



Springfield Infant School

School Prospectus

2017 / 2018

**Head Teacher
Mrs Rebecca Wycherley**

Springfield Nursery

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Welcome

It gives me great pleasure to welcome you to Springfield Infant School and Nursery, Worthing.

Springfield is an infant school providing education for children aged between 3 and 7 years, serving parts of Broadwater and East Worthing.

We are a happy and caring school that offers young children varied and exciting learning experiences. We believe that young children learn from a stable and inclusive environment, where we can foster a desire for knowledge and a continuing interest in life-long learning.

All our children are valued individuals who are encouraged to be independent, develop self-esteem and self-respect and are inspired and motivated to do their very best. The staff are passionate about providing all the children here with a fantastic start in their school life.

I hope your child will feel very much at home with us and I wish them every success at Springfield.

Kind regards

Becky Wycherley
Head Teacher

Pause for Thought

If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight.

If children live with shame, they learn to feel guilty.

If children live with tolerance, they learn to be patient.

If children live with encouragement, they learn to be confident.

If children live with praise, they learn to appreciate.

If children live with fairness, they learn justice.

If children live with security, they learn to have faith.

If children live with approval, they learn to like themselves.

If children live with acceptance and friendship,

they learn to find love in the world.

***'A Life in Your Hands'* by
Dorothy Law Holte**

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Please note that the information given is correct at the time of compilation but changes may occur during the year, and from time to time.

Term dates for the Academic Year 2017-2018

Autumn Term 2017

Monday 4th September - INSET DAY 1

Tuesday 5th September - School re-opens for children

HALF-TERM: Monday 23rd to Friday 27th October

Monday 30th October - INSET DAY 2

Tuesday 31st October - School re-opens for children

Wednesday 20th December - Last day of the Autumn Term

Spring Term 2018

Thursday 4th January - School re-opens for children

Friday 9th February - INSET DAY 3

HALF-TERM: Monday 12th to Friday 16th February

Monday 19th February - School re-opens for children

Wednesday 7th March - INSET DAY 4

Thursday 29th March - Last day of the Spring Term

Summer Term 2018

Monday 16th April - School re-opens for children

Monday 7th May – EARLY MAY BANK HOLIDAY School is closed

HALF-TERM: Monday 28th May to Friday 1st June

Monday 4th June - School re-opens for children

Friday 6th July - INSET DAY 5

Tuesday 24th July - Last day of the Summer Term

School Governors

Acting Chair of Governors
Vice Chair
Parent Governors
Headteacher
Staff Governor
Co-opted/ Governors

Mr Pawel Kosla
Mr Andrew Hicks
Mrs Tanya Andrews
Mrs Becky Wycherley
Ms Denise Maurice
Mrs Jenny Porter
Mr Michael Franklin
Mrs Jean Meek
Mrs Pam Nye
Ms Josephine Izzard
Mrs Tara Hunt

LA Governor
Clerk to the Governors

Springfield Governors have key responsibilities for setting the school's aims and policies, deciding how money will be spent, managing the employment of staff, and the maintenance and development of the premises.

Most important of all, they have an important role in the main purpose of their school; ensuring that the children at Springfield receive the best possible education.

The governing body works in partnership with the Head Teacher, staff, parents and the Local Authority to raise standards of achievement in the school. The Head Teacher is responsible for the day-to-day leadership and management of the school.

Joining the School - Admissions Policy

If you are a parent or carer considering sending your child to Springfield Infant School you should first contact the School Office to find out about visits to the school and admission arrangements.

Each autumn term the school holds Open Days where you will be able to meet the Head Teacher and have an opportunity to discuss matters relating to the school's curriculum and its organisation. You will be given a tour of the school and its facilities and be able to see classes taking place. You can also find out more about the school on our website www.springfieldschool.co.uk

To apply for a place at the school you will need to contact the West Sussex County Council's Admissions Office at Centenary House, Worthing on 033 301 42903 or by visiting the website www.westsussex.gov.uk/education-children-and-families/schools-and-colleges

The Admissions Office deals with admissions for all schools in the area. Springfield admits up to 60 children in each year group and is not able to exceed this number.

