

# Welcome to Delce Infant School

Dear Parents/Carers

Thank you for your interest in our school. Our aim at Delce Infant School is for your child to be happy and secure here, gaining the best possible education and continuing to develop both personally and socially.

Education is a partnership between home and school and at Delce Infants we place great emphasis on our partnership with parents and carers. We believe that children work best when home and school work together and we are proud of our strong family atmosphere and the very supportive parental involvement we receive.

Our school provides a hardworking, happy, well-disciplined environment with skilled staff, dedicated governors, high standards and happy children. The building has been extended recently to provide a comfortable, bright and spacious learning environment.

The school is situated in attractive, spacious grounds to the south of Rochester. It shares the site with Delce Junior School and has strong links with the local community and other surrounding schools.

All schools are very different and choosing a school for your child is an important decision. I hope that you find this brochure helpful. We would be very pleased to welcome you on a visit to school, whether you are seeking a place in our Reception Class or if you are looking for a place for an older child.

I look forward to meeting you in the near future and hope that your association with Delce will be a long and happy one.

Yours sincerely

Miss A.G. Morris  
Headteacher  
June 2008

## Delce Infant School

The school has recently opened a nursery class and now caters for children between the ages of three and seven. The nursery children can join the school at the beginning of the term following their third birthday. The reception children are usually admitted at the beginning of the Autumn Term following their fourth birthday, so all our children receive nine full terms of schooling. However, parents do have the option to delay their children's schooling until the beginning of the Spring Term, if they wish.

There are currently four year groups in the Infant School – Nursery, Reception, Year 1 and Year 2. Four year old children initially join a reception class and then transfer to a Year 1 class the following September. They move to a Year 2 class for their final year in school. Children transfer to a junior school in the September following their seventh birthday.

We have established a good pre-school programme for children starting at Delce Infant School as we believe that all children benefit from being happy and confident when starting school. We encourage parents to bring the children to see the school in operation and we invite them to join us for annual functions, e.g. Sports Day, Summer Fairs, etc. There are also introductory talks for parents with the Headteacher as well as sessions where the children spend time in their new classrooms meeting the teacher and classroom assistant. They are also encouraged to borrow books from our pre-school library. Local pre-schools often visit the school with their children in the year prior to them starting at Delce Infant School. Through such early contacts, the children settle very well into their first class.

Our school encourages a caring approach from adults and children. We all aim to create an atmosphere of happiness, security and confidence so that all children may participate readily in the process of learning. We attach considerable value to the building of self-confidence. Much time is given to the acquisition of key concepts and skills across all areas of the curriculum, especially English, Mathematics and Science. Our aim is to maintain and enhance a high quality of learning and teaching.

We believe that children benefit from a close relationship between home and school and encourage parents to maintain a dialogue with the staff. Parents are also encouraged to help actively in school in some way.

We believe that our school is special. It is our aim at Delce Infant School to ensure that all our children find school life an enjoyable, stimulating and successful experience. We value each child as an individual and recognise that each one will only feel fulfilled by reaching his or her full potential.

A G Morris  
Headteacher

## Teaching Staff

Head Teacher	Miss A Morris
Deputy Head	Miss D Atkinson
Senior Leadership Team	Mrs J Collman Mrs A Teague Mrs K Seales
Main Scale Teachers	Mrs F Johnson Mrs A Bradley Mrs S Hyde Mrs S Wicker Mrs C Dhainaut Mrs A Bowdler Mrs M James MRS K Heather

## Support Staff

Higher Level Teaching Assistant	Mrs R Hill
Nursery Practitioner	Mrs C Kemp
Teaching Assistants	Mrs M Baker Mrs D Ransom Mrs J Dalligan Mrs T King Mrs A Little Mrs L Thomas Mrs H Clark Mrs S Difford
Office Manager	Mrs G Merchant
Clerical Assistant	Mrs T Poile
Caretaker	Mr R Goodsell
School Cleaners	Mrs J Cocking Miss D Little
Midday Supervisors	Mrs J Dalligan Mrs A Morgan Mrs S Bird Mrs B Baldock Mrs K Arterton Mrs D Wollweber Mrs S Webb

