

# Robinsfield Infant School

## WELCOME TO OUR PROSPECTUS 2008-2009



Dear Parent(s) / Carer(s) and visitors,

Welcome to Robinsfield Infant School. We are a community school for girls and boys between the ages of 3 and 7 years.

By working together in partnership with parents, the staff and governors aim to provide a happy, caring and effective learning environment, where expectations and standards are high and children achieve their best in terms of learning, creativity and behaviour. We aim to provide a setting that is calm and settled where children understand clearly what is expected of them.

At Robinsfield we rely on parents and carers to work closely with us at all times and in particular during the settling in period for your children. We always ask that the children start by visiting the classroom with their parent(s) before they stay on their own. It is our belief that a sensitive gradual introduction to the school benefits the child.

This prospectus will give you information about our school and we hope that you will keep in close contact with all members of staff and come to us with any queries or anxieties should they arise. Once your child has settled in you will be asked to attend a meeting with the Headteacher and Classteacher to discuss your child and any queries that might have arisen in the first two weeks.

We are very proud of our school and welcome visitors. We believe it is essential for prospective parents to visit before applying for a place in the school and are happy to take you on a tour of the school to see the classes at work. Fundamental to our work is our commitment to anti-racism and equal opportunities.

If you wish to visit, the Administrator will be pleased to arrange an appointment. Please telephone on **020 7641 5019**.

Tanya O'Connor  
Headteacher

**Robinsfield Infant School**  
**Ordnance Hill and St Johns Wood Terrace**  
**London**  
**NW8 6PX**



**Telephone :** 020 7641 5019  
**Fax :** 020 7641 5035  
**E-mail :** office.robinsfield.westminster@lgfl.net

### **The School's aims**

The character and ethos of our school is extremely important in shaping the spiritual, moral, social and cultural development of our pupils. We believe that through our excellent relationships with parents we can work together to establish a school community where values are clearly understood and shared.

We are concerned that all our pupils will:

- Be able to take responsibility for their own actions.
- Know the difference between right and wrong.
- Be honest, fair and truthful.

We expect the children to be confident human beings, capable of taking initiatives and persevering in the face of difficulty and to have:

- A positive attitude to learning.
- Good relationships with each other and staff.
- Respect for the feelings of others.
- Respect for the right of others to hold beliefs different from their own.
- Respect for their own and others' property.

### **Anti racist/equal opportunities statement**

We believe in equality of opportunities for pupils, staff and parents, regardless of sex, race, different ability, social circumstances, or age. We aim to create an environment in which every child is able to feel a sense of self-respect, identity and have pride in her/his own cultural heritage. We want all the children to recognize and appreciate their own and each others' contribution to today's society. Robinsfield believes that standards and achievements can be high for everybody.

We believe that everyone at Robinsfield, pupils, staff, parents, and visitors, have the right to work in a safe atmosphere and environment. It is our conviction that any form of prejudice impacts negatively upon everyone.

The governing body and staff of Robinsfield School will not accept any form of racism, xenophobia, sexism, or prejudice against the differently able. We will act to investigate any

incident or evidence of lack of awareness from anyone connected with the school or visiting the school.

## **Inclusion and access to Robinsfield**

We include differently able 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 and speech and language therapists. We have wheelchair access to the ground floor.

## **Curriculum**

The school curriculum covers the knowledge, skills and concepts, of the Foundation Stage Curriculum, the Key Stage 1 National Curriculum for England, plus the many aspects of learning necessary if the children are to develop into well-rounded individuals.

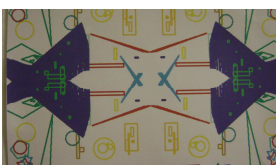
### **The Key Stage 1 National Curriculum**

All children in Years 1 and 2 follow the 2007 Primary Frameworks for Literacy and Numeracy and are expected to reach certain levels of attainment that provide the basis for assessment and testing. Children undertake National Assessments at the end of each Key Stage, i.e. at 7, when they reach the end of Key Stage 1 in their final year at Robinsfield.

In addition to these subjects we teach the following subjects of the Key Stage 1 National Curriculum using our own schemes of work:

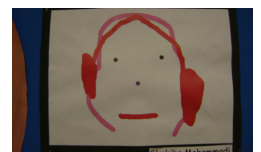
- Science
- ICT
- Art
- R.E
- Design Technology
- Geography
- History
- Information and Communication Technology
- Music
- Physical Education
- Physical, Health, Social, Citizen Education

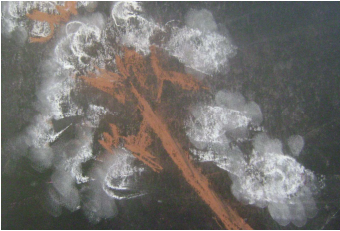
### **Information and Communication Technology**



Computers, laptops, whiteboard, video and sound recorders, cameras, etc. are all-powerful learning tools and can support children in all areas of their learning. We have a 'White Board'

in both Reception classes and Year 1 and 2. We have introduced a set of 15 wireless laptops for use in the Key Stage 1 classrooms. We are in the process of building an open plan ICT suite with 15 PCs.





