurt or other dairy food.

Water, milk (skimmed or semi-skimmed), pure fruit juices, yoghurt or milk drinks (with less than 5% added sugar) or combinations of these in a carton, sealed plastic bottle or an unbreakable screw top container.

**Packed lunches should not include:**

Confectionery

Savoury snacks that have added salt, sugar or fat

Deep-fried products more than twice a week

Manufactured meat products more often than occasionally

Nuts or peanut butter sandwiches (We have children and staff with severe nut allergies)

# Uniform and Equipment

The school encourages the wearing of uniform. 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 and tie (optional on hot days)
- Dress in school material (navy & white small check)
- Sensible shoes or closed-toe sandals (sturdy and suitable for wear during playground games)
- School legionnaire hat

## P.E. Outfit

Children are encouraged to change for physical education.

- Yellow polo shirt
- Red shorts
- Plimsolls
- All in a named PE bag
- In the winter girls should change into socks if they wear tights.

**All school clothing and equipment should be clearly marked with the child's name.**

We require long hair to be tied back.

Legionnaire caps with the school name can be purchased from the school office. We also sell book bags with the school logo.

The school outfitters are Paul's in Southchurch Road, The Schoolwear Shop in Hamlet Court Road and Crawlers in Hamstel Road.

## **Jewellery**

We allow children to wear a watch for school and we understand that children with pierced ears may need to wear one set of stud earrings. However, for reasons of safety we ask that children do not wear any other jewellery. The school cannot accept responsibility for any damage or loss.

For Physical Education, earrings should not be worn. Advice issued by the British Association of Advisers and Lecturers in Physical Education (BAALPE) states that no jewellery is to be worn.

Please note that earrings have to be removed for swimming.

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 children will be expected to remove all forms of jewellery themselves, or have them removed at home on PE/swimming days.

## **Infant/Junior School Liaison**

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

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

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

Year 2 Infant staff and Year 3 Junior staff liaise closely regarding children moving on to the Junior School to ensure a smooth transfer and for continuity and progression.

The two Headteachers meet regularly to discuss all school related matters.

# Getting Involved

## Parent Helpers

Parents are welcomed into school to help with a variety of activities e.g. craft work, cookery, library and some administrative tasks. Some parents come into school to support reading on a regular basis. Please check with your child's teacher before speaking to the office regarding a DBS (Disclosure & Barring Service) check.

## Friends of Bournes Green Infant School

As soon as you join our school community you automatically become a member of our Friends Association. The Friends provide valuable support by organising a varied calendar of fundraising and social events that are an important part of school life . These have included a ball, quiz nights, a Christmas craft fayre, discos for the children, summer fete and much more. New ideas and an extra pair of hands are always welcome, so please try to find some time to join them.

The Friends hold regular meetings to which all are very welcome. They can be contacted via the school office.

The School Fund. This is funded mainly by money raised by the Friends. It is used for the purchase of extra items and facilities for the children e.g. 32 laptops and charging trolleys, a new reading scheme, musical instruments, maths equipment and play-ground refurbishment and equipment.

## Parent/Teacher Liaison

Parent/Teacher interviews are held at regular intervals during the school year so that parents may discuss their child's progress and any difficulties with the class teacher and see their child's books. Appointments to see the Headteacher or class teacher may be made at any time during the year. We have an 'Open Door Policy', which means that the class teachers are available for informal discussions after school. **Please approach the teachers via the school office** should an **urgent** problem arise before school. We would rather hear about your concerns first hand rather than on social media sites. Where a parent is unable to resolve school problems arising from the curriculum or related matters, there is a formal complaints procedure which can be followed. Details can be obtained from the school or are available on our website.

## Class Assemblies

Family assemblies are held throughout the year when the relatives of the classes leading each assembly are invited to join us.

Younger children are welcome, but parents with babies or toddlers are asked to sit where they can move into the classrooms easily if the child becomes unsettled.

We ask you not to take photographs or video during any performances in school for a variety of reasons. Photographs may be taken at the end of the performance. Please do not post any pictures of any other children on social media websites.

## Disclosure & Barring Service (DBS) Checks

In line with current government policy all staff and volunteers have to secure DBS clearance before they can work with children in our school.

If you have been asked to help in the classroom, this clearance must be secured .

