

ST CRISPIN'S CP INFANT SCHOOL

Laying the Foundations for Learning and Life

St Crispin's is an oversubscribed school for 4 to 7 year olds situated in Westgate-on-Sea, just outside Margate. It is a safe and happy place where children thrive. We believe a child's first years at school will impact the rest of his/her education and therefore we have a duty to get it right from the start.

This is what Ofsted had to say about us in January 2016:

Pupils are cared for and looked after very well. They enjoy a broad, well planned and interesting curriculum. They behave very well in and out of lessons. They concentrate and listen carefully. They behave caringly and safely. Pupils enjoy school. They are friendly, confident and show good humour.

Staff are well motivated and work as a high performing team. The school is both secure and exciting. The pupils receive the very good education that they need and deserve.

Parents are very happy with the school. They appreciate the individual attention shown to their children and that the children achieve well.

We aim to foster attitudes in our pupils that will help each and every one of them to achieve success in life. We endeavour to develop in our children, self-confidence and independence. We create in them a sense of personal excellence and help them to acquire skills relevant to life in a fast changing world.

At St Crispin's, children learn to use 8 'Learning Powers'; they are taught to:

Concentrate	Have a Go	Use Imagination	Be Curious
Enjoy Learning	Keep Improving	Be Co-operative	Never Give Up

In this way, children are taught *how* to learn and are encouraged to approach learning with enthusiasm and determination. We want our pupils to be lifelong learners.

St Crispin's is an Eco-School and has also been awarded Healthy School Status in recognition of our commitment to caring for children's physical, emotional and social health and well being.

Arts Council England has awarded a Gold Artsmark to St Crispin's in acknowledgement of the school's commitment to, and excellence in, arts education. Artsmark identifies schools which offer a well planned, quality arts education and supports the cultural development of all pupils.

In July 2014 the school was awarded a Quality Mark by the Association for Physical Education. We were one of the first three Infant Schools in the country to achieve this award, which recognises outstanding practice and innovation in physical education and sport.

Platinum, the top level of the KM Green Travel Mark, has been presented to our school in recognition of our three year commitment to sustainable travel (reducing car school run journeys, CO2 emissions and traffic congestion by committing to take part in Walk on Wednesday.

School Staff : Academic Year 2017/18

Senior Leadership Team

Mrs Ellinor	Headteacher
Mrs Kirkbride	Deputy Headteacher/SENCo
Mrs Wickenden	Year 2 Leader
Mrs Watson	Year 1 Leader
Mrs Goodey	Year R Leader

Class Teachers	Teaching Assistants	Midday Supervisors
Mrs Bathurst	Mrs Baldock	Mrs Ackland
Mrs Taleb	Mrs Benfield	Mrs Barsby
Miss Cornhill	Mrs Boardman	Mrs Brewer
Mrs Doody	Mrs Davidson	Mrs Casella
Mrs Frith	Mrs Erridge	Mrs Coake
Mrs Icke	Ms Gurr	Mrs Donnelly
Mrs Mulcahy	Mrs Kay	Mrs Gavin
Mrs Ovenden	Mrs Kemp	Mrs Godden
	Mrs Kennedy	Mrs Mitchell
	Mrs McBride	Mrs Smith
	Mrs McLaughlin	Mrs Twyman
	Miss Onken	Mrs Wells
	Mrs Payne	
	Mrs Randall	
	Miss Ward	
	Mrs Young	

Mrs Dempster	Family Liaison Officer		
Mrs Jenkins	Finance Officer		
Mrs Sawyer	Admissions and Attendance Officer		
Mrs Hyde	Administrative Assistant	Mrs Burton	Kitchen Manager
Mr Peirce	Site Manager	Mrs Brown	Cook Assistant
Mr Fielder	ICT Consultant	Mrs Simpson	Kitchen Assistant
Ms Falla	Speech and Language Therapist	Mrs Widdison	Kitchen Assistant

Governors

Chair of Governors (Co-opted)	Mr Bathurst
Vice Chair of Governors (Co-opted)	Mrs Read
Co-opted Governors	Mr Miller, Mr Mulcahy, Mr Thompson
Local Authority Governor	Mr Merry,
Parent Governors	Ms Jones, Mrs Ling, Mrs Manning, Mr Rose
Staff Governor	Mrs Benfield

Admissions

New entrants are admitted to Year R in September. Our admission number is 90.

