

School Information

Head Teacher: Mrs. L Renshaw
Chair of Governors: Mr. S Hoyle

In our school we aim to develop the child through constructive comments and positive responses so that they can achieve their full potential.

We want all our children to be.....

successful **good role models** **confident** **independent**
collaborative **good communicators**
happy **kind** **resilient** **curious**
good listeners **high achievers** **caring** **deep thinkers**
fit and healthy **reflective** **knowledgeable** **respectful !**

ADMISSION TO THE SCHOOL

Number admitted: 60

The age at which children are admitted to school is determined by the Education Committee. Children whose fifth birthday falls between 1st September and the 31st August, may be admitted during the Autumn term.

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 to the main door and buzz through on the intercom to ensure that an adult takes them safely into the school building.** Please do not drop them off at the school gate or outside the main doors.

Please make sure that you are waiting for your child when they come out of school. If, there is an emergency and you are not able to get here on time, your child will be kept safe until you arrive. We do ask that you ring school to let us know if you know you are going to be late.

THE STAFF

In school we have two Reception, two Year 1 and two Year 2 teachers. Each class teacher has the support of at least one teaching assistant (both of our Reception classes have two support staff). We can also have 1:1 support staff in school. We have a full-time Head Teacher, a full-time Office Manager, a part time Office Assistant, a Pastoral & Wellbeing Lead and a teacher who works in school three days every week, providing additional learning support/guidance for children and families. We have a large welfare team who look after the children at lunchtimes. Lancashire Catering Service provide us with one cook and two kitchen assistants. We also have a site supervisor and two cleaners.

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, helping with number work, volunteering in our library, helping in the Grove (outdoor learning), supporting Enterprise events, we even have a 'Dad's Squad' for Dads who are willing to help too! There are activities every term when the 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 via Seesaw or by letter of these events when they take place.

EMERGENCY CONTACT

School must have contact numbers for parents/carers, so that we can contact a family member at ANYTIME during the school day should your child become ill or have an accident in school. We may need to contact you or a relative quickly. Please update these should they change.

SCHOOL WEBSITE

You can download the School News App which links to our school (just enter Rosegrove Infant School BB12 6HW) to view our events calendar, see newsletters and to access the school website. This app is very useful to have on your phone.

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 going to be absent from school for any reason, please **contact the school before 9.15 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.

There are 175 days available to book holidays!!

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, even if they are not residing together, 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 LUNCHES

All children of infant school age are entitled to a free school meal. We use a pre-order system in school. 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 up to the term in which children turn five.

If you are in receipt of benefits, your child may be entitled to free school milk. To check eligibility please contact the school office.

(Although all infant children are entitled to a Free School Meal some of our families are in receipt of additional benefits, which can lead to school receiving additional funding to support all children).

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 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 before school opens/after school closes, whenever possible, so that lessons are not disrupted/delayed at the beginning of the day. Opportunities for you to discuss your child's progress are arranged out of school hours e.g Parents' Evenings, and you will be informed by letter about these.

HOME AND SCHOOL

"Parents are OVERWHELMINGLY positive about the school. They say how much they enjoy the regular opportunities to visit the school and find out about what pupils are learning." OFSTED

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 practise undressing and dressing 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 into school life, if they are allowed to do things for themselves.

INDEPENDENCE! INDEPENDENCE! INDEPENDENCE!

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 and help them to manage things like this at the start and end of each day. If you leave them to do it on their own each morning, there will always be someone about to encourage and help with any problems.

The children also feel very grown up when they are allowed to take any money e.g. 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 main door and stay with them until a member of staff lets them in. Please use the intercom.

When collecting your child at the end of the day please allow time for the staff to see you and release the children to you safely. If you are not

collecting your child, please let school know in the morning as to which other adult will be picking up that day.

Special Events in School

Throughout the year we like to invite our families to share in the children's learning. We will invite parents/carers to celebrate with us at Family Assemblies, Harvest Assemblies, Christmas performances, special learning trail days, outdoor learning activities in our Grove, creative days, Reception Work Together Sessions etc.

In the interests of safeguarding, we ask that parents/carers please switch off mobile phones when in school and for events in the hall, to please sit down in the designated seating areas.

If parents/carers could wait in the playground a member of staff will always come out to greet you and welcome you inside when the children are ready to start.

Seesaw announcements/letter invitations will be sent out, to invite you to come and join the celebrations with us.

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.

BEHAVIOUR IN SCHOOL

"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

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/carers to sign a Home School Agreement to indicate consent. Children are encouraged to respect their teachers and all helpers in the school, fellow pupils and property. Our expectation is that they are 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. We ask that families/visitors to school share our value of respect for each other.

