Burbage C of E Infant School

PROSPECTUS 2019

Grove Road, Burbage, Leicestershire, LE10 2AE
Tel: 01455 239391 Fax: 01455 618467 Email: office@burbageinfants.org Website: www.burbageinfants.org
Chair of Governors: Rev. Andrew Hall Tel: 01455 230512

Welcome to Burbage Church of England Infant School 2
Staff 3
Governors 4
Letter from the Chair of Governors 5
Admissions Policy 7
Mission Statement 8
Aims 9
Inspection 10
SIAMS (Statutory Inspection of Anglican and Methodist Schools) 10
Partnership with Parents 10
Golden Rules/Golden Time and School Values 11
Class Organisation 12
School Day 12
Collection of Children 12
School Uniform 13
Dinners/Milk 13
School Fruit Scheme 14
Security 14
Child Protection 14
Medicines in School 15
Management of Children's Toileting Needs 15
Absence and Attendance 18
Absence From School Other Than Sickness 18
English 19
Mathematics 20
Science 20
Design & Technology 20
Computing 21
History 21
Geography 21
Art 21
Music 21
Physical Education 22
Religious Education 22
Sex Education 22
Personal, Social, Health, Citizenship Education 23
Early Years Foundation Stage 23
Special Educational Needs and Disabilities (SEND) and Higher Attainers 24
The School Council 25
Eco Committee 25
Charging Policy 26
Extra-curricular Activities 26
Community Use of Building 27
Healthy Schools 27
Route to Resilience 27
PPA Time 27
Links with Burbage Junior School 28
Children and their Community Links 28
Holiday Dates 29
Complaints Procedure 30

Welcome to Burbage Church of England Infant School

Whether you are a new parent, a prospective parent or someone who has known us for a long time, I would like to take this opportunity to welcome you to Burbage C of E Infant School.

Burbage C of E Infant School is a wonderful school and, as Executive Headteacher, I feel very privileged to have the opportunity to work here. This prospectus aims to give you a flavour of what we offer to help you decide on a school in the first instance for your child and also to provide a foundation for the vital partnership between parents, carers and school. This is so important in giving your child the best possible opportunity for success, now and in the future.

We are very lucky here at Burbage Infants. We have beautiful grounds and a wealth of facilities to make the first years of school as memorable and exciting as possible for our children. As a church school, our links with St Catherine's, as well as Burbage Methodist and Baptist Churches, provide rich opportunities for our children. However, we are also conscious that we are a community school, welcoming and valuing children, and families from all faiths and backgrounds.

We are striving constantly to develop our provision in order to have the best teaching, the most vibrant environment, the right support for every child and the most exciting curriculum that we can possibly have. The hard work of our children, our parents, all of our staff and our governors adds significantly to our achievements, and combines to make a school of which we can all be rightly proud. With this in mind, I would love you to consider us and give us the privilege of welcoming your child.

For further information about the school, please contact us for a visit. Alternatively, please look at our school website: www.burbageinfants.org

Karen Allen
Executive Headteacher

Staff

Executive Headteacher:	Mrs Karen Allen BEd Hons
Deputy Headteacher:	Mrs Claire Barwell BEd Hons
Teaching Staff:	Mrs Gillian Dunne BSc Hons, PGCE Mrs Charlotte Dyment BSc Hons Mrs Louise Edwards BSc Hons Mrs L Elverstone BA Hons with QTS Mrs Liz Graham BA Hons, PGCE Miss Parvinder Kang PGCE, QTS Mrs Julie Khadka BA Hons, PGCE Mrs Tracey Pridmore BEd Hons Miss Emily White BA Hons with QTS
SENCo:	Mrs Philippa Jesson BSc Hons

LCC Group Bursar:	Mr Tim Clarke
Bursar/Office Manager:	Mrs Sue Bromley
Admin Support:	Mrs Carolyn Brown
Premises Officer:	Mr Charlie Holles
Cleaner:	Mrs Joan Cooper
Cleaner:	Mrs Christina Greatwood
Clearner:	Mrs Georgina Taylor
Crossing Patrols:	Mrs Christina Greatwood Mrs Georgina Taylor