Should the school be oversubscribed, the Local Education Authority will make decisions based on the following criteria:

1. Children in Local Authority Care or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order
2. Current family association (a sibling already here, or at St Saviour's Junior School, **at the time of entry, not application**)
3. Health, Social and Special Access reasons
4. Distance from the school (in a straight line – measured by the Local Authority)

Full guidance on admissions can be obtained on line by visiting: www.kent.gov.uk and then looking for 'Education and Children' followed by 'Schools' and then 'School places'.

Induction Arrangements

A 'Welcome Evening' invitation will be offered to all parents prior to their child starting school. This will aim to cover any queries that parents may have, and will be an opportunity for parents to meet the Reception staff. There will also be preliminary induction visits arranged for the children, when they can meet their teachers and teaching assistants and to experience school life. Parents will be informed about the procedures at the Welcome Evening.

There will be a delayed start for Reception pupils in September to allow staff to meet families on an individual basis, during the first days of term. Reception pupils will start school on a part-time basis at first – for a 2 ½ hour session, either in the morning or the afternoon. A gradual induction will lead to full time education beginning on Monday 2nd October 2017. It is possible, under certain circumstances, for pupils to continue part-time education if they are not ready to attend full time by then.

Transfer to Junior School

St Crispin's Infant School and St Saviour's Junior School are linked for the purpose of admission. This means, attending St Crispin's will be the second criterion used for selection, should the junior school be oversubscribed. The first criterion is 'Children in Local Authority Care'.



School Uniform

The school colours are bottle green and grey. General school uniform can be purchased from any supermarket or school uniform shop. Alternatively, uniform with the logo is obtainable from:

The Schoolwear Centre at Margate
56 Addington Street,
Margate,
Kent CT9 1QS

www.schoolwearcentre.net

Tel: 01843 293555

E mail: margate@schoolwearcentre.net

Opening hours: Monday to Friday 8.30 am to 5.30 pm

Saturday 9 am to 5 pm

All children

Sweatshirt or cardigan (Bottle green)

Polo Shirt (White or bottle green) school logo optional

Grey, black or white socks

Alternatives

Grey trousers (elasticated waist recommended)

Grey tunic or skirt

Tights – bottle green, black or grey

Summer

Smart grey shorts

Green checked dresses

Coats

Sensible, easily fastened, dark coats

Green reversible jacket/fleece – with school logo

Shoes

Black (No trainers or high heeled shoes please)

Closed-toe sandals in Summer only - to be worn with socks

PE Kit

White T-shirt (school logo optional)

Black Shorts

Plimsolls

Drawstring PE Bag (green PE bags with school logo are available)

Bookbag (green bookbags with school logo are available)

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are studs in pierced ears, and small objects of religious significance. It is the school's policy that no jewellery be worn during PE. Parents are asked to remove studs before their child participates in PE. Class teachers will advise parents of the days when PE takes place.

The only time studs should remain is when the ears are newly pierced - please leave this to the holidays. These will be taped with micropore tape for PE lessons.
Long hair must be tied back for PE lessons. We prefer this to be the case for the entire school day.

PERSONAL PROPERTY Whilst we always try our best to locate lost property the school does not accept responsibility for loss of or damage to personal property of pupils. Marking clothing and other property is of the greatest importance and parents are requested to ensure that all clothing and property brought to school is clearly named.

The School Day

Morning Session	9.00 am - 12 noon
Afternoon Session	1.15 am - 3.00 pm

The children are invited into school at 8.50 am to enable the school day to begin at 9 am prompt. As a security measure the playground gates are locked at 9.05 am; parents arriving later than this are requested to take pupils to the school office.

