

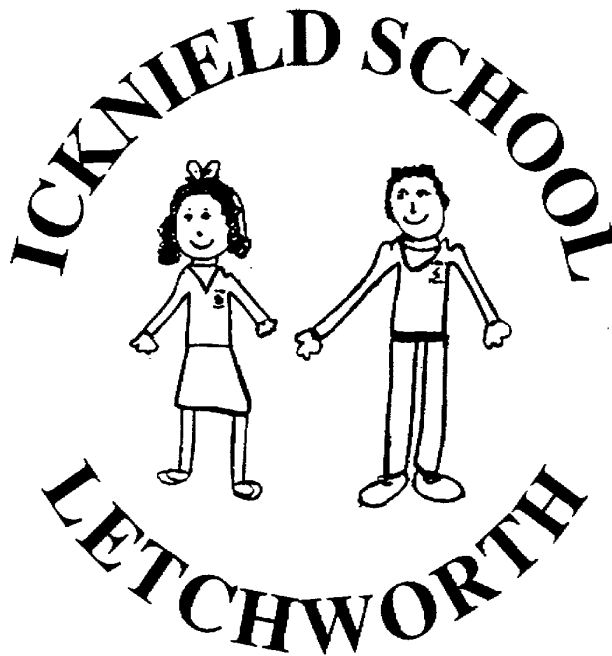
***HERTFORDSHIRE COUNTY COUNCIL***

***ICKNIELD INFANT***

***&***

***NURSERY SCHOOL***

***LETCWORTH GARDEN CITY***



**Caring for the future**

**ACADEMIC YEAR  
SEPTEMBER 2011 – JULY 2012**





Caring for the Future

# **ICKNIELD INFANT & NURSERY SCHOOL**

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**Letchworth Garden City**

**Herts**

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**\* \* \* \* \***

**Headteacher : Mrs J Egan**

**Deputy Headteacher : Mrs A Rowbotham**

**Chair of Governors : Ms J Candy**

**Caretaker : Mr Garrott**

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## *Welcome to Icknield*

Icknield Infant & Nursery School was opened in 1954 in a purpose built building. There are 9 large carpeted classrooms in the main building, one of which houses the Nursery, plus 1 new mobile classroom. Each classroom has an area appropriate for art and craft activities, their own cloakroom and toilet area, and exit to the playgrounds. As part of a building programme the school has been able to fund the provision of a purpose built library and ICT suite. Fund raising will continue to resource school projects as effectively as possible. We have an attractive assembly hall which is used for physical education, music, drama and movement, and our daily assemblies, a modern kitchen, large dining hall, and school offices and staffroom. The school stands in large playing fields with plenty of space for outdoor activities. There is room for a small football pitch, we have two playgrounds marked with games for the children, and a wildlife area. A separate "adventure" playground with sturdy climbing and activity equipment has been erected on a safety surface, which the children are introduced to under close supervision. Our Nursery and Reception classes have their own enclosed play area, with equipment to support the outdoor curriculum.

At September 2011, there will be approximately 228 children on roll in the Infant School and approximately 45 children in our part time Nursery classes. The School has a 'No Smoking' policy throughout the site.

We have Investors In People status and are also the lead agency for the Children's Centre in our area.

### Icknield Children's Centre

The centre provides services for children from the age of 0-4. The centre was officially opened in June 2008. The aim of the centre is to provide access to services such as

- Support for parents and carers of children 0-4.
- Support to childminders.
- Drop in sessions
- Links to Jobcentre Plus and health services.

Not all the services are based on the school grounds, but some of them will eventually be available from the Children's Centre. For further information please call the centre directly on 01462 663100.

Icknield Children's Centre is one of 3 children's centres in Letchworth. The other centres are Chestnut Tree based at Radburn School and Lime Tree based at Westview. Both of these children's centres are led by the Pre-School Learning Alliance.

The school is part of the Extended Schools Consortium for Letchworth. Extended schools provide a range of services and activities, often beyond the school day, to help meet the needs of children, families and the wider community. There are a number of breakfast and after school clubs that our parents use to drop off and pick up pupils from this school and Wilbury Junior School