## SCHOOL TERMS / HOLIDAYS 2018-2019

### School Terms (inclusive dates)

#### **Autumn Term 2018**

Thursday 6th September—Wednesday 20th December

#### **Spring Term 2019**

Thursday 3rd January – Friday 5th April

#### **Summer Term 2019**

Tuesday 23rd April – Wednesday 24th July

### Half Term Holidays (inclusive dates)

#### **Autumn Half Term 2018**

Monday 22nd October – Friday 26th October

#### **Spring Half Term 2019**

Monday 18th February – Friday 22nd February

#### **Summer Half Term 2019**

Monday 27th May – Friday 31st May

**INSET days:** Wednesday 5th September, Friday 19th October, Friday 23rd November, Monday 25th February and Monday 3rd June.

In addition to the above, there will be a Bank holiday on Monday 6th May.

## Holidays

Our target for attendance is set at 96.5% or above.

There is **no automatic entitlement** for parents to take their children on holiday in school time. Parents are strongly discouraged from doing so. Each request for holiday will be considered individually taking account of the following:

- ◇ The **very exceptional** circumstances given
- ◇ The child's level of attendance

All Holiday Request Forms and accompanying letters **requesting** holidays in term time must be made at least **one month in advance** stating the circumstances. These will only be approved in **exceptional circumstances**. All requests for holidays that are not received one month in advance, or that will make it impossible for your child to attend for at least 90% of the year, will not normally be authorised. Holidays for Year 2 will not be authorised during the month of May.

Please note that government research indicates that attendance below 90% has a significant impact on attainment.

Any holidays in term time, taken without the agreement of the school, or in excess of that agreed will be classed as unauthorised and may put your child's place in the school at risk or result in a penalty notice being issued.

We do not set work for children who take term time holidays.

## Absence

We ask that parents telephone the school office with details concerning a child's absence **before 9.00am** on the first day of absence. This helps us to ascertain the safe whereabouts of all our children. In the case of an absence of more than three days please keep the school updated.

Any absence for which a parent has not provided an acceptable explanation must automatically be considered as **unauthorised**.

## Tummy Upsets

We do understand that there are occasions when young children are sick, not as a result of an infection. In these cases, we recommend they stay at home for 24 hours. Should your child suffer from sickness or diarrhoea as a result of a gastric infection or bug, they must be clear for at **least 48 hours before returning to school**.

## Child Protection

Bournes Green Infant School is committed to ensuring the welfare and safety of all children in school. All Southend schools, including Bournes Green Infant School, follow the Department for Education's publication Keeping Children Safe in Education and Working Together to Safeguard Children. These documents are statutory guidance for schools. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge. The school will, of course, always aim to maintain a positive relationship with all parents. The school's Safeguarding and Child Protection Policy is available on our website.

## School Times

**8.50 am – 12.00 noon**  
**1.10 pm – 3.10 pm**

# Before and After School Procedures

## Before School

When children first start in Reception, parents are asked to wait with their children outside the appropriate classroom. Later in the year, the children are admitted onto the Early Years playground without their parents, where they can play until the teacher on duty blows the whistle. By the end of the year, the Reception children follow the same morning routine as the rest of the school, assembling on the main playground with years 1 and 2.

Year 1 and 2 children should be in the playground at least five minutes before the whistle is blown, but not left earlier than 8.40 am as they will not be supervised. In inclement weather, after 8.40 am, children should go straight into their own classrooms via the playground doors. If children arrive after 8.50 am they should be brought in via the main entrance and signed in the late registration book.

## After School

Children are only dismissed when parents/carers are present to collect after school.

If children are going home with another child or a person who is not a regular collector, we require notification from the parents. Please let the office staff or teacher know **before 1.00pm**.

Parents are asked to inform us if they are going to be late picking their child up after school. If it is only for a few minutes then the child will be placed in the office to wait. We have the option to place the child in our After School Club if they are not collected by 3.20 pm, or if late collection is a regular occurrence. There will be a charge for this service.

The front pedestrian gates are locked until 3.05 pm, because the presence of parents outside the classrooms can sometimes distract the children. For Health and Safety reasons neither our children nor their younger siblings are permitted to use the school playgrounds or equipment after school.

### Medical Appointments

If a child has an appointment during the school day, parents are required to collect their child from the school office.

# Admissions

We follow Southend Authority's arrangements for admission. Please contact them for further information or see our Admission Policy on our website.

Department for People  
Civic Centre  
Victoria Avenue  
Southend on Sea  
SS2 6ER

Telephone number is 01702 215901

[www.southend.gov.uk](http://www.southend.gov.uk)

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

Children are admitted to school in the Autumn Term in the academic year during which they have their 5th birthday.

All children are allocated a date and time for a home-visit which will take place at the start of the Autumn Term. In the first week, the children will attend school for the mornings only. In week two, the children attend school for the morning and the lunch period. During one of the days in week two, the children will be invited to stay the whole day. On the day that your child stays for the whole day you will be invited to an informal coffee afternoon. This is an opportunity to get to know the Headteacher, senior leaders and other parents. Week three, the children are in school full-time.