Our Admissions Policy is common to all Local Authority and Controlled schools in West Sussex whose selection of pupils is based on catchment areas. A link to West Sussex County Council's school catchments areas is provided at the end of this prospectus.

If you live outside the catchment area you may still apply for admission to Springfield, but obtaining a place will depend on how many other applications are made for the same year group.

Before children start school at Springfield, they are invited to several visits to school with their parent or carer. We will introduce you and your child to the school building, the pattern of the school day and (most importantly) to the adults that you and your child will grow to know. Your child's teacher and class teaching assistant will also offer you a home visit to get to know you and your child better and to welcome you to the school.

For all children starting school in Reception there is a comprehensive induction programme in the summer term, prior to starting school in September.

Our School Times

The school day is divided into periods that are suitable for young children. We balance the time very carefully to ensure children are able to maximise their learning by having a sufficient number of breaks.

School is open from 8.45am with Class Registers taken at these times:

8.55 am for Year One and Year Two children

9.00 am for Reception Year

All children have a mid-morning break of 15 minutes

Reception Year have their lunch:	12 noon
Year 1 have their lunch:	12.15pm
Year 2 have their lunch:	12.30pm

Afternoon school is from 1.00pm to 3.00pm for all year groups

School finishes at 3.00pm

Our school doors are opened at 8.45am which gives plenty of time for your child to arrive punctually to their class.

Class registration takes place twice a day, first thing in the morning and in the afternoon. If for any reason your child cannot come to school, you must let us know as soon as possible (preferably by 9.15am). The Education Welfare Service supports the school in monitoring attendance. Poor attendance, including lateness will be followed up directly with parents, so please make sure your child arrives in school on time.

How Classes are Organised

There are two classes in each year group from Reception to Year 2 and one nursery class resulting in 7 classrooms of mixed ability and gender. The classes are organised by the Teaching staff prior to the beginning of the academic year.

Each class will have a Teacher and a Teaching Assistant as well as being supported by our Inclusion Manager and the Learning Support Assistants and Learning Mentors.

Our Philosophy

Our aims are first to create a safe, caring, stimulating and challenging environment in which the potential of every member of the school community is fully developed and each individual achieves success and satisfaction. We are pleased that our children enjoy coming to school.

Springfield aims to be a fully inclusive school. The monitoring of provision and the progress of each child and groups of children is undertaken. If differences in levels of achievement are identified, strategies are put into place to deal with them. Strategies for handling these differences are reviewed for appropriateness and effectiveness. We also encourage our children to have open minds, think for themselves and to become independent learners.

Our vision statement is *Space to grow and wings to fly*

Discipline

Springfield is a caring community in which children are encouraged to be thoughtful, courteous and considerate of others.

Our aim is to work towards self-discipline for each child and a positive approach is used where good behaviour is praised. If a child has persistent problems with their learning or behaviour we would always discuss this with you and work together to find the solution.

Visitors to the school frequently comment on the excellent behaviour of our children.

Home / School Agreement

Parents will be invited to sign a copy of the School's Home/School Agreement.

The purpose of a home/school agreement is to enable parents, carers and teachers to work together in order to provide the very best learning opportunities for their children. Research findings clearly show that children achieve more when the school and parents work together, and secondly that parents can help more effectively if they know what the school is trying to achieve and how they can help. Home/school agreements provide a framework for this partnership to be developed.

Learning with your Child

We always encourage parents and carers to find out as much as they can about their child's learning activities and one way you can do this is to help in the classroom in different ways. Some of the activities you might like to join in with are-

- hearing children read (we offer training to help you with this)
- helping small groups of children with mathematics or reading games
- mounting children's work
- helping children to use the library
- helping to prepare and repair classroom materials for the children

- organising small groups of children when they are cooking
- helping children when they are sewing
- accompanying children on outside visits

Please note we will require you to complete a DBS (Disclosure Barring Service) disclosure form prior to helping the children in school. Springfield has a duty to safeguard all pupils and as part of this, all adult helpers must be DBS checked. Our School Business Manager, Jane Guttridge, is able to complete this process with you and it takes approximately 20 minutes of your time. Please make an appointment in the school office. We also run a programme of interesting family learning courses for parents and children to learn together.

