

THE MINSTER NURSERY AND INFANT SCHOOL

HANDBOOK

SEPTEMBER 2017

THE MINSTER NURSERY AND INFANT SCHOOL

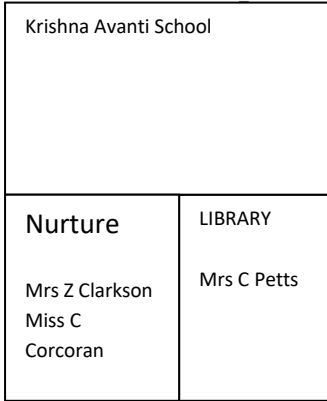
At The Minster Nursery and Infant School we aim to develop every child, intellectually, creatively, physically, emotionally, socially, morally and spiritually, through the values of the Christian faith.

- by providing a happy, healthy, safe and stimulating environment in which learning takes place
- by expecting the highest standards of achievement, attainment and behaviour appropriate to each child's abilities and needs
- by promoting, developing and supporting a positive partnership between all children, families, staff, governors and the wider community
- by teaching a broad, balanced, challenging, engaging and inspiring curriculum which extends the children's interests and responds to their individual needs
- by providing varied opportunities for imaginative and creative expression both individually and collaboratively
- by providing opportunities for exploration and appreciation of our world; near and far
- by building an inclusive community of reflective and responsive learners that ensures equality of opportunity
- by developing individuality, independence, confidence and self-esteem in our children and all members of our school community
- by promoting understanding, acceptance and a respect for the religious, moral and cultural values of each individual, and a concern for the needs of others
- by recognising and celebrating the achievements and joys of all children, families and staff

Within a Christian ethos, we care, we prepare, we promote excellence

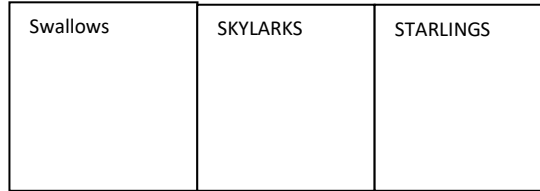
THE MINSTER NURSERY AND INFANT SCHOOL

School Layout – not to scale

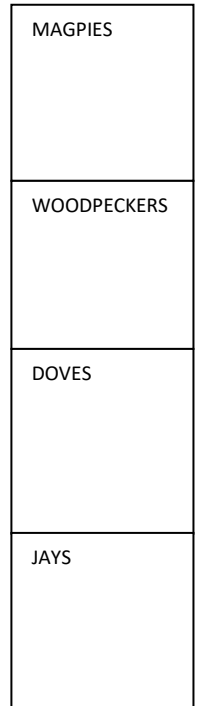


Skylarks and Starlings drop off and collection here

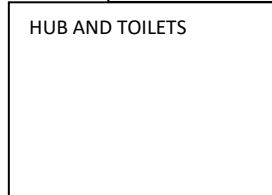
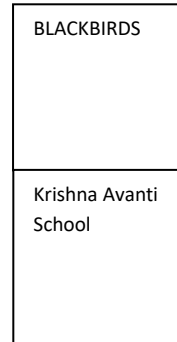
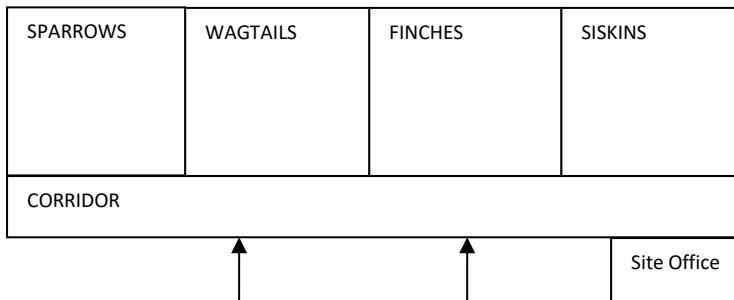
Blackbirds, Swallows, Magpies, Woodpeckers, Jays and Doves drop off and collection in Courtyard



