

WELCOME TO DEVONSHIRE INFANT ACADEMY

Dear Parents,

We are pleased to welcome your family to our school.

This booklet has been designed to answer any queries you may have now that your child is starting school. By following these simple guidelines we should be able to enjoy a co-operative and happy partnership for the benefit of your child.

Do not hesitate to ask if there is anything you do not understand or there are any questions we have not included in the booklet. Please keep it in a safe place as you may wish to refer to it from time to time.

Yours sincerely,

Miss S Philpot
Executive Head Teacher



WHAT HAPPENS AT THE START OF THE SCHOOL DAY?

At 8:50 a.m. the school bell will ring. The children must be in their class lines so that their teachers can collect them from the playground.

Parents **must stand away** from the lines so that the children can enter safely and quickly.

Other members of staff will be available to help the children if necessary.

Parents are welcome to come into school if they wish, once all the children are in school as the office opens at 8.55a.m. If you need to speak to your child's teacher, please see them at the end of the school day whenever possible.

If you are late please go to the red door by Early Years where your child will be given a late slip which they can then take to their class. This lets the teacher know that they have been signed in and registered.

WHAT HAPPENS IF IT IS VERY WET OR SNOWING?

In very bad weather conditions, please do not send children too early. Please wait until the doors are opened and supervising teachers are available. Feel free to use our canopy to shelter from the weather until the doors open or the bell rings. Whenever possible, on very wet or snowy days, the children will be allowed into school at 8:45 a.m., five minutes before the bell normally rings.

The staff on duty will open the doors and supervise the children in the corridor. Children are not allowed in the classrooms until their teacher is present.



WHAT DO I DO IF I WISH TO SEE THE CLASS TEACHER OR THE HEAD OF SCHOOL?

Parents are welcome to come into school and speak to the class teacher, but please wait for a convenient time when the teacher is not busy with his or her class. We suggest, in the afternoon, after all the children have been collected whenever possible, as the teacher will have more time to speak to you. If you need to see the class teacher urgently in the morning, please wait until all of the children have entered school. Please be prepared to wait, especially first thing in the morning as this is usually a busy time.

If you wish to speak to the Head of School we have an 'Open Door' policy which means you are welcome at any time, but please be prepared to wait if necessary. If you wish to have a specific time, please request an appointment.

OPPORTUNITIES FOR PARENTS TO COME INTO SCHOOL

Learning Challenge invitations are sent out during the year as well as the special events which are held on a regular basis. **Parents' Evenings** are held three times a year when you can discuss your child's progress privately and in confidence. **'Inspire'** sessions are held during the year where you can come and learn with your child and take part in one of their lessons.

We also hold termly **Impact Sessions** which equip you to support your child's learning at home in reading, writing and maths. We expect a parent, or other adult who can support at home, to attend these sessions.

Parents may be requested to come into school to speak to the Head Teacher concerning their children. This may be for a number of reasons. It may be related to any learning difficulties that we have recognised and to make suggestions as to how parents and school can work together. It may be that we have concerns for the behaviour shown by your child and we need to discuss this so that we can work in partnership to improve the situation.



WHAT HAPPENS AT THE END OF THE SCHOOL DAY?

Nursery

Doors are open for parents to collect their children from classes at 3:10 p.m. For morning Nursery, the Nursery 'side door' is opened at 11.20a.m.

Reception

Parents are invited to collect children from the classrooms from 3:10 p.m. - 3:15 p.m.

Year 1 and 2

All Year 1 & 2 children will be taken to the playground at 3:15 p.m. where you can meet them.

All these arrangements are made to ensure the SAFETY of your children.

Parents are requested to be in the playground at the correct time and to stand well away from the exit doors, behind the painted white lines, so that the children can see their Parents clearly.

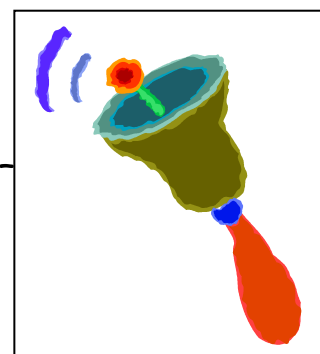
Children not collected.