**School Staff - September 2011**

<b>Teaching Staff</b>	<b>Mrs J Egan</b>		<b>Mrs Rowbotham</b>
	Headteacher		Deputy Headteacher
	<b>Reception</b>		
	Miss Burns		Miss Williams      Miss Cundall
	<b>Year 1</b>		
	Mrs Dean		Mrs Brooks      Mrs Rolph
	<b>Year 2</b>		
	Mrs Waterhouse		Mrs Turner-Cavaye      Ms D Saltwell
	<b>Support Teachers</b>		
	Mrs J Lancaster		P/T Support Teacher
Mrs C Fulcher		P/T Support Teacher	
Miss A Dickinson		P/T Teacher covering ppa/nqt	
<b>Nursery Staff</b>	Mrs V Gilmour		Nursery Teacher
	Mrs A Fleming		Nursery Nurse
	Mrs L Drummond		Teaching Assistant
<b>Support Staff</b>	Mrs J Benjamin		Secretary
	Mrs F Gascoigne		Finance Officer
<b>Teaching Assistants</b>	Mrs C Croxford		Mrs J Jones
	Mrs K Whitten		Mrs B Scott
	Mrs J Hammond		Mrs C Ephgrave
	Ms N Dragas		Mrs K Finneran
	Mrs S Conway		Mrs N Cooper
	Mrs S Hough		Mrs L Slaney-Parker
	Miss J Warner		Mrs R Wood
	Mrs N McNiel		Ms L Doutre
	Mrs R Lagowski		
	<b>Play leaders</b>	Miss J Warner	
Mrs T Kirbyshire			Mrs N McNeil
Mrs L Berkin			Mrs A Lunnon
Mrs Spicer			Mrs D Jansz
Mrs K Kyriacou			Ms S Anderson
Mrs S Walker			Mrs R Wood
Mrs H McFarlane			
<b>Caretaker</b>	Mr S Garrott		
<b>Cleaners</b>	Mrs S Winn	Miss L Pyke	Miss Suchecka
<b>Children's Centre Staff</b>	Mrs A Hall, Manager,		
	Ms M Pollard, Administrative Assistant/Family Support Worker		
	Mrs M Dungey and Ms Rutherford		Family Support Workers
	Mrs A Johnston		Family Support Assistant

## ***School Governors***

The School Governors form an important link between school, the community and the County Council, helping to provide the best possible education for our children. They are appointed for a period of four years, and meet regularly to consider such matters as budgeting, staffing, school organisation, the curriculum, and the care and use of the school building.

The **Governing Body** from September 2011 is :

Chair of governors	Parent	Ms J Candy	c/o Icknield School	
Headteacher	Icknield	Mrs J Egan	Icknield School,	620406
	Community			
	Community	Ms J Abbott		
	Community	Mr P Nunnington		
	Community	Mr D Adam		
	LA	Mr Niel Daniels		
	LA	Miss R Leek		
	Parent	Mr D Earl		
	Parent	Mrs S Hough		
	Parent	Mr M Mnguni		
	Parent	Mr J Walker		
Teacher	Icknield	Mrs A Rowbotham	Icknield School	620406
Staff	Icknield	Mrs F Gascoigne	"	"

**ICKNIELD INFANT & NURSERY SCHOOL**  
**VISION STATEMENT 2009 - 2012**

- have embedded a learning environment which reflects the five outcomes of "Every Child Matters"
- consistently maintain high standards of attainment in English, Mathematics and Science to be in line with or above the national standards and our statistically benchmarked neighbours
- have high levels of skill in ICT for both staff and children with appropriate hardware to support continued learning, challenge and progression
- have a fully inclusive school ensuring equality of opportunity and access to educational provision for the whole school community
- have continued to provide a broad, balanced, rich and well planned curriculum with well structured themes or units of work, in which subjects are linked and contribute to the development of basic skills and the key aspects of learning
- have developed creativity for learning where children and adults learn effectively through a creative curriculum incorporating first hand experiences and specific events, challenges, problem solving, thinking skills, exploration, reflection and the assessment of outcomes
- have worked in partnership with parents and carers in their children's learning
- have embedded our partnership working to improve the outcomes for all children particularly those from identified vulnerable groups
- have continued to improve the quality of teaching and learning through the use of School Self Evaluation model
- have gained the Inclusion Quality Mark and renewed our Basic Skills Award, Investors in People, Herts Quality Standard and the National Healthy School Standard
- have continued to improve the overall school environment including the provision of shade in the outdoor learning areas and ease of access for all stakeholders and community users
- have achieved attendance rate of 95%

## General Aims of the School

To ensure a happy, welcoming, safe and caring school environment where all learners can become increasingly aware of themselves as individuals and where all members of the school community work together to help them achieve their full potential.

1. To help all learners to become independent and responsible individuals while at the same time being able to work collaboratively, by providing equality of opportunity and developing:
  - Lively, enquiring minds
  - The ability to apply themselves to tasks
  - Self discipline, motivation and confidence
  - Physical skills and understanding of the importance of health and well being
  - The ability and willingness to embrace new technologies, through creative curriculum which will stimulate and excite children to learn
2. To provide a framework and supportive environment for the continuous improvement of the basic skills for all learners.
3. To provide excellence and enjoyment within a broad, balanced, rich and well planned curriculum that fulfils the requirements of the new Early Years Foundation Stage Guidance, the National Curriculum and The Children's Plan, as well as meeting the five outcomes of "Every Child Matters"
4. To deliver smooth transitions at all stages, have high expectations of all learners and set appropriate targets to ensure improvement of their attainment.
5. To continue to develop the assessment for learning agenda to ensure that each child is at the centre of their learning.
6. To encourage parents and carers to become more involved in their child's learning.
7. To promote the Social and Emotional Aspects of Learning to help all learners to develop personal well being, moral values, respect for religious values and tolerance of other races and ways of life.
8. To provide positive contributions and role models to help all learners to develop a concern for the environment and an understanding of the world in which they live.
9. To be fully inclusive school ensuring equality of opportunity and access to high quality indoor and outdoor provision for the whole school community.
10. To continue to provide a dedicated professional teaching and support workforce with the ability to meet the needs of all learners and their varying learning styles.
11. To provide leadership to all agencies involved in the Children's Centre enabling the clear engagement of all partners for the benefit of all children and their families with our designated area.