School Governors

Chair of Governors

Mr A Smoothy

Parent Governors

Ms E Truelove  
Mrs N Archenoul  
Mrs S Peachey  
Mr N Latta

LA Governors

Mr J Perrin  
Mrs A Martin-Bowtell  
Vacancy

Staff Governors

Mrs A Bowdler  
Mrs C Kemp

Co-opted Governors

Mr I Fleckney  
Mr A Smoothy  
Mrs N McLay

Clerk to the Governors

Mrs N Nash

Director of  
Children and  
Adult Services

Ms R Collinson  
Medway Council, Gun Wharf, Chatham

Tel. 01634 306000

## ADMISSIONS

The Headteacher is pleased to meet each child with the parents prior to starting school. Parents may make an appointment to be shown the school, to see the children at work and meet members of staff.

Children are admitted into one of our Reception Year classes on a part time basis initially to enable the child to settle happily into school routines. A full day at school can seem a very long time to a four year old at first.

New entrant children are invited to introductory sessions before they commence school, giving them opportunities to get to know their classroom, teacher and peer groups. The Headteacher also arranges a meeting for all parents of new children, when school routines are explained.

A private appointment is made for each parent and child to meet the class teacher before the child actually starts school. This is an opportunity for them both to discuss the welfare and education of the child. You will be asked to complete a "Starting School" questionnaire during this meeting. Please do not be concerned if your child cannot do all the things mentioned on the questionnaire. The information that you give is very helpful to class teachers.

Parents are invited to a series of curriculum meetings during the first year of their child's schooling. They will also have the opportunity to meet the school nurse, Education Welfare Officer and school governors.

When children are in Year 2, parents may apply for their child to be transferred to a Junior School in the September after their seventh birthday. An admission form should be completed for the preferred Junior School.

Our school is a happy, welcoming environment and most children settle in quickly and easily. However, if your child does experience initial anxieties, please discuss these with the class teacher or make an appointment with the Headteacher.



## ORGANISATION

### Times of Sessions

School starts at        8.55am - 12.00 noon  
                                  1.15pm - 3.15pm

All children may enter their classroom from 8.45 am onwards. Parents are requested not to send their children to school before 8.45am as it is not possible to provide supervision before this time

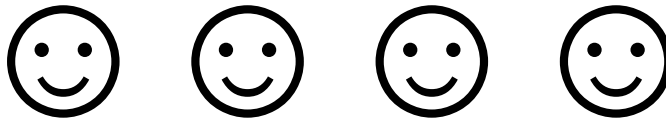
The children are taught for 21 hours 30 minutes per week.

The Nursery sessions are from 9.00 – 11.30 am and 12.40 – 3.10 pm each day.

### Term Dates

Autumn Term 1	03.09.2008 – 24.10.2008 (inclusive)	
Autumn Term 2	03.11.2008 – 19.12 2008	"
Spring Term 3	05.01.2009 – 13.02.2009	"
Spring Term 4	23.02.2009 – 3.04.2009	"
Summer Term 5	20.04.2009 – 22.05.2009	"
Summer Term 6	01.06.2009 – 22.07.2009	"
Bank Holiday	Monday 04 May 2009	
Staff Development Days	03.09.08 24.10.08 13.02.09 22.07.09	

Parents will be notified, in advance, of any further Staff Development Days.



## Leaving and Collecting Children

When leaving or collecting your child, please use the entrance in Crest Road. The car park entrance is for staff cars only and **should not be used by pedestrians**.

If you bring your child to school by car, please park well away from the school entrances as they get very congested and dangerous at the beginning and end of each day.