The two members of staff on duty will supervise any child left and make a telephone call to Parents to find out why they have not arrived.

This procedure is very upsetting for the children and very time consuming for the staff involved. Please ensure that you are able to meet your child at the correct time, otherwise make other arrangements or contact school and inform us of your difficulty.

If you know you may be late you can phone the school and ask for your child to attend the after school club. This is open until 5.45pm and the price depends on the length of time your child is at the club. Please contact the office for more details.

Sandwell's late collection policy says that if your child remains uncollected by 4pm, OR you are over 20 minutes late collecting your child from a Club, AND HAVE **NOT** CALLED US - school are to call Social Services, as this could be classed as neglect.



WHAT ARE THE DINNER OPTIONS?

Free Meals, Sandwiches, Home.

Hot Dinners are now Free of charge for Reception, Year 1 and Year 2 children.

These are provided by a company called 'Live Kitchen'. They provide fresh, healthy meals with a choice of lunches. Fresh vegetables, salad and fruit are available every day. Sandwell schools do not provide halal meat as an option, however there is always at least one vegetarian option available every day. **You need to book dinners on line.** This is a lovely way to choose with your child what they want to eat during the week.

Parents will be asked to complete allergy information on line and on the forms you must complete at the beginning of each year when your child joins a new class.

It is very important that you fill in all the forms that are sent home and that you return these to school as soon as possible.



Sandwiches

If you do not want your child to receive a free school meal, you can send a packed lunch. You will need to send this in a sturdy sandwich box which is labelled with your child's name. Please ensure that your child has a healthy lunch. We do not allow sweets, large chocolate bars, fizzy drinks or glass bottles.

Home

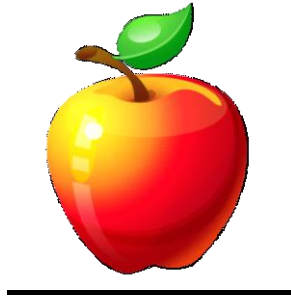
Home children may be collected from the office at 12:15 p.m. They should not return until 1:20 p.m. as staff are employed to supervise dinner children only.

Children who do stay in school at dinner-time must behave in a reasonable manner and within the guidelines of the school rules. Any child who cannot conform to our standards will not be allowed to remain in school. Parents will be informed by the Head Teacher before any decisions are finalised.

WHAT IS THE SYSTEM FOR SNACKS?

As a 'Healthy School' we do not run a tuck shop. Children in Reception who are entitled to free milk [see below] will receive a carton of milk each day. Children who do not receive free milk can pay for a mid-morning drink for 50p per week. Alternatively, water is available freely to all children.

All children are given a piece of fruit mid-morning, provided by the Government's Free Fruit for Schools initiative.



SCHOOL MILK

All children UNDER five years of age are entitled to free school milk. We do not provide milk for children over 5.

WHAT IS THE SYSTEM FOR COLLECTING SCHOOL FUND?

We ask for a weekly donation of 50p. This is to help provide EXTRAS such as parties, fun days and special visitors to school. These extra donations allow us to enhance the curriculum for your child. There is a facility to pay half termly if you wish.





WHAT HAPPENS IF MY CHILD IS UNWELL

Please inform school if your child is unable to attend. You may telephone school, send a message with another parent or write a note. School must know why your child is absent on the first day of absence. If your child is absent for a long time and we receive no explanation for the absence, you will be visited by the Educational Welfare Officer.

After any illness, please ensure that your child is well enough to return to school, especially if they have suffered sickness or diarrhoea! If staff believe that your child is too unwell to remain in school, you will be contacted immediately. Please ensure you keep the school up to date with any change of contact numbers.

What if my child needs to take medicine?

School cannot take responsibility for administering medicine. Some one from home can come into school to give the medicine if your child is well enough to be in school.

Sometimes young children soil themselves. This is very upsetting and we believe it is better for your child to be cleaned at home. In these situations, Parents are contacted and requested to come and collect their child. We are always grateful for any clothes you can spare to send to school for children to change into. Please remember to wash and RETURN any clothes which are borrowed.

