



# Springfield Infant School

## **School Prospectus**

**2024 - 2025**

**Head Teacher  
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## Welcome

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

Springfield Infant School and Nursery is a two-form entry school with its own nursery, providing education for children aged between 3 and 7 years, serving parts of Broadwater and East Worthing.

We currently have 180 children on roll in the school, 30 in each class and up to 40 Nursery children. We have 8 large classrooms with a huge range of appropriate resources.

Each year group has a shared learning area with role play, art equipment and reading areas. All classes have access to an outside area. The Early Years and Nursery have a large working space with an exceptional outdoor learning environment. We have a Nurture/Sensory room as well as a computer suite with the latest technology and also a popular library. The school has a large hall, kitchen, cooking room and a Community Room.

Each of our classes benefit from designated Teaching Assistants and we have an experienced Inclusion Team.

We are a happy and caring school that offers our young children varied and exciting learning experiences. We believe that the 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 at Springfield with a fantastic start to their school life.

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

*R J Wycherley*

**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.*



## **School Term Dates**

**September 2024 to July 2025**

### **Autumn Term 2024**

**School re-opens to the children:** Tuesday 3<sup>rd</sup> September

**Inset Day:** Monday 2<sup>nd</sup> September

**Half Term Holiday:** Monday 28<sup>th</sup> October – Friday 1<sup>st</sup> November

**Inset Day:** Monday 4<sup>th</sup> November

**School re-opens to the children:** Tuesday 5<sup>th</sup> November

**Last Day of term:** Friday 20<sup>th</sup> December

**End of Term Holiday:** Monday 23<sup>rd</sup> December – Friday 3<sup>rd</sup> January

### **Spring Term 2025**

**School re-opens to the children:** Monday 6<sup>th</sup> January

**Inset Day:** Friday 14<sup>th</sup> February

**Half Term Holiday:** Monday 17<sup>th</sup> February – Friday 21<sup>st</sup> February

**School re-opens to the children:** Monday 24<sup>th</sup> February

**Inset Day:** Wednesday 12<sup>th</sup> March

**Last Day of Term:** Friday 4<sup>th</sup> April

**End of Term Holiday:** Monday 7<sup>th</sup> April – Monday 21<sup>st</sup> April

### **Summer Term 2025**

**School re-opens to the children:** Tuesday 22<sup>nd</sup> April

**Bank Holiday:** Monday 5<sup>th</sup> May

**Half Term Holiday:** Monday 26<sup>th</sup> May – Friday 30<sup>th</sup> May

**School re-opens to the children:** Monday 2<sup>nd</sup> June

**Inset Day:** Friday 27<sup>th</sup> June

**Last Day of Term:** Tuesday 22<sup>nd</sup> July

## **School Staff**

### **Head Teacher**

Mrs Becky Wycherley

### **Deputy Head Teacher**

Mrs Natalie Howie

### **Early Years & Nursery Leader**

Mrs Claire Byford

### **Inclusion Manager**

Miss Natalie Collins

### **Teachers**

Ms Saskia Seller (Year 1 Leader)

Mrs Nicola Angelo

Miss Gemma Cumming

Miss Paige Manvell

Mrs Izzy Elliot

Mr Will Lucas

Mrs Jenny Gasson

(Maternity Leave)

### **Teaching and Learning Assistants**

Mrs Sarah Kingston (HLTA)

Mrs Julie Kosla (HLTA)

Miss Alison Pernet (HLTA)

Mrs Jenny Porter

Mrs Sandy Goatcher

Ms Lisa Hemsley

Mrs Sadie Eastment

Miss Tasha Cockburn

Miss Kelly McFarlane

Miss Amy May

### **Springfield Nursery**

#### **Lead Practitioner**

Mrs Jess Burns

(Maternity Leave)