PLEASE REMEMBER:

- **Children should not bring sweets, toys or pocket money to school. If a child wants to celebrate their birthday with their class we suggest that you donate a book so that this can be shared with all their friends. Many children write a little message inside the book cover as a reminder of their special day.**
- **Earrings are NOT allowed to be worn in school as part of our uniform policy.**
We advise that ears are not pierced during the holiday periods, unless it is at the start of the summer break to allow the 4-6 weeks needed for them to heal.
In the interest of safety, please remove earrings before school.
- Children may not leave the school grounds during school hours, unless by prior arrangement and accompanied by a member of staff, parent or guardian.
- **CCTV** is in operation for the security of the premises and pupils. Images of pupils will not be used.
- **Dogs are not allowed on the premises.**
- **This is a NO smoking site. This includes the use of Electronic Cigarettes.**

ROAD SAFETY

It is hoped that all parents will co-operate with the staff in teaching the children road safety. All children complete Road Safety training. Our School Council also discuss road safety issues and how to keep children in our school safe.

PARKING

If you bring your child by car, do not park or stop on the zig-zag lines, as this endangers the lives of other children and families.

Please avoid parking on corners and please do not block local resident's access points.

Having staggered start times does help to manage the traffic around school at drop off and pick up times, so please do aim to stick to these times.

The Police/Traffic Wardens are now patrolling the area more regularly.

HOLIDAY LIST

Term and holiday dates can be found on our website, in the GROWN UPS section, or please download the 'School News' app via App store/Play Store and search for our school. You can use the app to access the school calendar/website.

Rosegrove Infants



Uniform

A school uniform encourages the children to feel a sense of pride and 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. Both parents and children can become 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.

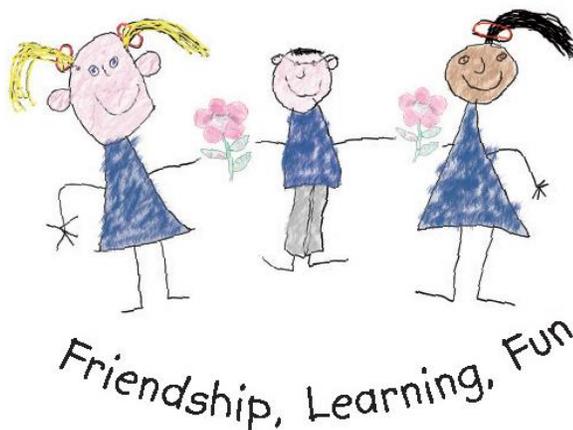
Uniform White or pale blue polo shirt/blouse.
Navy sweater/cardigan/sweatshirt.
Navy or grey pinafore/skirt or trousers for the girls.
Grey trousers/shorts for the boys.
Gingham/check dresses for girls in the summer.
Sweatshirts, cardigans, polo shirts and fleece coats embroidered with our school logo are available from www.myclothing.com

P.E. For our Fitness Days children should come to school in:
White/blue plain t-shirt
Grey or black leggings/joggers/shorts
Pumps/velcro trainers

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

Children are provided with a red school 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.

School's main aim is to provide a happy, stimulating environment in which children 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. As children develop at different rates, learning in school aims to cater for the individual needs of the children.

CURRICULUM

"Pupils are proud to attend Rosegrove Infant School. They work hard in lessons and rarely miss a day at school. They are polite, well behaved and develop into confident and competent learners." "They are keen to talk about their learning and how they enjoy school". OFSTED

All children are taught for 22.5 hours per week in groups or individually in mixed ability classes. Our programs ensure a wide curriculum and are matched to the Early Years Curriculum taught through the Early Years' Foundation Stage, and National Curriculum Documents, which are available in school. Each year group follows a program of work which is designed to include progression and differentiation. Subjects are often taught through

topics or 'themes'. 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. Homework is sent home via Seesaw in 'Weekly workouts' for Year 1 and Year 2 and for Reception in 'Weekend Workouts'. Homework activities can be completed in the green homework book given out in Year 1 and Year 2.

LANGUAGE

Great emphasis is placed upon the development of language skills in every subject of the curriculum:

Listening Talking Reading Writing

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 their questions.

READING

"I found that there are many strengths in the teaching of reading at Rosegrove. In the Early Years, and across Key Stage 1, phonics teaching remains strong. Adults have good subject knowledge and promote learning EXTREMELY well." OFSTED

Your child will take home a reading book to practice and share with you. The teacher will also send a reading record that they will monitor for frequency of reading and for any comments that you want to make re your child's progress. Reception children are encouraged to read daily and can change their book as needed. Please read regularly in short bursts, to keep your child interested and focused.

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 £5 contribution towards the cost of a replacement.

LIBRARY

There are 'libraries' in each classroom's reading corner and a central school library system from which adults and children borrow books. Parents can help by taking an interest in the books and are encouraged to borrow alongside their children.

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, an enjoyment of Maths and an ability to use knowledge learnt 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. We have a school choir that perform locally in the community.

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 on Fitness Days.

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 significant events in their past and the wider environment. They are taken on trips to explore their locality, and on outings further afield.

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.

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

Our Relationships policy is based on the National Curriculum and is mainly concerned with; well-being, feelings, friendships, citizenship/traditions, respect and being safe online.

"Parents and staff say that school is a safe and caring place, and that pupils are well looked after. The pupils told me that they feel safe in school."