Breakfast Club

The school runs a Breakfast Club, which is staffed by adults who also work at the school as a Teaching Assistant or Midday Meals Supervisor. The club runs from 7.50 am until 8.50 am. A nutritious breakfast is provided and the children clean their teeth afterwards. A variety of fun activities are available after breakfast to entertain and educate the children until school begins and the children go to class. There is normally a charge for Breakfast Club, to cover costs. Please enquire at the office for more details.

Milk and Fruit

Milk is available (through *CoolMilk*) free of charge for all pupils aged under five. Some children (those who will be entitled to free school meals beyond infant school) are entitled to free milk for the duration of their time at our school. Other children can continue to receive milk beyond the age of five, for a payment, if parents let *Cool Milk* know. All children, in every year group, are given a free piece of fruit mid-morning.

Lunchtime Arrangements

The school breaks for lunch from 12.00 noon until 1.15 pm. All children at St Crispin's are entitled to receive a free school meal. The school has its own kitchen, where a healthy two course meal is prepared each day. Alternatively, children may bring their own packed lunch to eat. Please see our packed lunch policy if you wish your child to bring his/her own lunch to school.

Lateness

We are obliged to report unnecessary lateness which occurs on a regular basis to the Attendance Service. If you are late bringing your child to school, please come to the office where you will be asked to sign in your child, stating the reason you were not at school on time. We promote punctuality at St Crispin's.

Collecting Pupils

Pupils are collected from their own classrooms. Please wait outside until your child is handed over and please do not peer through the windows and distract the children.

We will ask you for a list of adults you are happy for your child to be collected by. If anyone other than a parent or regular carer is going to be collecting a child, it is **essential** the teacher is notified

in advance, preferably in writing. Children who need to be collected during the school day (for example for a dental appointment) should be collected from the school office. An explanatory note, in advance of the appointment, is required please.

After School Clubs

A range of after school clubs are on offer. Please enquire at the school office for details. There is normally a charge, but the school can (and is pleased to) make arrangements to provide places free of charge for families for whom the cost of a club is not affordable.

Absences

We are required by the Department of Education to monitor pupil absence and to report whether absence is authorised or not. If a child is absent from school, parents are asked to telephone the School as soon as possible on the first day of absence. In addition, an explanatory note is essential on the first day of return. We use the school text messaging service to contact families, who do not advise us of the reasons for a child's absence. This will be followed by a letter if necessary. If no explanation is received the absence is classified as unauthorised.

There is a legal requirement for parents (or carers with parental responsibility) to ensure their children attend school for 190 days per academic year. We aim for all of our children to achieve an attendance rate of at least 95%. Any leave of absence (not related to sickness) must be approved by the Governors and Headteacher of the school. Headteachers may not grant leave of absence during term time unless there are "exceptional circumstances". Should there be a need for you to request a leave of absence for your child during term time, there is a *Leave of Absence Request Form* which will need to be completed prior to the requested absence.

Children are awarded 100% attendance certificates for every term that they attend without a single absence. These children also have their name entered into a draw for a special prize at the end of the year.

Behaviour

We have high expectations with regard to behaviour at St Crispin's. We have a set of rules by which we expect all pupils to abide. These are called the Golden Rules and are listed on our Home-School Agreement. The rules enable children to feel secure and to develop an understanding of right and wrong. Our high standard of behaviour is mainly achieved by praising and rewarding good behaviour. There are many ways in which good behaviour is rewarded, including verbal praise, stickers, our 'Appreciation Station' and phone calls home. Once a week, Kind Koala is awarded to a child who has shown particular consideration for others. On rare occasions, children may have a privilege withdrawn, as a consequence of inappropriate behaviour. Incidents considered to be serious enough to inform parents about are entered into the School Red Book. There is a whole school 'Behaviour and Anti-Bullying Policy' on our school website. A paper copy is available for parents to read in our Reception Area.

Visits and visitors

A range of educational visits are undertaken to enrich the curriculum. Voluntary contributions may be sought for such activities during the school day which entail additional costs, such as a trip to a museum or other off-site educational trips. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected. Recent visits have included the beach, the local church, the library, the local fire station, Canterbury Cathedral, Dover

Museum, Quex Park and the Turner Centre. Visitors to the school have included members of the local clergy, a published author, farm animals, owls, police dogs, puppeteers, musicians and a theatre company.