Attendance

Our attendance target for 2016-2017 was 96%. Last year we achieved 96% attendance. Our target set for 2017-2018 is 96%. We are also monitoring arriving to school closely so that children are not late to their first lesson of the day. The number of pupils currently on roll in 2017 is 180 in the school and 48 currently on roll in the Nursery.

Absences and Family Holidays

We are required by the Government to record all attendance information and to maintain electronic records. This enables the Government to collect attendance information directly from us. We are also required to publish our percentage of authorised and unauthorised absence. The Government requirement is for all pupils to achieve at least 96% attendance. To help you know your child's attendance percentage we send home a letter each term, to all children that have a lower than average attendance.

The Government will not let the Head Teacher authorise any holiday during the academic year. Holiday may only be taken during the school holidays (there are 175 days when children are not in school). We have a '*Withdrawal from Learning*' form, which will reflect this, and children may only have authorised absences due to medical or exceptional circumstances.

There is a strong correlation between the amount of absence from school children have and how well they achieve.

School Uniform

The Springfield uniform for girls is a mid-blue cardigan or sweatshirt, grey skirt or pinafore dress, white socks, a white blouse or polo shirt and black school shoes. In the winter girls sometimes wear grey trousers and in the summer mid-blue/white checked dresses. The boys' uniform is a mid-blue sweatshirt, grey trousers or shorts, white polo shirt, grey socks and black school shoes.

For PE all pupils need a white t-shirt, blue shorts, plimsolls and drawstring bag.

Sweatshirts, cardigans, polo shirts, PE shirts and shorts, book bags and PE bags with the Springfield logo on are available to buy through our uniform provider – Broadwater Sports in the Broadwater shopping area.

For our nursery children the uniform is a yellow polo shirt with the Springfield logo also available from Broadwater Sports.

Please be sure to label everything with your child's full name. We keep a lost property box but frequently find items of uniform have not been named to be easily returned. At the end of each term, any lost property still remaining is given to a local charity.

Lunch Time

Hot meals are provided for all children in Reception, Year 1 and Year 2. Our hot meal provider is St Andrew's High School for Boys. All our meals are cooked freshly everyday using locally sourced ingredients by a top chef Phil Liverman. The meals are cooked in the large new kitchens at St Andrews and transported over to us at lunchtime. There are a wide range of meals available that have been consulted on by our children, and a choice each day. All dietary needs are catered for and we do ask that you complete the online dietary request form via the St Andrew's High School website:

<http://www.st-andrews-boys.org.uk/Catering>

If you opt out of hot meals, please be aware that some pupils are **extremely allergic** to various types of nuts and products containing nuts. **Therefore, any type of nut products must not be included in packed lunches.**

School Milk Scheme (Cool Milk)

Children are able to have milk and a piece of fruit during morning break. Children under five are eligible for free school milk. Children aged five and over can continue to have milk and this can be purchased via the Cool Milk website. Cool Milk information and application forms are available from the School Office. The fruit is provided by the school.

Pupil Premium Grant

If you qualify as a low-income family, you can register for Pupil Premium. This will mean that Springfield School will get extra money to support your child. Please do enquire at the School Office for more information and the application form.

Parents in School

When you first bring your child to school in the morning please do not feel that you have to say goodbye outside, do come into the classroom with your child. It is a good time to change your child's book from the "book corner" and for your child to share with you what they were learning the day before. However, as the children get older and move into Year 1 we like them to become more independent and encourage them to enter school on their own.

Talking with the Staff

Teachers are always available at the beginning and end of each day to discuss any immediate brief concerns or queries that you may have. If you wish to discuss your child's progress in more detail, please arrange an appointment with the class teacher so that you can be given more time for a proper discussion without interruption. We try to respond actively to parent's interest in the curriculum. If you are not sure about or interested in anything that you see, please let us know.