## Security

As a result of new regulations regarding security in school, all parents **must** report to the office before entering the buildings at any time during the school day. (Assemblies and open days are exempted). A Health & Safety Policy has been established.

All classroom doors are secured and staff wear identity badges. Visitors must sign the visitors' book before going into school.

**SCHOOL UNIFORM**

Children are encouraged to wear school uniform and the same uniform continues throughout Delce Junior School. Ties and sweatshirts are available from the school. All other uniform may be purchased at Schovertime, Railway Street, Chatham or any School Uniform Outfitters.

**Boys**

Grey or white shirt  
Brown school sweatshirt  
Brown or grey trousers or shorts  
School tie

**Girls**

Brown skirt/pinafore  
White or cream blouse  
School tie  
Brown school sweatshirt or cardigan  
Brown or grey trousers for the winter

**Summer wear**

Brown or grey shorts  
White short-sleeved shirt

**Summer wear**

Any colour check dress

Ties are available from school - price £2.00 each  
Baseball caps are also available – price £3.50 each

Sweatshirts are ordered through school - price £10.50 each

The wearing of jeans, sportswear or large "tongued" sports shoes (for safety reasons) **is not permitted.**

The children are NOT allowed to bring large backpack bags on to the school premises as cloakroom space is limited.

The children may wear PE uniform of red shorts/white T-shirts or leotards.

All Physical Education is taken with bare feet unless children have a foot ailment that would necessitate wearing plimsolls. Please inform the class teacher if this is the case. All children will need plimsolls during the summer term as PE is done outside, weather permitting.

An overall for art and craft activities will be required to protect your child's clothing. **We regret that the school cannot be held accountable for any damage to clothing.**

If your child has wellington boots in school a named peg is useful to keep them together.

**Please ensure that all items of clothing are marked with your child's name.**

## School Meals



Children eat their school meals in our school hall. We operate two sittings. Children are supervised and encouraged to eat their meals but not forced. Children may order a cooked school meal or a packed lunch. The meals are cooked and prepared at a local school kitchen and cost £1.85 per day, at present. Meals should be paid for in advance, by either cash or cheque. Cheques should be made payable to Scolarest.

Some children prefer to bring their own packed lunch to school instead of having a prepared meal. These children also eat their meal in our school hall. In the interest of safety, please do not send in hot drinks or breakable containers.

If you think your child may be entitled to free school meals, please collect an application form from the school office. All information regarding free school meals is confidential.

## Snacks for Morning Break



Delce Infant School is committed to developing children's awareness of healthy eating and we have achieved the Healthy Schools Standard. We provide free fruit and vegetables for the children to eat at break time each day.

**We do not allow chocolate, sweets or crisps for the children's morning snack as these can be bad for their teeth and do not encourage healthy eating habits.**

We also provide a water bottle for each child. This should be filled with water at home and brought to school each day. Children are able to drink from their water bottles throughout the day. If they bring other drinks, such as juice, these are restricted to playtimes and lunchtimes.

## Educational Visits

Various educational visits are arranged during the school year in connection with projects, topics and festivals. The 1988 Education Act does not allow schools to charge for school visits. Instead, we must ask you to support us by making a voluntary payment. Without your contribution, it may be necessary to cancel visits, although no individual child would be excluded solely on the inability of parents to pay. Please contact the Headteacher if you do have problems in funding a school visit.

## School Fund

The school fund exists to provide additional amenities that are not provided by Medway Council. Parents are asked to support the fund by donating a subscription of **£1** per child three times a year. The total sum (**£3.00**) may be paid in advance at the beginning of the school year.

