

We regret that we cannot be responsible for children who arrive at school too early in the morning but they do need to be in the playground before the bell rings at 8.55 a.m. On very wet mornings the children come straight in at 8.50 a.m. The Reception class door opens at 8.45 a.m. Punctuality is essential as the first period of the day is when your child and his/her teacher discuss in detail the morning's work. **If for any reason your child arrives at school late we ask that you bring them into the building and not drop them off at the school gate or the main doors.**

At the end of the day please allow time for your child to put on outdoor clothes, collect books and letters to take home.

Please make sure that you are waiting for your child when they come out of school. If, in an emergency, you are not in the playground at the end of the school day, your child will return to his/her teacher or the Head Teacher until you arrive to collect him/her.

THE STAFF

"School leaders determination, and that of the whole staff, to provide the best for pupils generates a positive culture and real ambition for the future.

As a result, pupils' learning, personal development and well-being thrive".

Ofsted 2014

In school we have two Reception, two Year 1 and two Year 2 classes. Each class teacher has the support of at least 1 Teaching Assistant. There is also a full-time Head Teacher, a full-time Office Manager, part time Office Assistant, a Pastoral Lead and a number of welfare staff who supervise the children at lunchtime.

PARENTAL INVOLVEMENT

There are a variety of ways in which you can help in school if you wish to do so. As well as listening to children read, help with number work, there are activities each term when extra help is very much appreciated. Please contact the Head Teacher if you would like to be one of our parent helpers. We provide a Library service within school for parents/carers and children. We encourage you to join together and share your love of reading.

Fund-raising events are also held. You will be informed by letter of these events when they take place.

EMERGENCY CONTACT

If your child becomes ill, or has an accident in school, we must have emergency phone numbers so that we can contact you or a relative quickly.

TEXT MESSAGING

As a school we operate a text messaging service. This enables us to contact parents for various reasons e.g. to remind them of events taking place in school.

SCHOOL WEBSITE

You can download the App for our school to view our events calendar and receive 'push' notifications/reminders.

MEDICINE

Medicines cannot be administered in school unless there are exceptional circumstances or they have been prescribed and need to be taken four times a day. Under such circumstances written/signed consent must be given.

ABSENCE

If your child is absent from school for any reason, please contact the school before 9.30 a.m. as unauthorised absences have to be reported by the Head Teacher to the Authority. School is open for 190 days per year and if children are to succeed at school, it is parents' responsibility to make sure they attend on these days unless they are ill, or there are mitigating circumstances.

Head Teachers cannot authorise any leave of absence during term time unless they are satisfied that there are exceptional circumstances to warrant the granting of leave. Fixed Penalty Notices will be issued to both parents if unauthorised leave is taken.

Parents wishing to apply for their child to be granted leave should complete an application form available from the office. This form should be returned to school for consideration prior to the proposed leave.

SCHOOL DINNERS

All children of Infant School age are entitled to a free school meal. These warm and nutritious meals are cooked in our own kitchen. If your child goes on a full-day school trip, a free packed lunch will be provided. Any dietary requirements can be discussed with our school cook.

MILK

Milk is provided during the day at a cost of £12.00 per term. This is provided free to children up to the term in which they turn 5. If you are in receipt of benefits your child may be entitled to free school milk. To check eligibility please complete the application form in your induction pack.

FRUIT AND WATER

To encourage a healthier lifestyle each child is given a piece of fruit every day. This is a Government Funded initiative and so there is no charge to you.

Filtered water is available in every classroom for the children to drink whenever they are thirsty.

REPORTING AND RECORD KEEPING

Detailed records of the pupils' academic and personal development are kept, and will be shown to his/her parents or guardian on request. A written report will be sent home annually. As a parent/carer of a child at Rosegrove Infant School, you are welcome to come into school at any time to see the class teacher or the Head Teacher. It would be appreciated, however, if you could see members of staff after school closes whenever possible, so that lessons are not disrupted/delayed at the beginning of the day. Some opportunities for you to discuss your child's progress are arranged out of school hours, and you will be informed by letter about these.