Parent Consultations

During each term, you will be invited to discuss your child's progress with the class teacher. Your child's individual targets for progress will be shared with you at these meetings. There are also opportunities to view work and displays in school at other times throughout the year.

Pastoral Care

For the security and happiness of all the children in the school, we make every effort to provide a helpful and warm atmosphere as well as a safe learning environment. We keep the restrictions in school to a minimum and they are created in order that the school can run happily and without disruption or danger to all members of the school community.

The Head Teacher and staff are willing to discuss any matter concerning your child's welfare.

Children's Health and Well-being

Medicals

The School Nurse makes regular check-up visits and the School Dental Service are on hand if registered. It is important for us to know about any serious or recurring medical problems that a child may have. These will be recorded on health care plans written with you to ensure your child gets the support they need in school.

Illness and Accidents in School

Children often have minor and less often more serious illnesses whilst at school. We do our best for them at these times but usually the ideal place for a child who is ill is at home.

Cuts, grazes and bumps also occur. They are treated by our specially trained First Aiders. If a child bumps their head in school they are given a sticker, *'I've bumped my head'*, to wear and a letter is sent home in their book bag.

Emergencies

If your child is hurt or ill, we may need to contact you quickly. Please keep us up-to-date with any changes to your mobile, home or work telephone numbers. We require at least two contact telephone numbers.

Medicines

For reasons of safety, your child is not allowed to have medicine or tablets with them in school, e.g. sore throat tablets in their school bag or packed lunch box. If your child requires an inhaler for asthma, then please inform the School Office and the First Aid Co-ordinator, Mrs Mandy White. Inhalers are stored safely in classrooms in the care of the class teacher.

Only the Head Teacher is authorised to allow prescribed medicines in school. You must contact the Head Teacher to discuss this.

School staff, on exceptional occasions, are able to administer short-term medication, for example, when a child is well enough to return to school but has not completed a course of antibiotics. Doctors, if requested, can usually prescribe a three times daily dose, which can be given as follows:

1. At home, immediately before school
2. At home, immediately after school
3. At home, before bed-time

Child Protection and Reporting Circumstances

It may be helpful to know that the Head Teacher, as the designated person for child protection in school, has a statutory responsibility to report any obvious or suspected case of child abuse, which includes non-accidental injury, severe physical neglect, emotional abuse and/ or sexual abuse. This procedure is intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be "safe than sorry". This does mean that Head Teachers risk upsetting some parents by reporting a case that, upon investigation, proves unfounded. In such circumstances, it is hoped that parents, appreciating how difficult it is for Head Teachers to carry out this delicate responsibility, would accept that the Head Teacher was acting in the child's best interests.

Curriculum

In order to meet the requirements of the National Curriculum it is our intention that children should follow a planned, balanced, relevant and broad programme of activities. These activities will be appropriate to the children's different ability levels and stages of development, promoting their intellectual, spiritual, moral, social, cultural and physical development.

Please remember each child is unique and develops at a different rate and level. We help children with additional educational needs to the best of **our** ability, as time and resources allow. Your interest, help and support in all areas of the curriculum is welcome.

English

This part of the curriculum covers speaking and listening, reading and writing. Each year group follows detailed guidance as outlined in the National Curriculum.

Much of the work in infant schools is concerned with developing each child's language skills. These include the ability to express themselves clearly and confidently and to listen attentively. When these skills are established, the child can then discover the pleasure of the written word and reading.

Great importance is attached to reading. We aim to foster a life long love of books. We use a variety of approaches to suit the needs of each child and are fortunate in having a wide range of reading materials in school. A reading book and reading diary are sent home each day.

Mathematics

Learning in mathematics is concerned with numbers, counting, measurement, shape, data collection and investigation. In the early stages most of the work is practical rather than written and each child will be involved in activities such as matching, sorting, counting, balancing, shop play and handling sand and water.