## PASTORAL CARE

### Absences

Any absences must be notified by a **written letter or phone call**, as these must now be recorded on the child's annual report. For any dental or doctor appointments please send a written request the day before, as these dates are often at 'odd' times of the day and your child will not then be counted as absent. All children must apply for a "pupil pass" which permits them to be absent from school for a set period of the day. Children **must** also be collected from school for appointments during the school day. **No child is allowed to leave the premises on his/her own.**

### Family Holidays

Up to 10 days leave of absence per school year may be allowed to enable children to accompany their parents on annual holiday. A "holiday form", obtainable from the school office, must be submitted giving notice of the child's absence. However, if a child's attendance is below 90%, this permission may not be granted by the school. **It is not possible for leave of absence to be granted for any other reason** and any further days off have now to be recorded as unauthorised absence. The Education Welfare Officer checks the registers regularly. We ask that Year 2 children are not taken out of school during May when the Standard Assessment Tests take place.

### Truancy

We are statutorily required to provide parents with information about the total of unauthorised absences each year. For the year 2007/08 the totals were as follows:-

The total number of registered pupils of compulsory school age on roll for, at least, one session during the reporting period to 15 May 2008 was **125**.

The number of half days missed through **authorised** absences was **1803**

The number of half days missed through **unauthorised** absence was **88**.

### Illness in School

Although we do the best we can, there is no comfortable, quiet place for sick children to rest in school. Parents are contacted by telephone if a child is too poorly to continue studying and he/she will be cared for whilst awaiting collection.

Please do not send your child to school if he/she is unwell. This does sometimes happen and is quite unfair to the child and school. We do not have ancillary staff to care for sick children.

### Emergency Telephone Contact

A reliable emergency telephone contact number must be provided for each child, in case your child feels unwell during the day. Also hospitals are often unwilling to administer treatment if the parent is not present or cannot be contacted.

Please update information regarding home, work and emergency telephone contact numbers at the earliest opportunity.

## Medicines in School

It is regretted that the school cannot accept the responsibility of giving medication prescribed for short-term illnesses. Pills and medicines, including antibiotics, must, therefore, not be brought to school. If your child is asthmatic, diabetic or on other long-term medication, please seek the advice of the Headteacher.

## Personal Property

Unless children have been asked by their teacher to bring particular items into school, toys, etc. should be kept at home. We do our best to ensure that all items that are handed in are returned to the owner.

**All personal property must be marked with owner's name.** The school cannot be held responsible for loss or damage although every effort will be made to find lost property.

## Jewellery

The wearing of all forms of jewellery, such as rings, bracelets, necklaces and earrings is **not permitted**. Children with pierced ears may wear a small, short stud.

For reasons of safety, it is essential that no jewellery whatsoever is worn during PE and games lessons.

We cannot be responsible for the safekeeping of jewellery brought into school with or without the knowledge of parents.

## Medicals

New pupils will have a health assessment shortly after entry. A re-examination will also be carried out if it is considered advisable in the light of a child's previous medical history or at the request of a parent or Headteacher. Parents are advised that health assessments are to be carried out.

## Routine Checks

The school nurse conducts vision and hearing tests for all children during their time at this school. Parents are informed if any defect is discovered.

Routine checks for head infestation (head lice) are no longer carried out. Advice and treatment may be obtained from your own doctor or Rochester Health Centre. The school nurse informs us of any new treatments that are available and parents are informed of these. We do ask parents to check their child's head regularly and to continue checking for at least a fortnight, if headlice are detected.

## Dental Inspections

These mass checks occur fairly infrequently and parents are advised to make private arrangements for the regular inspection of their child's teeth.

## **Behaviour and Discipline**

- 1 The discipline of the school is based upon consideration and respect for others. We respect each child in school and expect the children to consider and respect others and to be polite and courteous.
- 2 We encourage children to develop a caring relationship with one another by fostering an atmosphere of mutual respect and understanding.
- 3 We follow five golden rules which apply both in the classroom and on the playground. A copy of these is attached. Children are encouraged to adhere to these rules and their good behaviour is rewarded by a period of "Golden Time" each week.
- 4 We also have a few school rules that need your active support:

Children must arrive at school punctually, **before 8.55am**

Children are expected to behave quietly and sensibly in school

Children must treat the school's and other people's property with respect and leave valuable or "precious" objects at home

Children are not allowed to fight or "hit back". They must learn to walk away from trouble and refer the incident to the teacher

No money is allowed in school, except when specifically requested and this should be in a named envelope or purse

Children are expected to act thoughtfully and to be considerate of the needs of others.

