

Recreation Road Infant School

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Headteacher: Serena Dixon

Welcome to our school

We hope these documents will give you a flavour of how we work:

Aims and Values

(Starting School Booklet for Year R pupils)

Learning Together

Essential Skills

Learner Values

Well-Being

Learning Environments

Real World Relevance

Connections to the World

Information, Communication Technology

Active Participation

Year 2 (Key stage One) Attainment Data

Our school day, attendance and term dates

Who's Who in School?

Our School Site

Admissions Policy

What can Your Child Wear?

Food and Drink

Health and Welfare

Complaints Procedure

Helpers in School

Information from Sunflower Club



We work as a team

Recreation Road Infant School

Aims and Values

- ❖ To provide a safe and nurturing learning environment for all
- ❖ To develop lively and enquiring minds through an enquiry-based curriculum
- ❖ To develop learning opportunities beyond the Classroom
- ❖ To develop healthy and positive attitudes to learning and living
- ❖ To promote positive parent-partnership
- ❖ To enable pupil-voice and participation
- ❖ To enable pupils to benefit from professionally developing staff

Learning Together



We believe that learning is something all of us want to do, as it is the process of making meaning of the world. We aim to build learning communities in which children and adults take responsibility for learning.

Our current partners include:

- Parents and carers
- Our local community
- Recreation Road Sports Hall
- Colleagues –through a range of networks: local, national and international
- Our pre-school providers
- Our local Junior schools
- Our local High School CNS and our neighbour, Parkside School
- Institutes of Further and Higher Education

Through these partnerships we hope that we can all gain broader understanding and knowledge, greater access to resources and expertise and instill a sense of learning as a lifelong and collaborative process.

Within our school we work in year group teams collaborating to plan, assess and develop teaching and learning experiences. However because of preferred learning styles and interests and needs of pupils the teaching methods used may at times look different from class to class.

Through our curriculum we can build communities of enquiry within our classrooms, using such systems as Mantle of the Expert and Philosophy For Children.

We promote team-building and co-operation within our classrooms through our Personnel, Health and Social Education (PHSE) work enabling the children to work together responsibly and productively.

In 2010 we were awarded INVESTORS IN FAMILIES.

Through this award we are continuing to plan Family Learning Events, to engage families in how to support their child's learning, work closely with our Cluster Parent Support Advisor and develop our Family Room.

Please look on our school website:

www.recreationroad.com to find out more about our school and also to access our latest Ofsted Report.

Essential Skills



We aim to develop a joy of learning and commitment to building children's' skills and knowledge. Children will be encouraged and given opportunities to learn, practise, develop and refine a wide range of skills in their work across The Foundation Stage and the National Curriculum.

Within the Foundation Stage (from 3 to end of Reception Year) there are six areas of learning:

- Personal, Social and Emotional Development
- Language and Literacy
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development and
- Creative Development

These areas are built upon within the National Curriculum. Here the key skills embedded in the curriculum are:

- Communication
- Application of number
- Information Technology
- Working with others
- Improving own learning and performance
- Problem Solving and
- Thinking Skills

Alongside the National Curriculum we use The Norfolk Agreed Syllabus for RE to inform and guide our teaching.

Parents have the right to withdraw their child from collective worship –please see our policy on our website.

WELL-BEING and SAFEGUARDING



We believe that learning is profoundly influenced by social relationships, self-concept and emotions. Therefore it is essential that we create an environment where everyone feels welcome, safe and valued. We are committed to safeguarding the children in our care and expect all visitors to comply with our procedures.