Senior Higher Level Teaching Assistant:	Mrs Jane Jordan
Higher Level Teaching Assistants:	Mrs Tracy Jackson Mrs Dawn Richings
Sports Coach:	Mr Aiden Probert
Learning Support Assistants:	Mrs Marion Clijsen Mrs Liz Coley Mrs Gail Frisby Mrs Vanessa Hall-Crowfoot Mrs Joanne Hanson Mrs Sarah Jennings-Jones Miss Vikki Kind Mrs Jan Linney Mrs Corinne Lovering Miss Rebecca Rivers Ms Sarah Rothwell Mrs Angie Webster

Midday Manager:	Mrs Christina Greatwood
Lunchtime Supervisors:	Mrs Marie Chapman Miss Lisa Hawkins Miss Emma Hussey Mrs Ruth Lakin Mrs Sally Robinson Miss Amanda Taylor Mrs Georgina Taylor

Governors

LOCAL AUTHORITY REPRESENTATIVE

Mrs Shirley Dudfield

PARENT REPRESENTATIVES

Mrs Catherine Brown
Mrs Helen Hardman
Mr Craig Hurst
Mrs Lauren Jacques
Mrs Rebecca Jones

FOUNDATION GOVERNORS

Rev Andrew Hall (Chair)
Mr Clement Morrison

EXECUTIVE HEADTEACHER

Mrs Karen Allen

STAFF GOVERNOR

Mrs Julie Khadka

CO-OPTED REPRESENTATIVES

Mr David Coley (Vice Chair)
Mr Simon Grindrod
Mrs Clare Naunton
Mrs Angie Webster

CLERK TO THE GOVERNORS

Mrs Beverley Brown

Letter from the Chair of Governors

Hello everyone and thank you for considering Burbage C of E Infant School as the starting place for your child's educational adventure.

Over the past year or so we have held consultation events with parents, grandparents, carer's, teachers and children, with the view to renewing our Vision and Mission as a School. Emerging form this consultation came the words;

Loving; Living; Learning

This has become our new Mission Statement, which embraces who we are and what we believe and where our aim is focused.

Loving

We all belong to the Burbage Church of England Infants extended family (school, church, community). We all care for everyone within it. We believe everyone can be a good friend.

'Love the Lord your God with all your heart and with all your soul and with all your mind.' Matthew 22:37

Living

We work hard at learning to live together and to be the best we can.
We celebrate everybody's strengths, and embrace each other's differences, respecting all, and living honest lives together.

'Love your neighbour as you love yourself' Luke 10:27

Learning

Learning is amazing, and we all strive to discover the next exciting adventure. We all believe that we can, and if we can't now, we will soon.

'Everyone who hears these words and puts them into practice is like a wise man who built his house on the rock.' Matthew 7:24

Continued overleaf/…

Continued/…

The most fundamental command – or invitation – in the Bible is to love the Lord our God with all our heart and mind and strength, and to love our neighbour as ourself. This pertains primarily to our life together and our worship; how we in turn then reflect the nature of the God we worship in such a way that orders our lives and our society. We love God, our neighbour and the world that is God's creation.

Christianity is an incarnational faith and as such we are committed to the world as it is, getting stuck in and not exempting ourselves from all that the world throws at us. Christian discipleship is not an insurance policy against trouble; if anything, it might invite trouble. Jesus was not crucified for getting his vocation or his message wrong.

Loving our neighbour means loving our neighbourhood and striving for the flourishing of individuals and our community or society. If God loved the world so much, then so must we. And this implies that our living in the world is done with the sort of faith and joy that is rooted in resurrection with hope in a God who is not defeated by violence or death.

A God that surprises earth with heaven and offers an alternative to the anger and fatalism that too easily pervades our public discourse. How then, should our school behave, how should we prioritise its resources, demonstrate its commitment to all people so that we look something like the Jesus we read about in the Gospels and whose 'body' we are.

Our Mission is for us all to become a ***loving, living and learning*** community of people who are adventurous in their faith and willing to help shape our community with confident humility into a better place for all.

Loving. Living. Learning. isn't just our latest catchphrase - it is becoming our life shape. We invite you to join us in shaping our community for the good of all.

Father Andrew, Rector of St Catherine's Church, Burbage & Chair of Governors, Burbage C of E Infant School

6 School Prospectus

Admissions Policy

The school follows the county local authority admission policy. This year (2019) our admissions policy will be the same for all our children who will start school full-time at the beginning of the autumn term (although please note that our new Reception children have a short, part-time phased induction). The planned admissions number (PAN) for the school at present is 90. Many of our children come from outside our catchment area. Pre-school visits are arranged for all new entrants during the term prior to admission to school.