1ST FLOOR LEVEL



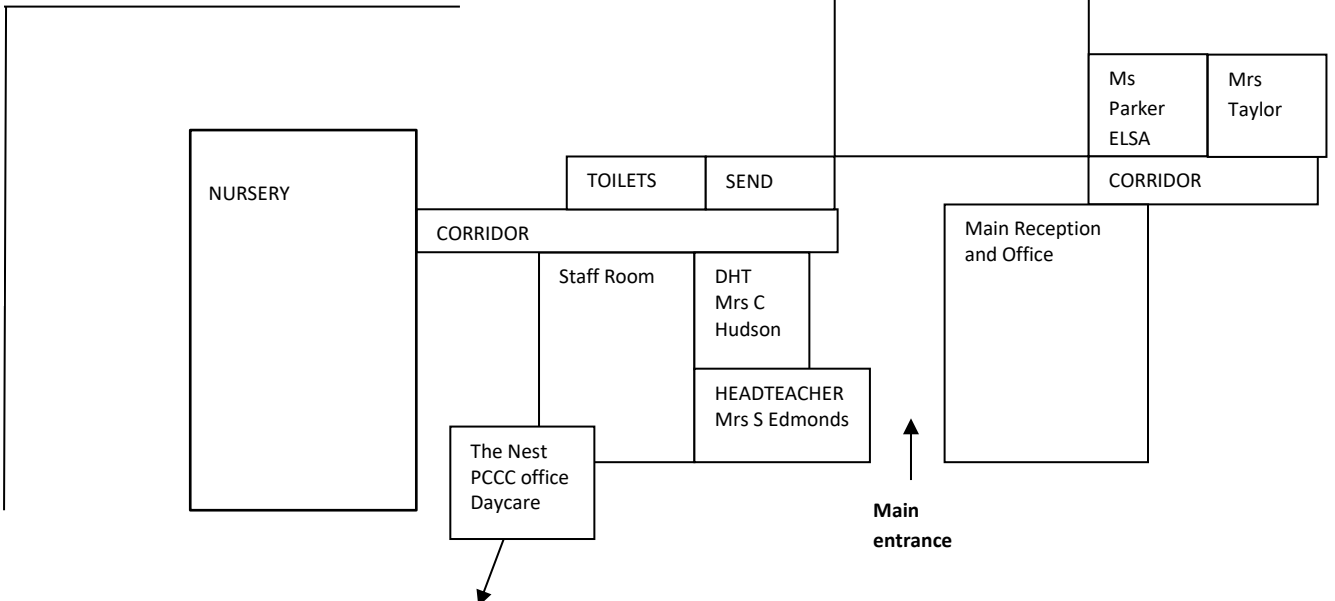
Siskins entrance



Sparrows and Wagtails entrance

Finches entrance

Main children's Entrance



Main entrance

INFORMATION SHEET 3A - The School Community - Governors

1 SEPTEMBER 2017

THE MINSTER NURSERY AND INFANT SCHOOL

A Voluntary Aided School

Category	Name	End of office date
Foundation (8)	Mrs Faridah Eden (SDBE) Mr Raj Senthilnathan Diane Edwards	26 October 2018 23 April 2020 19 Nov 2020
Staff (2)	Mrs Stephanie Edmonds (Headteacher) Mrs Cheryl Hudson (Deputy Head teacher)	N/A 1 September 2019
Local Authority	Mr Matthew Bligh (Chair)	30 June 2019
Parent (2)	Mrs Trina Harris Mrs Sharon Odumosu	30 June 2020 23 Jun 2018

INFORMATION SHEET 3B- The School Community - Staffing - 1 SEPTEMBER 2017

THE MINSTER NURSERY AND INFANT SCHOOL

Role	Name	
Headteacher	Mrs Stephanie Edmonds	
Deputy Headteacher	Mrs Cheryl Hudson	
Teachers	Mr J Wadsworth Miss S Meredith Miss L Jamison Mrs G Jones Miss K Duffy Mr J Money	Mrs G Kingsman Mrs S Morgan Miss J Barry Miss S Weithers Ms N Johnston
Early Years' Educators	Mrs Jacky Saundercock	
Higher Level Teaching Assistant SALT	Mrs J Taylor	
Higher Level Teaching Assistant	Mrs N Johnson	
Special Educational Needs & Disabilities Co-ordinator (SENDCO)	Mrs E Simpkin	
Teaching Assistants Lunchtime Supervisors*	Ms K Webster* Mrs Staples Attah* Mrs C Petts* Mrs S Squires* Ms A Gourlay* Ms L Ball* Ms L Cosacenco* Mrs C Stearn* Mrs K Zaigham* Mrs L Bourke* Miss C Corcoran*	Mrs L Roberts* Mrs S Priddle* Mrs P Algar* Mr E Mahone Mrs Z Clarkson* Mrs P Davies* Ms H Kuburcu* Mrs N Wrench* Ms M Victor*
Family Liaison Officer	Mrs L Parker	
ICT	Mr D Ward	
Office Staff	Mrs N Cornell Mrs K Shears Mrs D Griffin	Ms N Coker Mrs S Miller
Site Staff	Mr D Hedges Mr K Ryan Ms Z Clarkson Mrs M Genc	Ms A Afriyie Owusu Ms M Owusu Ms U Tezgel
Kitchen Team	Mrs S Stacey Mrs S Watkins Mrs E Moore Ms L Koka Mrs D Amoah Ms P Topsy Ms A Afriyie Owusu	Mrs J Lim Ms Claire Brind Ms Jenefer Barker (casual) Mrs L Liverpool (casual) Ms D Bullows (casual) Mrs M Owusu (casual)

INFORMATION SHEET 4 - The Minster Nursery and Infant School

The Minster Nursery and Infant School and The Minster Junior School work closely together to ensure progression and continuity.

Religious Affiliation

The Minster Nursery and Infant School and The Minster Junior School are Church of England Voluntary Aided Schools within the Diocese of Southwark and the London Borough of Croydon.

Ethos Statement

Recognising their historic foundation, The Minster Nursery and Infant School and The Minster Junior School will preserve and develop their religious character in accordance with the principles of the Church of England and in partnership with the Church at parish (Croydon Minster) and diocesan level.

The schools aim to serve their community by providing an education of the highest quality within the context of Christian belief and practice. They encourage an understanding of the meaning of faith and promote Christian values through the experience they offer to all their pupils.

Race Equality Statement

The Minster Nursery and Infant School and The Minster Junior School are Church of England schools, institutionally rooted in the Christian faith. The Schools actively develop the full human potential in each person, whether pupil, governor, parent/carer or member of staff.

The Schools' ethos of care and their commitment to justice are the foundation of their aims in educating the whole school community to make its proper contribution to society.

The Schools therefore take a positive stand against racism. The schools actively draw attention to the achievements and positive contribution to Britain and the world made by all ethnic groups and will not tolerate any form of racism.

Inclusion Statement

At The Minster Nursery and Infant School we aspire to a culture that is responsive to the needs and diversity of the children in our community.

Our commitment to inclusion ensures the entitlement of all our children to a broad and balanced, relevant and stimulating curriculum, which is delivered in an environment that will have the greatest impact on their learning and provides the resources to enable this to happen.

Spirituality Statement

Spiritual development encourages children to respond and reflect upon the world around them, developing a sense of awe and wonder in the achievements, features and events of their daily lives.

At the Minster Nursery and Infant School, we plan such experiences into our topics and take advantage of spontaneous opportunities that arise in the classroom, in the community and in the news.

(Sheet 4 continued - Spirituality Statement)

We foster the emotions of delight and amazement and celebrate 'special' moments and significant events.

Through Collective Worship we develop an awareness of the divine being that is beyond the known world and encourage a sense of connection between ourselves as individuals, with everything and everyone.

Health and Sex Education Statement

For young children health and sex education encompass a variety of topics such as keepings safe; my body; my senses and the beginnings of life.

At The Minster Nursery and Infant School we include health and sex education in the curriculum at stages best suited to children's understanding. We aim to prepare children for the changes that are happening within their own development. Questions the children ask are answered sensitively, with proper consideration given to their religious and cultural backgrounds.

Sex education is taught via the Croydon Sex and Relationship Education Scheme of Work, within the curriculum. It will be part of an ongoing programme of personal, health, social and citizenship education (PSHCE) as well as forming an incidental part of wider topics, e.g. all about me, mini beasts, the rainforest etc.