We provide and promote many opportunities for our community to gain a sense of well-being, high self-esteem and to build successful and happy relationships:

- ❖ Our emphasis on Personnel, Health and Social Education and how we ensure features of this run throughout our curriculum
- ❖ Our induction programmes ensure positive and effective relationships can be established and built upon
- ❖ Our Relationship Policies (Behaviour and Anti-Bullying) which in essence urges us all to “catch them being good!”
- ❖ Our commitment to safe-guarding children through a range of policies and procedures. Our designated Child Protection Person is Serena Dixon and in her absence Michael Bunting, Naomi Potter or Jenny Lewis.
- ❖ Our Class Council provides opportunities for children to talk to other children/adults about issues that would improve well-being



❖ Our commitment to Race Equality :
Our policy is available for you to read and states “ We believe that all members of the school community are entitled to equal regard and opportunity. The school is committed to following policies and practices which foster anti-racist beliefs and attitudes. It is our intention that these form an integral part of the curriculum to reflect the multicultural society in which we live.”

❖ Our commitment to Equal Opportunities:
Our policy is available for you to read and states “we aim to ensure all have right of access to all learning opportunities regardless of ability, gender, physical ability, racial or ethnic group, religious belief or social background.”

Inclusion and Special Educational Needs

We aim to support all children in their learning recognizing that learners progress at different rates and that learning is complex, not linear. We also recognize that there are different preferred styles of learning and so we must ensure that a range of teaching and learning styles can be accommodated.

Our Special Educational Needs Co-ordinator is Naomi Potter. She is able to advise if you have any concerns regarding your child's progress.

We aim to ensure a sense of both mental and physical well-being and so we put a strong emphasis on Health Education and Physical Education. We are currently working towards Enhanced Healthy Schools Status.

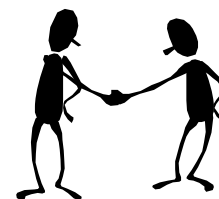
Children are encouraged to make healthy choices eg. water to drink and fruit or vegetables to contribute to their 5-a-Day. Please see our Information on Food and Drink. They also have opportunities to find out more about healthy diets and contribute to creating their own through cooking sessions, "Create Your Own Lunch" weeks and so on.

Year 1 and 2 children undertake 2 hours of quality PE throughout the week including swimming. Our Reception children have access to outdoor play equipment throughout the day and also undertake morning PE sessions on a daily basis.

Through our extra-curricular activities we provide further opportunities for us all to further our understanding and knowledge of Healthy Choices eg. Sports Clubs
We have recently achieved the **HIGH QUALITY PE AWARD.**

PARENT PARTNERSHIP

We want to make our parents, carers and families feel part of our school community.



We want our parents, carers and families to be informed.

We want our parents, carers and families to extend the learning into and from the home and wider environment and for us to value this.

We want to be able to support our parents, carers and families.

We want our parents, carers and families to feel they can participate in the school's improvement and development.

We do all this through a variety of ways:

- We have a warm, friendly and welcoming atmosphere in school.
- We have an open-door policy with access to class teachers, teaching assistants and the Head on a daily basis.
- We welcome parent-helpers in our classrooms following CRB checks.
- We send out newsletters and booklets about initiatives and events.
- We give our families regular information on the curriculum and out of school activities.
- We hold workshops, family-learning events and open evenings for the community.
- We have a vibrant and supportive parent-group who do fund-raising and provide social events for children and families.
- We hold regular surgeries for you to meet our Governors.
- We conduct questionnaires to ascertain opinions.

We constantly strive to maintain a dialogue with parents and carers in order that we continue to develop parent-partnership.

We have been awarded Investors in Families (July 2010)

Learning Environment

We believe that the learning environment should be the “third teacher”. At Recreation Road Infant School each classroom is bright, well-presented and welcoming. Our building is fully accessible for wheelchair users.

We use spaces across the school both inside and outside to develop learning. Our outside area comprising of hard play area, grass area, trim-trail and climbing apparatus, wildlife area and butterfly garden all benefit the community offering a range of facilities for play, study and relaxation.

Our Reception classes all have immediate access to a designated area to enable indoor and outdoor learning to take place.

Displays are used to celebrate children’s work, as a source of reference for learning, as areas to develop ideas and as sources of information about our school; our values and beliefs.