When basic concepts are understood, children will record their work in a variety of ways. They will learn to measure accurately, to calculate efficiently, to learn about the properties of shape and space and to use calculators and computers.

Each year group follows the national curriculum and we promote mathematical links to class topics and other subjects. The whole school also has planned Maths mornings each half term.

Science

In this area of the curriculum, we seek to stimulate children's curiosity about the environment. We provide a range of first hand experiences for their investigation. These could include leaves, ice, sand, clay, water, mirrors, magnets, wood, stone, bones, springs, spirals, cogs, levers, pulleys, pets and plants. Through exploration, careful observation and handling, children gather information about similarities, differences and changes and begin to make judgements based on the evidence from their investigations. Children will be taught investigational skills to enable them to tabulate and interpret data and to consider fair testing. Our aim is to enable children to choose and use appropriate enquiry skills to investigate scientifically for themselves both now and in the future. We hold science investigation days each term.

Computing

All children will undertake a wide variety of computing activities across the whole national curriculum to support, enhance and extend their learning. Experiences will include the use of computers, iPads, tablets, the interactive screens, the internet and e-mail. Children will also learn to control technological equipment such as digital cameras, video, Roamer and CD players. We also apply a huge emphasis on e-safety.

Design Technology and Art

Children will learn a range of skills and use them in a variety of ways in order to express themselves. They will also look at and reflect on works of art by a variety of artists through the ages. Children are taught how to design, make, test and evaluate their ideas using a range of materials. We encourage a creative curriculum and children often learn science, history and English through art.

Music

Music is taught as a discreet lesson once a week and at many other times during the day. Children learn to appreciate copy, respond to patterns in rhythm, and pitch through listening, singing and playing tuned and untuned instruments and to compose their own tunes. Emily Williams is a qualified music teacher who comes into school each week to provide private piano lessons for individual pupils. Mr Rupert Horne is a qualified music teacher who visits our school to provide private guitar lessons for individual pupils. There are regular Music concerts and performances for parents to see the progress children are making.

Physical Education

Children become confident and gain increasing control over their body movements by improving co-ordination and agility. Activities include dance, gymnastics, ball skills and team games. Children are encouraged to work barefoot indoors and need trainers for outdoor work and Sports Day in the summer term. We run a variety of physical activity after school clubs, which include Karate, Modern Dance, Gymnastics, and Football.

Guidance on safe practice in PE and school sport states that jewellery (earrings, ear studs and watches) should always be removed during PE lessons or any other organised physical activities. Parents or pupils must take responsibility for removing their own jewellery prior to the activity. School staff are not allowed to remove the jewellery of individual pupils but they will tape up earrings if necessary. The ideal time for your child to have their ears pierced is during the longer summer holiday.

Long hair must be tied back for PE lessons so please provide a soft “scrunchy” to be kept in school.

History and Geography

Exploring their world is very important to young children and much of their learning will be concerned with finding out about the local area. Later on, children will begin to compare and contrast other parts of the country and the wider world.

The history curriculum gives children an overview of significant individual and historical events, both nationally and globally. As well as the opportunity to develop an awareness of the past, using common words and phrases relating to the passing of time, they will also learn about the lives of famous people who have influenced history.

Personal, Social, Health Education and Citizenship

Our school has a strong ethos to promoting the child as a whole and our PSHEC curriculum builds on this. It includes topics such as developing self-esteem and confidence, learning to keep themselves and others safe, environmental issues and learning to respect the differences between people. We encourage our children to join in discussions and add their ideas on a range of topics. We are a Rights Respecting School.

Learning Outside

We actively promote learning outside and see this as an extension to our classrooms. As part of the planned programme of activities for pupils in Years 1 and 2, we provide a *Bushcraft* day each term in our own garden/‘forest’ area. The Year 2 children also have a ‘bushcraft’ experience day at Wapsbourne, Danehill during the summer term.

French

All children in school learn French. French is planned to link with the topic, covering French vocabulary and aspects of French culture. We are very fortunate at Springfield to have a native French teacher.

Copies of our curriculum policy are in school should you wish to look at them.