HOME AND SCHOOL

*"Parents are highly supportive of the school".
Ofsted 2014*

There are many ways in which you can prepare children for their school environment, so that they settle happily. They will feel much more confident if you have helped them to undress and dress themselves and have already shown them how to fasten zips and buttons before they start school.

Children begin to learn when they feel secure and confident in school. We find that they mature much more quickly and settle to work if they are allowed to do things for themselves. Make them feel proud to be able to hang up their coat from the first day. They will need to do this for themselves at playtime and lunchtime, so it is much fairer to encourage them to cope before and after school as well. If you leave them to do it on their own each morning, there will always be someone about to help with any problems.

The children also feel very grown up when allowed to take any money eg. for trips or photographs etc into the classroom themselves. It is essential that any money is always sent in a named and sealed envelope.

START/END OF DAY ROUTINES

If for any reason your child is late for school or has had a medical appointment and is not here at the start of day, please bring them to the school office and stay with them until a member of staff lets them in.

When collecting your child at the end of the day we ask that you co-operate by allowing space around the main entrance as staff need to be able to see parents/carers clearly before releasing the children. If you are not collecting your child please inform school in the morning as to which other adult will be picking up that day.

For Health and Safety reasons we ask that parent/carers do not wait in the entrance foyer when attending special events but wait in the playground.

Dogs are not allowed on the premises.

The school is a no smoking area which includes the use of Electronic Cigarettes.

COMPLAINTS HANDLING

We are very much aware of the need for home and school to work together so that your child's early years in school will be happy ones. If any problem should arise please see the Class Teacher or the Head Teacher. If you require any further assistance please contact our Governing Body.

SCHOOL DISCIPLINE

"Around the school, pupils are polite and well mannered. They behave very well in the dining hall and enjoy the social time with their friends. They know how to behave respectfully during assemblies and are mindful of each other in the playground, where they try to follow the rules of their own Playground Charter". Ofsted 2014

Within the school, formal guidelines are kept to a minimum, it is important, therefore that parents are aware of the few essential rules, and fully support the staff in implementing them. We encourage parents, with their children, to sign a Home School Agreement to indicate consent. All children are encouraged to respect their teachers and all helpers in the school, fellow pupils and property. They are expected to be well behaved and attentive in the classroom. When problems occur they are dealt with sympathetically, and parents are involved if necessary. The school has a behaviour and anti-bullying policy.

Children should not bring sweets, toys or pocket money to school.

The Staff cannot be responsible for jewellery or watches.

Earrings are not allowed as part of our uniform policy.

In the interest of safety, please remove earrings before school.

Children may not leave the school grounds during school hours, unless accompanied by a parent or guardian.

CCTV is in operation for the security of the premises and pupils. Images of pupils will not be used.

ROAD SAFETY

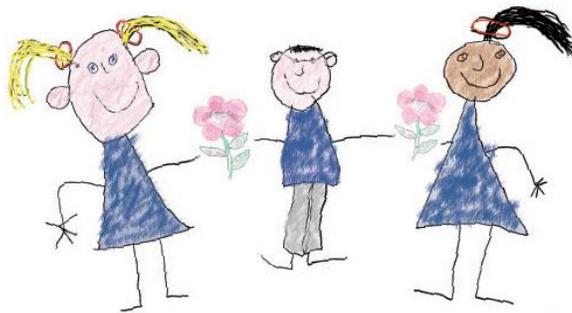
It is hoped that all parents will co-operate with the staff in teaching the children road safety. From time to time, the Police visit the school to help stress the importance of children taking care on the road. All children complete Road Safety training.

Please make sure, if you bring your child by car, that you do not double park or stop on the zig-zag lines, as this endangers the lives of other children.

HOLIDAY LIST

Terms and holiday dates will be issued separately.