Our classrooms have a wide range of good quality resources which are accessible for children, allowing them to make choices and encouraging independence.

We use a range of technologies to support learning including Interactive Whiteboards, laptop and desktop computers, CD players, televisions/video or DVD and digital cameras.

All children have access to a wide selection of books within their classrooms and this is enhanced by our library area. This is a place where children can come and select books, enjoy a quiet read with a friend and also learn more about book classification systems.

To encourage healthy attitudes towards PE we make good use of the sports field, Sports Hall and swimming pool. All of which are on our site. These offer dedicated and appropriate space and resources for children to enjoy the best quality PE lessons. These facilities are shared with our local community schools: Avenue Junior and Parkside School. They are also available for community use during evenings and holidays. Our Family Room is available every week for drop-in and chat. It has resources for toddlers, lots of information about support services and use of a computer to access our website and Virtual Learning Environments.



Real World

Relevance

We believe that learning is more effective when information is embedded in purposeful and meaningful experiences. Our curriculum therefore explores authentic learning opportunities. We aim to explore learning through childrens' interests and first-hand experiences as well as providing hypothetical situations for them to explore through our use of drama. We plan for opportunities for learners to explore and ask questions and to have access to first-hand experiences.

We use the whole school environment as a classroom and plan to develop our use of the marvellous outside space we have.

We make the most of our local community:

- visiting local shops for real experiences of using money, weighing and developing social skills
- visiting local museums and galleries
- exploring local facilities such as the park, post office and the library
- inviting in speakers to talk to our children about their jobs, interests and memories

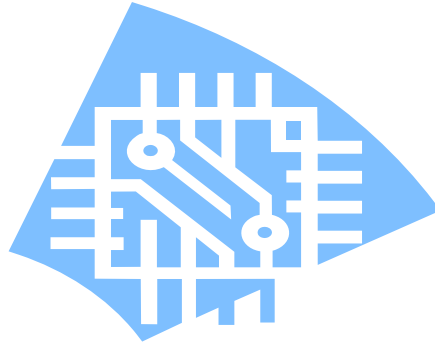
We create real enterprise opportunities for children and participate in local and national events and competitions

We value the role of imaginative play for our children and understand that through play, in a secure environment with effective adult support, children can:

- practise and build up ideas, concepts and skills
- learn how to control impulses and understand rules
- take risks and make mistakes
- think creatively and imaginatively
- communicate with others
- investigate and solve problems



Information Communication Technology



Our children live in a world that is rapidly changing and so we need to prepare them to be confident and knowledgeable about using technology as a tool to enhance their learning.

We use a range of technologies with our children as research tools, presentation tools and as tools to enable us to be creative.

Our classrooms are equipped with PCs, laptops and most with Interactive Whiteboards which allow us to teach the skills required to make ICT effective for the learner as well as using it across the curriculum.

They provide a wonderful window to the world and allow learners to access a range of resources to support their learning.

Through ICT our children can connect to others both locally and globally.

Children are taught:

- how to research topics and questions
- how to present their ideas in a range of formats-graphs, text, images and film
- how to create multi-media projects-animation, power-point, music and film
- how to control and program toys
- how technology influences our lives

We aim to develop skilled users of ICT but users that consider the implications of such developments and that use it creatively, effectively, appropriately and SAFELY.

Active Participation



The rights of a child necessitates that they have a “voice” which is actively listened to. We aim to provide opportunities for authentic and genuine collaboration with children. This will ensure that they are listened to, respected and that their needs as learners as valued.

- We encourage children to ask questions
- To assist in developing the curriculum and learning pathways
- To be instrumental in self- assessment and target setting
- To participate in class and school councils
- To have input into school development and improvement plans
- To become reflective learners
- To be ambassadors for our school

We work from a basis of distributed leadership and so enable our staff to be in a position to make informed decisions.