WHAT IF MY CHILD SUFFERS FROM ASTHMA?

If your child is a registered asthmatic please send a spare inhaler to keep at school. There should be no problem obtaining an extra one from your G.P. free of charge. Please ensure your child's inhaler is in date and not empty. A form needs to be completed for our first aid teacher to supervise the use of an inhale

WHAT IF MY CHILD HAS AN ACCIDENT?

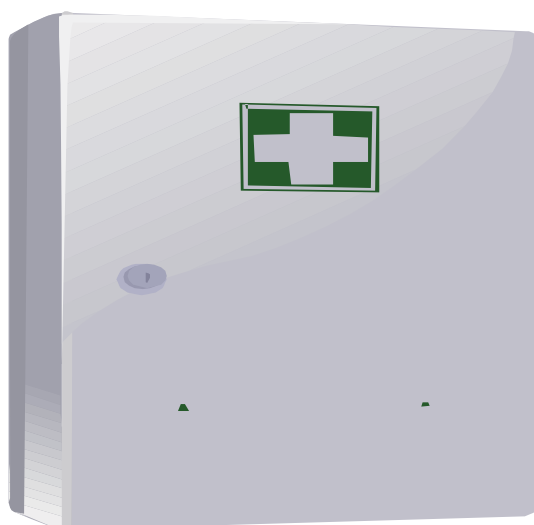
School has designated 'First Aiders' who are Mrs Elliott and Mrs Johnson, they will treat your child in the first instance. Depending upon the accident, a note may be sent home with your child to inform you. At lunch times the Supervisory Assistants attend to any injuries.

If we believe doctor or hospital treatment is required, you will be contacted immediately at home or work. If you are not available, the next person on your Contact Form will be notified. This is why it is **SO IMPORTANT** to keep your phone on during the day and keep school informed of any change in details on the Contact Form, especially if you change your telephone number.

In cases of real emergency your child may be sent or taken to hospital immediately and you will be informed of the arrangements.

What happens if my child has head lice?

We do have the occasional case of head lice in school. If this happens in your child's class, letters will be sent home informing all parents so that the appropriate action can be taken. If live lice are discovered children will be sent home so parents can check their hair and remove the lice. Children may return to school once they have been treated. If you need a leaflet about the best way to treat your child's hair please ask at the office.





WHAT IS THE PROCEDURE FOR BRINGING BOOKS HOME FROM SCHOOL?

Books may be taken home every night in your child's book bag [which can be purchased from the school office]. You will also be sent a 'Parent Homework Communication Book' in which you can record the reading and other homework tasks that your child has completed. In Years 1 and 2, this booklet will also show the Curriculum Targets that your child is currently working toward.

The home-school partnership is extremely valuable and will help to ensure that your child achieves the best possible standards.

Unfortunately we have to make a charge for any books that are lost or damaged - this is the full price of a replacement book. It is **MOST IMPORTANT** that you help your child to value books by taking care of them.



WHAT HAPPENS TO LOST PROPERTY?

School cannot take responsibility for loss or damage to **ANY TOYS** brought into school. We have lots of toys for children to play with in school, and it is unnecessary for children to bring their own.

Every effort is made to return any items of lost property to their owners; obviously this is much easier if coats, sweatshirts, lunch boxes etc. are clearly labelled.

Unfortunately, if they are not reclaimed after a period of weeks, they will have to be disposed of.

FIRE DRILL

To comply with our fire and safety regulations, a fire drill is carried out every term. The children are taken out and lined up on the field and the registers are checked.

It is important that any children who are brought late to school for any reason must inform the secretary so that the registers can be altered.

WHAT CAN MY CHILD WEAR IN SCHOOL?

Royal Blue is the school colour for jumpers, cardigans or sweatshirt. Grey trousers and skirts or pinafore dresses are to be worn with the Royal Blue along with a white shirt or polo shirt. The contacts for where to buy school uniform can be obtained from the office. Please ensure that your child wears sensible footwear as sandals with heels and thin straps are NOT suitable in school.