## **Admission Arrangements - Nursery**

We encourage visits to school and welcome prospective parents, but would appreciate a telephone call first to make an appointment.

Icknield Infant & Nursery School is a mixed, all ability school, with a capacity for approximately 312 children aged from 3+ to 7 years of age. The Standard Number for Icknield is 80 children in each year group from Reception to Year 2 and 72 in the Nursery.

**Nursery Admissions** - Currently, parents of all three year olds receive a letter in early Spring from County advising when parents are able to apply online for a nursery place. Paper applications for people who do not have access to the internet are available from the school office at the nursery setting you would like your child to attend.

**Reception Admissions** - A further letter is sent out the following year to parents advising when they will be able to apply for a Reception place online. Paper applications for people who do not have access to the internet are available from Central Admissions. The County Admissions Unit allocate places in Reception classes. If more children want to come to Icknield than there are places available, the County Admissions Unit, will, unfortunately have to allocate places elsewhere.

**Appeals** - Information concerning this is available from central admissions on 0300 123 4043

## **Foundation Stage - Nursery & Reception**

### **Nursery**

The **Nursery** class is currently staffed by a qualified teacher, one Nursery Nurse and two teaching assistants, giving an adult/pupil ratio of approximately 1:09. It provides a full programme of carefully constructed learning situations, which prepare children gradually for their transfer to the Infant School.

Children attend the nursery on 5 mornings or 5 afternoons each week. There are 36 places in each session. Children are currently admitted to either a morning or afternoon Nursery class, in September or January, the entry into nursery is determined by date of birth (please see below). At the beginning of their first term, children are admitted to the Nursery classes gradually over several days to allow the staff time to get to know both child and parents. The introductory visits to school for the first few days are usually short and we invite parents to stay with their child. During the term before your child is due to start at Nursery, parents are invited to a meeting at the school, when general information about organisation and school policies are passed on and parents have the opportunity to ask any questions relevant to their child

**In line with other Letchworth Schools the date of entry into nursery is determined by date of birth :-**

Children whose birthdays fall between 1 September and 28/29 February come into Nursery at the beginning of the Autumn Term.

Children whose birthdays fall between 1 March and 31 August come into Nursery at the beginning of the Spring Term.

## Admission Arrangements - Reception

The **Reception** classes are staffed by 1 adult to every 15 children. In line with other Letchworth Schools the entry into a Reception Class is now a one term entry system.

Following the admissions procedure for Reception being completed and if your child has been allocated a place in one of our receptions classes, the intake into reception is as follows:

If your child starts in Nursery in September ( after 3 terms in Nursery) your child will move to Reception the following September. If your child starts Nursery in January (after 2 terms in Nursery) your child will move to Reception in the September of the same year that they started in Nursery. They will then move into a Year 1 class at the beginning of the next academic year starting in September. Children continue at Icknield until the end of Year 2 after which time they will transfer to Junior School in the September following their 7th birthday.

During the term before your child is due to start in Reception, parents are invited to a meeting at the school, when general information about organisation and school policies are passed on and parents have the opportunity to ask any questions relevant to their child. Children also have the opportunity to make a short visit to the school during the daytime to see their classroom and meet other children who will be starting at the same time.

Children joining a Reception Class attend mornings only for the first few days, and then stay for the full day. **Legally, children must be in full-time education the term after their 5th birthday.**

### In Year Admissions

All in year admissions are dealt with by the Central Admissions Team.

## School Hours

### Part Time Nursery Classes

Morning Group : 8.30 am to 11.30 am

Afternoon Group : 12.00 pm to 3.00 pm

### Reception Classes

8.55 am      until      11.50 am

1.00 pm      until      3.00 pm

### Years 1 & 2

8.55 am      until      12.00 noon

1.10 pm      until      3.00 pm

**Children should be encouraged to be punctual for school, but no responsibility can be taken for children on the premises before 8.30 am or after 3.10 pm. This is especially important during the winter months when the children will be coming to school in semi-darkness**

## Registration

School children should be in class by 8.55am and Nursery in by 8.30am, when registration takes place. Classroom doors for Reception to Year 2 are closed at 8.55am. Children who arrive after 8.55am (8.30 am for Nursery), should be taken to the school office and 'signed in'. This ensures that no child is omitted from the register for the day.

## Absence - Sickness

Regular attendance is very important in the early stages of school life, but your child's health is even more so. Please do not send children to school if they are not well (i.e. has a temperature, rash, has been sick in the previous 24 hours or is on antibiotics), however much they plead to come. Each child must have a clear 48 hours from the last period of sickness before returning to school. Despite the impression children might sometimes give, they are faced each day with a full and purposeful programme of learning and they will not be able to cope if they are unwell. Infections spread quickly amongst young children, and teachers with up to 29 other children in the class are very busy and not able to deal with a sick child.

Every absence, however, short, should be notified to the school on the morning of the first day of absence, by phoning the school office on 01462 -620406.