#### **Nursery Practitioners**

Mrs Tomoko Marks

Miss Teegan Smith

Miss Amber Walden

Mrs Sabrina Back

### **Mid-day Meal Supervisors and Play Leaders**

Ms Lisa MacKenzie

### **Medical Officer**

Miss Amy Carpenter

### **School Librarian**

Mrs Karen Sweet

### **School Business Manager**

Mr Sam Bunney

### **School Secretaries**

Mrs Karen Sweet

Miss Amy Carpenter

### **Clerk to Governors**

Mrs Emily Hood

### **Breakfast Club Supervisor**

Mrs Jenny Porter

### **Breakfast Club Assistant**

Mrs Eileen Forster

### **Premises Officer**

Mr David Meacher

### **Cleaners**

Mrs Eileen Forster

Mr Gary Baker

## School Governors

Chair of Governors  
Vice Chair

Mr Richard O'Callaghan  
Ms Sara Montgomery

Parent Governors

Mr Alan Folwell  
Mrs Sarah Chapman  
Ms Sara Montgomery  
Mrs Kt Banwell

Head Teacher Governor  
Staff Governor

Mrs Becky Wycherley  
Mrs Natalie Howie

Co-opted Governors

Mrs Jenny Porter  
Mr Richard O'Callaghan  
Mrs Mary Stewart  
Mrs Mary Harman

LA Governor

TBC

Clerk to the Governors

Mrs Emily Hood

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

They have an important role in 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 Headteacher is responsible for the day-to-day leadership and management of 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](http://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](http://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 catchment 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 which you and your child will grow to know. Your child's teacher and class teaching assistant will also offer you a face to face meeting 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 and Autumn term.

## Attendance, 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 and West Sussex Policy states that the Head Teacher may **not** grant any leave of absence during term time, unless there are exceptional circumstances. We are part of the Fixed Penalty scheme in West Sussex. Holidays 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. We also actively encourage all medical appointments to be taken out of school hours.

There is a strong correlation between the amount of absence from school children have and how well they achieve. 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, there may be a good reason for low attendance but we feel that it is important that you know.



## Days off school add up to lost learning!

Attendance	Lost learning time	Explanation
100% attendance	0 weeks of learning missed	Perfect attendance
96% attendance	1 week, 4 days of learning missed	Best chance of success Well Done!
90% attendance	3 weeks, 4 days of learning missed	Missing out on valuable learning opportunities.
80% attendance	7 weeks, 3 days of learning missed	Poor attendance We are beginning to get concerned.
75% attendance	9 weeks, 1 day of learning missed	Very poor attendance We are seriously concerned and will make the Education Welfare Service aware.

The Attendance Bear is awarded to the class that has the best overall attendance each week. Our attendance target for 2022 -2023 was 96%. Last year we achieved 96% attendance. We are also monitoring arriving to school closely so that children are not late to their first lesson of the day.

See our Attendance Policy for further information

## Assemblies

On a Monday, we have a whole school assembly based on the weekly theme. On a Wednesday, we have a singing assembly and, on a Friday, we have our celebration assembly. This is an opportunity for class teachers to share good work and celebrate success. The Head Teacher also shares any 'out of school' achievements. If your child has received an award, certificate or achieved something special then they are invited to bring it to the Head Teacher before the Friday assembly. They will also be mentioned in the Newsletter. At times throughout the year we also have visitors taking our assemblies including 'Open the Book', (Christian faith), Jewish Society (Jewish faith), Scope (Mental Health Group), Blue Cross (Animal rescue) as well as others. We also visit the local Mosque (Islamic faith).

## 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.

The Government has concluded that there will no longer be statutory assessment tests (SATs) for Year 2 children from 2023-2024. There will, however, still be a DfE statutory reception baseline test and the Year 1 phonics screening check. The phonics check will be repeated in Year 2 if the expected threshold is not met in Year 1.

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. Parents receive written reports throughout the year 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 undergo a statutory baseline assessment of your child within the first 6 weeks of them starting school. Each child also builds up an individual Learning Journal and an online journal called *Tapestry* that records all the learning and activities that your child has completed at Springfield.

## **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
- Champions in School Sport – Partnership Award
- KS1 Quality Start Sport Award - Platinum
- Albion in the Community 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
- Day nursery Top 20 Award
- Mental Health Champions 2023
- Asthma Friendly School Award 2023
- Sun Safe School Award 2024

**The school has been categorised by OFSTED in February 2019  
as a “good school”.**

## **Behaviour**

The whole school have a set of values that all children are expected to respect and follow. We use a positive, therapeutic approach to behaviour where we recognise and celebrate the children's achievements academically and socially. We have many behaviour strategies/ systems, that where necessary, are tailored to meet the needs of individual children. As well as 'Honey Swan' who is awarded to the class that shows good sitting, good listening, good responses and generally brilliant behaviour during assemblies. Please see our Behaviour Policy for more details.

Experiences outside school have a huge influence on children's behaviour and the school seeks full partnership with parents in providing support at all times. Springfield is a caring community in which children are encouraged to be thoughtful, courteous and considerate of others.

Praise and celebration of good behaviour feature highly. Our aim is concerned with children's learning and their overall well-being in order to achieve their best through self-regulation, self-discipline and a positive approach. 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.

## **Breakfast Club**

Our Breakfast Club is a physical and educational experience combined with a nutritional breakfast, open to all children from Nursery through to Year 2. 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 further details, including charges from the school office.