Rosegrove Infants



Friendship, Learning, Fun

Uniform

A school uniform encourages the children to feel a sense of pride in belonging to the school, and has the advantage of eliminating arguments about what to wear each day.

Please will you make sure that all clothing and possessions are **marked clearly** with your child's name. This includes pumps and wellingtons, gloves and hats. Both parents and children are upset when possessions are mislaid, **so it is most important to label all clothing and possessions** brought into school, as this helps us to recover lost items. The school cannot accept responsibility for these items although every effort will be made to trace what has been lost.

Uniform

White or pale blue polo shirt/blouse. Navy sweater/cardigan/sweatshirt.

Navy or grey pinafore/skirt or trousers for the girls.

Grey trousers/shorts for the boys.

Sweatshirts, cardigans, polo shirts and fleece coats embroidered with our school logo are available from Tesco online (click on the 'Links' section of our website to order).

P.E.

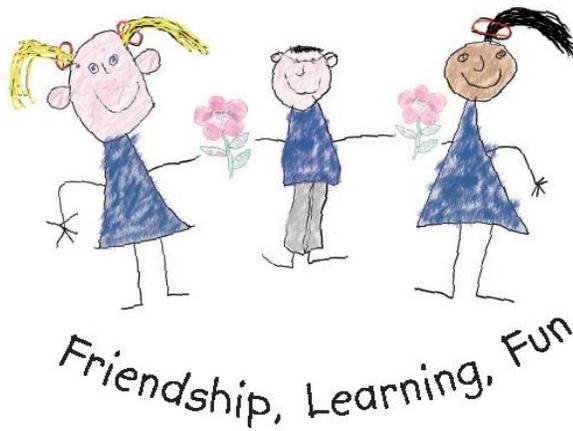
Drawstring Bag : T Shirt, Shorts.

Pair of black or white **slip-on pumps (no laces please)**

It is part of our uniform policy that children do not wear earrings in school.

Children are provided with a red book bag as they start school. Replacements can be purchased from school at a cost of £5.00.

Rosegrove Infants



Curriculum

STATEMENT OF CURRICULUM AIMS

As summarised by the governing body.

The main purpose of the school is to provide a happy stimulating atmosphere in which each child will have every opportunity to develop their potential. Your child will have a good grounding in the core subjects as well as being encouraged to develop socially, physically, aesthetically and morally. Children learn and develop at different rates and the work in school is planned to cater for the individual needs of each child.

CURRICULUM

The children describe their school as exciting and surprising because, they say: "You never know what you will learn next". Ofsted 2014

All the children are taught for 22.5 hours per week in groups or individually in mixed ability classes. Our programmes ensure a wide curriculum and are matched to the Early Learning Goals taught through the Early Years' Foundation Stage, and National Curriculum Documents, which are available in school. Each year group follows a programme of work which is designed to include progression and differentiation. Subjects are often taught through topics. During each topic you will be informed about what your child is learning in school and what you can do to support them at home. Ideas are

sent home for Yr 1 and Yr 2 in 'Weekly Workouts' and Reception 'Weekend Work Outs'.

"Pupils are encouraged to work together and sometimes assess their own work or comment on the work of others. This gives them a good sense of the importance of co-operation and of the value to be gained from helping each other".

Ofsted 2014

LANGUAGE

Language is involved in every subject of the Curriculum. Great emphasis is placed upon the development of language skills which include:

Listening

Writing

Talking

Reading

READING

Your child will take home a reading book to share with you every day.

As the reading books are expensive, we would like you to encourage your child to take great care of them. If books are lost or damaged we ask for a small contribution towards the cost of a new book.

There are many ways in which you can help your child to develop language skills -

Talk You can talk about everyday things. Read stories and sing songs and rhymes together.

Listen It is also important that you find time in your busy day, to listen to your child and answer questions.