We are a Church of England voluntary controlled school. We have two foundation governors chosen by St Catherine's Church who are strong supporters of our school. However, admissions remain the responsibility of the Local Authority, not the church.

Parents will not know if they have secured a place for their child until the April prior to their entry to school. If you fail to get a place you will still be eligible for a place at your catchment school, provided you have named it as one of your choices. Parents apply for their chosen school online. If you have not applied you cannot be guaranteed a place in any local school if all are full. The legal size of Key Stage 1 classes is 30 and this is only exceeded in exceptional circumstances.

The school has an Inclusion Policy which states that no child with special educational needs will be denied a place or access to the curriculum without full consultation with the child's parents and the local authority. We shall do all in our power to ensure inclusion of children with special educational needs. The school now has full disabled access and has two fully operational disabled toilets. Our Accessibility plan and Equality schemes can be viewed on our website.

You are welcome to make an appointment with the Executive Headteacher to view the school. Please telephone 01455 239391 to do so.

Burbage C of E Infant School

Mission Statement

Loving; Living; Learning

Loving

We all belong to the Burbage Church of England Infants extended family - school, church, community. We all care for everyone within it. We believe everyone can be a good friend.

"Love the Lord your God with all your heart and with all your soul and with all your mind." Matthew 22:37

Living

We work hard to learn to live together and to be the best we can. We celebrate everybody's strengths and embrace each other's differences, respecting all and living honest lives together.

"Love your neighbour as you love yourself." Luke 10:27

Learning

Learning is amazing and we all strive to discover the next exciting adventure. We all believe that we can and if we can't now, we will soon.

"Everyone who hears these words and puts them into practice is like a wise man who built his house on the rock." Matthew 7:24

Friendship Truth Compassion Perseverance Respect

8 School Prospectus

Aims

Our school vision and ethos statement is "laying the foundations for a lifetime of learning." This reflects the important role we serve at the beginning of children's education, and our inclusive approach to our Church School role.

Our aims are that every child will become:

- a happy, confident learner, achieving his or her potential;
- numerate, literate, scientific, creative, reflective and able to use ICT appropriately across these areas;
- beginning to contribute to their own targets for improvements;
- aware of the importance of physical fitness and a healthy lifestyle;
- well motivated, sharing enthusiasm and a love of learning;
- independent, articulate, able to use his or her own initiative and common sense, and able to collaborate and co-operate;
- open to try new ideas and opportunities, developing a wide range of interests and the ability to persevere with tasks;
- knowledgeable about the world and understanding others' differences and beliefs;
- aware of right and wrong, responsible for his or her own actions through the development of self-discipline, sensitive and caring towards others;
- a valued and valuable citizen of the twenty-first century.

By providing:

- a staff who have a passion for teaching and an ability to inspire learning;
- a broad and balanced curriculum, with high expectations and attainable targets;
- opportunities to enrich children's spiritual, moral, social and cultural awareness reflecting values of the Christian faith;
- a safe and stimulating environment of which children and adults can be proud, through efficient and creative use of resources;
- exciting, varied and challenging teaching methods that cater for the needs of individual children;
- assessment for learning which enables continual challenge for all and celebration of achievement;
- an open, welcoming, caring atmosphere, valuing the contributions and support of children, staff, parents, governors and the community;
- good examples of adult behaviour and caring attitudes which set standards for children's own behaviour;
- opportunities for all staff to keep up to date with current educational thinking and develop professionally;
- equal opportunities for all children to take part in every aspect of school life;
- opportunities for parents, through partnership, to understand and contribute to their child's learning;
- opportunities for children to develop skills enabling them to make positive contributions throughout their life.

Inspection

Our latest Ofsted Inspection was done in June 2018 and found that we continued to be a good school. The inspectors acknowledged just how close we were to outstanding. Please see our latest inspection document on our website: http://www.burbageinfants.org/uploads/4/0/5/3/40535325/ofsted_report_2018.pdf Inspectors indicated three issues for improvement:

Leaders and those responsible for governance should ensure that:

- they improve the accuracy of pupils' spelling and the quality of their handwriting
- they accelerate pupils' rates of progress in Year 1, especially in writing
- they implement a system for precisely measuring the progress of pupils who have SEN and/or disabilities, in order to more sharply identify the next steps in their learning.