## **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/>

## **Charging Policy**

1. Parents will be asked for voluntary contributions **for school trips** (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.

## Class Organisation

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 Team.

## Clubs (After School)

Monday	3.00pm - 4.00pm	Dance	Year 1 & 2
		Art	Yr R & Yr 1
Tuesday	3.00pm - 4.00pm	Minecraft	Year 2
Wednesday	3.00pm- 4.00pm	Dance	Reception
Thursday	3.00pm - 4.00pm	STEM Science	Year 1 & 2
		Karate	All Year groups
Friday	3.15pm - 4.15pm	Chelsea FC Football	All Year groups
<b>Clubs are subject to change</b>			
<b>Reception children are welcome to join After School Clubs from the Spring term.</b>			

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

Please note Dance, Karate & Football are external providers.

## Collective Worship and Religious Education

We provide religious education following the locally agreed syllabus (West Sussex County Council). Our **RE teaching reflects our local community, as well as celebrating and teaching the children about a range of faiths**, incorporating festivals and celebrations such as Judaism and Islam. This helps children appreciate a diverse range of cultures and religious approaches.

A variety of forms of collective worship are 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 moral theme. On Wednesday we join together to sing 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.

## Communication

Regular communication is a vital part of the relationship between school and parent.

Parents are contacted via texts to their mobiles and emails with various updates and correspondence. Parents will be asked to download the 'My Child at School' (MCAS) app so that they are able to receive texts and emails regarding updates and information about their child. At the start of each term an overview **and knowledge organiser** of that term's curriculum and activities will be sent home, and there are Curriculum Evenings to give parents a better understanding of the different subjects taught in school.

The school website has all the information of school life, including, school policies, updates about various activities and events, term dates, etc. We also have a Newsletter which is sent home every two weeks so parents can be kept fully informed of all events happening in and around school.

We hold regular Coffee Mornings/Tea afternoons which is an opportunity for parents to get together for a chat either just after drop-off or before pick-up.

## 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:

A concern or complaint can be made in person, in writing or by telephone. They may also be made by a third party acting on behalf on a complainant, as long as they have appropriate consent to do so.

Concerns should be raised with either the class teacher, a member of staff or the headteacher. If the issue remains unresolved, the next step is to make a formal complaint.

Complainants should not approach individual governors to raise concerns or complaints. They have no power to act on an individual basis and it may also prevent them from considering complaints at Stage 2 of the procedure.

Complaints against school staff (except the headteacher) should be made in the first instance, to the headteacher via the school office. Please mark them as Private and Confidential.

Complaints that involve or are about the headteacher should be addressed to the Chair of Governors, via the school office. Please mark them as Private and Confidential.

Complaints about the Chair of Governors, any individual governor or the whole governing body should be addressed to the Clerk to the Governing Body via the school office. Please mark them as Private and Confidential.

In accordance with equality law, we will consider making reasonable adjustments if required, to enable complainants to access and complete this complaints procedure. For instance, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations.

## 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 lifelong 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. We follow a phonics scheme – Read Write Inc (RWI) developed by Ruth Miskin, this is a phonics programme which helps all children learn to read fluently and at speed so they can focus on developing their skills in comprehension, vocabulary, and spelling. It also allows them to spell effortlessly so that they can put all their energy into composing what they write.

Part of the reading diet at Springfield is time to read for pleasure. This is an exciting opportunity for children to enjoy and fully be immersed in a text. We have reading leaders in every year group, whereby the children are 'responsible' for promoting a love of reading.

### **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 computers. Children are taught to be mathematicians and reason or explain their understanding and patterns they have noticed.

Each Year group follows the national curriculum and we also promote mathematical links to class topics and other subjects. The whole school also has planned Maths mornings each half term. We have a comprehensive calculation policy, which details the methods and approaches used in each year group.

### **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 investigations. 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 and respond to patterns in rhythm and pitch through listening, singing and playing tuned and untuned instruments and to compose their own tunes. Helen Emery is a qualified piano teacher who comes into school each week to provide private piano 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 and Football. All children also participate in the Springfield Stride daily.

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.

## **Religion and World Views**

The school follows the Religion and World View agreed West Sussex syllabus. This syllabus reflects the changes in modern day society. Furthermore, the agreed syllabus supports the children's understanding of differing world views and religions. The religion and world view curriculum will support the school's values and ethos, as well as promote British values. At Springfield, the children will receive 36 hours of religion and world views teaching and learning per year. At Springfield our aim is to provide our children with the substantive and disciplinary knowledge to understand the significance of religions and worldviews to allow them to develop their own personal insights, understanding and the skills required to engage, question and make links with the subject matter.