Notice of visits to doctors, dentists and clinics should be given in advance as no child will be allowed to leave the school premises during school hours unless collected from school by a parent. When collecting a child during the school day parents should report to the school office, so that they can sign their child out and your child will be collected for you from the classroom.

## Absence - Holidays

You can make a request to take your child out of school for upto 10 days holiday during term time in any one academic year, but it is of course preferred that family holidays are taken during the school holidays to avoid children missing valuable learning time. **Unfortunately time taken off to celebrate your child's birthday or a sibling's birthday will be recorded as unauthorised absence.** If you do have to take your child out of school during term time, we ask that you complete a holiday form available from the school office, requesting the time off. Any non-attendance exceeding these limits has to be marked and recorded in registers as unauthorised absence.

## Academic Year 2011/ 2012 - School Term and Holiday Dates

### Autumn Term 2011

<b>Commences</b>	Monday 5 <sup>th</sup> September 2011
<b>Autumn Half Term</b>	24 <sup>th</sup> October to 28 <sup>th</sup> October
<b>Term Ends</b>	Friday 16 <sup>th</sup> December 2011
<b>Inset Day</b>	2 <sup>nd</sup> September 2011

### Spring Term 2012

<b>Commences</b>	Tuesday 3 <sup>rd</sup> January 2012 (provisional date)
<b>Spring Half Term</b>	13 <sup>th</sup> February to 17 <sup>th</sup> February
<b>Term Ends</b>	Friday 30 <sup>th</sup> March 2012

### Summer Term 2012

<b>Commences</b>	Monday 16 <sup>th</sup> April 2012 (provisional date)
<b>Summer Half Term</b>	4 <sup>th</sup> June to 8 <sup>th</sup> June
<b>Term Ends</b>	Monday 23 <sup>rd</sup> July 2012 (provisional date)
<b>May Bank Holiday</b>	7 <sup>th</sup> May 2012

**Some inset days and an Occasional Day have yet to be decided for academic year 11/12**

## Absence Statistics - September 2010 to April 2011

Total number of pupils registered of compulsory school age to 8th April 2011 : 164  
Percentage of sessions missed through authorised absence 6.5  
Percentage of half days (sessions) missed through unauthorised absence : 0.5%

## Contact Numbers

It is **most important** that you supply us with an up to date telephone number which can be used in the (unlikely) event of an emergency involving your child. This can be the number for a parent, other relative, friend or neighbour. If possible the school likes to have at least 3 contact numbers.



## School and Parents

Parents are always welcome at Icknield to join in many of our activities. You will need a Criminal Records Bureau check (CRB) as follows:

If you wish to help in school or on school trips then you must have a full CRB check.

Forms are available from the school office.

We welcome parents to join us for many activities e.g. Shared reading, helping with creative work, playing mathematical games, cooking, working with the computers, accompanying children on visits and walks. Please check with your child's class teacher for the days and times.

**DO COME AND JOIN US IF YOU HAVE ANY SPARE TIME.**

We do ask, however, that you first come to the school office to 'sign in' and pick up a "Visitor's" badge before going to your child's classroom.



## S.H.A.R.E. Reading

Reading a story is one of the most valuable and enjoyable experiences you can share with your child. All research indicates that children learn to read more quickly and naturally when parents are involved. Just as they learn to talk by imitation, so they learn to read, with understanding, by copying those who read to them. Through stories, children extend their language, knowledge and awareness of the world as well as absorbing a sound base for eventually learning to read for themselves.

We have a large collection of attractive books in school, and children will be encouraged to take home a book every day. We hope you will enjoy these books at home with your child, and fill in the accompanying Reading Record Book with your comments, for return to school the next day. If you have some time to spare, come along to join the many parents (and grandparents and friends) who take part in our regular 'SHARE' sessions in school.

## Parents' Contact with School

There are many more formal opportunities for parents to join us in school - exhibitions, open days, concerts and festivals, etc.

Prospective parents are very welcome to join us for any of these general activities, or to visit school, by appointment. Please telephone the secretary to arrange a time.

Please contact us if you feel we can help in any way. If you are worried or have any queries connected with school, please do one of the following :

Call and see the teacher **after** school - teachers are not able to see parents when teaching or before school when they are busy welcoming children in.

Write a note to the class teacher or to Mrs Egan

Telephone school and explain the problem, or make an appointment if Mrs Egan is not available

### Autumn/Spring Term

Parent-Teacher consultations are arranged during the Autumn and Spring term. An appointment system is used so that parents have the opportunity to talk privately with the class teacher and discuss the child's progress.

### Summer Term

Written Reports are sent to parents of all children in Infant and Nursery School at the end of the Summer term. Nursery reports are sent home at the end of a child's third term in the Nursery class. A Celebration of Achievements evening is held once a year at the end of the summer term.

## **Ethos and Values**

We aim to create a happy and caring school environment where the children can become increasingly aware of themselves as individuals, where they can grow in understanding of the feelings of other people from different backgrounds and cultures and where they can be helped to achieve their full potential.

During the week we meet together as a whole school for varying assemblies, e.g. singing, sharing, celebrating birthdays and achievements, etc.

