

Robinsfield Infant School

Parent and Carer's Handbook

2008/2009



Dear Parent(s) / Carer(s)

Welcome to our handbook. The purpose of this document is to provide an overview of the day-to-day school organisation to support your induction to Robinsfield Infant School.

T.C. O'Connor
Headteacher.

Telephone Numbers

The school numbers are:
020 7641 5019/5013
Fax: 020 7641 5035
Email: office.robinsfield.westminster@lgfl.net

Equal opportunities

Reference is made to equal opportunities throughout this handbook. It is our belief that any form of prejudice impacts negatively upon everyone. The Governing Body and the Senior Leadership Team of Robinsfield School will not accept any form of racism, xenophobia or sexism and will act immediately to investigate any incident or evidence of lack of awareness from anyone connected with or visiting the school. Please see policies for further information.

Code of Conduct

Always try to start from the positive. This is our school verse:

**Robinsfield is our school,
Let peace be here.
Let the rooms be full of happiness,
Let love live here.
Love of one another,
Love of all people,
And love of the world.
Let us remember that as many hands build a house,
So many hearts make a school.**

School Rules

- Keep yourself and others safe
- Be kind and thoughtful
- Get help if you feel angry, hurt or frightened

These rules are shared with the children, the staff and all people who visit and work within the school.

Inclusion and access to Robinsfield



We include differently abled pupils in line with Westminster's admissions policy for Community schools and SEN Code of Practice. Robinsfield staff have developed expertise in working with a variety of differently able pupils and seeking support from outside agencies: physiotherapists, communication therapists, occupational therapists, peripatetic teachers of the hearing

impaired and visually impaired. The school is ramped for wheelchair access to the ground floor.

The School, Staff, Parents and Governors

- 👤 We understand that our broad aims & expectations cannot be realised without mutual support & teamwork between all staff, pupils, parents & Governors.
- 👤 We know the value of partnership between staff & parents when they work together in a mutually supportive way & the benefits it brings to the pupils & school.
- 👤 Staff & Governors wish to develop the best communication channels between school & home by keeping parents & carers fully informed of changes that take place within school. We have weekly school reminders, class notice boards, whole school notice boards, half- termly newsletter, School Profile & Prospectus. In addition, classteachers send out regular letters informing parents of what their child will be doing each term / half term.
- 👤 Parents' evenings are held each term.
- 👤 Robinsfield promotes an open door policy for parents and carers.
- 👤 We aim to be responsive to parents' observations, so long as they are delivered in a constructive & positive manner. We value all positive input.
- 👤 We seek to involve you in the education of your children & recognise the valuable part they play. Parents & carers are fully encouraged to support their children's learning at home.
- 👤 We aim to involve parents & carers in the life of the school and this is done in a variety of ways including: organising annual events, supporting staff within the classrooms & helping with school trips.
- 👤 Our Governors are fully committed to the success of Robinsfield & their commitment to our ambitious school self-improvement programme is very welcome.

A-Z OF DAILY MANAGEMENT POLICY AND PROCEDURES

Absence of pupils

If your child is unwell, please telephone the school office as soon as possible to let us know the reason for the absence and when you expect your child to return to school. The school telephone number is 020 7641 5019 / 020 7641 5013.



Accidents/major

In the case of a major accident a member of the School Leadership Team will provide appropriate action & support, where necessary. In some cases it may be necessary to call for an ambulance but this will usually be done by the headteacher or deputy headteacher. If a major accident / incident happens outside the school premises (e.g. on a library visit, swimming lesson or school trip) we follow the above procedures and inform the school as a matter of urgency so that that you can be contacted as soon as possible.

Please ensure that we have any change of telephone numbers or addresses. Following a major accident an LEA Incident / Accident form is completed as soon as possible. You will be contacted immediately if such an incident occurs.

Accidents/minor

No medication is used without a signed parental permission form. Classteachers will inform parents of minor accidents at the end of day. An accident book is in the medical room. ALL injuries are recorded in this book, dated and signed by the member of staff dealing with the matter.