We currently run a Sports Leadership Award and a Community Leadership Award. These both support pupils to gain confidence and to demonstrate responsibility, care and resourcefulness.

We encourage all children and their families to take care and responsibility for maintaining a high quality learning environment and work with them to ensure their views and ideas are incorporated into our development and improvement plan.

Our ECO-COUNCIL ensure that we follow environmentally friendly practices and are supporting others to do the same. We are a RSPB Bird Friendly School and work with the RSPB to ensure that wildlife is encouraged within our immediate environment.

Connections To The World

We believe that our connections with the world are vitally important. We want our children to understand the impact and influence they have and that they are part of a global village.

Through our enquiry-based curriculum we aim to encourage learners to ask questions about the world in which they live, to look for international links and similarities, and to begin to know about and appreciate the rich diversity there is all around us.

We wish to explore global issues such as looking after the environment, the rights of children and issues of fairness and justice.

We wish to learn from international research and experience in order that we might improve the provision for our children.

We wish to make the most of global links through the use of technologies such as worldwide web and e-mail as well as through working with local projects such as twin-towns.

We also wish to make maximum use of our own local community which has a wealth of international experiences within it

We currently run an International Club for children to learn from one another about cultural differences and experiences.

Staff at Recreation Road Infant School 2011

Name	Post	
Serena Dixon	Head	
Naomi Potter	Leadership Team/CT	
Jenny Lewis	Leadership Team/CT	
Michael Bunting	D Head/CT	
Karen Marshall	CT	
Adrienne Walton	CT	
Sarah Youatt	CT	
Lisa McNaughton	CT	
Lorraine Whiting	CT	
Louise Sallis	CT	
Di Wuest	CT	
Gill Hulme	CT	
Penny Grisewood	CT	
Su Walters	CT	
Jane Strickland	CT	
Sheree Brock	CT	
Tori Manning-Jones	CT	
Sue Turley	Swimming Instructor	
Alvine Haisted	Swimming Instructor/MSA	
Helena Catt	TA	
Kit Dunthorne	TA	
Elaine Osborne	TA	
Jannette Carter	TA	
Sally Turner	TA/MSA	
Tina Browne	TA	
Louise Stone	HLTA	
Sarah Manning	NPEC	
Tony Yallop	Cover Supervisor/MSA	
Lauren Stolworthy	Cover Supervisor/MSA	
Sue Grey	TA/MSA	
Suzanne Philips	TA	
Jenny Martin	TA	
Jennie Kimbly*	TA/MSA	Leaving 2011
Ryz Hajdul	TA/MSA	
Luke Fielding	TA/MSA	
Frances Gregory	TA/MSA	
Francesca Hyde	TA/MSA	
Janet Buck	MSA	
Elaine Lay	MSA	
Sarah Whaley-Colman	MSA	
Christine Ellis	MSA	
Kathy Pearson	MSA	
Amy Sharpe	MSA	

Claire Jenner	MSA	
Hazel Fountain	Admin	
Zoe Smith	Admin	
Beverley Levy	Admin	
Gary Burns	Caretaker	
Sian Scannell	Cleaner	
Jerry Glenwright	Caretaker	
Keith Clays	Caretaker	



September 2011						
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August 2012						
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Schools are closed to pupils on all shaded dates, red (bank holiday / County Council closure) or yellow (pupil holiday).

Welcome To Our School!

OUR SCHOOL ENVIRONMENT

Recreation Road Infant School caters for children from 4 – 7 years old. We currently have 11 classes. The school is situated in an established and popular residential area of Norwich. The original building consists of a central hall with six classrooms, a resources room, library area, food technology room, toilets, offices and a staffroom. A new wing was completed in 2007, which provided us with five more classrooms, a resource area and toilets.

Our hall is a lovely space to work in with children and serves many functions. It allows us to use a large space for PE, dance and drama,. It is also used for whole school singing and for assemblies where we meet as a whole school community.