If problems do occur in a child's behaviour or work, we encourage discussion between teachers, Headteacher and parents in order to resolve them.

## **Parental Help in School**

There are many areas of life in school where parental help is welcome on a regular basis. You may wish to become more involved in the work of the school and this is possible in a variety of ways:-

- (a) using some special talent in the school
- (b) providing extra reading practice opportunities
- (c) helping at school functions and social activities
- (d) assisting in the classroom.

Please contact the school office in the first instance should you be interested in helping with any of these or other activities related to the school. We do value parents' contributions to the work in school and are most grateful for all offers of help.

## CURRICULUM

At Delce Infant School we believe that we are educating the whole child and providing that child with skills, knowledge and attitudes for life. It is essential that children are highly motivated, interested and have a sense of their own achievements. Both teachers and parents have a role to play in maintaining positive attitudes to learning and thereby enhancing the child's self esteem.

Nursery and Reception children follow the Early Years Foundation Curriculum, which prepares them for the National Curriculum. There are five main areas: Literacy, Numeracy, Creative Development, Physical Development and Knowledge of the World. We believe that we are developing the whole child and, in the reception classes, children receive opportunities to develop independence, social skills and a sense of responsibility, as well as the more formal areas of writing, reading, etc.

Key Stage 1 applies to children of compulsory school age, i.e.. aged five to seven years. The National Curriculum is only part of the school's broader curriculum. There are four core subjects: English, Mathematics, Science and I.C.T. and six foundation subjects: History, Geography, PE, Art, Music and Design & Technology. Children also study Religious Education.

The school plans the curriculum carefully for all children and we ensure that there is continuity between the curriculum provided for the children in the reception classes and those children who are being taught in Years 1 and 2.

### English

Under this heading, we consider Speaking and Listening, Reading and Writing.

Fundamental to all the aspects of your child's development is the fostering of the spoken language. Poetry, stories, plays and songs all help to support this development. Interested parents maintain a high level of "input" and ensure that their child joins the library, starts a book collection and can express themselves well in conversation, as well as developing the ability to listen attentively to others.

We aim to help each child develop the habit of reading with satisfaction and pleasure. Your child will bring home a book as soon as he/she starts school and you will be asked to write comments in the Home/School Contact Book.

Children are able to choose books from a wide range available in each class library as well as reading through structured schemes and storybooks.

Children learn to write by writing. They are encouraged to "have a go" and write for themselves as well as copying from a teacher. All children are taught phonics and knowing their sounds helps them to work out words for themselves when reading or writing.



Children are taught a legible cursive style of handwriting and a good attempt at spelling and neat, careful work is encouraged. Children are encouraged to write for a number of purposes and for different audiences. Some examples include the writing of lists, letters, cards, poems, reports, stories, diaries, jokes, prayers and messages, as well as many others.

A Literacy Hour, based on the Literacy Strategy, takes place most days for all Year 1 and 2 children when specific reading and writing skills are taught. Children will have opportunities to read Big Books with the class, to take part in guided reading sessions to learn about grammar and punctuation, as well as phonics and handwriting. Part of the Literacy Hour will be spent teaching the whole class but children will work in groups for a proportion of it. Adult support will be vital during the Literacy Hour and parents are invited to help in the class during this time.

Reception aged children will be introduced to parts of the Literacy Hour gradually throughout the year.

### **Mathematics**

Our aim in Mathematics is to provide a progressive structure in which your child can develop basic mathematical concepts. Today there is a special need for understanding the processes used by mechanical and electronic aids and priority is given to the understanding of number skills, eg. the four rules of addition, subtraction, multiplication and division as well as place value. Your child will also have wide experience of all aspects of measurement, shape and logic.