Accidents are small cuts, scratches, bruises etc. Head injuries are always mentioned to the headteacher and parents are immediately informed by telephone. We do not apply any antiseptic creams or lotions, or administer medicines as there may be an allergic reaction.

Admissions and Inclusion

A place in our nursery does not guarantee a place in Reception and a separate application should be submitted to the admissions department at Westminster City Hall. Please speak to Kim Calder in the office if you have any queries regarding admissions. The school follows the Westminster local authority admissions procedure in all cases. Classteachers are notified of a new child starting in their class as soon as practically possible. We include differently able pupils in line with the local authority admissions policy and SEN Code of Practice.

No member of our current staff is registered disabled. Disabled applicants would be considered for any post within the school as appropriate.

After School Activities

We are always looking to further our after school activities to provide enrichment activities for children at Robinsfield. We currently offer a range of stimulating experiences including:
Cooking * French school * Spanish * Chess and board games
*Newspaper *Violin *Recorders *Arts and crafts *Sewing*
Design and Technology *Football run by QPR *Sports *Choir
*Ballet



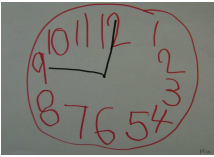
Assemblies



Each class presents an assembly once per term, plus takes part in a Christmas assembly. These assemblies are open to any parent(s) / carer(s). They are seen as an opportunity for the whole school to share in the work and achievements of the class lasting for about 15 minutes. Daily collective worship is led by a member of the Senior

Management Team. All assemblies are positive, meaningful & reflect the wide diversity of cultures & beliefs within school.

Assemblies consist of a story / moral, song and a prayer.



Attendance and Punctuality

It is vital that your child attends regularly and on time. Our Education Welfare Officer, Lizandro Torres, inspects the registers on a regular basis and will contact anyone who is persistently late or whose attendance is low. A copy of our attendance policy is available from the office. If you have any problems with attendance or punctuality please arrange an appointment to see the headteacher to discuss ways we can help.

Birthdays

The staff and governing body have agreed to continue to acknowledge each child's birthday, if the parent(s) agree. We also have a 'birthday assembly' each week. We cannot however, agree to hold elaborate parties in class - they can be very time consuming and expensive and we do not believe that they are appropriate in school for a variety of reasons. If parents would like to acknowledge their child's birthday in school we ask that they let the teacher know in advance and bring either biscuits or individual cakes in to class at 9.00am. We cannot distribute invitations, party bags, drinks, take pictures or videos.

Behaviour

Acknowledging good behaviour: the Golden Book

All staff use this book to acknowledge particularly good behaviour and/or work. The book is kept in the reception area and read out at the Monday assembly.



Dealing with unacceptable behaviour

Sanctions: Time out: in class in a particular place or on a bench in the playground for a brief period
Miss playtime
Put in incident book (kept in the headteacher's office)

Incident book

Behaviour which breaks the school rules is written in the incident book in the headteacher's office. If a child behaves unacceptably we talk to them and make sure the 'victim' is supported. If the behaviour continues the child may have to have 'time out' i.e. sit quietly for a short time on a particular chair or place on the carpet. If the behaviour

continues parents will be informed at the end of the day. If the child continues parents will be asked to come and discuss the situation. If the behaviour is violent - i.e. hitting or kicking - the parents will be called in on the third occasion. If it continues the child will be excluded for a day. If the exclusion happens, the child is not allowed back into class until the parent and child have met the headteacher and acceptable behaviour agreed.

If a child behaves badly in class, we never exclude the child from the room, but ask the teaching assistant to fetch the headteacher or deputy.

Each September a Home School Agreement is discussed and signed by parents and the school. Within this agreement there is direct reference to our Behaviour Policy & Code of Conduct. All parents are asked to actively support this important area of school life.

