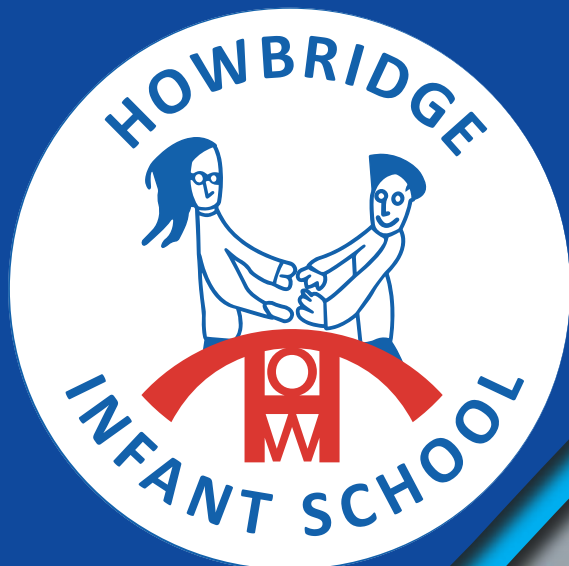




Prospectus

.....having the confidence to meet challenges

Our School Mission Statement

We are a caring school community, where everyone is respected and valued.

We can learn from each other in a safe and supportive environment,
having the confidence to meet challenges with enthusiasm and a belief
that anything is possible.





Welcome

to Howbridge Infant School

If your child is about to start school for the first time or is transferring from another school this is a time of change for you both. We hope this prospectus will help to smooth this process so your child can move on to this new phase in their life with enjoyment and confidence. We look forward to welcoming you to Howbridge Infant School.

The school was built in 1966. Nine classrooms lead from a central hall and the school has many high quality resources for learning and playing, including the multi media suite and the playground and gardens which are an important part of our learning environment.

General Data Protection Statement

New legislation known as the General Data Protection Regulations came into force in 2018.

With this new legislation comes additional responsibilities around how we handle and process data, and how we deal with any serious breaches of the new regulations. Howbridge Infant School is committed to complying with the privacy legislation and we have privacy notes available on the school website that advise parents how we will use their child's information. If you would like further information on this subject please speak to the school office.

Safeguarding

As a caring organisation with direct responsibility for children, our first concern is the welfare of your child in all its aspects. We are legally bound to consult other agencies in relation to child protection/abuse concerns. The statutory procedures we have to follow have been laid down by the Education Safeguarding Service.

If you have any concerns or wish to know more about this procedure please speak to the Headteacher.

Security

The school has CCTV in operation continually around the school premises. We have secure coded gates on the perimeter of the school building to prevent unauthorised access to visitors. Key doors into and out of the building also have secure coded access.

Equal Opportunities and Inclusion

Our school is an inclusive school. All children regardless of gender, age, race, culture, religion, disability, are given full access to all aspects of the curriculum and all the school can offer.

SEND Information Report

Children with Special Educational Needs are monitored carefully throughout their school life. Parents are always involved in this process on a regular basis.

The Special Educational Needs Co-ordinator (SENCo) is responsible for this area of the school and works in accordance with the school policy. Should you wish to see information about the implementation of the Governing Body's policy on pupils with Special Educational Needs (SEN) please contact the school office.



Ethos

We have high expectations of our children both in their behaviour and their commitment to work hard. Each class has negotiated rules which support the whole school ethos.

These include respect for ourselves, each other and our school environment. Positive attitudes to behaviour and learning are promoted through our whole school values. There is an expectation that all parents support the school with the implementation of these rules.

Pastoral Support, Anti Bullying and Behaviour

Bullying is not tolerated in our school. All incidents are taken seriously and are dealt with in accordance with our Anti-Bullying Policy.

Through our weekly circle time activities the children learn strategies and skills to deal with incidents where they might feel unsafe. We believe that these skills will be important throughout their whole life. Children in our

school always know there is an adult that they can go to for support and help if the need arises.

We have a family liaison officer who works in partnership with class teachers and parents to support the emotional well being of our families. She is able to signpost parents to community services that can support families.

School Mission Statement and Core Values

We are a caring school community, where everyone is respected and valued. We can learn from each other in a safe and supportive environment, having the confidence to meet challenges with enthusiasm and a belief that anything is possible. Our children are encouraged to strive and achieve our core values and they are rewarded by the school staff for their efforts.

Our Core Values are:

- Respect
- Self Confidence
- Reflection
- Listening
- Understanding Right and Wrong
- Care
- Love
- Understanding of Others
- Questioning Ourselves and Others
- Independence
- Trust
- Making Good Choices
- Enjoyment
- Responsibility
- Sharing
- Tolerance
- Empathy
- Teamwork

School Organisation

Children are grouped in mixed ability classes according to age. Wherever possible this will be in a single year group class.