OFSTED

During one week, every term, we focus a little more on Core British Values and investigate significant events and significant peoples' lives.

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

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/DESIGN TECHNOLOGY

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. In school therefore, pupils are involved in a variety of designing and making projects.

COMPUTING

We live in a technological age for which the children must be prepared. All rooms have an interactive television/whiteboard which enhances teaching and learning across all areas of the curriculum. Pupils also have access to iPads, Chrome Books and laptops.

Children's learning is celebrated on our school website and on our Twitter feed.

Our school website address:

www.rosegrove.lancs.sch.uk

follow us on Twitter: @RGinfantsSchool
(Click on the blue Twitter bird on our homepage)

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

Children with specific learning needs are assessed and supported according to their needs. Some children receive additional one to one support and some receive extra help within small groups. Parents are kept well informed of their progress. The Special Educational Needs Co-ordinator ensures that we follow the Special Needs Code of Practice.

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, a 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 detailed, enhanced DBS checks, proof of identity checks, a kept record of qualifications and evidence of a person's Right to Work in the UK. All recruitment panels include a member of staff who has trained in safer recruitment practices.

We provide a secure site. Visitors enter through the main gate and are signed in at the main office.

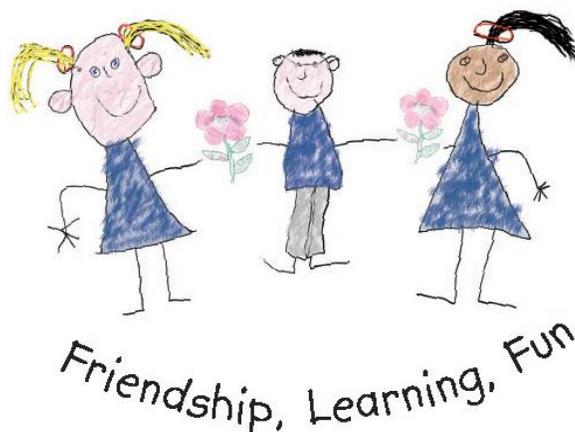
Other documentation to support our safeguarding practice include:-

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

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

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

Rosegrove Infants



Governors

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

"Governance is PARTICULARLY effective. Governors bring a wide range of expertise and experience to their role. They visit the school regularly to gain an understanding of the quality of education that the school provides, and how different policies and procedures impact on pupils. They ask challenging questions of school leaders and play their part in ensuring that agreed safeguarding arrangements are in place. Governors provide a good balance of challenge and support to the school." OFSTED

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)

LA Representative

Mr S Hoyle (Chair)

Staff Representative

Mrs J Barlow

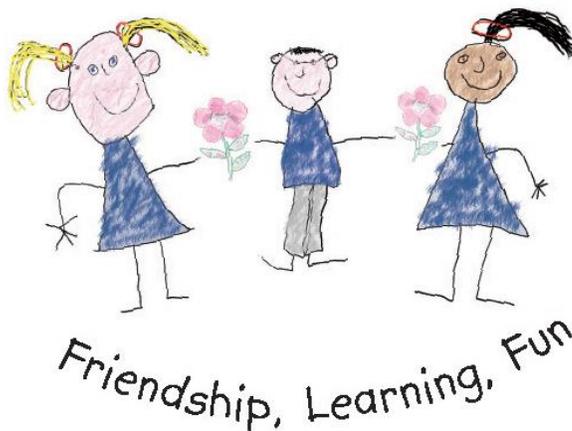
Parents

Mr N Yates (Vice Chair)

Co-opted

Mrs I Roche
Mr K Fletcher
Mrs E Longley
Mrs S Brammer
Ms Z Johnson
Miss N Edwards
Miss A Fairfield

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 2021/2022 school year. However, it should not be assumed that there will be no change affecting the relevant arrangements in a 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/Seesaw.
- 2 Inform Parents - via a Seesaw announcement/website/Twitter and respond to telephone enquiries.
3. Inform Radio Lancashire.
4. Display signs if possible, to 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/Telephone Numbers/Websites

East Area Education Office
Room C37
Lancashire County Council
County Hall
Fishergate Hill
Preston
PR1 0LD
01772 254868

Area Education Offices (including Free School Meals)
East Lancashire
01254 220747

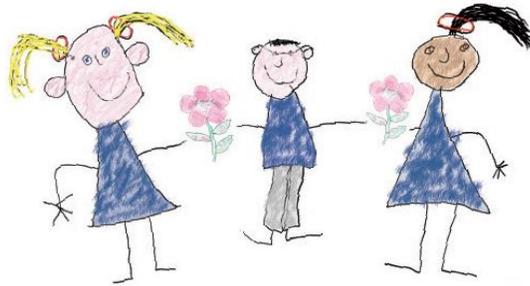
School Nursing Team:
0300247 0040

Children and Family Wellbeing Service
0800 511 111

School Website: www.rosegrove.lancs.sch.uk

Twitter: @RGinfantsSchool

Rosegrove Infants



Friendship, Learning, Fun

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.