

# All Saints C of E Infant School



*Playing and learning together  
to be the best that we can be*

## Prospectus

Telephone: (024) 7631 3387  
[allsaintsschbedworth.co.uk](http://allsaintsschbedworth.co.uk)

## **SCHOOL STAFF**

Headteacher/SENCO	Mrs T Keeling
Assistant Headteacher/ Foundation Stage Manager	Mrs J Gilbert
Reception Class Teachers	Mrs K Robinson Mrs C Caldwell
Year 1 Class Teacher	Mrs D Eller
Year 2 Class Teacher	Miss Lindsey Reynolds (for 2010-11)
Teaching Assistants	Mrs J Randle (Special Needs Year 2) Mrs K Smith (PPA Cover) Mrs J Morson (PPA Cover) Mrs M Payne (Reception) Miss J Mallabone (Year 1 am) Mrs K Welch (Year 1 pm) Ms N Tilley (Special Needs Year 1) Mrs L Clarke (Year 2)
Lunch-time Supervisors	Mrs J Hall (Reception) Mrs K Welch (Year 1) Miss L Cubbon (Year 2) Mrs A Masters (Special Needs)

## **OTHER STAFF INVOLVED IN THE CARE AND EDUCATION OF YOUR CHILD**

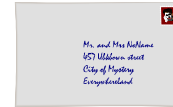
School Business Manager	Mrs J Hanson
Administrative Assistant	Mrs S Bullock
ICT Technician	Mr S New
Kitchen Assistants	Mrs J Heritage
Caretaker	Mrs J Hall
Cleaners	Miss D King
Crossing Warden	Mrs J Heritage
Chair of Governors	Mrs B Knight

## USEFUL INFORMATION

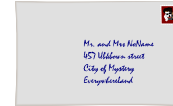
**School Address:** The Priors  
off Mitchell Road  
Bedworth  
Warwickshire  
CV12 9HP

**Tel/Fax No:** 024 7631 3387  
024 7631 4081

**E-mail Address:** admin3301@we-learn.com



**County Education Office:** Saltisford Office Park  
Ansell Way  
Warwick  
CV34 4UL



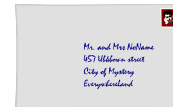
**Telephone No:** 01926 410410

**Free School Meals Office:** Saltisford Office Park  
Ansell Way  
Warwick  
CV34 4UL



**Telephone No:** 01926 412396

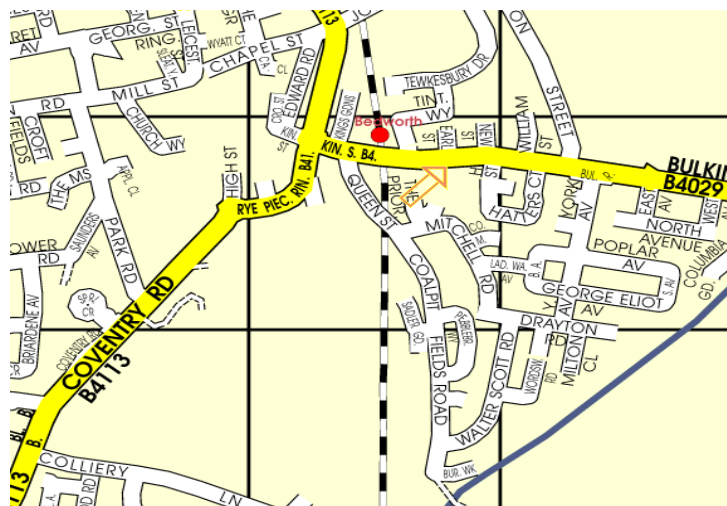
**OFSTED:** Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA



**E-mail:** [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

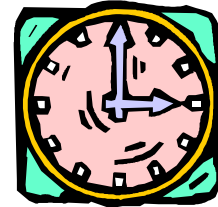
**Telephone No:** 08456 404045

**How to find us**



## SCHOOL TIMES

<b>NURSERY</b>	a.m.	8.30 - 11.30
	p.m.	12.30 - 3.30 (Wednesday 12.45 - 3.30)
	2.5 Days	Monday, Tuesday and Wednesday (am) OR Wednesday (pm), Thursday and Friday



<b>SCHOOL</b>	a.m.	8.55 - 12.15
	p.m.	1.15 - 3.00

The staff are in their rooms from 8.45a.m. each day. Reception parents bring their children into school in the mornings; this provides a useful contact with the Class Teacher and gives each child a secure start to the day. In Years 1 & 2 children are encouraged to come into the cloakroom independently; the T.A.'s for each class are available at the door to note any messages or concerns, which they will then relay to the classteacher. A bell is rung at 8.50 to ask parents to say goodbye and leave. The bell for the start of school is rung at **8.55 a.m.** - when children are registered.