LIBRARY

There are libraries in each classroom and a central school library system from which adults and children borrow books. Parents can help by taking an interest in the books and by encouraging visits to the Public Library. There are also maths' games and story sacks for the children to take home on a regular basis.

MATHEMATICS

During Maths lessons the children in our school learn to calculate and to develop problem-solving skills using the concepts of number, shape and measurement. In addition we aim to develop in the children, an enjoyment of mathematics and an ability to use their knowledge in everyday situations. Homework will help to reinforce these basic skills. Computers are also used to help children develop investigative skills.

SCIENCE

Scientific ideas are developed through an awareness of our environment. We provide meaningful experiences which will lead to a greater understanding and appreciation of our world.

MUSIC

Music plays an important part in the work of the whole school. We are well equipped with tuned and non-tuned percussion instruments, and parents, relatives and friends are invited to join us on special occasions, when our children "make music" together playing instruments and singing songs.

P.E

The school is well equipped for all areas of physical education, as we recognise the importance of health and physical development. For safety reasons no jewellery is permitted and long hair should be tied back.

During outdoor play sessions the children also use P.E. equipment and get involved in organised games.

HISTORY AND GEOGRAPHY

Our curriculum is designed to bring together the elements of History and Geography. The children learn from their own experiences and then about others and the wider environment. They are taken on trips to explore their locality, and on outings further afield. These trips are paid for from the school budget.

HEALTH AND SEX EDUCATION

Our Birth Education policy is based on the National Curriculum Science Document, and is mainly concerned with human growth and the life cycles of small animals. The children learn about the care and needs of pets in school and at home.

A healthy life style is encouraged; the children are made aware of the importance of healthy eating and exercise.

PSHE

The PSHE curriculum enables our pupils to learn about themselves as developing individuals and as members of the community. They learn the basic rules and skills for keeping themselves healthy and safe and for behaving well. They have opportunities to show they can take responsibility for themselves and their environment and begin to learn about their own and other people's feelings. As members of a class and school community pupils learn how to share, take turns, play, help others, resolve simple arguments and how to deal with bullying.

RELIGIOUS EDUCATION

"Pupils are tolerant of others' differences because of their experiences of various cultural festivals and lifestyles, and because of the way that their spiritual, moral, social and cultural development is rooted in the school's everyday expectations". Ofsted 2014

Religious Education is included in the curriculum and a daily act of collective worship is held when the children are encouraged to think and talk about the way they live in the world; the way they regard themselves and their relationship with others.

All children will normally participate, but if it is your wish that a child does not attend, you are asked to consult the Head Teacher.

ART AND CRAFT

We aim to provide the children with the opportunity to work with different media and techniques that will develop their fine motor skills, and their visual and artistic awareness.

TECHNOLOGY

We live in a technological age for which the children must be prepared. In school therefore, pupils are involved in a variety of designing and making projects and each classroom has its own computer station, which is linked to the Intranet/Internet. All rooms have an interactive whiteboard which enhances teaching and learning across all areas of the curriculum. Pupils also have access to iPads. The school web-site address is: _

www.rosegrove.lancs.sch.uk

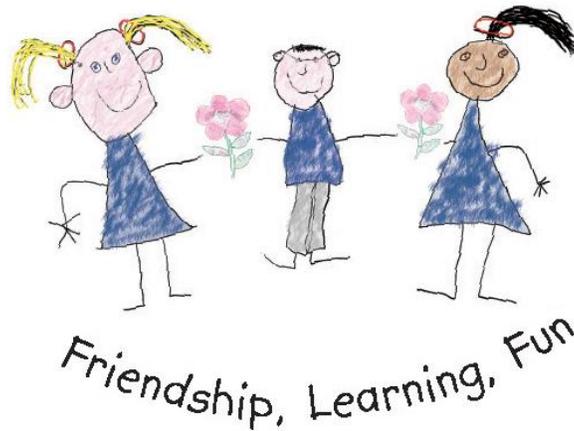
CHILDREN WITH SPECIAL NEEDS

"Disabled pupils and those with special educational needs make good progress. There are clear learning plans in place for them as well as first-class information and help for parents to support their children at home. Individual teaching is well planned and the school draws well on all the outside support to meet pupils' particular needs and help them to achieve well". Ofsted 2014

Any children with specific learning needs are monitored, assessed and where appropriate, given help in small groups. Parents are kept well informed and the class teacher will always discuss the work with parents. The Special Educational Needs Co-ordinator ensures that procedures laid down in the Code of Practice are followed.