A National Numeracy Strategy was introduced into all primary schools in England in September 1999 and a structured daily numeracy lesson takes place in every Year 1 and 2 class. Reception aged children are introduced to the numeracy session gradually throughout the year.



The school wants children to enjoy mathematics. We encourage this attitude through practical experiences, play activities and structured apparatus. Children also enjoy daily mental maths sessions and are taught to apply their mathematical knowledge to every day situations.

### **Science**

Our approach to science is essentially a thematic one that arises out of the topic work that is being undertaken by the class. A wide range of support materials is available. Inevitably, the children require mathematical and linguistic skills to carry out such work and parents need to appreciate the ways in which subjects become integrated in an Infant School.



Our aim is to encourage children's natural curiosity with regard to their environment and enable them to test their ideas by using scientific methods.

We make our scientific activities very practical. The children are encouraged to think carefully, ask questions, comment upon their methods and explain findings.

The children carry out simple experiments that involve hypothesising, questioning, testing, careful observation and recording. These activities are the basis upon which later science work can be built.

## **Design & Technology**

Our technological activities are very closely related to our art and science activities and usually arise out of topic work. We approach this in a very practical manner by giving the children a problem to work out and solve. This involves the children in hypothesising and planning activities as well as actually doing or making something to solve the problem in their own way.



These activities are most enriching as they provide the child with opportunities for working with a wide range of materials which enables them to acquire a wide variety of practical skills.

## **Geography**



We try to extend and develop the children's awareness of the environment by encouraging natural inquisitiveness with regard to living things, including themselves. Keeping and caring for pets, growing plants, observing the weather and carrying out simple experiments are all used to train the child in careful observation and recording.

Children are provided with first hand experiences of their local environment and are given opportunities to extend this knowledge to more distant places, usually through topic work.

## **History**

Children are given opportunities to study the history of their own families and communities through asking questions, developing pictorial time charts and telling stories in sequence. Children are encouraged to compare past and present. A lot of this work takes place through topic work.

## **Art**



In Art, the children use a wide variety of materials and equipment. They are taught the appropriate skills and are encouraged to appreciate their own and other people's creativity. Parents with particular aptitudes for art do come into the school to help. Please offer to do so yourself and your help will always be most appreciated.

## **Music**



Singing is a particular strength at our school and we belong to the Voices Foundation which encourages the teaching of music through the medium of singing. Singing, listening, moving to music and playing percussion instruments are all part of the weekly programme. These activities develop the memory and the ability to listen – skills that are valuable in other areas of the curriculum.



### **Physical Education**

Physical Education is an important and fundamental aspect of a child's development. All children take part in PE lessons unless there is a medical reason. We have an excellent hall and are continually adding to our collection of apparatus.

The school programme includes the teaching of skills with or without small apparatus, the use of large climbing and jumping equipment and activities, in preparation for games at a later stage.

Dance is also a subject that is popular with many children; it develops their co-ordination and self-confidence. The children may learn country dancing as well as experimenting with other types of movement such as disco dancing.

The safety aspect of such work is strongly emphasised. Long hair must be tied back and no earrings may be worn for any PE lesson.

We have a Sports Day once a year, with emphasis on enjoyment rather than competition.

### **Information & Communications Technology**



Information and Communications Technology takes place throughout the school and all children have access throughout the term to a computer. We are very proud of our new ICT suite and have installed inter-active whiteboards in each classroom as well as in the suite.

ICT is a cross-curricular subject and children may use it to support their work in English and Mathematics, topic work etc. However, it is also taught as a distinct subject so that the children can acquire the necessary skills and expertise needed to complete cross-curricular work.

The children use our computer suite each week as well as the computer in their classroom. They also learn simple programming by using Roamer, the programmable toy. The computers are linked to the Internet and children develop simple research skills through carefully supervised Internet access.