## **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.

## **Relationships and Health Education**

Our school has a strong ethos to promoting the child as a whole and our RHE 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. We have an 'Eco' team and organise 'Forest school' sessions throughout the year.

## **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.

## **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.

## **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	

We also have a vibrant and stimulating Sensory/Nurture room for children to explore.

## **Freedom of Information Policy**

Please see school website under Policies

## **Headteacher’s Surgery**

Each half term there is an opportunity for parents to meet with the Head Teacher to discuss any issues, suggestions or general feedback. These are held at 9.00-10.00am in the Head Teacher’s office. However, do remember that the door is always open!

## **Health and Well-being**

### **Medicals**

The School Nurse makes regular check-up visits and the School Dental Service are on hand if required. 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.

Our well-being in school is Ms Lisa Hemsley.

### **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 letter which is sent home in their book bag. If your child receives a minor bump to the head with no obvious injury you will be updated by a text message. If the head bump is viewed as serious parents will receive a telephone call.

### **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 has a medical condition, it is important that you complete the 'Medical Information' contained in the Enrolment Booklet. Following the return of this information you will be invited in for a meeting with Miss Carpenter, Medical Officer, and your class teacher.

Please note, we can only accept prescribed medication in the original packaging with the prescription label and the patient information leaflet. We can only administer antibiotics if they are prescribed for 4 times daily.

School staff will occasionally administer non-prescribed medication where it is deemed that their administration is required to allow the pupil to remain in school and parental consent is in place. The school will not administer alternative treatments i.e. homeopathic or herbal potions, pills, tinctures, nutrition supplements or aspirin unless prescribed by a medical professional.

If a pupil develops symptoms during the school day the school can administer the following:

- Travel sickness remedies (see further details below).
- Anti-histamine
- Paracetamol - following pain relief protocol outlined in our medicines policy

As part of our well-being program we also have 2 staff members trained as Mental Health First Aiders.

## **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.

## **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.

## **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.

## **Helping in School**

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 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.

## **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. All our meals are cooked freshly everyday using locally sourced ingredients by a top chef Phil Liberman. 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 Dietary sections contained in the Enrolment booklet.

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.**

Nursery children can also request a hot lunch by obtaining an order form from the School Business Manager. Lunches for Nursery children are ordered and paid for on a monthly basis.

## **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.

## **Wrap Around Care**

'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 Downsbrook Primary School. 'Homefield Club' provide after school care at Homefield Primary School. They also collect pupils from Springfield at the end of the school day. For more details contact Downsbrook 07857 735000 or Homefield 01903 204141.

## **Parents in School at drop off and pick up times.**

### **Reception and Nursery**

When you first bring your child to school in September for their starter session please come into the classroom and settle your child. From day 2 the Teacher and or Teaching Assistant will be on the playground to welcome your child into school, and you will be able to say goodbye to them at the door. We have trialled this system over the last two years and we have found that the children quickly settle and become more independent. All routines and tasks, for example hanging up their coat, will be explained and demonstrated by supportive staff.

### **Year 1 and Year 2**

We would like to see all children becoming independent and coming into school on their own, there will always be a member of staff on the door to guide them in.

If you need to speak to the teacher or teaching assistant, please do not hesitate to come into school or make an appointment to see us. Please also make use of the home/school communication book to let the class teachers aware of anything. This book is read and checked every day.

## **Parent Consultations**

At times, during the academic year, 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

## **Privacy Notice**

Please see the school website under policies

## **Pupil Premium Grant (Families on low income)**

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, and although this is incorporated into our budget, it means we can ensure that your child gets specific rewards and extra support with learning regardless of their ability.

Extra support includes, one after school club place of your choice, curriculum support, free school trips and assistance with school uniform. Please do enquire at the School Office for more information and the application form.

## **Reading Record/Home School Diary**

Your child will have a home-school diary in their book bag. It is primarily for recording the books that you share or read with your child. It is also a good way of communicating with the child's teacher, although if you have something more pressing to discuss, it is always best to talk face to face or over the phone.



## 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!



## Reporting

To ensure parents have a clear and overall understanding of the work their child is doing at Springfield, throughout an academic year parents will receive the following:

- Three reports for KS 1 on academic progress, effort, attainment and attendance. EYFS receive two reports.
- Two Parent Evenings
- Three opportunities to look at and share work books
- Report Feedback evening
- Meet the Teacher sessions
- Curriculum information sessions
- Access to 'Tapestry' for EYFS parents

If a parent has any concerns, questions or issues of a pressing nature, it is best not to wait for set Parents Meetings, but rather make an appointment with your child's teacher as soon as you can.