Early Years Foundation Stage Curriculum (EYFS)

In the Reception year, our curriculum enables the child to learn and develop skills, attitudes, knowledge and understanding in these areas of learning:

- Communication and Language.
- Physical Development.
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

Opportunities for learning take place both indoors and outdoors, and include both adult -led and child-initiated activities.

In the early years, what your child will consider “just playing” will in fact be a carefully planned programme of activities, which will pave the way to future learning.

Homework

Homework refers to any work or activity that children are asked to complete outside lesson time. The type and amount of homework will vary according to the child's age and stage of development. For younger children, developing a partnership with parents or carers, involving them actively in their children's learning is our key purpose. Homework will mostly concentrate on English and Maths. Remember these activities should be undertaken willingly and should be enjoyable.

Please refer to our Homework Policy for further information, a copy of which can be obtained from the School Office.



I Did Nothing Today



by an Unknown Author

When children come home at the end of the day,
The question they're asked as they run out to play
Is *"Tell me what you did today?"*
And the answer they give makes you sigh with dismay.
"Nothing, I did nothing today!"

Perhaps *"Nothing"* means that I read a book,
Or....with a teacher I got to cook.
Maybe I painted a picture of blue,
Or heard a story of a mouse that flew.
Maybe I wrote in my journal myself,
Or borrowed a great book on the library shelf.
Maybe I helped a friend today,
Or went to my favourite area alone.

Maybe today was the very first time
That my scissors followed a very straight line.
Maybe I sang a song right to the end,
Or worked with a special, brand new friend.
When you're three, four or five your heart has wings
And *"Nothing"* can mean so many things!



Assessing Your Child's Progress

As soon as your child begins his or her school life, the class teacher will assess and monitor his or her progress in all areas of the curriculum. This will enable the teacher to plan for your child's needs.

At the end of Key Stage 1, children have to take a statutory test in reading and mathematics. This includes grammar, punctuation and spelling. These tests are marked in school by the Class Teacher and then expressed as a scaled score. The test results are sent to West Sussex County Council. Teachers will use these results to inform their own assessment strategies. Teacher judgement is the most important aspect of assessment at Springfield for Year 2 children and this will be reported to parents at the end of the academic year.

It is not school policy to put children through rigorous tests or to worry them. To date children at Springfield have undertaken these activities in a calm way and have performed very well.

Teacher assessment of speaking, listening and science are ongoing throughout the year.

At Springfield thorough electronic records of every child's development and progress are kept and may be used during discussions between you and your child's teacher. All parents receive a written report in April that outlines your child's attainment and progress.

We also undertake the statutory phonics screening for Year 1's in June. Parents are informed of the results.

In EYFS (Early Years Foundation Stage), we use an assessment tool called *Tapestry*. This online journal records all the learning and fun that your child has at Springfield.

Special Needs

We aim to meet the needs of all our pupils, identifying quickly any who may have special needs. Children who do have special needs will have a carefully planned individual learning plan, known as an ILP and their progress will be continually monitored. Sometimes outside agencies will be involved.

Parents will always be kept fully informed and involved in any decisions made about their child.

No child will be refused admission because of his or her special needs.

The Local Authority may not comply with parental preference on admission for the following reasons:

1. the curriculum is not appropriate for the child;
2. education of that child would significantly disrupt the education of other children;
3. Inappropriate use of public funds to meet the child's special needs.

Please contact the Head Teacher if you should require further information.

Extra Provision

In addition to Special Educational Needs provision a great deal of extra time and resources are provided to meet the needs of other pupils. This gives many pupils an opportunity to work either 1:1 or in a small group. Below are examples of what we offer:

Book Buddies before school	1:1 maths support
Every Child a Reader	Reading, Writing and Maths groups
1:1 reading support	English 1:1 support
Every Child Counts	Small groups
1:1 Learning mentor support	Fine and gross motor skills groups
1:1 Early Literacy Support & Basic Skills Support	
Group support for social and emotional aspects of learning (SEAL)	
Play skills and play therapy groups	
Handwriting groups	

Collective Worship and Religious Education

We provide religious education to the locally agreed syllabus (West Sussex County Council). It is mainly Christian but we also incorporate festivals and celebrations from other religions such as Judaism and Islam. This helps children appreciate different cultures and religious approaches.