Bullying

At Robinsfield we do not accept any form of bullying. It is our responsibility and duty to listen and hear pupils who complain that another pupil or pupils is making her/him uncomfortable physically or verbally. We are all vigilant as sometimes we can miss warning signals.

Child Protection

The headteacher is the Designated Child Protection Officer in school. Please see the Child Protection policy for details, available from the office.

CRB (Criminal Records Bureau)

At Robinsfield, all staff and volunteers working with children undergo a CRB check. This is organised and paid for by the School. At Robinsfield Infant School CRB checks are carried every three years and this is done for all members of staff.

Children's Services Authority

Education in Westminster is managed within the context of the Westminster Children's Service Authority & is an integral part of the City Councils management structure. The Director for Education & the Education Department personnel are largely based on the 13th floor of City Hall. We have a directory of contact numbers, including email addresses in the School Office. Westminster City Council websites include WGFL &

<http://www.wgfl.westminster.gov.uk>

The postal address for this department is:

Department for Education

W.C.C.S.A.

13TH Floor

City Hall

Victoria Street

London, SW1E 6QP

Collective Worship

It is a legal requirement that an act of collective worship is held every day as directed by the headteacher. Parents have the right to withdraw their children from collective worship by informing the headteacher in writing, of this request. Members of staff also have this right. The headteacher has overall responsibility for the delivery of collective worship.

Communication with Parents

Summative reports

We write a summative report for each child each year and present the report to parents asking for their written comments. Recently we reviewed our practice and offered additional meetings. All parents are invited to a meeting with their child's teacher each term. Each class offers daytime and evening meetings. Teaching support staff are available for these meetings for the pupils with whom they work. This year the reporting will be as follows:

Autumn term

Admissions meetings: take place in first three weeks for new nursery and new reception parents with the classteacher and headteacher. Admissions meetings are held with headteacher, any parent(s) with a child joining mid term or Y1, Y2 as and when they arrive.

Progress meetings for all parents in the second half of the term.

Pupils in the nursery classes will receive progress reports in the term before they become fulltime (usually their third term) and there will be meetings with their parents. There is also a nursery entry profile at the end of the first term.

Spring term

Admission meetings: take place in first three weeks for new nursery and reception parents with classteacher and headteacher. Admission meetings with the headteacher are held with any parent(s) with a child joining mid term or Y1, Y2 as and when they arrive.

Nursery as Autumn term

Progress reports for Year 1 and 2 pupils will be written and presented to parents in February or March together with targets for the rest of the year.

Summer term

Admissions meetings: take place in first three weeks for new nursery and reception parent(s) with classteacher and headteacher. Admissions meetings with the headteacher are held with any parent(s) with a child joining mid-term or Y1, Y2 as and when they arrive.

Nursery as Autumn term

July: Reception parents receive Foundation Stage profile.

July: Year 2 parents receive Summer Term report, outcomes of National Assessments at the end of Key Stage 1 and National Assessments for 2007.

Newsletters

Weekly Reminders are sent to all parents, carers, friends and governors. Half-termly newsletters are sent to each family and the governing body.

Year group newsletters - these go to parents and carers each half term.

Daily parents' board - this is in the entrance and is for parents and visitors.

Drugs/medicines

Short Term Medical Needs

In most cases, no medication or ointments / creams are administered by staff. If a child requires prescribed medication the parent must either come into school to administer it or the child remains at home until the course of treatment has been completed or the parent signs a written consent form to enable the headteacher to administer the medicine. These consent forms are stored in the child's file kept in the office, along with a record of medicines that are administered to the children.

Long Term Medical Needs

If a child is in need of long term medication, a medical plan is made available by the parent / carer and relevant staff are trained & advised by a qualified health professional when & how to administer the prescribed treatment.

Storage Of Medication

Asthma medication is kept in a safe place in the classroom, unless there are mitigating circumstances, which requires the medication to be kept elsewhere.

All prescribed medication is stored in the medical room for easy access in case of emergency.