Charging

Parents are asked to contribute towards the cost of replacing reading books or reading records which are lost/damaged at home. The amount requested will not exceed the actual cost of the item being replaced. Our 'Charging' policy contains more information.

Health, Welfare and Safety

Medicines in School

Medicines can be administered in school when it would be detrimental to a child's health or school attendance not to. This applies to prescribed medicines and non-prescription medicines (except those containing aspirin).

An adult must bring the medicine to the school office (in the original container giving the chemist's instructions regarding dosage and time for administering). The medicine must be clearly labeled and must be in date. Parents will need to complete a form giving us permission to administer the medicine. Please ensure your child's teacher has been informed as to when your child should go to the office for the medicine. **MEDICINE MUST NOT BE KEPT WITH THE CHILD.**

Any serious medical problems should be discussed with school so that a medical plan can be put in place to ensure we know how to effectively support your child. Please see our medical policy for more detailed information.

First Aid

Several members of staff are qualified in paediatric first aid. We have a set of consistent procedures in place for accidents or illnesses during school hours. It is essential that we have up to date contact numbers in school for all pupils, in case of emergency.

Sickness and Diarrhoea

A child should not return to school until at least 24 hours (and usually 48 hours) after the last bout of illness. Please consult with the school for before a child returns.

Communicable Diseases

The school has been given guidelines by the East Kent Health Authority, which give advice on the symptoms and recovery periods for common children's communicable diseases. Please let the school know as soon as your child is diagnosed as having a contagious illness.

School Nurse

The school nurse is available on 01843 830175 – select option 2. If you have any concerns about your child's health please phone and she will make an appointment to see you.



Child Protection/Safeguarding

All staff and volunteers are checked by the Disclosure and Barring Service to ensure that they are safe to be working with children. Although we wish to build trust between school and parents, on rare occasions it may be necessary to contact Social Services about concerns over children's treatment without parental knowledge. Safeguarding means that the child comes first and child protection overrides all other considerations.

Water Bottles

As part of our Healthy School ethos, we encourage all children to drink water as dehydration impairs learning. Water bottles (labelled with your child's name) are available from the school office. We send water bottles home daily, to be washed and refilled with fresh water.



Dogs

Dogs are not allowed into the school grounds (except for guide dogs). Parents are asked to consider other parents and children when thinking of leaving dogs tied to outside fences.

No Smoking

Smoking (including e-cigarettes) is not allowed on any part of the school premises at any time.



Home/School Partnership

The school has an 'open door' policy and teachers are available for a brief chat at the end of the school day. The Headteacher and the Deputy Head/SENCo are always pleased to see parents and an appointment is not always necessary.

Newsletters

General school newsletters are sent home every few weeks. Year Group Topic letters are sent home at the beginning of each new term. All of these can be viewed on the school website. We encourage parents to receive letters electronically. Please ensure the office has your e mail address.

School Website

A wealth of useful information relating to our school can be found at www.st-crispkinsinfants.org.uk Please let us know of any suggestions for improvements to our website. The website also has many useful links to sites concerned with 'Keeping Safe' including safe use of technology such as phones and tablets.

Parent Teacher Consultations

These take place three times in a year and provide a valuable opportunity for parents and teachers to share information about each child's successes and difficulties. The Autumn and Spring consultations are compulsory. The summer consultation is optional as most parents feel they gain sufficient information about their child from the annual school report, which goes out in July.

Home School Agreement

St Crispin's has a Home/School Agreement, which sets out the expectations and responsibilities of the school and those of our families and children. By signing the agreement, you will be confirming your commitment to the partnership we share in your child's education.

Parental Help

We welcome parents and grandparents who are willing to help in school. If you are interested in helping, please talk to our Deputy Headteacher. All volunteers working within the school are

required to undergo a DBS safeguarding check. We ask that volunteers ensure they are committed to helping before applying for a check.



Equality of Opportunity

Underpinning all aspects of school life and policy is the recognition that it is our duty to ensure equality for all members of the school community. This is regardless of their ethnicity, gender, disability, age or beliefs as defined within existing equalities legislation.