The School Curriculum

The school ensures a broad and balanced curriculum covering the following subjects:

English, Mathematics, Science, Design and Technology, R.E., Physical Education, Music, Art and Design, History, Geography, Personal, Social and Health Education & Citizenship, Social Moral, Spiritual and Cultural Development.

The three core subjects are:

English
Mathematics
Science



Pupil Voice

At Howbridge Infant School we ensure that we involve our children in making decisions to help improve the school. We have four councils (Health and Sport, Eco, E-Safety and School Council). Children can apply to become a councillor for any of these committees.

Children can also be Play Leaders and Mini Midday Assistants and help to develop our lunchtime provision. We have school librarians who help to manage our reading books and our library space. There are many opportunities for children to play a role in the development of our facilities and school environment. Children are also given specific responsibilities within their classroom.





Teaching & Planning

We believe in creating a safe and caring environment that is attractive, welcoming and well resourced.

The curriculum provided is based, whenever possible, on first hand experiences and supported by practical activities. Children are taught to be independent, to organise their own work and time, to think critically and to develop skills in problem solving, in order to achieve their highest potential.

The teachers in each year group plan together closely to ensure continuity and progression.

Children may work with other teachers and teaching assistants in other parts of the school.

Children's progress is monitored regularly through teacher observations, continual target setting and tracking which is overseen by the Headteacher.

Parents receive overviews of work to be covered each week and are regularly informed of their child's progress through parents evenings and a written report each academic year.

Communication

We use the Teachers2Parents electronic communication system to send letters and important messages to parents. You can follow us on our twitter account @HISWitham, and keep up to date with school information via the school website www.howbridge-inf.essex.sch.uk.

You can contact us by email - admin@howbridge-inf.essex.sch.uk or by telephone - 01376 512153.

The school uses an electronic payment portal called School Money. All parents are provided with a password to access this portal to process all school payments.

Early Years Foundation Stage (EYFS)

The EYFS ensures that:

- Children learn through play
- Providers work closely with parents
- You are kept up to date on your child's progress
- The welfare, learning and all-round development of children with different backgrounds and levels of ability, including those with special educational needs and disabilities

The EYFS curriculum consists of prime and specific areas of learning. The prime areas support learning in all other areas and are fundamental throughout the EYFS. The specific areas include essential skills and knowledge.

Prime Areas

- Personal, Social and Emotional Development - making relationships, developing self confidence and self awareness, managing feelings and behaviour
- Physical Development - moving and handling, health and own self-care
- Communication and Language - listening and attention, understanding, and speaking

Specific Areas

- Literacy - reading and writing
- Mathematics - numbers, shape, space and measure
- Understanding the World - people and communities, the world, and technology
- Expressive Arts and Design - exploring and using media and materials, and being imaginative



Early Learning

Children work towards the Early Learning Goals throughout the year.

Personal, Social and Emotional Development - provides children with experiences and support which help them to develop a positive sense of themselves and others, respect for others, social skills, and a positive disposition to learn.

Literacy—provides children with learning opportunities in communication, speaking and listening, reading and writing.

Mathematics—provides opportunities for children to develop their number, calculating, problem solving and shape, space and measure knowledge.

Understanding the World – provides opportunities for children to help make sense of the world around them.

Physical Development – provides opportunities for children to develop their physical skills & understanding of healthy living.

Expressive Art and Design – provides opportunities for children to explore and share in a variety of activities including art, music, dance, imaginative and role play.

Key Stage One

Key Stage One consists of year 1 and 2, however we know that children progress at different rates and times so all work is planned to build on their current levels of ability.

In their first term in Key Stage One most children will be ready to work on the Year 1 curriculum and this curriculum continues until the end of Year 2.

We know that children progress at different rates and times so all work is planned to build on their current levels of ability.

School Attendance

Children should arrive on time and attend every day, unless unwell.

Absences

An un-authorised absence will be marked in the register if your child is absent, and we do not know why. Please telephone the school as early as possible on the first day of absence; it is most important that we know the reason for absence. The school will try to ring you if we do not receive a message from you by 9.30am.

EARLY FIRST DAY CONTACT HELPS KEEP CHILDREN SAFE

Children arriving after 8.55am are late and will be marked late unless we have notice in advance of the reason.