Drinks

As part of our Health Education, we ask that pupils be given water to drink in school, not juice or milkshakes.

DUTIES & SUPERVISION

Teachers have the responsibility of 'Loco Parentis', which is unique for any profession. In its simplest terms it means 'in the place of parents'. For legal reasons, this responsibility is not extended to Support Staff.

Duties/lunchtimes

Under their conditions of service teaching staff are not required to supervise at lunchtime. Lunchtime Supervisors & Support Staff oversee the dining hall & the playground & report to the Senior Midday Supervisor. A high standard of behaviour is expected from all children during the lunchtime break.

Education Psychologist

We have a School Educational Psychologist who has an allocation of time for children & staff at Robinsfield Infant School. This allocation is decided by the Local Authority at the start of each academic year. Referrals are made via the SENCo.



Educational visits

Educational visits are planned in advance & are related to the work being studied by the pupils. Wherever possible, visits are self-financing although subsidies might be required for some trips and we ask parents for voluntary contributions. We are grateful to parents for their contributions as without them, some visits could not take place. It is our policy that no child should be excluded from participating in any educational visits because of financial reasons.

Each visit is planned within the year group and a visit proposal form completed and signed by the head.

Escorts: on local visits the ratio is a minimum of one adult to four children for the nursery and one to ten for Reception, Year 1 and 2. For visits further afield the adult ratio must be lower dependent upon the nature of the visit.

NB. We only use coaches or buses with seat belts.

Emergency contact numbers

Every effort is made to keep your emergency contact numbers up to date. Please assist with this by passing on updated information to the School Office as soon as possible.

Fire drill

The procedure is carried out as quietly & orderly as possible. Fire drills are held each half term & records are kept of these drills. For the first fire drill the children are warned. No warning is given for the second.

Fruit

As part of the National Fruit Scheme we have baskets of fruit for the children at playtimes. For Nursery the baskets are in the class.



Governors

A list of Governors is contained in the school office and displayed on the Parents' board in the playground. Minutes of Governors meetings are kept in the headteacher's office. The Governing Body is made up of parents, members of the local community, the headteacher, LA Representatives & staff representatives. Additional Governors may be co-opted up to the legal limit. Our current teacher Governor is Linda Thresh. Our non-teaching staff governor is Kim Calder. Our Parent Governors are Tony Howells (Chair), Rachelle Gryn Brettler and Stacey Loghdey.

Holidays in term time

If you take your holiday in term time after September 1st 2004 without prior approval from us, you may be liable for a £50 Penalty Notice. As a parent/carer you can demonstrate your commitment to your child's education by whenever possible taking your holidays during school holidays.

The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.

If your child stays away from school for more than the authorised period we will record this as unauthorised absence and this could be quoted in a prosecution for poor attendance.

If your child is away from school for a total of four weeks or more, we may have to take them off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to you to inform us, as once removed from roll, there is no guarantee that your child will regain a place at our school.

Health and Safety

We are subject to Health & Safety Inspections from a wide range of authorities & inspections can be carried out at short notice.

Homework

Reception start homework after the first half term holiday in October. This homework consists of weekly look, cover, spell and check of high frequency words and fortnightly maths impact activities. Year 1 also start homework after the first half term holiday in October. Teachers give the children a weekly look, cover, spell and check of high frequency words and fortnightly maths impact activities. In January this changes to a homework book for each child where they receive five high frequency words and to learn how to spell and the option to write at least one in a sentence. Children continue to receive fortnightly impact maths activities. In Year 2 the children continue with their year 1 homework books after a couple of weeks of starting back at school. They have to write each spelling into a sentence to provide five different sentences. The words will either continue to be high frequency words from the year 1/2 list or words linked to a topic the children are doing. They also continue to take home impact maths activities on a weekly basis.

Jewellery, money, toys

None of the above are allowed except

- Jewellery for religious reasons
- Stud earrings or sleepers

Homemade items are encouraged. Expensive toys, calculators, etc are not allowed. We cannot take responsibility for them and do not want to be part of encouraging such acquisition.