The school aims to promote attitudes of respect for others; caring for ourselves; caring for others; having a positive self image, self respect and self esteem.

Equal Opportunities Statement

All members of staff are committed to the School Aims and are therefore committed to:

We aim to develop the basic skills of all our pupils to ensure they have equal access to the curriculum. We support pupils in reaching their potential in the following ways:

- Pupils with English as an Additional Language are supported by their class teacher and teaching assistant, as well as a specialist teacher and bi-lingual nursery nurse.
- Pupils with Special Educational Needs receive differentiated support planned by their class teacher and additional support from the Special Educational Needs Co-ordinator.
- Higher attaining pupils participate in extension/enrichment activities for literacy and numeracy provided by specialist teachers and in focus groups provided by class teacher.
- In terms of gender, under-attaining boys are supported by the use of writing frames to improve attainment in writing and by non-fiction resources matched to their interests.
- Under-attaining pupils receive targeted support in literacy and numeracy, provided by classteachers and in intervention programmes provided by the Special Educational Needs Co-ordinator and Teaching Assistants.
- Under performing pupils in Year Two receive enrichment activities to motivate and enrich the breadth of their language experiences.

INFORMATION SHEET 5

HOME-SCHOOL AGREEMENT

The Minster Nursery and Infant School is a Church of England school, which is part of a wider Christian family. The School benefits from strong links with Croydon Minster and the support of the Southwark Diocesan Board of Education and the London Borough of Croydon.

As set out in the Mission Statement above, Christian values are at the heart of all that we do. At The Minster Nursery and Infant School we believe that successful partnership between the School, the Church, the parents and the children helps each pupil to take full advantage of all that the School has to offer. The following Agreement supports this partnership in the interests of all our children.

TOGETHER WE WILL:

Promote high standards of work, play, behaviour and relationships

Support the values of the school

AS A SCHOOL WE WILL:

Provide enrichment for each child through a balanced and challenging curriculum

Provide work suitable for each child, which helps them progress

Establish a code of behaviour to ensure a safe and caring environment

Provide effective means of communication between home and school

Monitor the progress of each child and provide advice and guidance over their work

Provide appropriate learning for children to share with their parents at home

AS PARENT/GUARDIAN I/WE WILL:

Support the School's rules and expectations as set out in the School Handbook

Ensure that my child attends school regularly, on time and with everything they need

Regularly attend parents' meetings to celebrate and review my child's progress

Support my child regularly at home with reading and other activities suggested by the school

Let the school know of any concerns about my child

Encourage my child to take part in the full life of the school

By signing the School Consent and Agreement Form, I/we give consent to, agree and support the above statements.

INFORMATION SHEET 5 -(Cont.)

The Parent/School Partnership

A good relationship between home and school is vital. The parent/school partnership ensures that children know that their parents and teachers are working together to care for them. In return they do their best, take pride in their work at school and at home and are willing to share their experiences.

We ask all parents to commit to the **Home-School Agreement overleaf** by carefully reading it and then ticking and signing the School Consent and Agreement Form.

Your child's first years at school are very important. Their educational development rests on their experiences at The Minster Nursery and Infant School. We take on these responsibilities with commitment and enthusiasm and therefore support your interest in your child's education and encourage you to become an active member of the school community.

We welcome parents, grandparents and carers to help within the school. We ask for help, both regular and occasional, to support children in many areas of the curriculum such as sharing books, cookery, fabric work, creative activities and working on the computer.

We often need adult helpers on school visits and activities. If you wish to help, please speak with the class teacher or make an appointment to speak with the Headteacher.

Parent Governors

We have two parent governors who attend full Governing Body meetings as well as committee meetings. Parent Governors play an important role in school development and we encourage them to become fully involved in the life of the school. From time to time a Parent Governor may resign and parents are invited to nominate and vote for their replacement.

Fund raising at The Minster Nursery and Infant School

All parents/carers of children attending The Minster Nursery and Infant School invited to take part in our fund raising events - see separate letter. All new parents/carers are warmly welcomed and encouraged to become active members.

INFORMATION SHEET 6 - Starting at The Minster Nursery and Infant School

Starting in the NURSERY

When a child is offered a place in the Nursery at The Minster Nursery and Infant School they are admitted during the autumn term of the academic year in which they will have their fourth birthday. This year, some two year olds may be admitted, in the term after their third birthday. All children will visit their new environment and meet their keyworkers and peers during the first few weeks of the Autumn term.

Nursery children will be offered 15 hours a week Nursery education and may have the opportunity of purchasing extra hours.

Some two year olds may be entitled to some free hours if parents are in receipt of certain benefits. Please see form included in your admissions pack.

Home Visits

During the first few weeks of the autumn term a member of the Nursery team will visit each child at home. This is the first stage in developing a relationship with the child and the family in their own home, where they feel confident and secure. You will be informed of your child's keyworker during the welcome meeting in July.

We aim to meet each child's needs and support them in developing independence. There is therefore a flexible approach to entry decided by the Nursery teacher and their keyworker in partnership with the parents.

Parents will have an opportunity to meet the Nursery staff and see the Nursery at an evening meeting held near the end of the Summer Term.

CHILDREN WHO HAVE BEEN ALLOCATED PLACES IN THE NURSERY ARE NOT GUARANTEED A PLACE IN THE INFANT SCHOOL IN THE FOLLOWING SEPTEMBER. Parents are required to complete both the Croydon LA and the School's Supplementary Application Form for the following year's Reception intake. Please ask at the school office for up to date information.

Starting in RECEPTION

When a child is offered a place in Reception at The Minster Nursery and Infant School, they will be admitted during the Autumn Term of the academic year in which they have their fifth birthday.

Children who have been in our Nursery will be the first group of children to start in Reception. Children who have not attended our Nursery will be the second group of children to start in Reception. Children will become full-time over the following weeks. All children should be attending full-time within the first three weeks of term.

Home Visits

At the start of the Autumn term the Reception teachers and their Teaching Assistants will make a Home Visit to children who are new to the school. In this way each new child will meet their first teacher in their own home, where they feel confident and secure.

Visits to School

The children will be invited to visit the school before their start date to see their new environment, and meet their teachers and their peers. All parents will receive a detailed timetable of these dates.