## Art

Visual art is highly valued at Robinsfield for both its own sake and its contribution to aspects of spiritual, moral and cultural learning. We also plan art activities to stimulate and reinforce understanding in other areas of the curriculum. We often work

with artists and on projects co-funded by parental fund raising and Westminster Education Arts Unit. Our pupils have worked on residencies and projects at the Royal College of Art, Serpentine Gallery, Courtauld Institute, National Gallery and Tate Britain. They have also worked with artists and video animators in school. We run after school Art clubs including the use of a specialist company, Caboodle.



## Music

We provide opportunities for children to sing and make music in weekly class music lessons. They are also involved in termly assemblies. We take every opportunity to further the children's music education by attending concerts and working with professional musicians in school.

## Physical Education

We believe in the importance of a full programme of Physical Education and games which promotes good health and physical well being, as well as developing in each child a growing confidence in their own physical competence. The children are involved in a range of activities including gymnastics, dance, indoor and outdoor games. We have an Annual Robinsfield Sports Day in July each year. We work with Westminster Sports Unit on a weekly basis to review our provision.

In the Infant School your child will be expected to bring a PE kit or remove their outerwear for indoor Physical Education. An optional school P.E kit is available from the office to purchase.

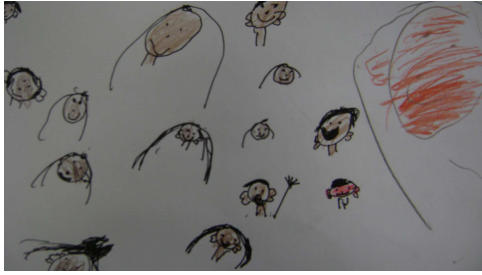
## The Early Years Curriculum

The Early Years Curriculum covers learning in the nursery and reception classes.

The areas of learning in the Foundation Stage are:

- **Personal, social and emotional development**
- **Communication, language and literacy**
- **Mathematical development**
- **Knowledge and understanding of the world**
- **Physical development**
- **Creative development**

We have two nursery classes and the children join us part time for the first two or three terms, before moving to a full time place. In the reception class the children continue to work on the Early Years curriculum. When your child joins the Reception Class we will undertake an informal baseline assessment and start the Foundation Stage profile. You will be kept informed and involved at every stage.



### **Religious education**

Our aim is to help children achieve a knowledge and understanding of religious insights, beliefs, and practices. We encourage children to respect the right of others to hold beliefs different from their own.

We follow the Westminster Agreed Syllabus for Religious Education in our Foundation Stage and Key Stage 1 classes.

We value our many different backgrounds and enjoy learning about festivals, customs and traditions. We regularly visit the local church, mosque, synagogue and temple and always welcome parents who can join us on these visits.

### **Sex and Health Education**

We do not include specific sex education at Robinsfield other than to answer naturally occurring questions from the children. Members of staff are concerned to respond openly and sensitively to the needs of the children.

Aspects of Health Education are covered regularly in various subjects, particularly science. We do not have specific lessons on Drug and Alcohol Abuse but focus on keeping healthy as part of our Healthy Schools project work. In 2006 we achieved the National Accreditation of 'Healthy Schools'.

### **Special educational needs**

At Robinsfield we value the abilities and achievements of all our pupils. We are committed to providing the best learning conditions for each pupil. We support pupils immediately a need is identified and always involve parents and children themselves, when appropriate, in discussions about any concerns or difficulties and plan appropriate action with them. A pupil with special educational needs will be given an Individual Education Plan that is formally reviewed with parents, child and teacher on a regular basis.

Children's needs are reviewed on a termly basis by the classteacher and headteacher and by the School's Inclusion Team of Support staff and Teacher Mentors. In cases where children need extra support with their learning it will be provided in a small group with a teacher or learning support assistant.

If this is not appropriate, the school will consult further with parents and arrange a formal assessment by the Educational Psychologist so that an alternative type of support may be identified. If the child's need is linked more to social/emotional or behavioural issues, rather than a specific learning difficulty, we will work with parents to agree support for the individual child.

Our Special Educational Needs Policy is based on a framework that is in line with the Department for Education and Skills Code of Practice. This is available from the office.

We employ a child psychotherapist one day a week to work with parents and their children.