Lavatories

The children are reminded to use the lavatory at break times. If a child needs to go to the lavatory during class time they tell the teacher, go one at a time and report back to the teacher on their return.

Library

Our Local Authority Library is on St Johns Wood Terrace. Visits to the library are arranged for children throughout the school & the dates for visits are set at the start of term.

Lost property

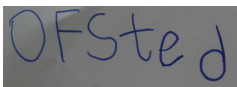
Lost property is placed in the container near the main entrance. Could parents please ensure that clothing/PE kits and bags are clearly named. A school PE kit can be ordered from the school office.

Lunch Money

Parents are asked to pay lunch money weekly or termly if possible as it saves valuable time for the school office. At the moment lunches are £10.00 per week and should be paid to your child's class teaching assistant on Monday morning. The termly amount is displayed on the notice board outside your child's class. If you are on income support or income based job seeker's allowance, you may be entitled to free school meals. If you wish to apply or you are unsure as to whether you are entitled please see Kim Calder in the school office.

Medicals

The School Nurse carries out medical screenings for pupils, according to their prevailing policy.



Our most recent OfSTED Inspection was October 2007.

Robinsfield is the good school that staff and governors judge it to be.

It has some outstanding features. Pupils and parents are hugely positive about the school, and work closely with staff to give a strong feeling that this is 'our school'. Its happy atmosphere and sense of purpose is down to strong staff teamwork. As one parent wrote, 'Robinsfield is a lovely place to bring your child to school. A happy environment and welcoming staff await us every day.'

Parents

Parent's Café

During each term we hold cafes for all parents and friends. Parents kindly donate cakes, biscuits, savoury dishes, tea, coffee and juice to sell in the lunch room. Please see your class noticeboard and the daily noticeboard for dates each term. If you are willing to help set up and clear away please let us know - it would be much appreciated!

Parents' Boards

The board in the main entrance gives daily information for parents. Class parent boards are outside each classrooms. On these boards are displayed:

- Half termly year group newsletters which give curriculum info., homework,

'housekeeping' info., etc

- A timetable of what the children will be learning in each class
- Class outdoor games and hall times with dress requirements
- A copy of letters and newsletters which go home
- The birthday notice - i.e. no parties, camera crews, entertainers or big cakes
- Any other parents information
- Homework

Physical education

All classes have the sessions defined on the curriculum map. A school PE kit can be ordered from the school office.

Pupil Dress Code

Children are expected to come to school in practical clothes marked with their names. All children will be given their own marked peg in the cloakroom. Pegs are labelled with each child's given name and family name to help familiarity with spelling. If clothing has been damaged in school, parents are informed at home time. All parents agree to label their child's clothes as part of the admission form and this is reiterated at the admission meeting with the headteacher.

They must only wear flat shoes, no wedges or mules.

Pupils Records

Records are required to be kept for all pupils and the main pupil folders are kept in the School Office. Parents have a right to see the contents of their child's records.

When a pupil joins the school, records from the previous school should be sent to us as a matter of course. These will be retained in the School Office. Each pupil has a unique pupil number (UPN), which will apply to him or her throughout his or her academic life.

School Day

Day to day running of the school.

School Hours: Nursery, Reception, Year 1 and 2

Doors open for pupils	8.55am*
Parents can take children to classes	9.00am*
Registration	9.05am - 9.10am*
Lesson start	9.10am
Assembly	various times, please see Term Plan.
Break	10.45am - 11.00am
Lunch break	12.00noon
Afternoon registration	1.10pm
Lessons start	1.15pm

School ends

3.10pm

These timings have to be very tight. *This includes the nursery

Nursery: the doors are opened at 9.00am and 12.30pm. A nursery teacher is there to greet each child. A nursery teaching assistant is at the small gate during the arrival and departure period for health and safety reasons.