Additional Educational Needs

The ethos at St Crispin's is very inclusive. All children are special and we recognise that they develop at different rates, for a variety of reasons. Some children may need the opportunity to extend skills while others may need support in certain areas. We believe it is very important that all children are provided with challenge and the opportunity to achieve their full potential. Any problems or barriers to learning need to be identified quickly so that appropriate support can be given. Our Special Educational Needs Co-ordinator (SENCo) organises suitable provision for all of our children - working with class teachers, teaching assistants and outside agencies (if appropriate). We believe in involving all children actively in their own learning and working with parents as partners. Parents will be informed and consulted if it is felt that their child has identifiable special needs. We continually track the progress of all of our pupils and use this information to regularly adjust support in order to provide appropriate learning experiences for every child. We encourage all adults and children to help and respect each other and within this positive atmosphere we aim to provide equality of opportunity for all children.

There is a full copy of the SEND Information and Policy available in the school foyer or on our website.

Teaching Assistants

Our team of dedicated, experienced and well trained teaching assistants (TAs) contribute significantly to pupil progress at St Crispin's. It is their role to support groups of children or individuals under the teacher's guidance. The training and professional development of our TAs is constant so that the children in our school receive a very high standard of support.

Teaching Assistants cover classes whilst teachers take their Preparation, Planning and Assessment (PPA) time. Sometimes, TAs also cover classes if a teacher is absent for a short while, if this is felt to be more suitable than employing a supply teacher.

Complaints

We encourage all parents to first approach the class teacher with any concerns or worries. In the vast majority of cases this leads to the resolution of any problems. If parents still have concerns that they feel have not been addressed then the next step is to make an appointment with the Headteacher. For any issues still not resolved, there is a Complaints Form to complete. Full details of this can be found in our Complaints Procedure (available from the school office or our website).

The Curriculum

Year R

Children in the Reception classes continue to follow the Early Years Foundation Stage Curriculum that was started in pre-school placements. Children learn skills, acquire new knowledge and demonstrate understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

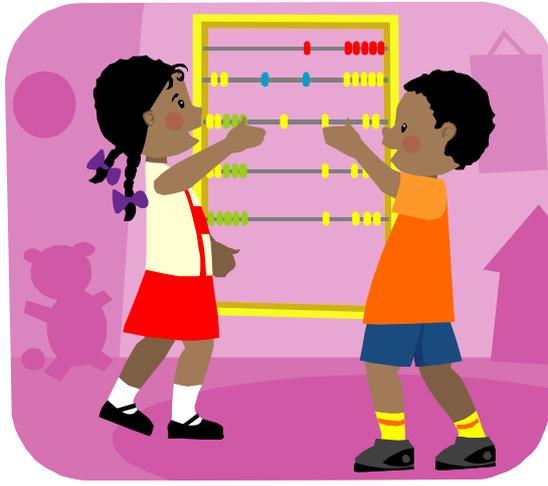
- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for a child's healthy development and future learning. As children grow, the prime areas help them to develop skills in **4 specific areas**. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan each pupil's learning and activities. Teaching and learning in Year R is designed to be really flexible so that staff can follow each child's unique needs and interests.

Play, both indoors and out, is an essential part of children's development. We talk about 'learning' with our pupils rather than distinguishing between 'work' and 'play'. Children learn best by doing things they really enjoy so many of our learning activities are play-based, active and fun. Activities are carefully planned to develop new skills and areas of knowledge and understanding. The staff assess children individually through observation, in order to plan the next steps in children's learning.



Years 1 and 2

Children in Years 1 and 2 (Key Stage One) follow the National Curriculum (introduced in September 2014). Full guidance on our curriculum can be found on our school website.