### **English as an Additional Language**

We value the diversity of languages spoken, read and written by our pupils and ensure that the curriculum is made accessible to children whose first language is not English, through careful planning to match their individual needs and stages of learning. The Language Support Teacher works in the classrooms with the classteachers with whom she liaises plans and assesses the children's work.

We work closely with Westminster Adult Education Service who provide courses at our school for parents, to support their acquisition of English. These courses are free and a crèche facility is provided.

### **Gifted and Talented**

The school uses formative and summative assessments to identify any child who is working at a level above the norm for their age. The staff will then plan extension activities for these children and monitor their progress. Children who display a particular talent such as a musical ability are supported through the curriculum and after school clubs.

### **Home/school reading scheme**

Our home /school scheme operates throughout the school including the nursery. We try to involve all parents as it has been proved that children make progress in reading when they look at, read, and discuss books regularly with their parents.

### **Extra curricular activities**

We are fortunate to live in London and take every opportunity to use our own school community, our neighbourhood, and London as a whole, to enrich our offer to our pupils. The children visit London's theatres, galleries and museums. We work closely with Westminster Education Arts Unit and the London Children's Flower Society. Our children have won international awards for their video animation and have won awards for their gardening, flower and bulb growing. We welcome visiting speakers, poets, illustrators, authors and theatre groups. As part of our book weeks, and at other times, we welcome parents and local authors who come and read to the children in English, or their home language. We use our extensive grounds, our pond, vegetable patches and fruit trees to extend the children's learning.

We have worked for various charities and encourage our pupils to reflect upon the needs of others. After our annual Harvest Festival Assembly we distribute food donated by our families to those in need in our community via the Westminster Home Care Service. We have raised money for a wide variety of charities including our local hospice.



By Rio Year 1

### **Clubs**

We are in the process of developing 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 \*Newspaper \*Violin \*Recorders \*Arts and crafts  
\*Sewing \*Design and Technology \*Football run by QPR \*Sports \*Choir \*Ballet

### Collective Worship

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

### Behaviour

#### **Acknowledging good behaviour: the Golden Book**

All staff use this book to acknowledge particularly good behaviour and/or work.

'Excellent' work is recorded in the Headteacher's book and a certificate is sent home.

#### **Dealing with unacceptable behaviour**

Sanctions: Time out: in class in a particular place or on bench in playground for brief period.  
Missing 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 - 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.

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. Our bullying policy is regularly reviewed by all staff.



## Educational visits

Educational visits are planned in advance and 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. It is our policy that no child should be excluded from participating in any educational visits because of financial reasons.

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. We only use coaches or buses with seat belts.

## Governors

A list of Governors is contained in the school office and on the parent's notice board in the playground. The Governing Body is made up of parents, members of the local community, Headteacher, LA Representatives & staff representatives.

## Homework

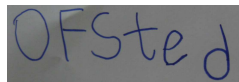
Reception starts homework after the first half term holiday in October.

Year 1 also start homework after the first half term holiday in October.

In Year 2 the children will receive homework related to the weeks learning. Excellent homework in Year 2 is celebrated in our Friday assembly.

## Library

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



Our most recent OfSTED Inspection was October 2007.

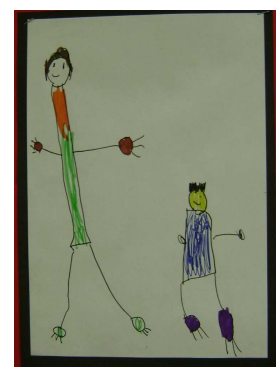
*"Robinsfield is the good school that staff and governors judge it to be. It has some outstanding features. Pupils and parents are hugely positive about the school, and work closely with staff to give a strong feeling that this is 'our school'. Its happy atmosphere and sense of purpose is down to strong 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' / Carers' Boards

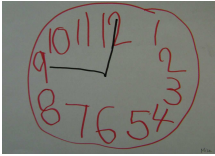
The board in the main entrance gives daily information for parents. Class parent boards are outside each classrooms. A parent's board with termly news and school information is in the playground.

## Pupil Dress Code

At Robinsfield we do not have a school uniform. 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. They must only wear flat shoes, no wedges or mules.







## Attendance and Punctuality

### 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

### **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

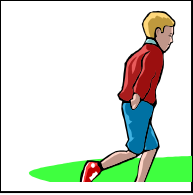


### **School Council**

Our School Council is well established. Members are elected each September & January. 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 the parents has been extremely positive. Water is available for the children at lunchtime.



## **Telephone Numbers**

The school numbers are:

020 7641 5019/5013

Fax: 020 7641 5035

email: [office.robinsfield.westminster@lgfl.net](mailto:office.robinsfield.westminster@lgfl.net)

## **FINALLY**

We hope that this prospectus 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 and visitors.

Thank you.

Tanya O'Connor  
Headteacher.