**It is important that children are in school on time.** The beginning of each day is a special time of togetherness in the classroom. *Often, attitudes for the whole day are set in the first few minutes. If a child is repeatedly late they will miss the introduction to their first lesson. This **does** affect their learning.* If children do come in late we take them to their classroom ourselves to ensure the class is not disturbed.

Our actual teaching contact time with the children is 21 hours and 50 minutes per week. This does not include breaks, registration periods or Assembly times. It does, however, include time taken in the teaching of R.E. The Education act recommends that for children aged between 5 and 7 years, the minimum teaching time should be 21 hours.

## THE BUILDING

All Saints is a bright modern school, opened in 1976, on the site of the former building (called Bulkington Lane School), which had stood since 1882. It is an Aided Church of England School, under the oversight of the Nicholas Chamberlaine School Foundation. Recent refurbishments have resulted in three bright and spacious classrooms within the main building and a well equipped outside classroom which is used for group work and other activities. The newly extended Nursery Unit links directly to the school via the main entrance and the outdoor play area.

## LIAISON

There is close co-operation between our Nursery Unit and the Reception class so that children may make a smooth and happy transition into main school. We also enjoy good relationships with other nurseries so that children coming into school from them are at no disadvantage. At the other end of the school similar liaison is carried on with the junior schools to which our children transfer when they reach 7 years of age. Positive links with the local church also mean that children join in with celebrations throughout the year, in line with the Christian calendar.



## AIMS

We aim to give each child in our care the best possible start to his/her school life. There is a happy, caring atmosphere within the school where the children can learn and develop their own skills. We teach individually within groups, making sure that each child has his/her own needs catered for as far as possible.



The official recorded Aim Statement of the school reads:-  
**To provide the kind of working environment within the school where every person is valued and respected, and is able to develop fully, irrespective of age, gender or position and to have fun in so doing.**

*Every child is different. Try not to compare your child with others. Remember - they did not all walk or talk on the same day, and they will not read or write together either.*

## CURRICULUM

All our schemes of work have been prepared to ensure that children have a balanced and broadly based education in accordance with the demands of the National Curriculum. We try to be cross-curricular in our approach to teaching and use first hand experiences with the children as often as is possible. Children are taught core subjects of Maths, English and Science and ICT, and other foundation subjects include History, Geography, Technology, Music, Art and P.E. Religious Education also plays an important part in our programme.

## READING

The introduction of the National Literacy Strategy means that throughout the school, children are engaged in Reading and Writing activities for at least an hour every day.

Individual reading still takes place but on a less frequent basis than in previous years. We consider reading to be of great importance because it opens the door to so many other activities. Teaching reading is a specialised skill, quite separate from “hearing children read”. We use a variety of teaching methods including a concentration on phonics. We sometimes send a



book home for shared reading with parents. *(Please return it to school the next day).* Sometimes words will be brought home so that you may help and encourage. *(Five minutes each night has more value than half an hour once a week).*

As they progress through the school the children are encouraged to read more widely. Extra books are available in the classrooms which may be borrowed for home reading. In the school library are books for children to read both for reference and for enjoyment. The children also choose a County Library book which they are allowed to bring home.



**It is an accepted fact that children who enjoy books with their parents and are read to at home, learn more quickly in school. So please, do not stop reading to your children or in front of your children when they are able to read for themselves.**

## NUMBER

A Numeracy Hour takes place daily in each room. There are a lot of experiences relating to numbers which children work through before they actually start doing “sums”. It is a help, therefore, if children are encouraged at home to sort out things – sets of cutlery when laying the table, colours or shapes etc – before numbers are even introduced.

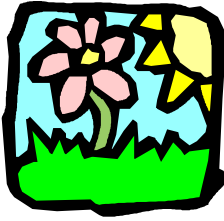
Let your children handle coins and learn their values. Children who have grown up calling all coins “pennies” take much longer to learn about money. Some children find the passage of time difficult to understand, so talking about “today”, “tomorrow”, “yesterday” and days of the week will be of great help.

Simple boxed games like snakes and ladders are also useful number activities where children can learn to take turns and to recognise numbers.

The National Numeracy Strategy is now firmly established in school, this means that a greater emphasis is placed upon oral and mental maths – and less upon written “sums”.



## SCIENCE



The children are introduced to the beginning of scientific thinking in a number of ways. They are encouraged to observe, to question, to solve problems and to record their findings in a variety of situations. Animals and plants are to be found in school and we also make use of the local environment (e.g. The Miners Welfare Park) in as many ways as we can. We have our own Environmental Area with a pond, to widen the experiences available to the children

## RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

It is required by law that Religious Education is provided in school. The children are taught simple Bible stories and learn, from themes and personal example, the basis of a Christian faith. We believe that a Christian foundation to learning will benefit the children, helping them to understand right and wrong and influencing their attitudes and moral values in later life.