Jewellery should NOT be worn and school cannot take responsibility for any items lost or damaged. Ear studs are permitted but will be covered with microtape during PE. Religious symbolic jewellery should be removed for PE lessons for Health and Safety reasons. If this is not possible it MUST be covered.

During P.E. Y1 and Y2 children can wear a PE kit - white T-shirt, dark shorts and pumps are recommended. These must be brought from home at the beginning of every half term. The clothing must be simple for the children to take on and off by themselves, and must be kept at school, in a pump bag, which can also be purchased from the office.

Please make sure that **ALL your child's clothing is clearly labelled with their name** so that we can be sure that all items are returned to the correct owner!

WHAT IF WE HAVE TO TAKE A HOLIDAY?

In line with Sandwell policy and National guidance, we do not authorise any holiday in term time; the children would be missing a valuable part of their education. New Government legislation now states that it is illegal to take a child out of school in term time and families WILL BE FINED.

If you do take your child out and they are on holiday for more than 10 working days they may be removed from the school register.



WHAT HAPPENS IF WE HAVE TO CHANGE SCHOOL?

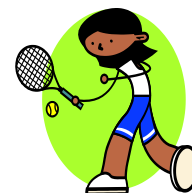
If you move to another area and wish to change school please collect a school transfer form from the office. We must know the name of the new school so your child's records can be forwarded. If you do not tell us we have to inform the authorities who will look for your child.

WHAT BEFORE AND AFTER SCHOOL PROVISION IS AVAILABLE?

Miss Hackwood and Mrs Johnson run our Breakfast, and After- School clubs. Please contact her if you wish your child to attend these, or for details of prices. Breakfast Club is open from 7.45a.m. and children are provided with breakfast, and escorted to their classrooms at 8.50 a.m.

Our after school club runs until 5.45p.m. Children are collected from their classrooms and are provided with a snack and drink whilst being able to undertake many activities such as art and craft, board games, outdoor games and physical activity.

We also run a variety of after school activities as part of our extra curricular provision. You will be informed of the details of these clubs as the opportunities arise, as we try to be fair to all children.



Home School Agreement

Devonshire Infants will:

1. Work to make sure your child is safe and happy at school.
2. Provide a broad and balanced curriculum which is creative and meets the needs of individual learners.
3. Encourage high standards of behaviour and maintain positive discipline among all children.
4. Set high expectations for your child always ensuring that they grow in confidence and independence.
5. Keep you informed of your child's progress and be available to discuss any problems as they arise.
6. Provide opportunities for you to be involved in your child's learning through workshops and meetings or by setting tasks for you to help with at home.

The family will:

1. Make sure children arrive on time, and attend school every day.
2. Talk to school straight away if you have any worries or problems that may affect children's learning or behaviour.
3. Attend each parent's evening to discuss your child's progress and targets.
4. Support your child at home by reading with them, helping with any homework set such as spellings and words.
5. Support the school's behaviour policies and practices.
6. Support your child by attending assemblies, workshops and meetings.
We hold termly Impact sessions for you to work with your child in class that will equip you to help them in writing, reading and maths. We expect a parent to attend these, or arrange for another adult to attend, so that children can be supported effectively at home.

IS THERE ANY WAY I CAN HELP SCHOOL?

YES

You can support us by attending Learning Challenges, Impact Sessions, Inspire Sessions, Parent Projects and special assemblies.

YES

You can become a volunteer and help to support children with reading.

YES

You can become a member of the school Governing Body.

YES

You can come to the Parent's Forum which is a general meeting for parents in the Autumn and Summer terms. Or join our Parent Council which meets termly to discuss ideas and issues that will make our school even better.

Please see the Head of School if you would like to help in school.

All volunteers will need to be CRB checked as we follow strict safeguarding guidelines.

Thank you for taking time to read this booklet. You now know lots of information about our school.

DEVONSHIRE INFANT ACADEMY

Parent
Information Booklet



Imagine a school where:

Everyone is unique and valued
Enquiry and creativity lead to success
Children are safe, happy and independent
Learning is fun!

Welcome to Devonshire Infants