CHILDREN WHO HAVE BEEN ALLOCATED PLACES IN THE INFANT SCHOOL ARE NOT GUARANTEED A PLACE IN THE JUNIOR SCHOOL IN THE FOLLOWING SEPTEMBER. You will need to apply to the Junior school for a place, when your child starts in year 2 of the Infant school.

INFORMATION SHEET 7 - The School Day

School Hours

	The Morning Session	The Afternoon Session
Nursery:	8.40 - 11.40 a.m.	12.20 - 3.20 p.m.
Reception:	8.50 - 11.45 a.m.	12.55 - 3.00 p.m.
Years One & Two:	8.50 - 12 noon	1.00 - 3.10 p.m.

'Start of the Day'

Nursery and Reception

For the Nursery morning session, the children and their parent or carer should arrive at 8.40 a.m. when the outside doors are opened.

For the Nursery afternoon session, the children and their parent or carer should arrive at 12.15p.m. when the outside doors are opened.

For Reception the children and their parent or carer should arrive at 8.45a.m when the outside doors are opened.

In Reception the children then hang up their coats and enter the classroom with their parent or carer. Parents will need to help their children change their daily reading book and settle them for the day. This is an important time in the school day; during these few minutes - parents/carers, children, teachers and teaching assistants are actively working together. Parents/carers are asked to leave quietly and promptly within 10 minutes of the start of the day, so that the register can be taken.

Years one and two

When your child moves into years one and two, your teacher will be waiting for your child in a designated place in the playground, ready to escort them into their classroom at 8.50am.

Lateness

It is most important that your child arrives on time. Your child will be disadvantaged if they miss the 'Start of the Day'.

Children in the Infant School arriving after 9.00am, and children arriving in the Nursery after 8.55a.m (morning) and 12.30p.m (afternoon) will be marked as being 'late'. After 9.20a.m Infant children will be treated as 'late-absent' for that session and Nursery children at 9.15a.m (morning) and 12.50p.m (afternoon).

Late children **MUST** be signed in at the main school office and will be taken to class by a staff member, who will ask you why your child has arrived late to school.

Regular lateness will involve discussions between parents/carers and the Schools' Attendance and Welfare Officers.

'End of the Day'

At the 'end of the day' in Nursery, Reception and Year One, the class teacher takes their class to the designated 'collection' door each day. Year Two children will be brought by their teacher to the 'Courtyard'. We would ask parents/carers to wait quietly while children are still in class. The Nursery, Reception and Year One classes will have a list in each cloakroom that must be signed if it has been arranged for a different adult to collect your child on that day. If your child is in Year Two, you will need to call the school office **before 2.30p.m** if you have arranged for a different adult to collect your child on that day.

INFORMATION SHEET 7 - The School Day (continued)

Please telephone the school if you know that you are going to be delayed or have arranged at short notice for somebody different to collect your child. We will then inform your child so that they do not become distressed.

If you are late arriving to collect your child you should report to The Nest (the wooden building at the front of the school) where your child will be waiting. You must sign the late collections book.

The school has a 'late collection' charging policy, which may be applied at the discretion of the Headteacher.

The Charging Arrangements

On the **first** occasion, where a child is not collected within **fifteen minutes** of their finish time, and you have not provided the school with an acceptable reason for your delay, you will be given a warning letter.

After this, the following charges will apply:

In cases where a child is not collected within **fifteen minutes** of the end of the school day or after school activity, a charge of **£10.00** will be made to the parent/carer for up to 30 minutes of non-collection from their finish time.

For every additional **5 minute** period (or part thereof) that the child is not collected, a further charge of **£5.00** will be made.

For example, if you collect your Year 1 child at 3.45pm, you are 35 minutes late and will be charged £15.00 - £10.00 for the first 30 minutes and £5 for the additional 5 minutes.

The school clock will be used to record times and determine the charge made.

The parent/carer will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay may lead to further action being taken.

The School follows the procedures laid down by the London Borough of Croydon in the event of a parent/carer not arriving by the After-School Club finishing time of 6.15pm. This protocol is available to inspect at the School Office.

We ask all parents to commit to the Policy for School Security - Keeping Our Children Safe (see Information Sheet 24) by carefully reading it and then ticking and signing the School Consent and Agreement Form.

INFORMATION SHEET 8 - Absences

The school is required to publish figures on the percentage of authorised and unauthorised absences. It is therefore important that we are informed of the reason for absence as soon as possible - by telephone call or email to the school at office@minsterinfants.co.uk on the first day of absence with details of the nature of the illness and, when this can be predicted, the date the child is expected to return. On each subsequent day of absence, a parent must contact the school with a reason for absence. Full details are available on the schools Attendance & Punctuality policy available on the schools website www.minsterinfants.co.uk

The school's Attendance and Punctuality Policy is available on the school's website:

www.minsterinfants.co.uk

Attendance Welfare Officer

If your child is regularly late for school or is often absent your child's teacher will inform you of their concern. The School's Attendance Officer will note patterns of lateness and absences in the register and discuss concerns with the Headteacher and will visit families to offer advice and support.

Authorised and Unauthorised Absences

The following percentages record absences of at least one session for pupils aged five years for the Summer Term 2016

Authorised 4.13%

Unauthorised 0.87%

Authorised absences are those absences that are permitted only by the school, such as illness, medical appointments and up to two weeks holiday per year.*

Unauthorised absences are parentally condoned absences not authorised by the headteacher (e.g. days out for shopping or absences not notified)

Term Time Absence

*The Government has recently made significant amendments to the Education (Pupil Registration) (England) Regulations 2006, which came into force on 1st September 2013.

These amendments state that Headteachers may not grant any leave of absence for holidays during term time unless there are exceptional circumstances; in these cases it is the Headteacher who determines the number of days (up to a maximum of 10) a child can be away from school, if the leave is granted. Any request beyond 10 days must be put in writing to the Chair of Governors for consideration.

Appointments within the School Day

Where possible, please keep any routine medical appointments for your child to a minimum during the school day. Should your child need to miss part of their school day because of an appointment, please ensure that you provide details, in the form of an appointment card or letter from the doctor, dentist etc. to the school office. Parents/Carers collecting or returning their child during the course of the day must first report to the school office. The child must be signed out of school and signed in on return. This is part of our Health and Safety Policy.