We share together many happenings of our lives in and out of school. We celebrate the festivals of the year, both the Christian and also those of other cultures represented within our school. At this time too, we share together the work we have been doing in the classroom - each child and teacher plays a part in this sharing.

We also feel that our school is part of a wider community - parents and friends join in many of our activities and the children visit our elderly neighbours with harvest produce.

We contribute in many ways to help those less fortunate than ourselves through special efforts for various charities at home and abroad.

Children are encouraged to value and appreciate the efforts of all adults in school through a positive attitude towards all those who help within the school environment.

## Planning the Curriculum

The school curriculum is geared to meet the needs and interests of all young children and incorporates the five outcomes of "Every Child Matters" :

Be healthy

Stay safe

Enjoy and achieve

Make a positive contribution

Achieve economic wellbeing

The curriculum also reflects the variety of background, languages and cultures of our multi-cultural community.

The staff work together as a team and our curriculum work is developed at regular staff meetings.

## **Foundation Stage - Early Years Foundation Stage Early Learning Goals - Nursery/Reception**

The curriculum for our youngest children covers the following areas :

Personal, Social & Emotional Development

Communication Language & Literacy

Mathematical Development

Knowledge & Understanding of the World

Physical Development

Creative Development

The above areas are very practical and lend themselves greatly to shared activities supported by parents.

The experiences gained in the early years lay the foundations for future learning to be built upon.

It is extremely important that all children are supported at home in order that they achieve their full potential.

# Key Stage 1 (Years 1 and 2)

## The National Curriculum

### Core Subjects

These are **English**, **Mathematics** and **Science**.

In **English**, including the National Literacy Strategy, the areas covered are Speaking and Listening, Reading and Writing.

In **Mathematics**, to support the National Numeracy Strategy, we use a variety of resources including the Collins Scheme which covers: Number, Data Handling, Shape, Space and Measures.

In **Science**, the emphasis is on experimental and investigative work. The areas covered are : Life Processes and Living Things, Materials and their Properties and Physical Processes.

### English

**Speaking & Listening** : Children are given many opportunities to speak with confidence within a range of different activities, eg. stories, play, drama, poetry, etc. They are encouraged to listen carefully with growing attention and concentration, and to respond appropriately, showing their understanding, remembering specific points and listening to others' reactions.

**Reading** : We feel parents have an important role to play and involve them in an active partnership between school and home, so that they are encouraged wherever possible, to share the development of their child as a reader.

Children's enthusiasm for and interest in books is developed by helping them to see reading as an important, worthwhile and pleasurable experience. We aim to increase their understanding of how books work, using both fiction and non-fiction sources., and provide the children with a range of strategies which they will need in order to read fluently, accurately and with understanding.

We encourage children to share books with others and each class area provides a stimulating reading environment which includes wide-ranging, diverse texts.

**Writing** : We aim to nurture the writing habit and to enable the children to write in a meaningful way, for a variety of purposes and audiences. Children will be taught correct letter formation, sentence structure and the use of punctuation and its purpose. The children will be taught to join letters at an early age (see example)

## **Maths**

As well as teaching the National Numeracy Strategy, we use the Collins Scheme, with a wide range of resources. Children are given both concrete experiences that involve them in mathematical situations and opportunities to think in abstract terms, ie. making predictions, estimating and developing mental agility.

The school will give regard to new initiatives in providing a balance between practical discovery and acquiring skills through re-enforcement and repetition.

## **Science**

In the Foundation stage science is taught through the area of Knowledge and Understanding of the World. The children learn effectively through practical activities, interaction with each other and with adults and gathering information to satisfy their curiosity. During Key Stage 1 pupils observe, explore and ask questions about living things, materials and physical processes. They begin to work together to collect evidence to answer questions about simple scientific ideas and use reference materials. They share ideas and communicate them using scientific language, drawings, charts and tables.

## **Foundation Subjects**

In addition, all children will study History, Geography, Design Technology, Information & Communication Technology, Music, Art, Physical Education and R.E. These will generally be taught through a mixture of carefully planned topic work and single subjects. As children move through the school, these areas will increasingly be taught as single subjects.

## **Technology**

Technology involves children in finding out about how items work. Skills such as problem solving, planning, decision making and evaluating are developed. Children use a wide variety of materials and tools to investigate different properties and their uses. Children throughout the experience make use of varied construction kits.

## **History**

This subject is taught through topic work. The children are encouraged in an awareness and understanding of the past. They learn about past events and famous people. They also appreciate changes in their own lives. As they move through the school they acquire the processes and skills for Historical study.

## **Geography**

Geography helps children make sense of their surroundings and gives an understanding of the wider world. It is taught mainly through topics that give breadth, balance and progression. Some field work and appropriate local visits are made by all pupils.

## **I.C.T (Information and Communication Technology)**

ICT is an area that is constantly changing and the children need to be prepared for a life in a world, which is increasingly dependent on ICT. The school is continually seeking to update all aspects of ICT. There is an ICT suite with 16 computers which are timetabled so that all children have equal access. We have an interactive whiteboard in the ICT suite as well as in all classrooms. Each classroom has access to computers, the internet and sound recording equipment. We follow the Hertfordshire scheme of work and strive to reach a good level of learning and teaching in ICT, resulting in high standards. We aim to help pupils acquire confidence and have fun when using ICT.