SIAMS (Statutory Inspection of Anglican and Methodist Schools)

As a church school we are also inspected under the Statutory Inspection of Anglican and Methodist Schools' framework. This evaluates how distinctively Christian the school is. Our latest inspection in March 2017 found us to be good overall, but outstanding for collective worship. The areas for improvement identified were:

- To embed a systematic, formal method of evaluating the school's Christian character, collective worship and religious education
- To review the school's aims to ensure they reflect its strong Christian character
- To increase the children's opportunities to lead acts of worship

Partnership with Parents

We value the partnerships built between us and our parents. Besides sometimes sending you a brief questionnaire, we have in place a Homework Policy and a Home-School Contact Book to liaise with your child's class teacher. The Home-School Agreement (which is signed when your child comes to school) is like a contract between us. It agrees what the school will offer and it details your contribution, and your child's contribution, to the partnership. This is a true partnership in your child's learning. The more we all put in, the more your child will benefit.

10 School Prospectus

Golden Rules/Golden Time and School Values

The School has five Golden Rules:

☆We will be kind and gentle

☆We will try our best

☆We will look after things

☆We will listen to others

☆We will tell the truth

These are linked to our five school Christian values of Friendship, Perseverance, Care, Respect and Honesty.

Children who follow the Golden Rules are rewarded with half an hour of Golden Time on Friday afternoons. Children can choose Golden Time activities such as parachute games, large play equipment, dressing up, construction toys, library, puppets and many more. Children who do not keep the rules lose Golden Time in five minute slots. They do not lose Golden Time for minor things, only when they seriously break the Golden Rules. Children who receive all of their Golden time also receive a Gold Star for the Certificate in their Home School Contact Book. Therefore, you will know your child has behaved all week. If your child loses Golden Time you will also know why and can talk to your child about this.

Behaviour in the school is excellent because of this very clear, consistent approach. When children do lose Golden Time, we always start afresh the following week, so they can move on from earlier mistakes. This approach works best when staff and parents support each other consistently.

Class Organisation

The children are mostly grouped in classes according to their age. Class size can vary due to the differences in admission numbers. The children are in mixed ability classes, but may at times be taught in groups according to their ability within those classes. The school is under increasing pressure to admit children over the legal limit of 30. This is because if a child moves into the catchment area and there is not another school within a mile, we are bound by the Local Authority Admissions Policy. As a result we occasionally have larger class sizes. We adapt our staffing accordingly and if necessary appoint additional teaching staff in these circumstances.

School Day

School starts at 8.55 am. Parents can bring children to their classroom at any time from 8.45 am onwards.
The lunchtime is 12.00 noon - 1.15 pm.
Afternoon classes close at 3.15 pm.

21 hours are spent on teaching during the normal school week, including religious education, but excluding the statutory daily act of collective worship, registration and breaks (including lunch).

Parents are requested not to park in the staff car park at any time, nor to walk across the car park especially with young children. Please use the pedestrian gate at all times. Please park considerately in Grove Road and surrounding roads, or, even better still, walk from home or from the permitted car parks at the Red Lion pub or the Methodist Church. Please keep an extra look-out for children in these car parks. There is now a lit walkway from the Hinckley Road car park to allow you to park and stride across the park. A disabled parking space is available at the school.

Collection of Children

If a child is to be collected at short notice, please inform the school office. Please also inform the school office (not the class teacher) if there is to be a change in who is picking up your child. We will only release the child if we have had a prior request from the child's parents. This request is recorded in the school office. This helps us to be vigilant. Please note you may be asked a security question to verify your identity and authority to request an amendment to collection details or time. Thank you.

School Uniform

We encourage children to wear school uniform which consists of a red sweatshirt, red jumper or red cardigan with grey trousers, skirt or pinafore dress, white or red polo shirts or T-shirts. Uniform is available from:

HOLE IN THE WALL - 11 Lower Bond Street, Hinckley ☎ 637475
SWIFTS - Mistral House, Parsons Lane, Hinckley ☎ 238398
'MY CLOTHING LIMITED' - online supplier only https://schooladmin.myclothing.com/#/main

For warmer weather girls may wear red and white summer dresses. We also have a fleece and a cagoule type jacket.