INFORMATION SHEET 9 - Healthy Schools

School Lunches

With effect from September 2014, all Infant children have been entitled to a free hot meal.

Children may go home for lunch, but they must be collected and returned to school by an adult.

School lunches are not available for Nursery children.

Packed Lunches

Children may bring a packed lunch if they choose. In keeping with the School's Food Policy we encourage children to make healthy choices in their lunchboxes. Please try and include at least one portion of fruit or vegetable daily. We ask you not to include the following: fizzy drinks, chocolate, sweets. **Whilst we have children in school with highly allergic responses to nuts and nut products, we will continue to ask parents not to put nuts or items containing nut products in their child's lunchbox.** This is in line with our policy for children with medical needs.

Please name your child's lunch box and do not include any glass bottles.

School Milk

'Cool Milk at School Ltd' has undertaken to provide a milk ordering service for Croydon schools on a termly or half termly basis. The milk is being supplied at a reduced price due to an E.U. Subsidy. **All children under the age of five are entitled to have free milk. Free milk provision will stop on the Friday prior to their 5th birthday.**

When you join the school you will be given a form to complete or you may order via the Internet by going to [www. CoolMilk.co.uk](http://www.CoolMilk.co.uk). The School code is: S1001633. Nursery and Reception children will automatically have milk ordered for them unless you request otherwise. See separate milk letter.

After the age of 5 'Cool Milk at School Ltd' will invoice parents and milk will be supplied approximately one week after the receipt of payment. **However if you are in receipt of certain benefits you may be eligible for the free milk to continue after the age of 5. The relevant forms will be sent to you for completion at this time.**

The National Fruit Scheme

The school is part of the **National Fruit and Vegetable Scheme** and children receive a free piece of fruit/vegetable each day to eat in school.

Water

Nursery and Infant children have free access to chilled water all day. However, the Infants are required to bring their own FILLED flask or plastic bottle, with a sports cap every day which may be refilled if necessary.

INFORMATION SHEET 10 - Your Child's Health/Uniform

Entrance Health Checks

Our School Nurse visits the school periodically. School Nurses are also available at Local Health Centres and you are able to see them without an appointment if you have any concerns.

Illness

We require children to stay at home if they have a streaming cold or troublesome cough. It can be very distressing for a child to be ill at school and although we do the best we can, there is no comfortable place for children to rest at school.

Please note that children must not return to school for 48 hours after the last episode of sickness or diarrhoea - whatever the cause, and that children with infectious diseases must stay away from school for the statutory period.

Please advise the school office by telephone or email office@minsterinfants.co.uk on the first day of your child's absence and again if your child is absent for longer than three days. When your child returns to school please inform the class teacher, preferably by letter, giving the reason for the absence.

If your child is taken ill during the course of the day, we will contact you. **It is therefore essential that we have a telephone contact number for such an emergency and that this is kept regularly updated.**

Medication

The school has a Policy for 'Children with Medical Needs'. However prescribed medicine can only be given in school once a pupil medical form has been completed by the parent, authorising us to administer the medication to their child in the parents absence. An adult must hand the medicine/inhaler directly to an adult at the Infant school office. The same procedure needs to be carried out for any child who requires regular medication, such as for asthma. At the end of the academic year all inhalers & medication is returned to the parent.

Headlice

Headlice are a recurring problem in schools. Do inspect your child's hair daily. If you discover headlice please treat accordingly.

First Aid

The school has a number of qualified First Aiders. Any general first aid (i.e. grazed knees etc) that is administered during the day is recorded in the daily accident book. Should a child receive a bump to the head or jaw, however slight, a note will be sent home with the child. An additional note will be given to the person responsible for collecting children from After School Clubs.

Should an accident of a more serious nature occur, we would give the appropriate first aid and contact you straight away. If the parent is unavailable, we will telephone the second named contact. If no contacts can be raised and the child needs immediate medical attention, then an ambulance will be called and the child accompanied to the hospital by one of the school's first aiders.

INFORMATION SHEET 10(continued) - Your Child's Health/Uniform

School Uniform

All children at The Minster Nursery and Infant School must wear school uniform of burgundy school sweatshirt or sweat cardigan, plain white polo shirt and grey trousers or shorts/grey tunic/grey skirt, and optional burgundy school fleece. In the Nursery, jogging bottoms are preferred for all children. All children wear 'polishable' black shoes. In the summer, red check dresses are to be worn. We pride ourselves in everything we do and children are expected to adhere to the school uniform to show that they belong to a very special school 'family'.

School uniform is available for purchase via [Hewitts of Croydon](#) will be the sole supplier of The Minster Nursery & Infant School uniform.

Grey trousers, shorts skirts, white sock (girls), grey socks (boys), white polo shirts and white T shirts (PE) and black shorts (PE) can be purchased in many high street shops.

Our school uniform is relatively inexpensive. The children look superb and take pride in their appearance.

You need to be warned that your child may get paint or dirt on their school uniform because they will be engaging in messy, creative learning. We do encourage children to wear aprons when this is appropriate.

On Forest School days, children are expected to bring a spare set of their own clothes suitable for outdoor learning. You will receive more details about this at the appropriate time.



THE MINSTER NURSERY & INFANT SCHOOL

SCHOOL UNIFORM PRICE GUIDE 2018

BOYS

NURSERY

Sweatshirt, burgundy + logo	from	10.00
Polo, white plain	from	4.50
or Polo, white with logo	from	7.00
Jog Trousers, black plain	from	8.50

RECEPTION - YEAR 2

Sweatshirt, burgundy + logo	from	10.00
Polo, white plain	from	4.50
or Polo, white with logo	from	7.00

Trousers, grey	from	10.00
Socks, grey	from	5.00

Fleece, burgundy + logo (Opt)	from	12.00
Reversible Jkt, burgundy + logo	from	27.00
Ski Hat, maroon with logo	6.00
Bookbag Exp, maroon + logo	7.00
Shoes, black (no trainers)	from	15.00

SUMMER ALTERNATIVES

Shorts, grey	from	8.00
*Baseball or Legionnaire + logo	4.00

SPORTS / PE

T-shirt, white plain	from	2.75
Gym Shorts, black	from	5.50
Jog Trousers, black (winter)	from	8.50
Gym socks, white 3pk	3.75
PE Bag, maroon + logo	from	5.75
Gym Shoes, black velcro (Outdoor)	from	4.50