### **Religious & Moral Education**



We aim to make children aware of the world around them and to the infinite variety of life. We encourage children to learn toleration and understanding of actions and peoples and to develop a sense of being a member of a larger family, where acting with love and consideration is praised. We aim to build a child's own self-esteem.

A daily assembly is held in which we try to build elements of awe, silence and worship. Bible stories are sometimes told, as well as stories from other religions and faiths. The main festivities of the Christian calendar are celebrated at Christmas and Easter.

According to the Education Acts, parents have the right to have their children excluded from attendance at religious worship and instruction in the school in order to receive religious instruction elsewhere. Please advise the Headteacher if you wish to use this right.

## **Personal, Social and Health Education and Citizenship**

This is part of everyday life and is incorporated into some topic work, PE and Circle Time as well as being a discreet lesson. Issues may be dealt with as appropriate occasions arise, eg. washing hands, healthy foods or new baby; other issues, such as making friends or dealing with problems are approached through structured discussions and role play.

There is no formal Sex Education. The school regards this to be primarily the responsibility of the parents. Children's questions are answered honestly and at their level of understanding.

## **Special Educational Needs**

Delce Infant School continues to work hard with all children who have special education needs (SEN). The school's SEN policy, which has been revised to incorporate the DfES SEN Code of Practice, has been successfully implemented.

Mrs Wicker, our SENCO (Special Educational Needs Co-ordinator), leads our SEN Support Team and maintains an overview of all children with special educational needs. The class teachers are responsible for providing support to those children who are being monitored and our team of TA's (Teaching Assistants) works with children who are classified as School Action or School Action Plus. Children who have a statement are given one-to-one support. Mrs Grimes from Medway's Learning Support Service teaches SEN children weekly and offers invaluable support to staff. You will be informed by your child's teacher if your child has been identified as needing Special Educational Needs support. It is most important for these pupils that home and school work together.

Where children are thought to require more help than the school can provide, we would consult external agencies such as Educational Psychology, Child Guidance Behaviour Support and Speech and Language.

## **Assessment**

Assessment is a continuous process that teachers plan for in all their work. It takes various forms, from the Foundation Stage Profile in Year R to informal notes, planned termly assessments and, eventually, Standard Assessment Tasks during Year 2.

The most up-to-date SATs results are included at the end of the prospectus.

A portfolio is compiled for each class that includes on-going teacher records and assessments. These records are passed to the child's junior school with a summary of the levels reached at the end of Key Stage 1 Assessments.

An annual written report on your child's progress is sent to you each summer term.

### **Extra Curricular Activities**

Extra Curricular Activities occur throughout the year and all children have the opportunity to take part in Book Week, Arts Week, Christmas celebrations, Science Days, Round the World Week, Healthy Week, etc.

Year 1 children are also able to join a weekly Art Club. Year 2 children have an opportunity to attend a lunch-time ICT Club as well as an after-school ICT Club.

Other events include after school activities such as a Dance Class and a Karate Club which are run by outside agencies.



### **Extended Services**

Pupils at Delce Infant School are able to attend the breakfast and after school clubs that are held at Delce Junior School. Please contact our school office for further information.

### **Liaison with Delce Junior School**

We have established close links with Delce Junior School to ensure that children who transfer to the school are happy and confident. Year 2 teachers liaise with the Year 3 teachers on a regular basis and the children spend time in each other's classrooms. The Year 3 team leader spends time in our Year 2 classrooms during the Summer Term. Subject Co-ordinators liaise with their Junior counterpart in the interests of the children's continuity and progression of learning. Year 3 children return to the school to join us for some school celebrations. There are also monthly meetings between the Headteachers.

### **Equal Opportunities**

The school is committed to the general principle of equal opportunities for all pupils and adults, regardless of disability, ability, race or gender. Pupils of both sexes have equal access to the whole curriculum and we encourage every child to achieve his or her maximum potential.