A variety of forms of collective worship is held during the week, sometimes in smaller groups and sometimes bringing the whole school together. These vary according to the circumstances.

On Monday, we have an Assembly usually with a religious or moral theme. On Wednesday, we join to sing hymns and songs and on Fridays, we celebrate good work and behaviour. Visiting speakers, individual members of staff and children may lead the school during any of our assemblies.

Parents wishing to withdraw their child from collective worship and/or the religious knowledge curriculum on religious grounds should contact the Head Teacher.

Sex and Relationship Policy

We plan a programme to support the children's social, emotional and moral development, which underpins everything we do in school. The school's ethos is about respect and consideration for others, which is fundamental in all relationships. This lays a firm foundation for more formal sex education in later phases of education. The children will also learn about the life cycle of plants and animals, that living things reproduce their own kind; to know that personal hygiene, food, rest, exercise and safety are important.

Withdrawal from lessons

Parents have the right to withdraw their children from Sex and Relationship Education lessons that fall outside those aspects covered in the National Curriculum science lessons. Please contact the Head Teacher.

Educational Visits

To support and enhance the work the children are doing in the classroom there will be occasions when the children will be taken on educational visits.

You will always be given prior notice of any visits planned for your child along with a Consent Form for you to sign and return. We have to request a voluntary contribution towards the cost to enable the trip to go ahead.

Insurance

It is at parents' discretion to arrange Personal Accident Insurance for their child/children should they so wish.

However, on school trips, the children **will** be insured. Most of our after school clubs are organised and run by members of the local community. As such, they hold their own insurance.

Charging Policy

1. Parents will be asked for voluntary contributions (which can be paid by instalments if necessary).
2. We have a BACS system in place for making payments to school.
3. No pupil will be disadvantaged by the parents' inability to pay.
4. If any parent has a problem in contributing then they must speak to their child's teacher (in complete confidence).

5. Visits will not take place if there is insufficient support and the cost of the trip cannot be covered.
6. Decisions regarding this policy will be taken by the Head Teacher and Governors.

The school has a policy of offering a free After School Club place to any child who is receiving Pupil Premium Grant. Please contact the School Office for further details.

A copy of The Schools Charging Policy is on the school website or can be obtained from the School Office.

Awards Received

In recognition of the hard work by both teachers and children, the following awards have been presented to Springfield

- Basic Skills Quality Mark
- Active Mark Gold
- Champions in School Sport – Partnership Award
- Active Mark for exceptional delivery within the National School Sport Strategy.
- Healthy Schools Status
- Investors in Health
- Eco-Award
- Dyslexia Friendly Schools Award
- Unicef Rights Respecting School Level 1
- Travel Mark - Silver

The school has been categorised by OFSTED in March 2015 as a “good school”.

After School Clubs

Monday	3.00pm - 4.00pm	Dance - all year groups
Tuesday	3.00pm - 4.00pm 3.00pm - 4.00pm	Cookery Club - Years 1 and 2 only Archery Club - all year groups
Wednesday	3.00pm – 4.00pm	Gymnastics Club - all year groups
Thursday	3.00pm - 4.00pm 3.00pm - 4.00pm	Karate - all year groups Fun club – all year groups
Friday	3.15pm - 4.15pm	Football - all year groups
<i>These may be subject to changes Reception children are invited to start After School Clubs in the Spring term.</i>		

For further information, please contact Mrs O’Boyle in the School Office (01903) 219243.

Please note there are sometimes waiting lists.

Breakfast Club

Our Breakfast Club is a physical and educational experience combined with a nutritional breakfast. It is held daily during term time but **not during the 5 in-service training days**. It commences at 8.00am and finishes at 8.45am when the rest of the children enter school.

Please collect a Breakfast Club information leaflet for parents from the School Office for more information.