## **R.E. (Religious Education)**

The teaching of this subject follows the Hertfordshire Agreed Syllabus for R.E. This is taught as a subject or as part of a topic in the classroom. Through knowledge of a variety of faiths, the children are encouraged to understand and respond to their world positively. The school holds daily assemblies. These are mainly non-denominational, but have regard to the Christian teachings of the Bible and beliefs of other religions. Parents may exercise their right to withdraw children from this subject after consultation with the Headteacher.

## **Art**

Our aim is to provide an Art Curriculum which will enable all children to reach their full potential in learning in Art, through investigating and making. Teachers plan specific activities to provide adequate development of the skills, knowledge and understanding associated with the subject. Art also has other cross curricular links through topic work.

## **P.E.(Physical Education)**

Movement is central to all early learning experiences. Through Physical Education children learn to move efficiently and safely, giving them confidence in control of their bodies. Each class has regular P.E. lessons in the hall or outside.

Physical Education includes gymnastics, use of small apparatus, dance, athletics, group and team games according to the age of the child.

**Jewellery, especially earrings must not be worn for PE.** Newly pierced ears must be covered by tape during PE lessons until such time as they can be removed. Long hair should be tied back.

## **Music**

We aim to continue our strong musical tradition by fostering an appreciation of music through fun and enjoyment. Each child is able to take an active part in listening, composing and performing. Year 2 children have the opportunity to learn Recorder through the lunch time Recorder Club. During Key Stage 1, they participate in Christmas Plays, singing events and recorder concerts.

## **Sex & Relationships Education**

Sex Education is covered in the science programmes of study. We believe in answering children's questions with sensitivity and with due regard for their age and stage of development. Relationships, feelings, keeping safe, encouraging positive behaviour and building self esteem is taught through PHSE.

A typical programme of work would cover the following :

- Knowing that humans develop at different rates
- Understanding the concept of male and female
- Learning about the development of personal safety
- Appreciating ways in which people learn to live and work together

**Within the policy for Sex & Relationship Education parents have the right to withdraw their children from this part of the curriculum.**

## **P S H E & C (Personal, Social, Health Education & Citizenship)**

PSHE and Citizenship is an essential part of the school curriculum. It ensures that pupils fulfil their individual potential and includes the social, moral and intellectual aspects of growth. PSHE & Citizenship is at the heart of school life and underpins everything we do.

## **SEN (Special Educational Needs)**

Children with special needs are, as far as possible, integrated into their peer group and follow the same curriculum with support. Icknield has a Special Educational Needs Co-ordinator, the support of Teaching Assistants, and will receive support of the Specialist Services available from the Local Authority as deemed appropriate for the child. At all stages parents are involved in the identification and support of any child's particular needs. There is wheelchair access into the building and a toilet for the disabled. Possible further developments will include ramped access into some classrooms. The school has a policy for special educational needs which is reviewed on an annual basis.

## **Assessment**

Teachers continually assess children's progress throughout the school year and parents receive a written report at the end of the school year. At the end of Foundation Stage a profile of your child's achievement is finalised and passed onto their Year 1 teacher. This forms a baseline for future learning. At the end of Key Stage One, Standard Assessment Tasks and Tests (SAT's) are used to inform teacher assessment. Parents are told the results of the assessments and have an opportunity to discuss them with their child's teacher.

## **Positive Behaviour**

Children need a quiet, calm atmosphere in which to learn, and this is best achieved by friendly but firm discipline in school.

Everyone is expected to behave with consideration for each other in our school community. If children have difficulties in conforming in this way, we may find the best way of helping them to come to terms with themselves is to learn the beginnings of self-discipline.

In cases where a child's behaviour causes concern, parents are always contacted and together we discuss and work towards an improvement. A copy of the school's behaviour policy is issued to all parents.

## Home/School Partnership

### Preparing your Child for School

Learning is a partnership involving you, your child and school.

During the time your child is home with you before starting Nursery/Reception, it will be helpful if you gradually introduce the following list of activities into your days together :

- talk to your child as much as possible, and read a storybook daily, talking about the pictures and answering questions
- encourage your child to do small jobs in the home, involving physical or mental activity
- play games with your child whenever you can, eg. ludo, memory games, snakes and ladders, ball games, simple modelling, painting, drawing and other simple skills
- encourage your child to tidy away toys they have been playing with
- sing and say nursery rhymes
- constantly **praise** and **encourage** your child; say **please** and **thank you** to them and encourage them to realise you expect to hear it from them.
- teach your child to wash and toilet themselves; encourage the correct use of knives and forks

As your child progresses through school, it is helpful to all of us, if the above activities are continued and extended.

### How can you Help? Out of School

The children will have completed a hard day's work by the time they return home - their school work is carefully planned so that they are constantly learning new information, practising new skills and applying their knowledge in a wide variety of areas.

This work can often be complemented and supported by a sensible choice of out-of-school activities. Many children like to follow up projects started in school and parents can help to maintain their interest by providing books and materials, and arranging outings.