# Equal Opportunities and Inclusion

## Statement of Commitment to Equality of Opportunity

Equality of opportunity at Bournes Green Infant School is about providing equality and excellence for all in order to promote the highest possible standards of achievement. Equality of opportunity applies to all members of the school community, children, staff, Governors, parents and local community members.

Mrs L Cooney - Headteacher

Mr Mark House - Chair of Governors

Our Equal Opportunities Action Plan sets out how we aim to meet our legal duties with regard to race, disability and gender equality.

We aim to develop our curriculum:

- To excite and engage all learners, thus impacting on achievement and our attendance figures
- To build in opportunities for multi cultural work and activities that challenge gender stereo types
- To build in opportunities for children to explore their cultural heritage
- To use outdoor learning to develop engagement and speaking and listening skills of all children, with a particular focus on those for whom English is an additional language

We continually track the performance of all children to enable us to identify issues for concern and to take early action at an appropriate level.

We work with parents and a range of external professionals to meet the needs of all our children.

Parents of children joining Reception will be offered a home visit during which they will personally be asked if there is anything additional we need to do to meet their needs as a family or those of their child.

We have a number of aims which specifically reflect the school's commitment to race equality:

- Ensuring that all children and staff are encouraged and able to achieve to their full potential
- Respecting and valuing differences between people
- Preparing children for life in a diverse society
- Making the school a place where everyone, irrespective of their race, colour, ethnic or national origin, feels welcomed and valued
- Promoting good relations between different racial groups within the school and within the wider community

**All racist incidents are reported to the Governing Body and the Principal Education Welfare Officer based at the Civic Centre.**

Each year we work closely with the families of children with learning difficulties and disabilities to further develop our accessibility plans. These plans form part of our Equal Opportunities Plan and are designed to make our building and our curriculum accessible to everyone. Any child, parent or friend of our school is welcome to contact us if they would like to have input into our accessibility plans which are available on the school website.

The school has a policy on Special Educational Needs and Disabilities that is revised annually and parents are welcome to view this in school or on our website. Any parent who wishes to be involved in our policy review process should contact the school. The school recognises that individual children have different needs and works with a range of professionals to meet those needs.

## Behaviour

We want all children to be able to learn to the best of their ability. We expect them to develop self-discipline, make good choices and show respect for others.

**We do not tolerate bullying of any kind.**

We have a Positive Behaviour Management Policy and an Anti-Bullying Policy. Our children are expected to keep our Golden Rules at all times. Success is rewarded by Golden Time, when the children can enjoy a range of exciting activities. Those children who do not keep the Golden Rules will miss some of this time. In the event of serious misbehaviour or persistent unacceptable behaviour parents/carers will be contacted.

The Golden Rules:

<b>Be gentle</b>	<i>Do not hurt anybody</i>
<b>Be kind and helpful</b>	<i>Do not hurt people's feelings</i>
<b>Work hard</b>	<i>Do not waste your, or other people's, time</i>
<b>Look after property</b>	<i>Do not waste or damage things</i>
<b>Listen to people</b>	<i>Do not interrupt</i>
<b>Be honest</b>	<i>Do not cover up the truth</i>

## Physical Intervention

It is not our normal practice to use physical intervention but we accept that there may be situations when it is necessary.

Physical intervention is the positive application of force with the intention of controlling the child's behaviour in order to protect him/her from harming him/herself or others or seriously damaging property.

Further details are in our Physical Intervention Policy.

### **Photographs**

It is our policy to take photographs of children to celebrate special events in the school year. These may be displayed around school, in books, on our app, in the prospectus, on our digital TV or website and occasionally in press releases. It is our policy to only attach first names of any children in these photographs.

Any photographs taken of children in school or at school related events are for your personal use and should not be posted on websites or social networking sites.

### **Internet**

The children access the internet via a safe filtered site. In conjunction with this, they learn about e-safety and how to keep safe online.

We ask you to sign an Internet Code of Conduct consent form.

### **Freedom of Information**

Bournes Green Infant School has a Publication Scheme and Charging Policy relating to information we make available under the Freedom of Information Act 2000. Please see our website for details.

### **Charitable Giving**

Our children decide which charities we support throughout the year. They are also encouraged to respond to International disasters and bring in Harvest gifts.

### **Insurance of Children**

We are insured by Risk Protection Arrangement in line with all Academies in respect of our legal liability to children. For a claim to succeed the Academy 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 children 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.

# The Curriculum

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.