With effect from September 2013 The Department for Education (DfE) has amended the regulations regarding term time holidays. Recent amendments to the regulations have removed all references to family holidays. The revised law does not give any entitlement to parents to take their child on holiday during term time. The amendments make clear that from September 2013, Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Parents may be fined for taking their child on holiday during term time. We therefore must remind parents that any absence during school time loses valuable teaching and learning time and that parents must book holidays within recognised school holiday periods. If there are exceptional circumstances where you require a leave of absence for your child from school you can complete a request form.

The form will need to be accompanied by a letter explaining the reason for the absence.

Parents can also use Studybugs to report their child's absence. Further information can be obtained from the school office regarding this App.

There is no entitlement for parents to take their child out of school during term time for a holiday or any other leave of absence; however, applications can be made if a parent believes there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case may be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.



Pupil Premium and Universal Infant Free School Meals

Income Support

All children in Infant schools are now entitled to receive a free school meal.

However if you are in receipt of:

- Income based Job Seeker's Allowance
- Income based Employment Support Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Child Tax Credit with no Working Tax Credit and where the household income is less than £16,190.
- Universal Credit with an annual income of £7,400 or less

Your child will be eligible for additional funding (Pupil Premium) to support their learning in school. In order to access the Pupil Premium Funding you will need to provide us with key information about your family and circumstances.

The Pupil Premium will provide additional educational support to improve the progress and to raise standards of achievement and attainment for these pupils.

As far as possible the school will use the additional Pupil Premium Funding to address any underlying inequalities between children eligible for Pupil Premium and others.

Sports Premium Funding

The Department for Education has made a huge investment into developing school PE and sport, through the Primary School Sport Premium. The aim of the premium is to give all children high quality provision, new opportunities & experiences, and to embed the importance of a balanced & healthy lifestyle.

With the aid of the funding we have looked at how we can effectively use the money in our school to provide the children with enriched learning experiences of a variety of sport and activities, introducing them to competitions and giving them opportunities to achieve their own personal bests.

In addition to the children's regular high quality PE lessons we will also be offering:

- Opportunities to take part in school competitions & festivals
- New outdoor learning experiences
- Experiences of different sporting activities
- New challenges for all children and encouraging them to achieve their own personal best

We employ a sports coach two days a week to give children access to a wide variety of different sports and physical activities to build their core strength and enable them to stay fit and healthy.

Health and Safety

We do want all our children to be safe in school. Our Health and Safety policy requires that children must not wear earrings or jewellery in school for safety reasons. The children are active during the day in PE lessons and at playtime. Earrings and jewellery are dangerous as they can cause injury to themselves and others. Any child wearing earrings will be unable to take part in PE lessons or use the playtime apparatus. The only exceptions are of course Medic Alert pieces, which should be worn at all times.



Medical Arrangements

If your child is ill, please keep them at home if s/he is not well enough to be at school. If your GP has prescribed medicine for your child we can administer this at school. Parental permission is required and forms are available from our school office for parents to complete.

Children with specific medical conditions will have a health care plan produced for them and key staff will know how to support and treat your child.

All staff are first aid trained and we have specific paediatric and appointed first aiders.

Children with allergies are also supported and tailored meals can be provided at lunchtime to ensure that their dietary requirements are met.

Children with asthma should bring inhalers for use in school clearly named.

The inhalers are kept in the school office and are always available immediately on demand including when children go off site for visits.

The School Day

The school day begins at 8.55am

Lunchtime is 12.00 pm - 1.10pm

School finishes at 3.10pm

Uniform

The school uniform is royal blue, grey and white. Our partner provider is Class Clobber.

Parents can order school uniform from the following website address **www.classclobber.co.uk**

Charges and Remissions Policy

The school endeavours to make the school day more exciting by introducing special visits from time to time. On these occasions we do ask parents to contribute to the costs. If parents are unable to do so due to financial constraints they can apply in confidence, to the school office where their request will be viewed sensitively

Bridge The Gap

Bridge The Gap is our before and after school club. It is on the school site and is run by staff employed by the school. For further information please contact the school office or look on our school website.



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Enthusiasm



Challenge



Belief



Support

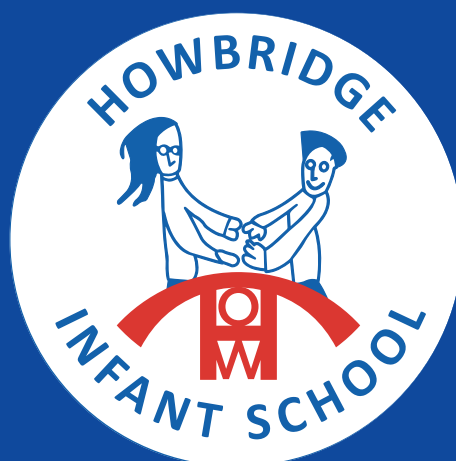


Confidence



Caring





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