GIRLS

NURSERY

Sweatshirt, burgundy + logo	from	10.00
or Sweatcardy, burgundy + logo	from	12.00
Polo, white plain	from	4.50
or Polo, white with logo	from	7.00
Jog Trousers, black plain	from	8.50

RECEPTION - YEAR 2

Sweatshirt, burgundy + logo	from	10.00
or Sweatcardy, burgundy + logo	from	11.00
Polo, white plain	from	4.50
or Polo, white with logo	from	7.00

Skirt, grey	from	11.00
or Tunic, grey	from	14.00

or Trousers, grey	from	13.00
Socks, white 5pk	from	5.00

Tights, grey 2pk	from	6.50
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Fleece, burgundy + logo (Opt)	from	12.00
Reversible Jkt, burgundy + logo	from	27.00
Ski Hat, maroon with logo	6.00
Bookbag Exp, maroon + logo	7.00
Shoes, black (no trainers)	from	19.00

SUMMER ALTERNATIVES

Summer Dress, red check	from	12.50
*Baseball or Legionnaire, + logo	4.00

SPORTS / PE

T-shirt, white plain	from	2.75
Gym Shorts, black	from	5.50
Jog Trousers, black (winter)	from	8.50
Gym socks, white 3pk	3.75
PE Bag, maroon + logo	from	5.75
Gym Shoes, black velcro (Outdoor)	from	4.50

* Baseball Cap or Legionnaire Cap available from School Office also*

NAMETAPES AVAILABLE at HEWITTS of Croydon

Woven Sew-On **72** Labels: **£6.50** Inc. Post | Iron on Printed **50** Labels: **£6.00** Inc. Post
(Please allow 7 – 10 days for delivery)

Peel 'N' Stick Shoe & Property Labels **56** Labels: **£8.00** Inc. Post *Suitable for shoes, books & non-fabric items*
(Please allow 14 days for delivery)

ALL PRICES STATED ARE ACCURATE AT TIME OF PRINTING. WHILST WE ENDEAVOUR TO MAINTAIN OUR PRICES THROUGHOUT THE SEASON WE CANNOT GUARANTEE AGAINST PRICE CHANGES.

Shop online or **CLICK & COLLECT:** www.hewittsofcroydon.com

WE ONLY ACCEPT CASH or MASTERCARD, VISA, and VISA DEBIT – WE DO NOT ACCEPT CHEQUES

UPDATED 30/01/18

Information sheet 12 - Photography & Filming Consent

In an age of rapidly expanding technology in all aspects of our lives defence of the rights of the individual have become paramount in how we must approach personal data security. To avoid data theft, identity theft, any commercial exploitation of our data or misuse of our choices and preferences, all organisations are having to be stricter with the security of data and clear in how they use the data they have on people.

So we are obliged under the terms of the General Data Protection Regulation (enforced from May 2018) to ensure that all our parents are informed about how we get their and their children's data, what that data is, what we do with it and how long we keep it before it is erased.

All our data we hold about you and your child(ren) must be:

- **Processed Fairly, Lawfully and In a transparent manner**
- **Used for specified, explicit and legitimate purposes**
- **Used In a way that is adequate, relevant and limited**
- **Accurate, kept up to date**
- **Kept no longer than necessary**
- **Processed in a manner that ensures appropriate security of personal data**

There are a variety of other obligations including advising anyone we have data on, how they can have access to that information and how they can withdraw consent for some data. In particular, parents or carers can photograph evidence of your child's time with us.

We have to have processes and procedures in place to ensure the security and privacy of that data and a robust set of processes in the event of a data breach. This is part of an overall risk strategy that includes data security, the details of which we have to make available for government inspection at any time.

All the data we collect is part of our legitimate use as a public organisation, therefore contact, registration and progress data can be held without your express permission even though it is subject to stringent regulation.

Only photography and film requires your specific consent for each reason that your child's image might be used. Therefore please fully complete Information Sheet 12a to agree to the different uses in the school. You have the right at any time to complete the 12b form to amend your choices by completing and returning a *Consent Withdrawal or Alteration* form which is available from the school website at <http://minsterinfants.co.uk/forms-notices/consentwithdraw> or from the school office. This will be acted on within 5 working days of term time.


INFORMATION SHEET 12a - Photography & Filming Consent

The Minster Nursery and Infant School

In order to demonstrate your child's achievements and celebrate the life of the school, we take photographs and videos as they work and play. Under the General Data Protection Regulation (GDPR) we must ask you for your consent and offer you an easy means to withdraw your consent on behalf of your child at any time.

We must also notify you of the school's general Privacy Statement that is available on the website at <http://minsterinfants.co.uk/forms-notices/privacy> in which we state our policy to erase all documents and photographs relating to your child 3 years after leaving the school.

We ask you as a parent or carer to decide on behalf of your child what can be done with their images.

My child can be photographed and filmed for these purposes (please  tick every box you agree to). Absence of a tick means that I do not wish my child's image to be used for that activity.

- Records of Achievement and record keeping
- Display boards in class and corridor
- School publications and brochures
- Website (no child identified by name)
- Other media such as local or national press
- School's social media outlets on Facebook and Twitter

I have understood the above statements and have agreed to the photo and film uses I have ticked. I also understand that I can withdraw consent by completing and returning a **Consent Withdrawal or Alteration** form which is available from the school website at <http://minsterinfants.co.uk/forms-notices/consentwithdraw> or from the school office. This will be acted on within 5 working days of term time:

Child's name (PRINT) Child's class
.....

Parents Name (PRINT)

Signature of parent(s)

Date

Please sign & return to the Infant School Office

**INFORMATION SHEET 12b -
Photography & Filming
Consent Withdrawal or Alteration Form**

The Minster Nursery and Infant School

Under the terms of the School Privacy Statement (available on the website at <http://minsterinfants.co.uk/forms-notices/privacy>), I wish to withdraw consent from part or the whole of my Consent Agreement for photographs and images of my child.

I am specifying this alteration in the following way:

1. I wish to withdraw my general consent from all photography and film recording of my child in the school Yes No

2. My child can be photographed and filmed for these purposes only (please tick as appropriate). Absence of a tick means that I do not wish my child's image to be used for that activity.