Within the R.E. syllabus, the children are also introduced to stories, customs and festivals of other cultures and faiths so that they may learn more fully about the multi-racial world in which we live. As an Aided Church of England School, our religious education is in accordance with the teachings of the Church of England.



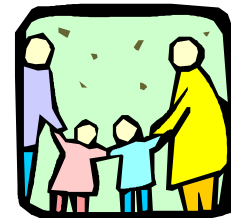
Each morning we have an Assembly. We are legally required to inform you of your right to withdraw your child from our daily act of collective worship and/or Religious Education lessons. (Should you be considering this step, we would ask you to think carefully whether this Aided Church of England school is really the appropriate choice for your child).

## SCHEMES OF WORK

If you would like to see the complete schemes of work which the staff use in preparing their lessons for the children, please ask the Headteacher who will be pleased to show them to you.

## STANDARDS AND DISCIPLINE

We aim to develop high standards of work and behaviour. We try to develop good relationships between all persons in the school, regardless of rank or age. Mutual respect of persons and property is important for any community to function properly. A sense of responsibility is developed within a framework of simple rules. We expect politeness and good manners at all times. If there is any cause for concern over your child either because of his/her own, or someone else's behaviour, you will be asked to come in to school to discuss this with the Class Teacher or the Head.



Some children have needs which may warrant special arrangements to be made for their welfare or to ensure their learning progress. A register is kept of all these children and parents are kept informed about progress and any additional learning measures taken.

## UNIFORM

We are currently in the process of changing our school uniform from green sweatshirts and cardigans, to navy blue. Navy sweatshirts and cardigans can be purchased from Toye, Kenning and Spencer in Bedworth. Book bags can be purchased from the School Office. The colour for trousers, skirts and pinafores is grey and these can be purchased from various shops. We ask that all items of your child's clothing should be clearly marked with his/her name.

For PE lessons children can wear any appropriate T-shirt and shorts. preferably a white t-shirt and black or navy shorts. This is to be left in the P.E. bag (supplied by school) on their peg in the cloakroom on a Monday and then taken home again on Friday. Pumps are not necessary as the children work bare-footed in these lessons. It would also be useful on PE day if children could wear clothes that are easy to remove and put on again.

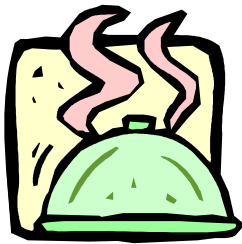


We do keep a small supply of spare clothing in case of accidents. If your child should need to borrow these, would you wash them and return them to school as quickly as possible?

Children should be able to dress and undress themselves, though obviously teachers will give help with difficult fastenings etc.

**Jewellery cannot be worn in school. If your child has pierced ears, would you please see that small studs are worn. Hooped or dropper ear-rings are a hazard in PE or in play, and should not be worn for school. Even necklaces or rings can be dangerous. If there are religious reasons, please speak to school about this so we are informed and can take appropriate action.**

## DINNERS AND DRINKS



A cooked meal is provided daily for all children who require one. The meals are not cooked on the premises but are transported from Exhall Cedars Infant School. A special envelope for dinner money is available from the office, which should be returned to school with, whenever possible the correct money, **paid in advance**. You can order meals daily as well, simply hand your envelope to your child's Teaching Assistant.

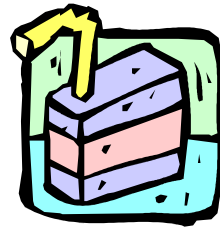
If you feel that you may be entitled to free school meals because your family income is low, please see the School Office for information. All such enquiries will be treated in confidence. If you make a claim it is very helpful to school and we may get extra help for our classes.

We always encourage our children to eat healthily and to support this, during the day we offer water and fruit to the children at play time each morning. Children can also have milk – please see your child's Teaching Assistant for more information.

Children may bring a packed lunch to school. For safety reasons please do not send glass bottles or conventional flasks with glass linings to school. If your child has allergies or a special diet it is very important you tell us.

We discourage sweets and chocolate products if children are eating this all the time.

We will send home any uneaten food so you can monitor what your child doesn't like or is not eating.



## HOSPITAL AND DENTAL APPOINTMENTS ETC



Children are allowed time off school for dental or hospital treatment. It is helpful if the teacher concerned can be informed beforehand so that the register can be marked accordingly, and a dinner ordered if the child is back in school at dinner time. If these appointments can take place out of school time this would be very helpful. We realise that this is not always possible.