For PE children need shorts, short-sleeved T-shirt and trainers (the type without laces). For the winter months please also send in a hoody and jogging bottoms. PE clothing is kept in school in a draw-string bag. We are unable to accommodate any large rucksack type bags. School book bags are available from the above stockists to carry letters, money, etc. PE bags are also available from those stockists.

Children and staff are not allowed to wear jewellery for PE. If your child has pierced ears, please find out which days we have PE and ensure that they do not wear jewellery on those days. Otherwise your child cannot take part.

Please ensure that every item of clothing is clearly labelled with your child's name. Lost property is kept in the main reception area. If you cannot find your lost item, please complete a slip also available from the reception area. Please do not let your child bring any expensive toys, jewellery or watches, etc. They can easily get lost or broken. Due to lack of storage we only keep items for one term.

Dinners/Milk

Since September 2014 a free school meal has been offered to all children at the school who wish to take one. However, if you are in receipt of Income Support, Income Based Job Seeker's Allowance, Child Tax Credit, Universal Credit, etc (but not Working Tax Credit), please still register for Free School Meals as we get additional Pupil Premium money for those children. Among other things, we use this to fund a range of clubs, trips and activities making them free for those children. Please speak to the school office for further information. Reception children are entitled to free milk up until they become 5, but you will still need to register with the provider, Cool Milk. Details of how to do this can be found in the New Starter pack, on the school website or ask at the school office.

School Fruit Scheme

The National School Fruit Scheme started in June 2003. Each child in school has one piece of fresh fruit each day which is free and paid for by a European Union grant. This is another good opportunity to get home the Healthy Eating message.

Security

We all have security high on our agenda. We ask that all parents who visit the school during the working day (not at the beginning or the end) approach school through the front pedestrian entrance, not through the car park. All of our entrances are locked after morning registration for security purposes. There are swipe systems to all doors.

Child Protection

We do not encourage the children to be near the school perimeter fences during playtimes and lunchtime. Please do not encourage the children to do so by, for example, chatting to them when you are walking down Pughes Path. There is security fencing bordering the school perimeter.

All school staff receive Child Protection training regularly. We are committed to following Child Protection procedures and all new staff, and volunteers are checked by the Disclosure Barring Service (DBS). The Executive Headteacher, Deputy Head and Assistant Head are the School Designated Safeguarding Leads.

Children have a right to receive the highest possible standard of care and to be protected from abuse. This includes abuse of internet sites or school materials. If your child is included in any documentation, literature, the school website or local or national press, your permission will be requested for us to use it. The children's names are never used.

Medicines in School

If your child needs to take any *prescription* medicine in school time, please see the office to fill in a consent form. Please note, we can only administer non-prescription medicine in exceptional circumstances. Please think carefully whether your child is well enough for school if s/he is taking medicine.

Due to having children with extreme nut allergy we request you send no nuts to school (peanut butter, Nutella and similar spreads, snacks with nuts, etc).

Management of Children's Toileting Needs

The general expectation is that children are toilet-trained when they enter school. They should be independent in their toileting. If a child has a specific medical problem relating to continence, the Executive Headteacher will discuss this in confidence with the parents/carers.

Where children are not continent on entry to school, staff will work in partnership with parents and deal sensitively with the child's toileting needs.

If you have any concerns about your child's toileting needs, advice is available from the School Nurse (tel. 0116 215 3248).

Amazing Animals

Absence and Attendance

We have, by law, to keep a record of all absences. If your child is ill, please ring us by 9.30 am on the morning of the first day of absence. (Tel: 01455 239391).

As a general guide, if your child is ill in the night, do not send him/her into school that day.

If your child has sickness and/or diarrhoea, they must be kept off school for 48 hours. Tummy upsets spread round the school very quickly.

We monitor the attendance carefully of all children whose absence falls below 95% and work closely with our local Education Welfare Officer. If poor attendance has been identified we may write to parents, meet with parents and, in cases of sustained poor attendance, may involve the local authority taking legal action against parents.

Absence From School Other Than Sickness

We are no longer able to authorise any holiday in term time except in the most exceptional circumstances.

If your child needs to miss school for any reason, except for medical appointments or sickness, please complete an Absence Request Form. Copies are available from the school office or can be downloaded from the Letter Bank section of our website.

If your child will be late - for whatever reason - please also let the school office know before 9.30 am on the day.

English

English includes speaking and listening, phonics, reading and writing.

Speaking and listening are very important in the development of literacy from a very young age and form a vital part of all areas of the curriculum. Children who find these areas of communication difficult often need support with their reading and writing.