- | | |
|---|--------------------------|
| Records of Achievement and record keeping | <input type="checkbox"/> |
| Display boards in class and corridor | <input type="checkbox"/> |
| School publications and brochures | <input type="checkbox"/> |
| Website (no child identified by name) | <input type="checkbox"/> |
| Other media such as local or national press | <input type="checkbox"/> |
| School's social media outlets on Facebook and Twitter | <input type="checkbox"/> |

I have understood the above statements and have agreed to the uses of my child's images only for those uses I have ticked. I understand that the alterations above will be acted upon within 5 working days of term time of this form being returned:

Child's name (PRINT) Child's class

Parents name (PRINT)

Signature of parent(s)

Date

Please sign & return to the Infant School Office

INFORMATION SHEET 13 - How 'Teaching and Learning' is organised

Classroom Organisation

There are thirteen classes with each class known by the name of a garden bird:

Pre Nursery	Little Wrens (am)	Little Robins (pm)			2- 3 years
Nursery	Wrens (am)	Robins(p.m.)			3 - 4 years
Reception	Finches	Sparrows	Wagtails	Siskins	4 - 5 years
Year One	Blackbirds	Starlings	Swallows	Skylarks	5 - 6 years
Year Two	Doves	Jays	Magpies	Woodpeckers	6 - 7 years

The teachers in each year group plan each half term's work together. In this way, we ensure that every child has access to the same opportunities as his or her peers, whichever class they may be in.

For some work the children are organised into groups according to their learning needs, this work will either be under the direction of the Classteacher or supported by a Teaching Assistant. At other times, the teacher will gather children together for whole class teaching. There will also be occasions when children will be given a task to complete with only the minimum of help. In whatever setting the children work, we have high expectations of behaviour and achievement.

Foundation Stage - Nursery and Reception - The Early Learning Goals

In the Nursery we consider the personal, social and emotional curriculum as the most important. Our aim is to support children in developing into motivated, independent and confident learners.

Once children move to Reception they settle into the routine of a full day in school. Within a stimulating and secure environment we use the six areas of the Early Learning Goals to provide a balance between practical activities and structured play. There is a strong emphasis on the teaching of English and mathematics with elements of the National Literacy and Numeracy Strategies towards the end of the summer term. Outdoor learning provides all children with opportunities to develop their skills through physical experiences.

Key Stage One - The National Curriculum

We plan each topic carefully ensuring that all children are taught a broad and balanced curriculum. The subjects of the National Curriculum include English, mathematics, science, religious education, design technology, art, history, geography, music, physical education and Information Communication Technology. The religious education curriculum reflects the needs of the local community and is based on the Croydon Agreed syllabus.

The highest proportion of time is planned for the teaching and learning of English and mathematics. Literacy and Numeracy are heavily weighted in our weekly planning and careful assessment of the children's learning in these subjects informs our daily planning. In this way we meet the children's individual needs. The school has gained the Quality Mark from the Basic Skills Agency for the fourth time, which celebrates our commitment to achievement in English and mathematics. However the curriculum is balanced across the breadth of the foundation subjects, which make up the topics.

As a school we are proud of our creative arts achievement and have been awarded the Artsmark Gold Award by the Arts Council. This reflects our commitment to music, art, drama, dance and creative writing. Everything that happens in the school is part of the curriculum, whether it is learning to work together, learning to tie shoelaces or learning to read. Each of these is important in the development of the child as an independent learner. The school is proud that it has been awarded both the Investor in People Award and the Schools' Achievement Award.

INFORMATION SHEET 13 (continued)- How 'Teaching and Learning' is organised

Religious Education - The aim of religious education is to develop an understanding of religious and spiritual beliefs, practices, insights and experiences that are expressed in humanity's search for meaning in life. It provides the opportunity for children to explore and express their own responses and personal beliefs. Religious education contributes to moral and personal education, and offers children aesthetic and creative experiences. With these aims in mind, we include religious education into each half-termly topic. The Croydon agreed syllabus and guidelines for religious education from the Southwark Diocesan Board are used to support the teachers' planning.

Topics - The following chart shows the topics for the school year. Further details are displayed outside the classrooms. If you would like your own copy ask the Classteacher or Teaching Assistant. We plan topics that cover the four years your child may spend in the Nursery and Infant School, with one topic or theme covering more than one curriculum area or subject. We thus ensure progression in all subjects across the years.

<u>Nursery</u>					
Getting to know you	Which nursery rhymes do you know?	Who are the people who can help us?	Shops	How can we take care of ourselves and our world?	What can we find out about our world?
<u>Reception</u>					
Which traditional stories do you know and can retell?	Who are your family & friends?	What can we find out about bears?	What is all around us?	How do things grow?	What can we find out about water?
<u>Year One</u>					
What are our Senses?	What was our school like a long time ago?	What is life like in the desert & Arctic regions?	What journeys do we make?	What is light and colour?	What are Mini-beasts?
<u>Year Two</u>					
Musical Stories - How can sounds be changed?	What was life like in London during the Plague and the Great Fire of London	How do toys move?	Rainforest - What is life like in the rainforest?	A cultural kaleidoscope - What is life like around the world?	What's under the ground?

INFORMATION SHEET 14

E-Safety

As part of your child's curriculum and the development of ICT skills, The Minster Nursery and Infant School provide supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please carefully read the Statements and Internet Rules below and then tick and sign the School Consent and Agreement Form.

Responsible Computer and Internet Use and Use of London Managed Learning Environment (MLE) Fronter

We use the school computers and Internet connection for learning. The London MLE may be used to share ideas and learning. These rules will help us to be fair to others and keep everyone safe. Please discuss these rules with your child.

Rules for Internet Use and use of MLE for all children at The Minster Nursery and Infant School

I will use only my username (USO) and password

I will ask permission before entering any web site, unless my teacher has already approved that site.

I will not let other people use my login

I will not try to access other people's files

I will not look at or delete other people's files.

I will not bring floppy disks/memory sticks into school without permission.

I will only e-mail people my teacher has approved.

The messages I send will be polite and sensible.

When sending e-mail or posting information on the MLE, I will not give my home address or telephone number, or arrange to meet someone.

I will ask for permission before opening e-mail or an e-mail attachment within school.