Literacy

The development of each child's skills in Literacy is central to their ability to access the whole curriculum. Therefore, a significant part of the school day is used to develop each child's skills in speaking, listening, phonics, reading and writing (including spelling and grammar). We encourage a love of books and reading; children read individually as often as possible, as well as in small groups for 'Guided Reading'. Reading schemes used include *Phonics Bug*, *Bug Club* and *Oxford Reading Tree*. Children have regular phonics lessons, using the DfE *Letters and Sounds* programme. At times, the children in a year group are put into sets for phonics so that they learn with children who are working on the same sounds (phonemes). Handwriting is taught in a systematic way, beginning with pattern work. A cursive script (where each letter has a lead in stroke) is taught from Year R. On Fridays, Year 2 children take part in 'Big Writing', which is an opportunity to write independently for an extended period of time in a calm, quiet environment.

Maths

We want children to enjoy Maths and we aim to help them become confident and skilled in this very important area of the curriculum. There is a strong emphasis on mental and practical activities throughout the school. Mathematical reasoning is vital; children are involved in problem-solving investigations and encouraged to apply their mathematical knowledge to everyday tasks and problems. We use a scheme called 'Big Maths' to develop children's core skills in number. This involves remembering set 'learn-its' (number facts) in each year group.

Science

Science enables the children to learn and discover more about the world in which they live. We harness children's natural curiosity to find out about the environment through first-hand experiences and observations. Pupils are taught to communicate and record their findings in different ways.

Computing and E safety

It is essential, that children in our current world gain the skills, knowledge and understanding to confidently use ICT throughout their lives. As well as developing children's ICT skills, technology is used as a tool for learning all other areas of the curriculum. All children have good access to computers, protected internet access and a variety of age-appropriate software. Children learn to use PCs, laptop computers, i pads, programmable toys and digital cameras. We have interactive whiteboards in all classrooms. Pupils are taught how to be safe in their use of ICT (E-Safety).

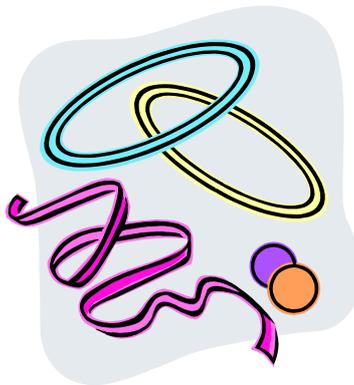
History / Geography / Design Technology / Art / Music

These subjects are taught through topics where possible. We focus on teaching subject knowledge (facts and information), skills (those practical abilities each child needs to be able to do), and understanding (the deepening awareness of key concepts that develop over time).

Physical Education (PE)

PE is a vital part of the curriculum. We ensure children enjoy a variety of activities (gymnastics, athletics, dance and games) so that they maintain a fit and healthy lifestyle.

We help children to work together as a part of a team and learn skills that they will be able to develop later in life. Children are taught about the safety aspects of PE and the effect that exercise has on their bodies.



Religious Education

We follow the Kent agreed syllabus for RE. This aims to engender respect for others of different races, cultures and beliefs. Our pupils are provided with the opportunity to learn about different faiths.

Collective Worship

We hold a daily act of Collective Worship. These are taken by the Headteacher or members of the teaching staff and are very appropriate to children of a young age. We aim to make our Assemblies acceptable to all creeds, denominations and those with secular views, making this daily gathering of the school a true act of growing spiritual awareness of the world about us. We include elements of Christianity, such as Bible Stories. We also include other major religious festivals of the world.

Parents, if they wish, have the right to request that their child be excused from taking part in religious worship or religious education. Pupils, at parents' request, may also be withdrawn from

the school for such periods as are reasonably necessary to receive religious instruction in accordance with their own faith. Please speak to the Headteacher for further information.

Personal, Social and Health Education (PSHE)

Children learn about relationships, feelings, keeping safe, healthy lifestyles, making a positive contribution and growing/changing. Our school ethos supports children in applying the skills they have learnt; developing confidence and self esteem and coping with a variety of situations. No formal sex education takes place at St Crispin's. Elements of Sex and Relationships Education are delivered through PHSE, Science and RE. Pupil's questions will be answered honestly and openly and children will be encouraged to ask their own parents or carers for fuller explanations.

Any questions?

We hope the contents of our school brochure have provided you with the basic information you need to know about St Crispin's. Should you have any further queries, please contact the school and we will be happy to help you.

All information in this brochure was correct at the time of printing (May 2017).