We employ a range of teaching and learning styles to enable all children to develop and extend their basic skills in literacy and numeracy.

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 the Early Years Foundation Stage Curriculum and ensure opportunities for children to meet attainment targets.

We also consider that academically more able children may have special educational requirements and we build this into our planning.

Our curriculum includes the development of language skills, speech, reading and writing, (together with an understanding of basic) mathematics, extended by practical experiences.

Children are also encouraged to take an interest in the world around them through history, geography and science and to prepare for life in our modern technological society through design and technology and the use of information technology across the curriculum.

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 gymnastics, dance, games and swimming. We take part in many of the local sports events, competing against other local children.

We have some access to the Junior School playing fields and swimming pool during the Summer Term. A sports afternoon to which parents are invited is held annually.

Personal, Social, and Health Education issues are addressed both within other relevant curriculum areas and as discrete lessons.

Sex education is introduced at a very simple level dealing with animals and people growing from babies to adults and thinking about relationships appropriate to the age of the children. If you have any concerns, our policy is readily available from the school office. Parents do have the right to withdraw children from sex education but we are confident that there is nothing that is likely to cause offence or discomfort in the material we use.

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 children.

## **Pupil Progress**

Careful planning ensures that we cover all areas of the National Curriculum and Early Years Foundation Stage Curriculum. On-going assessment for learning ensures that all children are making progress and this is tracked regularly by our class teachers and our leadership team.

You are invited to discuss your child's progress with the class teacher at the Autumn and Spring Term consultation meetings. In the Summer Term you will receive a written report and have the opportunity to join us for a celebration evening.

## **Homework**

Homework is set to help your child extend their learning beyond the classroom. It will also enable you to see how your child is mastering the basic skills of literacy and numeracy.

If you feel you need guidance in order to more effectively help your child, please talk to the class teacher who will be very willing to work with you.

Parents are expected to hear their child(ren) read at least 3 times each week.

# Extra Curricular Activities

## Extra Curricular Activities

We offer a range of activities that change from term to term. These have included choir, recorder, rugby, football, cheerleading, karate and multi-sports. A small charge is made for some of these activities because they are provided by external agencies that need to cover their costs.

Swimming lessons are available during the Summer Term. We have to charge for this as we employ a qualified instructor and we also have to pay towards the upkeep of the swimming pool i.e. chemicals to maintain the pool's balance, heating and the Junior School Site Manager's time.

We also organise whole year group outings during the year.

Whilst parents are not obliged to pay towards any activities provided as part of a child's education, voluntary contributions are asked for towards the costs of school visits and some clubs and materials used in school e.g. craft materials and cookery ingredients. The school has a very tight budget and the children benefit from the extra opportunities we are able to provide to enrich their education. Unfortunately, if parents make the decision not to pay, swimming, school trips or any extra activities will not be able to take place.

We need the support of **all** parents to enable these activities to go ahead.

If a family is in a position that they are unable to pay, please speak to the Headteacher or the school office.

# Before and After School Club



## Cheeky Monkeys

Bournes Green Cheeky Monkeys is the name of our before and after school club, whose premises are within the school grounds.

Before school care is available from 7.50 am.

After School care is available until 6.00pm.

The children enjoy a wide range of activities at the club including cookery, crafts and a variety of games inside and outside.

For more information and fees related to these services please contact the school office or see our website.

## **Medicines**

Medicines will only be administered at school when it would be detrimental to a child's health not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Prescription medicines, for which we have received written instructions on the appropriate form, can be administered in school. All medicines must be in their original container as dispensed by a pharmacist and must be brought into the office by an adult. Office staff will do their best to administer medicines but cannot be held responsible if for any reason the dose is not given.

Tablets and drops will not normally be administered in school.

Inhalers for children with asthma must be kept in school, these will be stored in classrooms. Please teach your child how to use their inhaler independently. You will need to complete a form to give your permission, these are available from the school office.

## **First Aid**

We are not permitted to administer creams etc. for first aid purposes. Wounds will be cleansed using cold water or cleansing wipes (these are antibacterial and alcohol free).

Plasters may be used to cover open wounds. Please let us know if your child is allergic to plasters.

Ice packs are used on major bumps. Parents are advised if their child has suffered a bumped head.

## **Sun Cream, Insect Repellent and Sun Hats.**

There are brands available on the market which last for up to ten hours.

We recommend that parents make use of these products and apply protection before school on sunny days. All children must keep a hat in school.

# **Bournes Green Infant School**

If you have any queries about the information contained in this prospectus please contact the school office on 01702 587099

Thank You

See you in September

Mrs L Cooney  
Headteacher