I will not use Internet chat.

If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

I know that the school may check my computer files and may monitor the Internet sites I visit.

I understand that if I deliberately break these rules, I could be stopped from using the Internet, MLE or computers.

INFORMATION SHEET 14 (cont.)

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Internet Use

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. *This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issue further.*

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities. Should you wish to discuss any aspect of Internet use please telephone the School Office and make an appointment to see the Headteacher.

As a parent/guardian:

I will discuss these rules with my child.

I give permission for them to access the Internet.

I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials.

I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

I agree that the School is not liable for any damages arising from the use of the Internet facilities.

By signing the School Consent and Agreement Form, I/we give consent to, agree and support the statements contained in Information Sheet 14 under the section *Responsible Computer and Internet Use*

INFORMATION SHEET 15 - Meeting Individual Needs

Inclusion statement

At The Minster Nursery and Infant School we aspire to a culture that is responsive to the needs and diversity of the children in our community.

Our commitment to inclusion ensures the entitlement of all our children to a broad and balanced, relevant and stimulating curriculum, which is delivered in an environment that will have the greatest impact on their learning and provides the resources to enable this to happen.

Each child is an individual; we therefore plan for teaching and learning to meet their varying needs. Occasionally a child may experience particular difficulty with an aspect of the curriculum. We feel it is important to identify and address the child's needs as soon as possible. Parents and the school should be active partners.

We will tell you about your child's progress; listen to your concerns and work with you to ensure that your child makes progress. Many educational needs can be solved easily or over a short period. Occasionally we may call upon outside specialists to help us.

Special Educational Needs and Disability

All schools use the Special Educational Needs and Disability Code of Practice: 0-25 years. The school has appointed a Special Educational Needs and Disability Co-ordinator (SENDCo) to manage the Code. The Code recommends that schools should meet the needs of the child through stages, which match the level of help to the needs of the child.

SEND Code of Practice

School Intervention Programmes

The class teacher meets the needs of the children through differentiation within the class room environment.

The class teachers inform parents, the SENDCo and the Inclusion Manager of their concerns if further support is needed that is 'additional to and different from the class provision. Such school based intervention programmes are recorded on individual provision maps. This is agreed, implemented and reviewed each term.

Outside Agency Involvement

If an outside agency, such as an occupational therapist, speech therapist or educational psychologist is involved in supporting a child with SEND, then a SEND support plan is completed. This cites short term targets, and states the opinions of both child and parent. The SEND Support Plan is agreed, implemented and reviewed each term.

Educational, Health and Care Plan

If there are continuing concern the educational psychologist Service is asked to advise the parents and school. Should it be considered that the child is not making appropriate progress, then a request for an 'Educational, Health and Care Plan' assessment may be considered. An EHCP is awarded by the local authority following a successful assessment. The EHCP is reviewed annually by the school team, parents, health professionals and the attached Educational Psychologist.

Children who receive extra support from a school based intervention programme, involvement from an outside agency or have an EHCP are placed on the school's SEND Register.

INFORMATION SHEET 15 (cont.)

The Reading Project

Extra reading support is given to a child who is underachieving in reading; still at an early stage of reading development or causing his teacher concern in reading. This extra help is targeted at particular age groups during the year and is organised so that parents are fully involved.

English as an Additional Language

We have over forty languages spoken by children at The Minster Nursery and Infant School; they include Twi, Polish, French, Urdu & Romanian. We are proud of the diversity of our children's experiences and encourage them to share their language and their culture.

Minority Ethnic Achievement

We aim to ensure that every child achieves to the highest of their ability by providing support for their individual needs. To ensure we meet this aim we track the progress of groups of children who are known nationally to under achieve. The school is active in monitoring and ensuring the progress of all its pupils and the results are reported to Governors annually.

Speech and Language Therapy

The school works alongside the Speech and Language Therapist and parents in supporting all children who have a SALT programme. The school has a High Level Teaching Assistant who is a Speech & Language Therapy Assistant, she works with groups and individuals supporting their SALT programme.

Enrichment and Extension Groups

Children who are more able, children who are underachieving and children who show particular potential have opportunities to work with teachers in different groupings to meet their needs. Parents will be kept informed and may be asked to support their child with a small amount of extra homework.

INFORMATION SHEET 16 - Home learning

This is the beginning of a long journey of learning for you and your child. Do enjoy it together. Across the years at school your child will be expected to do an increasing amount of learning. Please make it an enjoyable part of the day, right from the beginning. Set a pattern of settling down together and sharing a book - it need only take five minutes each day. Let your child know that this is their time in your busy schedule and give them loads of praise for their ideas, attempts and successes. You are your child's first and most important teacher. No school, no matter how good, can fill that role.

Please don't go out and buy work books for your child. Take them to the park, to the shops or out into the garden and encourage them to ask questions or to think up answers to your queries. You are the source of general knowledge - it is the child who plays in the bath who will understand floating and sinking in the Infant School and gravity in the Junior School.

Nursery and Reception

Children may be asked to contribute items linked to the half term topic. This might take the form of photographs or objects of significance to the child. Sharing stories and books at home is an enjoyable part of a child's day. This important time builds their self-esteem, as does your encouragement of your child's mark making and independent writing. At the beginning of each school day, parents and their child choose a book to go home in their bookbag, your child may wish to choose take a new book or keep an old favourite.

From Nursery through to Reception there is a focus on teaching letter sounds and phonemes. The children are taught the correct formation, name and sound of the letters. Parents are kept informed of which sounds are being taught and can support their child by helping them recognise and remember them.

Years One and Two

Children will be expected to share books at home on a daily basis and record their views. They should remember to bring their book bag to school each day. Occasionally the children may be given a mathematical or language activity to reinforce the work they are learning in class. Children are regularly given a small group of words to practise at home using the 'Look, say, cover, write and check' method.

Home Learning

All parents/carers want their children to do well at school and to succeed. However, many simply do not know where to start. Everything seems to have changed since your own school days, and you do not want to confuse your children by using different methods to their teacher. Home Learning can help.

Home Learning is delivered in a whole range of activities and projects that involve parents, children and the wider family in learning, often involving children and adults in learning together. Parents/carers and adult family members are encouraged to learn for their own personal development and for the benefit of their children. Look out for letters from your child's teacher.