Out of School Club

'Downsbrook Club' are independent providers who collect pupils from Springfield at the end of the school day. They also provide holiday care. They are based at our local primary schools Chesswood and Downsbrook. More details about this Out of School Club can be obtained from our School Office, along with booking forms and session costs.

Complaints Procedure

Parents who have any complaints are encouraged to discuss their concerns. The detailed procedure for making a formal complaint has been documented by the Local Authority and is available from the School Office and website. The procedure for general complaints is set out below:

General Complaints Procedure - Overview

- Stage One:** Discuss concerns informally with the relevant teacher
- Stage Two:** Discuss concerns formally with the Head Teacher
- Stage Three:** Make a formal complaint in writing to the Chair of Governors or a nominated Governor who will then convene a Complaints Panel

Catchment Area

The Local Education Authority, which is West Sussex County Council, holds up-to-date information regarding Springfield Infant School's catchment area. When offering children a school place, the Admissions Office takes this into account.

To find out if you live in the catchment area please visit West Sussex County Council's website, which gives you up-to-date information regarding school places and admissions procedures.

The link below will take you directly to the web page and you will be able to find out which schools are in your catchment area:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-catchment-areas/>

School Personnel

Head Teacher	Mrs	Becky	Wycherley
Deputy Head Teacher	Mrs	Denise	Maurice
Early Years & Nursery Leader	Mrs	Jess	Burns
Inclusion Manager	Ms	Natalie	Collins
Teachers	Mrs	Nicola	Angelo
	Mrs	Claire	Byford
	Miss	Gemma	Cumming
	Mrs	Mandy	Holl
	Miss	Jennifer	Hull
	Miss	Saskia	Seller
Teaching and Learning Assistants	Mrs	Lisa	Dichello (Teacher)
	Mrs	Heidi	Hayes
	Mrs	Sharyn	Holroyd
	Mrs	Sarah	Kingston (Teacher)
	Mrs	Julie	Kosla (HLTA)
	Mrs	Alison	Moseley
	Mrs	Alison	Pernet (Teacher)
	Mrs	Emma	Phillips
	Mrs	Jenny	Porter
	Mrs	Sophie	Spencer (HLTA)
	Miss	Pippa	Strange
	Mrs	Karen	Sweet
	Mrs	Jill	Van Zundert
	Mrs	Mandy	White
Nursery Lead Practitioner	Mrs	Sharon	Lakin
Deputy Lead Practitioner	Miss	Leigh	Mitchell
Nursery Practitioners	Mrs	Patricia	Ribeiro
	Mrs	Tomoko	Marks
	Mrs	Sandra	Goatcher
Learning Mentor	Mrs	Alison	Rainer
Eco and Music Lead	Mrs	Sharon	Lakin
Sports and Physical Education Lead	Mrs	Sarah	Kingston
School Librarian	Mrs	Karen	Sweet
Medical Officer	Mrs	Mandy	White
Mid-day Meal Supervisors and Play Leaders	Mrs	Marianne	Collins
	Mrs	Mandy	Cornelius
	Mrs	Emma	McEntee
	Mrs	Sandra	Goatcher
	Mrs	Tomoko	Marks
	Ms	Lisa	MacKenzie
	Mrs	Kelly	Morris
School Business Manager	Mrs	Jane	Guttridge
School Secretary	Mrs	Denise	O'Boyle
Receptionist	Mrs	Kimberley	Jones
Clerk to Governors	Mrs	Tara	Hunt
Breakfast Club Supervisor	Mrs	Alison	Rainer
Breakfast Club Assistants	Mrs	Jenny	Porter
	Mrs	Sharyn	Holroyd
	Mrs	Heidi	Hayes
	Ms	Pippa	Strange
Premises Officer	Mrs	Carolyn	Priest
Cleaner	Mrs	Eileen	Forster

Space to grow and wings to fly

Come to the edge.

We might fall.

Come to the edge.

It's too high.

Come to the edge.

And they came, and we pushed,

And they flew.

By Christopher Logue