Staff plan together in year groups and prepare differentiated activities for the children within their class. This ensures that all the children progress at their own pace according to their individual needs. Phonics plays a very important role in the development of early reading and writing, and is taught using a variety of methods. We do not use one reading scheme, but we purchase books from several scheme to make sure that the children have a broad experience at all levels. The children are guided in their choice of book and read a variety of texts including fiction, non-fiction and poetry.

Correct letter formation is taught within the school using a pre-cursive style of handwriting initially leading on in Year Two to joined writing. All the children are encouraged to express themselves through writing for a variety of purposes.

Additional provision is made available for children who experience difficulties with their literacy skills.

We continually review and update the resources available to children in literacy. We provide a variety of exciting materials to ensure that children develop a positive attitude to literacy.

Mathematics

Children at Foundation Stage develop mathematical language and ideas through play, and practical activities. By the end of this stage the children will have experienced daily mathematics lessons in preparation for Year 1.

Children at Key Stage 1 take part in daily maths lessons up to 45 minutes. They will cover areas of number, measurement and geometry. We aim for all children to become fluent in the fundamentals of mathematics.

Children learn from a mixture of practical activities, games, problem solving, recorded work, and mental recall practice. Different activities are devised to meet the varying needs of children and develop children's fluency of number facts (eg. pairs of numbers that make 10 and times tables), reasoning about numbers and problem-solving skills.

Teachers plan for a mastery curriculum from the different areas of mathematics to challenge all children appropriately.

Emphasis is placed on practical activities when introducing mathematical concepts and ideas. The children are encouraged to think for themselves, solve problems and undertake investigations as they arise and as they are presented to them. They share their ideas and explain their reasoning, and methods with peers and in the classroom.

Science

The scientific skills of observing, questioning, hypothesising and testing are encouraged in all areas of the curriculum, as is the application of these skills. Specific areas of scientific knowledge are covered in each classroom through projects, discussions, investigations and visits. Most work is an extension of a child's day to day experiences and is geared to their maturity.

Design & Technology

The children initially explore DT by familiar situations and then move to linking it with topics they are learning about. They focus on structures, movement and food technology, building on the learning from previous years. The children develop their planning, making and evaluating skills over the years.

Computing

Each class has at least two PC's. The programmes used develop the children's keyboard skills and support work in other areas of the curriculum. We also have netbooks which can be used on a desktop and in a computer suite, and iPad minis.

History

These are linked to the children's own experiences, immediate family, interests and surroundings. In history artefacts, pictures, photographs and practical activities are used to encourage careful observation and to develop pupils' understanding of sequence, change and cause.

Geography

In geography the children learn about diverse natural and human environments, and the physical and human processes which take place within them. Through enquiry and investigation the children understand their place in the world, beginning with the exploration of the school grounds and the local area.

Art

We use a range of techniques in our artwork, encouraging the children to explore the concepts of colour, texture and line. They learn about different artists from the past as well as contemporary ones. The children are encouraged to find out about the lives and influences of artists and to make comparisons.

Music

Music is incorporated into all aspects of school life. An appreciation of the arts is encouraged within music. The children learn about music from around the world through topic work and collective worship. They also have opportunities to be part of the choir and to learn various instruments.

Physical Education

PE is an important part of the children's development and learning. Our school receives funding for school sport and physical education each year to improve the quality of teaching and learning outcomes for our children. The hall is well-equipped with PE apparatus and a large field is available for games. All staff have had professional development in all areas of PE, including athletics, games, gymnastics and dance. As a school we have various competitions that we successfully take part in.

Religious Education

As a requirement of the Education Reform Act 1988, religious education is provided in school and the Leicester Diocese Agreed Syllabus for Religious Education is used. This will include the study and understanding of other contemporary religious festivals. Our approach involves starting with the everyday experience of children and exploring it in such a way as to build the foundation for religious understanding, and moral awareness. Although we cover all religious faiths in RE, we particularly focus upon Christianity and Judaism. In order to meet the requirements of the Act, the school provides a daily act of collective worship for every pupil. This is a special time when the whole school community can come together to share our thoughts and feelings. Parents are invited to share these at various times in the year. The nature of this collective worship on most occasions during a term will be wholly or mainly of a broad Christian character and focuses on a range of Christian values including generosity, compassion, courage, forgiveness, friendship, respect, thankfulness, trust, perseverance and justice. As a parent you have the right to withdraw your child from religious education and/or collective worship if you so choose; however, if you choose to withdraw your child this cannot be on a selective basis. You will be asked to provide an alternative from your own faith.