## How can you Help? - Within School

Ickniel issues Newsletters regularly once a month or for Special Happenings in school. These are vital sources of information for parents and as well as giving reports on what has been happening in School, you will also see details of future events for which we are often seeking help from parents. For example, we may need parents to accompany children on local visits, assist in the classroom with the children for a special project they are working on, joining the children to celebrate a particular event/festival, and on many more occasions.

## School Uniform

We encourage children to dress comfortably for school, in clothes which can be easily removed for P.E., and which the children can easily put on again afterwards by themselves .

Children at Ickniel take part in a variety of activities, some of which are very physical and some rather messy! They are required to move from their classroom to the hall/dining room for different activities, as well as going out of doors when the weather permits. Therefore, they should be dressed in a way which makes it possible for them to enjoy their activities without worrying about their clothes, and which, for the older children particularly, allows them to be completely independent of the adults around them.

Whilst there is no **compulsory** uniform at Ickniel, we suggest the following "basic uniform": The items marked \* can be purchased from the school office, where current prices can be obtained.

P.E. Shorts \*

Tee shirts\* or polo shirts\* ) All have the School

Sweatshirts\* ) Logo printed on.

Fleeces\*

Pull on Grey trousers / grey skirts or pinafore dresses.

A pair of slip on plimsolls for your child to wear indoors

Red & white checked or striped summer dresses.

The school office also sells school shoebags and book carriers, and sunhats are available for those hot summer days! Recorders can also be purchased from the school office

**Please** put your child's name on every article that is worn, including shoes.

For parents of children in Reception, it would be helpful to have a spare set of clothes and a pair of wellington boots available for messy play.

## School Meals & Milk

Icknield School has its own kitchen and all meals are prepared and cooked on the premises. School lunch is an integral part of the school day and the learning process is extended to the dining room. We encourage the children to eat wisely by providing a well balanced menu, using fresh ingredients. Each day there is a choice of hot and cold meals. Payment for meals should be sent to school on Mondays (or the first day of the week your child attends). Please send all money/cheques in an envelope clearly marked with your child's name, the name of the class teacher and stating the amount enclosed. Please make cheques payable to **Hertfordshire County Council**. If you wish you may pay by cheque half termly - **in advance**. Credits are given for any meals not taken due to absence and are repaid at the end of each term. Children may sometimes be entitled to Free School Meals and forms and details are available from the school office.

All children joining Reception Classes have the opportunity to have a school lunch on the new Reception Day held towards the end of the Summer and Autumn terms, and have lunches at school when they stay full time.

### Packed Lunches

If you opt for your child to have a packed lunch, it should be brought to school in an appropriate container - preferably a Tupperware type box with a removable lid to save space at the table. Lunch Boxes must show your child's name and the name of the class teacher. **Sweets and chocolate bars must not** be included as part of your child's packed lunch. If you wish your child to change from having school lunch to having a packed lunch each day, or vice versa, please complete the relevant form which is available from the school office, giving one week's notice of the change to allow for the kitchen's ordering of supplies.

### Friday Favourites/Wednesday Roasts

Children who have packed lunch can take part in Friday Favourites or Wednesday Roasts or both. If your child wishes to take part, please complete the relevant form which is available from the school office. If your child wants to stop having the Friday Favourites and/or Wednesday Roasts, please complete the relevant form which is available from the school office, giving one week's notice of the change.

**Milk** can be ordered from the school office at the end of each term for the next term, and must be paid for in advance. Changes have been introduced to the School Milk Scheme, in that milk is now provided free of charge to those Nursery Children who want it. It is also free to Reception children who are 4 years of age for the whole of that school term, and for children who are receiving Free School Meals at the beginning of that school term. Milk must always be **ordered** for those children who are receiving it free of charge. If your child does not like milk, water is always available in the classroom. Please do not send in alternative drinks for mid-morning break. If your child does not drink milk for medical reasons, and this is supported by a letter from your doctor, then an alternative drink may be brought in to school.

## **Sweets & Snacks**

**We do not allow sweets into school.** However, the school is taking part in the Governments' School Fruit and Vegetable Scheme. This is being offered to Foundation Stage and Key Stage 1 children only. Under the scheme, each child in Nursery, Reception, Year 1 and Year 2 in LA maintained schools will be entitled to receive a free piece of fruit or vegetable each school day. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables every day. On average, children in the UK eat only two portions a day. I am delighted that our school has been given the opportunity to participate in this exciting scheme, which reinforces our commitment to healthy eating. The fruit and vegetables will be fresh and of good quality. The aim is for children to have a positive and enjoyable experience of fruit and vegetables. The scheme is voluntary, and although there is no obligation for your child to take part, I hope you will share my belief that it has many benefits. It is a great way to help us to continue to teach our children the benefits of healthy eating.

## **Health Matters**

### **Health Checks**

During the term after the children reach 5 years of age height and weight and vision checks are made, before the school health advisor sees your child a questionnaire will be sent to you, this gives parents the opportunity to discuss any health worries they may have concerning their child.