School hours: Nursery Classes

For fulltime pupils (i.e. those who will start Reception in the following term) the day starts at 9.00 and ends at 3.10.

For morning pupils the session starts at 9.00 and ends at 11.35

For afternoon pupils the session starts at 12.40 and ends at 3.10

End of the day

Children must be collected from the classroom by their designated adult. If a supply teacher is with a class we ask a permanent staff member, i.e. the teaching assistant, to help at home time. As stated above, uncollected children will be brought to Tanya at 3.15. Any new adult collecting should have their name written down by the parent on the pad by the classroom door.

Late Collection: Nursery and Key Stage 1

Children who are not collected by 3.15 are handed over to the headteacher or deputy. Nursery children are recognised as late at 9.15 and at 12.45

Late collection is unacceptable - even a consistent 10 minutes late and we owe it to the child to investigate with the parent(s). We ask parents to sign the late collection book if they pick up their child after 3:20 and state a reason why. If a child is left after 4.45pm and parents cannot be contacted the local area Social Services office will be informed by the head teacher/deputy and advice sought from the Duty Officer.

School Council

Our School Council is well established. Members are elected each September and change bi-annually. Meetings are chaired by the Learning Mentor & follow set procedures.

School Meals

In September 2006 we opted out of the Westminster catering contract and became one of the first schools in Westminster to run our own kitchen. This has proved to be a great success and we now provide healthy nutritious lunches which the children

thoroughly enjoy. The feedback from parents has been extremely positive. Water is available for the children at lunchtime.

Packed lunches:

Most children have a school lunch but if for any reason you have to provide a packed lunch we ask parents not to send sweets, chocolates, crisps in the packed lunches. Lunch boxes are left in the lunch room before school and collected at 3.10.

Nursery children have lunch in the parent's room. Infant school children have lunch at set places with older children encouraged to help younger reception children. There are two sittings.

Senior Leadership Team

Members - Tanya O'Connor, Julie Cowell, Katie Milne Home, Pat Woolf

School Year

The school year consists of 190 days for pupils & 195 for teachers. This year's term dates are attached.

Site Security

The site is open from 8.15a.m. until 4.15pm. The doors are locked at 9.15. The gates are locked at 9.30. Access is then by St Johns Wood Terrace gate. Gates and doors are unlocked at 3.00pm

All visitors and any parent working in a classroom must sign in the visitor's book in reception and wear a Robinsfield badge. All staff are asked to challenge any adult not wearing a badge. Parents are asked never to let a visitor (this includes delivery people, work people etc.) in the back door.

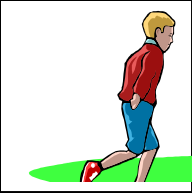
Smoking

Westminster has a no smoking policy in its public buildings. We apply this rule.

Teaching assistants/Nursery Nurses/LSAs

Teaching assistants tasks fall into three main categories:

1. Support for the classteacher in organisation of the classroom, resources, display.
2. Support for the classteacher's curriculum area.
3. Support work, under the direction of the classteacher's planning, for small group activities for children on the SEN register at School Action and School Action Plus. This work will be identified on the child's Individual Education Plan.



have a large number of teaching assistants / nursery nurses throughout the school. Whilst the Teaching Assistants are primarily allocated to pupils with Statements of Educational Needs they will offer support to others within the classrooms they operate in. The SENco / Nursery Officer will organise their deployment and this will be done according to identified need.

Timetables

Each classroom has a timetable on the parent's notice board which indicates curriculum focus, maths and English sessions, hall times, music lessons, assemblies etc. Nursery classes outline rotas, etc. and other times relevant to the early years curriculum. Another timetable is up in the classroom that indicates the times that other adults are working in the class.

Worries

If you have any worries or concerns, please don't hesitate to contact the headteacher immediately.

FINALLY

We hope that this booklet is informative & useful. It will be reviewed each year, when we will ask the community for any information which could be added & may be of use to parents/carers.

Tanya O'Connor
Headteacher