Sex Education

This is incorporated into personal health and social education curriculum. Children will be involved in topic work such as families; animals and farm visits, etc. On occasions babies and animals are brought into school. Again you have the right to withdraw your child from these lessons.

Personal, Social, Health, Citizenship Education

We aim to help children develop a sense of being an important and valued member of their families, our school, the local community and the wider world. We nurture in them a sensitivity to the needs, views and feelings of others and an understanding of the effects of their actions, thereby laying the foundations for a positive sense of self-worth, respect for people around them and a feeling of belonging, and contributing. These principles are upheld and integrated throughout the whole curriculum.

Early Years Foundation Stage

The curriculum for the Reception year is play-based, providing active learning suitable for the needs of young children and the ways in which they learn. The curriculum underpins all future learning by aiming to support, foster, promote and develop children through the following seven areas: Personal, Social and Emotional Development; Physical Development; Communication and Language; Literacy; Mathematics; Understanding the World; Expressive Arts and Design.

Special Educational Needs and Disabilities (SEND) and Higher Attainers

We recognize that all children have a wide range of abilities, personal qualities and skills. However, some children experience barriers to their learning and require provision that is different and additional to that normally available to children of the same age. These children may be identified as having Special Educational Needs or Disabilities (SEND). We follow the Code of Practice on the Identification and Assessment of SEND which enables us to meet the needs of individual children.

As the progress of each child is monitored and assessed, provision for the particular needs of children is discussed regularly with both the pupils and their families through regular reviews in order to ensure that children's needs are being met appropriately. With mutual agreement, we can seek specialist help from support services such as Educational Psychologists and the Specialist Teaching Service.

It is the responsibility of the Governors and Executive Headteacher through the Special Educational Needs Co-ordinator (SENCo) to co-ordinate special educational needs in accordance with the SEND Code of Practice (0-25 years) which became effective from 1st September 2014, a copy of which is available on our website and in school. Also available for parents are copies of our comprehensive policy for Special Educational Needs and Disabilities.

If you think that your child may have SEND, please speak with your child's class teacher who will share these concerns with the school's SENCo.

The School Council

Each class has two School Council members. We discuss a variety of topics affecting the children in school, eg. school fruit, playground toys, how to improve our environment. We also lead ideas and activities supporting national initiatives and charitable causes such as Anti-bullying Week and Children in Need. The children have some excellent ideas and we try as far as we are able to put them into action. This links very closely to our Citizenship curriculum allowing the children a say in decision-making and taking account of others' views.

Eco Committee

As part of the national Eco Schools Project, we continue to work with the children, raising awareness of environmental issues that will enable them to help look after our world. Eco reps are democratically elected, once a term, from each class, with meetings held regularly to talk about what we are doing to be "green" in school, as well as to introduce new projects and initiatives. We encourage Eco reps to feed back to their classes afterwards and to keep a lookout around school, making sure we are all doing what we can, such as: recycle paper, switch things off that are not in use, keep doors closed, etc.

Charging Policy

We occasionally visit places of interest as part of the school curriculum. As a result of the Education Reform Act of 1988 we are not allowed to charge children who may wish to participate in these activities during school hours. Instead we invite voluntary contributions from parents towards the cost. If the activity is to take place, we have to rely on voluntary contributions as a means of meeting the full cost of the activity.

If the activity continues on the basis of voluntary contributions then: a) there is no obligation to contribute; and b) pupils will not be omitted from the activity according to whether or not their parents have made a contribution towards the cost.

Should insufficient parents support such a voluntary contribution scheme and the activity becomes economically non-viable, then unfortunately there will be little alternative but to cancel the activity for all children. This information applies only to activities taking place during the school day.

In addition to free provision of education during the school day, pupils whose parents are receiving Income Support, Income Based Job Seekers Allowance, Income-related Employment and Support Allowance, support From NASS under Part 6 of the Immigration and Asylum Act 1999, Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190), Working Tax Credit run-on or Universal Credit will not be charged for board and lodging where otherwise applicable to residential activities. We also offer full subsidies to these children for other extra-curricular activities such as clubs.