### **Infections**

**Headlice** continue to be a problem in all schools and we advise parents to check their child's hair frequently. If your child becomes infected, please notify the school. If we notice that your child has headlice, we will advise you in order that you can begin treatment immediately. You do not need to keep your child away from school if they have headlice.

### **Common Communicable Children's Diseases**

#### **- Time children would normally need to be absent:**

- Chicken Pox - 6 days from onset of rash
- Measles - 4 days from onset of rash
- Mumps - 4 days from onset of swelling
- Rubella  
(German Measles) - 4 days from onset of rash

**Please advise school if there is a case of German Measles in your family**

- Impetigo - Until dry and healing or 48 hours after antibiotic treatment.
- Conjunctivitis - Exclusion from school until improvement begins, with medication if recommended by GP.

## **Accidents & Sickness**

If your child has a serious accident whilst at school you will be informed immediately and, if necessary, arrangements will be made to take your child to hospital. In cases of sickness, parents are notified and asked to collect the child.

**Please ensure that the school always has an up to date emergency contact number.**

## **Medicine**

Medicines **cannot** be administered by staff in school. If your child is well enough to return to school but continues to need to take medicine during the school day, a parent will need to come into school to give this.

**If your child is on long term medication, please let us know in order that special arrangements can be made.**

## **Children with Asthma**

Parents are asked to advise the school of the full extent of the asthma condition, and to ensure that an inhaler is always available for use during school hours. Inhalers are kept safely in the classroom for use as and when needed by the child.

## **Insurance**

Parents are advised that as in most LA schools, children are not insured against injury or death resulting from accidents unless liability for negligence can be proved. The school has details of an insurance scheme recommended by the National Confederation of Parent Teacher Associations and these are available from the school office.

## **Policy of the Governing Body on charging for School Visits/ Activities**

The children may be involved in a school visit to a place of interest and on these occasions we do ask for financial support on a voluntary basis. No child of course, is prevented from taking part if the parent is unable to make a contribution, but the activity may only be possible if sufficient funds are received.

## **Complaints Procedure**

The Governors hope that all the time your child spends at Icknield will be happy and purposeful. However, if you have any concerns regarding the education of your child then please talk to the class teacher in the first instance who will investigate all concerns thoroughly. If your concerns are not resolved, then please make an appointment to see the Head Teacher.

Under the terms of the 1988 Education Act, should your concerns continue then the Head Teacher will provide you with information as to the procedure required to make a formal complaint to the Governing Body and to the Local Authority.

We do emphasise however the need for parents to discuss fully any concerns with the class teacher and the Head Teacher before resorting to the formal procedures.

## **Child Protection**

The school works in partnership with parents to support children in every way possible. However, the Childrens' Act 1989 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children. As a result, if concerns are raised within school by staff, a child or parents, then we would not be able to guarantee confidentiality. The matter would have to be referred to Children, Schools and Families.

**This is in line with Government and Hertfordshire County Policy.**

## **School Fund**

Icknield's major fund raising activity is our Christmas Fair, held in November. This, together with money raised from the sale of photographs, book fairs and occasionally a sponsored event, make up the School Fund. From this, we are able to purchase major items of equipment, and to fund visiting musicians, theatre groups, etc..

## **Friends of Icknield & Wilbury**

All parents of children at Icknield and Wilbury Schools are automatically members of the 'Friends'. The 'Friends' Committee works very hard to raise money for Icknield and Wilbury Schools and provide enjoyable social events for both parents and children. Their main event each year is the Fun Day held in the summer term, when they raise a large amount of money which is shared between both schools. This money provides a variety of equipment for our schools.

## **Miscellaneous**

### **Car Parking**

Parking is a constant problem around Icknield School. Parents' cars are not permitted along any part of the school driveway at the beginning and end of the school day. It is requested that if children are driven to school, cars are parked with care and consideration along Archers Way and Haselfoot in particular, where there is always congestion at these times.

### **Lost Property**

Children's property which is found on the playground or left in the dining room or hall is retained in the school office for a period of time before being disposed of. Parents are welcome to search through the lost property for lost items. **Please ensure all your child's clothing, etc., is named!**

## **Valuables and toys**

After consultation with classes and the school council it was decided that children should not bring any valuable toys into school. Toys can get damaged or lost and children become upset when they lose things. Money and valuable items such as jewellery should also be left at home where they are safe. If special items are to be brought in for "showing", please check with the class teacher first. Please note that the staff and Hertfordshire County Council cannot be held responsible for any loss of, or damage to, personal property. Earrings **must not** be worn during P.E. they should be removed on P.E. day before the child comes into school.

## **Bicycles / Scooters in School**

We have lovely colourful parking pods opposite the children's centre, children are allowed to park their bikes or scooters there during the school day. However, these pods are not locked, therefore any bike or scooter left in the pod during the school day are the owners responsibility and the school can not be held responsible for loss or damage. **For safety reasons, bicycles and scooters must not be ridden inside the school grounds.**

THE STAFF & GOVERNORS OF

ICKNIELD INFANT

&

NURSERY SCHOOL

TRUST YOUR CHILD WILL

ENJOY THE TIME SPENT

WITHIN OUR SCHOOL

\* \* \* \* \*