No child is discriminated against whatever their level of disability/learning need and the school has an accessibility plan in place to ensure that all pupils are included as fully as possible.

Rosegrove Infants



Safeguarding Statement

The general safety and well-being of our children is paramount and influences all we aim to achieve. In order to ensure we comply with expectations, and number of procedures and practices are in place. These include:-

- A single central record with details of all employees/governors/students and volunteers
- A record of any racist incidents
- Records of bullying incidents
- A record of welfare concerns
- E-Safety/Acceptable Use Policy
- Risk Assessments

Our employment procedures include details of enhanced DBS checks, proof of identity checks, a record of qualifications, evidence of Right to Work in the UK and the date checks were made and by whom.

All recruitment panels include a member of staff who has trained in safer recruitment practices.

We monitor and support vulnerable groups with the aid of our Pastoral Lead who liaises closely with a wide range of outside agencies.

We provide a secure site. Visitors enter through the main entrance and are asked to sign in at the office.

Other documentation to support our safeguarding practice include:-

- Health and Safety Policy
- Behaviour and Anti-bullying Policy
- Safeguarding Policy

All staff are trained in relation to Safeguarding and there is a Designated Senior Lead and two Deputy Designated Senior Leads in school.

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Governors

Rosegrove Infants and Rosegrove Nursery have a Federated Governing Body i.e. one set of Governors to manage both schools.

The Head Teacher, in consultation with the Governors, is responsible for the internal organisation, management and discipline in the school. The Governors, who meet at least twice per term, have a range of responsibilities for the school. The Governing Body consists of one L.A. representative, nine Community Governors, three Staff Governors, including both Head Teachers and two Parent representatives.

"Governors know the school well and the barriers that sometimes have to be overcome to ensure that every pupil achieves well. They check the school's work and challenge school leaders effectively".

Ofsted 2014

If you require any further assistance please contact the Area Education Officer (address at the end of the Brochure).

LANCASHIRE EDUCATION COMMITTEE - DISTRICT 12
The Federation of Rosegrove Nursery and Infant Schools.

Head Teacher

Mrs L Renshaw (Infant School)

Head Teacher

Mrs S Jones (Nursery School)

Staff Representative

Mrs S Brammer (Office Manager)

LA Representative

Mr S Hoyle (Acting Chair)

Parents

Mr R Bradley
Mrs A McConville

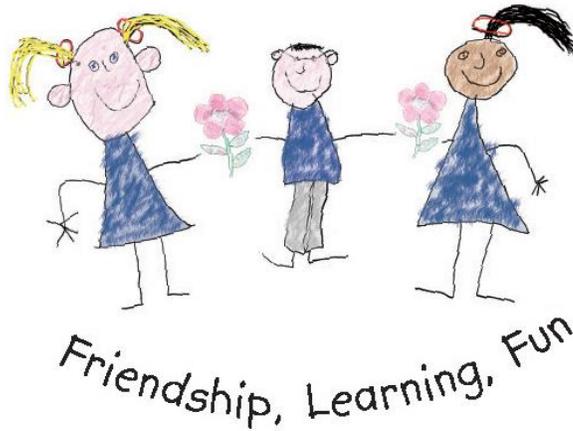
Co-opted

Mrs I Roche
Mr K Fletcher
Mrs E Longley
Ms E Dobie

Staff

Mrs J Barlow
Ms Z Johnson
Miss S Watson

Rosegrove Infants



Other Information

INSURANCE ARRANGEMENTS

The County Council's insurance arrangements in relation to children and parents are as follows:

- i. The County Council's liability insurance arrangements provide protection for the County Council in respect of claims for compensation made by any person suffering bodily injury or damage to property due to some act or error of the County Council

These arrangements are in respect of the County Council's legal liabilities only and it should be noted that the County Council does not automatically accept liability for any injury or damage which may occur as it would have to be proved that the County Council was legally responsible for the injury or damage suffered, i.e. it was at fault.