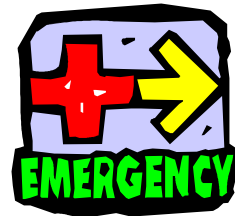
## HEALTH

Medical checks and hearing screening tests take place at school during your child's first year at school. If it is necessary for you to be present at these times you will be informed beforehand. If you have worries about your child's health, please let us know. Similarly, if your child suffers from any allergies or needs regular medicine we should be informed.

Children should not really be in school if they are requiring medication. Unfortunately we are not able to administer any medication with exception of epi-pens and inhalers.

## ACCIDENT OR EMERGENCY

Minor injuries sustained in school are dealt with by a member of staff. In an emergency however, it may be necessary to contact a parent. **It is therefore most important that contact addresses and telephone numbers are kept up to date.** Please inform the school office if there is any change in this information. We require three addresses and phone numbers at least please.



## SEX EDUCATION

This matter is dealt with indirectly in school. Questions which do arise are always answered honestly and in as much detail as we feel the child is capable of understanding.

## PARENTS AND SCHOOL

If we are to educate your children fully, we aim to work together. Parents and teachers need to be seen working together by the children. *We are Partners in the education of your children.* Parents are Welcome to help in school– please let us know if you have some time to spare and would like to be involved. For obvious reasons we prefer parents to work in another class to that of their child.



There are Parents' Days/Evenings when you are welcome to see the children's work and discuss progress with teachers. These normally take place once each term.

If you have any worries or questions about your child, please come to school to see us. For brief discussions the staff are all available in their rooms at the end of each day, from 3.00pm to 3.15pm. If you need a longer time for discussion, please ask so that a suitable appointment can be arranged. A Home-School Partnership Agreement is in place.

## EDUCATIONAL VISITS



We are allowed to ask for "voluntary contributions" for any activities which occur in school time. It is a well researched fact that children learn more from first hand experiences and educational visits provide invaluable opportunities for this type of learning. We do rely on the support of parents so that we can offer a good selection of worthwhile activities for our children and bring their learning to life outside of the classroom environment. No child is ever excluded

from such an activity because of an inability to pay. Often such activities are subsidised by School funds in the first instance.

## HOME TIME

Reception children are dismissed at home time from the front entrance porch. Years 1 & 2 leave from the back doors of the classrooms. Children will not be allowed to leave without a parent unless the teacher has been informed beforehand that another arrangement has been made.



**NB: Please do not drive through the school gates – once you are in the school premises your car is not insured. We do not permit smoking or alcohol anywhere on our premises. We also request that you do not bring dogs or puppies of any size on to school grounds. All these rules are designed to protect your children.**

## COMPLAINTS

We do try to ensure that every child in our care progresses well and is happy in the school. If you do ever have cause for complaint please come into school to discuss the matter with the Class teacher and/or Headteacher. Normally most things can be sorted out in a friendly manner. There is however, an official Complaints Procedure which you may look at in school if you should need to do so.

## ABSENCE FROM SCHOOL



Children should only be absent from school if they themselves are ill. A note of explanation should be sent to the class teacher when they return. If your child is likely to be away for more than a day or two it would be helpful to let the school know. This is even more important now that we have a Government requirement to submit termly statistics to the authority. If we do not receive a reason for an absence we usually telephone to check everything is OK.

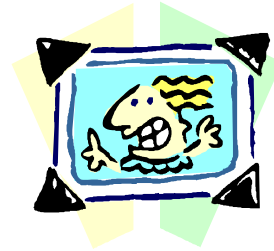
Unfortunately, due to Government legislation, we are not able to authorise holidays during term times unless there are exceptional circumstances. Please ask at the School Office for more information.

## **TRANSFER**

At the end of the Infant School stage of their education children transfer to Junior School. There are a wide variety of schools to choose from and our children have the same choice of primary school as other infants within the area. Parents have the opportunity to visit these schools during their child's last year in this school.

## **GENERAL INFORMATION**

The school photographer visits the school each year, usually in the autumn term, to give individual photographs in time for Christmas. We also have group photographs in the summer term. Educational visits are organised throughout the year to support curriculum work in all year groups.



We have a Chapel which is kept for use by parents, children or staff who may need to spend a few minutes in peaceful surroundings. This room is also used occasionally by visiting specialists or for school medicals.

If your family circumstances change, or things happen which may affect your child in school, please inform the class teacher. A quite trivial thing to you may be a really upsetting thing for a child, or it may affect his/her behaviour in school.

During the course of the year our children may need to be observed. This may be by ourselves, other professionals or students. This is part of normal school life. If you have a problem with this, please speak to us. We will ask your permission to take pictures or video your child.

**The policy of our school is to provide a stable and happy environment for all those who work here.**

We hope the information in this booklet will prove helpful in making the choice of school for your child. If you would like to know more or would like to look around the school, please do not hesitate to ask.