### **Arrangements for Disabled Pupils**

A few children at Delce Infant School have disabilities and need additional resources. The school is committed to providing an environment which allows these children full access to all areas of learning. Parents of disabled children are asked to give the Headteacher details of the disability as soon as they are offered a place at the school. The Headteacher will arrange a meeting at a mutually convenient time to discuss the ways in which the child's disability might hinder her/him from taking a full part in the life of the school and the ways in which such difficulties will be overcome.

The Headteacher will then make any arrangements necessary to enable the child to participate fully in all lessons and activities. These arrangements may include briefing staff, obtaining special equipment, making minor adaptations to the building, rearranging classroom furniture and/or employing support staff. These may take time to put into place and may require advice and assistance from the Education Office or specialist agencies, so parents are urged to see the Headteacher as soon as possible so that everything can be ready for the child's first day at school.

The school's accommodation has been greatly improved recently and there is access to all parts of the building via ramps and a lift.

## **Homework**



We believe that homework plays a vital role not only in the advancement of pupils' knowledge and skills but also in reinforcing the partnership between school and home. We value the opportunity for children to share their learning experiences with their parents and similarly for parents to support their child's intellectual development.

Homework can take the form of reading, revising phonics learned in class, playing maths games and learning spellings. We do understand that sometimes a child may be too tired at the end of the day to do additional school activities and that it may be better to postpone homework to a more conducive time. We therefore ensure that children are given at least a week to complete any activity.

Teachers do positively encourage the pupils to complete their homework regularly and monitor their achievements.

## **Governors**

The affairs of the school are administered by the Governing Body. The full Governing Body usually meets four times a year. At other times committees meet to consider administrative, financial and curriculum issues. Governors are appointed from various sections of the community plus parent governors. Parents / guardians interested in joining the Governing Body should speak to either the Headteacher or a Governor.

## **School Profile**

Annually the school submits details of its achievements. The profile is accessible to parents at [www.parentscentre.gov.uk/schoolprofile](http://www.parentscentre.gov.uk/schoolprofile). A hard copy of this for non-internet users may be obtained from the school office.

## **Raising Concerns and Resolving Complaints**

From time to time, parents and others connected with the school will become aware of matters which cause them concern. To encourage resolution of such situations, the Governing Body has adopted a "General Complaints Procedure".

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the School Office or from the Clerk to the Governing Body.

### **Documentation in School**

Parents are welcome to see any documents in school. Curriculum and management policy documents are available, together with minutes from Governing Body meetings. Please ask the Headteacher should you wish to see the information.

### **Data Protection Act**

Schools, Local Education Authorities (LEA) and the Department of Education and Skills (DfES) all hold information on pupils in order to run the education system and, in doing so, have to follow the Data Protection Act 1998. This information includes contact details, National Curriculum assessment results, attendance information, ethnic group, special education needs and any relevant medical information.

From time to time we are required to pass on some of this data to the LEA, to another school to which the pupil is transferring, to the DfES and to the Qualifications and Curriculum Authority. These agencies may use some of this information to carry out specific functions for which they are responsible.

You will receive a data collection sheet, showing the relevant information held on our computers, during Year 1 of your child's education which we will ask you to check, sign and return to school.

If you wish to access the personal data held about your child before this time, please contact the school, in writing, and the information will be forwarded to you.

### **Conclusions**

It is important to remember that you, as parents, contribute towards your child's education through developing a good relationship between yourself and your child's school.

Throughout the time your child spends at Delce Infant School, he/she will be supported in reaching his or her full potential in all areas of the curriculum. Your child will be encouraged to acquire the attitudes and basic skills that will support his/her education in future years.



This booklet relates to the school year 2008/09. The details are correct at the time of publication.

# Our Golden Rules

Do be gentle

Do not hurt anyone

Do be kind and helpful

Do not hurt people's feelings

Do work hard

Do not waste your or other  
people's time

Do listen to people

Do not interrupt

Do be honest

Do not cover up the truth