Where an injury or damage to property arises due to some act or neglect of a Third Party (i.e. some person or organisation other than the County Council) any resultant claim for

compensation would have to be directed towards the Third Party and not the County Council.

- ii. If a person suffers a bodily injury where no one is at fault there would be no legal grounds for pursuing a claim for compensation against either the County Council or a Third Party.

However, this is a risk which can be covered by a Personal Accident insurance policy which provides limited benefits in respect of injuries suffered by the insured person, regardless of legal liability. Parents could arrange such cover on a general "all risks" basis applicable throughout the year or specifically for a particular event, (e.g. a school visit/holiday). It is understood that the National Confederation of Parent Teacher Associations has such insurance available; in any event, advice could be obtained from an Insurance Broker or Insurance Company.

The information in this document relates to the 2017/2018 school year. However, it should not be assumed that there will be no change affecting the relevant arrangements in some particular matter either before the start of, or during, the school year in question or in relation to subsequent years.

UNAVOIDABLE CLOSURES

In exceptional circumstances it may be necessary to temporarily close, or partly close the school.

Possible reasons for Closure

1. Premises e.g. breakdown of equipment, failure to complete maintenance work, safety, fire, flood or major damage.
2. Environmental Health e.g. epidemics, pollution, no water supply.
3. Emergencies e.g. adverse weather, bomb alerts, police action
4. Personnel e.g. excessive Staff absence.

After consultation with the Chair of Governors and/or appropriate County Council Officer to ascertain whether the problem can be resolved, an unavoidable closure procedure may have to be implemented.

The Head Teacher will then: -

1. Inform Staff by telephone.
2. Inform Parents - via a text message and response to telephone enquiries.
3. Inform 2BR.
4. Inform Parents who actually arrive at school unaware of the closure.

In the event of a closure during the day:

- Parents/carers will be asked to collect their child from school
- Pupils remaining in school will be supervised until parents/carers are able to collect them.

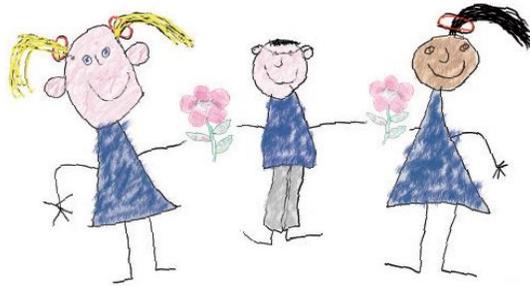
Staff and parents/carers will be kept informed of developments and a decision made as early as possible to re-open.

Useful Addresses

Director of Education
County Hall
PO Box 61
Preston
PR1 8RJ
01772 254868

Area Education Offices (including Free School Meals)
East Lancashire
44 Union Street
Accrington
Lancashire
BD5 1PL
01254 220708

Rosegrove Infants



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CHILDREN LEARN WHAT THEY LIVE

*If a child lives with criticism he learns to condemn
If a child lives with hostility he learns to fight
If a child lives with ridicule he learns to be shy
If a child lives with shame he learns to feel guilty
If a child lives with tolerance he learns to be patient
If a child lives with praise he learns to appreciate
If a child lives with fairness he learns justice
If a child lives with security he learns to have faith
If a child lives with acceptance and friendship he learns to find
love in the world.*

We look forward to seeing you soon.