Extra-curricular Activities

We offer the children a wide range of out of school activities: tennis, French, multi-sports, football, violins, maypole dancing and maths library. Households in receipt of Universal Credit, Income Support, Income Based Job Seeker's Allowance, Child Tax Credit, etc, who apply for Free School Meals can receive funding to cover the cost of clubs *(see page 14).*

Community Use of Building

The school is used by 'Schools Out' before and after school club and 'Rainbows'.

Healthy Schools

In spring 2013 our school renewed the Healthy Schools Award. Not only do we encourage the children to eat Healthy Food, we also very much encourage them to develop Healthy Minds which are kind, considerate, responsible and aware of the effect of their actions on the lives of others and, of course, themselves.

Route to Resilience

We are also working on character education and developing the children's resilience. We aim to promote character, resilience and well-being to equip the children with the skills to face future challenges. As a school we have chosen eight characteristics ("People Powers") which we shall be focusing on as part of our curriculum and beyond. These "People Powers" are: Respect, Courage, Kindness, Teamwork, Perseverance, Concentration, Independence and Resilience.

PPA Time

All teachers have 10% non-contact time for Planning, Preparation and Assessment activities (PPA). This is the equivalent of one afternoon per week per class. This time is covered by our four qualified Higher Level Teaching Assistants who are well-known to the children.

Links with Burbage Junior School

Since October 2017 both the Infant and Junior Schools have shared one Executive Headteacher and this was made permanent at Easter 2018. This is an exciting opportunity which will enable us to ensure as smooth a transition as possible for our children.

Transfer between the schools is, however, not automatic as some of you may think. It is considered to be a different school and you need to apply for a place there as you would for any other school. Whether you live in catchment or not, you need to apply online via the Leicestershire County Council website. We liaise very closely with the staff from the Junior School to try to ensure that the transfer process is smooth. The Junior School holds an induction evening for Year 2 parents towards the end of the summer term.

Children and their Community Links

The children have opportunities throughout the year to visit the local areas to include the parks, churches, the war memorial, the Horsepool and Moat House on several occasions to entertain the residents. The children may have the opportunity to visit places such as Beaumanor Hall (1 night residential and Pirates Day), Twycross Zoo, Coventry Cathedral, Leicester Synagogue, Rock-up Birmingham and a Christmas theatre trip.

Visitors to school have included the Fire and Rescue Service, the police, the local librarian, local playgroup leaders and children. Other visitors to school include students from local schools and colleges. Parents, grandparents, etc, regularly visit school for special assemblies and to help in class. We are very grateful for all the support we receive.

We are also most grateful to our wonderful PTFA which works very hard on our behalf. All parents, staff or friends are welcome to join. The PTFA is shared with the Junior School which means parents and friends can continue to support the PTFA when the children transfer. The school has been proud to support the following charities: Loros, Children in Need, The Children's Society, Unicef, Macmillan, Breast Cancer Care, local hospitals, The Royal British Legion (poppy day), Sports Relief, Diabetes UK, Lepra, the NSPCC and a school in Pondicherry, Southern India, which local schools have rebuilt after the Tsunami in 2002. Phil Nevett from Pondicherry visits our school to tell our children about how their money has been spent at Pondicherry.

Holiday Dates

AUTUMN TERM 2019

School Opens	Thursday morning 29th August 2019
Mid-term Break	Monday 14th to Friday 18th October 2019
School Closes	Friday evening 20th December 2019

SPRING TERM 2020

School Opens	Tuesday morning 7th January 2020
Mid-term Break	Monday 17th to Friday 21st February 2020
School Closes	Friday evening 3rd April 2020

SUMMER TERM 2020

School Opens	Monday morning 20th April 2020
May Day Bank Holiday	Monday 4th May 2020
Mid-term Break	Monday 25th May to Friday 29th May 2020
School Closes	Friday evening 10th July 2020

Complaints Procedure

There is an approved procedure for dealing with complaints about the school curriculum including religious education and collective worship or any other matter. Our complaints procedure can be found on our website. If you have a concern or query, you should contact the school so that the matter can be discussed with the Executive Headteacher and/or a member of staff. It is expected that the majority of questions and anxieties can be dealt with in this way. However, if complaints cannot be resolved, then the complaint should be put in writing to the Chair of Governors. We ask that parents/carers do not air their concerns on social media as we cannot resolve them in this way.