## Safeguarding

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 which, 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.

Safeguarding is also demonstrated by security checks at the school gates prior to entering and ensuring all visitors sign in and out at the School Office.

## School Times

The school day is divided into periods of time which 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 8.55 am** for all children

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

All children in Year 1 and Year 2 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

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 Pupil Entitlement Investigation Unit 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. We record absences as authorised and unauthorised.

## **Relationships and Health 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 relationships and health education lessons that fall outside those aspects covered in the National Curriculum science lessons. Please contact the Head Teacher.

## **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.

## **Sports**

We teach a variety of sports through PE lessons or clubs and we enter many locality competitions throughout the year. Our Sports Morning is held in the summer term. It usually takes place on St Andrews field and all parents and friends are invited. The children are divided into colour groups and compete for a sports cup. We work with Brighton and Hove Albion who deliver weekly multiskills lessons for Year 2. We also provide Yoga well being sessions and run Forest School Sessions throughout the school year.

## **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.

## **Uniform**

The Springfield uniform is a mid-blue logoed cardigan or sweatshirt with grey skirt/pinafore dress or grey trousers/shorts. A white blouse or polo shirt, with white, black or grey socks. In the warmer months, children may wear a mid-blue/white checked dress.

#### Footwear:

Children should wear black or white trainers to school these should be flat and give a good standard of support. Any type of training shoe is permitted with laces or velcro, although we encourage velcro in the early years, however they can only be black or white.

For PE all children will need a white t-shirt, blue short with trainers and a tote bag for their kit to be stored in.

Earrings are not encouraged to be worn in school, however, if your child wears them, they should be small studs only. Earrings will be covered by first aid tape if not removed for PE.

Sweatshirts, cardigans, polo shirts, PE shirts and shorts and book bags with the Springfield logo on are available to buy through our uniform provider – Broadwater Sports in the Broadwater shopping area. Alternatively, we have an in-school nearly new uniform shop, stock levels vary so please speak with a member of the school office.

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 remaining is given to a local charity.

## **Universal Free School Meals**

As part of the Government initiative, all pupils from Reception to Year 2 are entitled to a hot Free School Meal at lunchtime. Our school lunches are provided by our neighbouring school, St Andrews School and are hot, nutritious and varied. They include a main dish (vegetarian options are available), a side and a dessert. Freshly baked bread and fruit is available daily. Our meals have been carefully crafted to comply with the Government's nutritional standards, so you can be sure that your child is eating well.

## **Values**

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*

## **Website**

The school website is a very good place to start looking for anything that you are not sure about. There is a lot of information on the site, including the latest Newsletter, photos, School Policies and various updates about school activities and club information. Furthermore, you can see all the events that are of interest to parents listed on the School Calendar. Announcements and important information are also updated on the website.



# "Space to grow and wings to fly"

Our aims are 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. Springfield is a fully inclusive school and ensures equality of opportunity. Our goal is for our children to have an "I can" attitude.

We want to prepare children for the complexities of adult life, enabling them to develop through our **key values**: -

## **Inclusive**      **Creative Ambitious Nurturing**

### **Inclusive**

At Springfield we enjoy the uniqueness of every child. We strive to ensure equal opportunity for everyone, regardless of gender, ethnic and cultural backgrounds, beliefs and intellectual and physical ability. All our children are valued and are encouraged to be independent, have open minds, think for themselves, develop self-esteem, have respect for each other and are inspired and motivated to do their very best. We endeavour to develop positive home/school links and actively involve parents in the life and work of the school as well as the community as a whole.

### **Creative**

At Springfield we want all our children to come to school to foster a love for learning by developing their curiosity and creativity through enquiring minds and a rich and inspirational curriculum. We want the children to have wide reaching opportunities and to have knowledge and experience of their environment and the world around them.

### **Ambitious**

At Springfield we provide quality, appropriate learning opportunities, informed by highly skilled and knowledgeable professionals that instil high expectations, recognise progress, challenge and celebrate success. We develop the child's skills and attitudes to become independent, co-operative and life-long learners.

Our children are encouraged to be motivated, enthusiastic and hardworking in order to do the very best they can.

### **Nurturing**

At Springfield we take enormous pride and pleasure in nurturing all of our children from the moment they start until the day they leave. We provide opportunities for children to be thoughtful and share feelings within a trusted and understanding environment. Children will know how to be confident and resilient and have the courage to never give up. They will be kind and considerate and will have the self-belief

# 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**