Each classroom is bright and welcoming. Displays of work are all around and each class has resources available and accessible for learning. All classes have a range of computer hardware, audio-tape/CD players and each year group shares a television and video-player. There are currently interactive whiteboards in all classrooms.

Our Library is a place for children to come and select from a wide range of non-fiction books, children's classic picture books, poetry and contemporary fiction for young children.

Children use the Field and Sports Hall based for games and sports activities. We also provide swimming tuition for Years 1 and 2 at the Pool. These facilities are on-site.

Our playground is used as an extension of all the learning areas and is also a place where children can play, relax and socialise with their peers. The playground has many facilities, which provide a range of play and learning opportunities. There is a planted area, a large open space for large games, mega-draughts and chess boards, climbing frames, a trim-trail and areas of shade and seating for those quiet moments. We also have various playground markings to encourage games and learning to take place.



The School Office is within our reception area and is staffed by our School Secretary who has direct access to parents and visitors as they enter our school. School policies are displayed for easy access for parents. The school site is accessible for wheelchair users

We want our school environment to be a place where the children feel safe and secure.

A place where every opportunity is taken to encourage learning and celebration of success.

A place where families feel welcome.

Recreation Road Infant School ADMISSIONS POLICY

The Governors at Recreation Road Infant School have adopted the Norfolk County Council First Admissions Policy.
The Policy outline is as follows:

“By law children must start statutory education full time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child’s entry into school until later in that academic year.

Our “Starting School” Policy provides greater detail about our induction programme for Reception children.

COMPLAINTS PROCEDURE

The school is always pleased to answer questions and discuss issues with you. If you are unhappy about any aspect of your child’s education or experiences at school you should make an appointment to see the class teacher in the first instance.

However, if you are still unhappy and wish to take the matter further you should make an appointment to see the Headteacher. If, after discussion with the Headteacher, the matter remains unresolved you may tell her that you wish to make a formal complaint. The Headteacher will give you a copy of The Complaints Procedure.

The Complaints Procedure is also available within The School Entrance Area.

ATTENDANCE

Schools are required to record children’s absences from school in two ways – authorised and unauthorised. Information about the school’s attendance rates is available to the public.

Our current attendance level for 2010-11 is 96.2%
Persistent Absence 0%



We hope that parents respect the guidelines regarding absence and provide us with the relevant information if their child is away from school. If your child is ill please contact the office as soon as possible to inform them of the absence.

WHAT CAN YOUR CHILD WEAR FOR SCHOOL

Please provide comfortable, sensible clothes, which the children can fasten and unfasten themselves.

Please remember that clothes should be suitable for a practical day, which could include sand-play, water-play, painting, clay work and such like.

We advise that children wear sensible, flat-heeled footwear so that they can run, jump and skip at playtimes

We don't have a set school uniform, but we do sell sweatshirts and t-shirts with our school logo on. These are available to order from the School Office. We also stock sun-hats, shoe-bags, book-bags and swimming hats for you to purchase.



Please make sure that ALL articles of clothing are labelled with your child's name.

. P.E.

The children may wear vest/pants or t-shirts and shorts. All children need a pair of plimsolls for outdoor P.E. and use of the climbing frame. These need to be kept in a drawstring bag on the child's cloakroom peg.



NO JEWELLERY should be worn for P.E. or swimming.

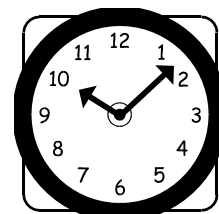
Swimming – On swimming days children need to bring a costume or trunks, a towel and hat. Hats must be worn to prevent filter damage at the pool.



ARRIVING AND LEAVING SCHOOL

Parents and carers are invited to bring their children into their classrooms at 8.50am. This is a great opportunity to read with the children, to look at displays, to talk informally to the teacher or classroom assistant and to meet other parents.

At the end of the day, 3.00pm, parents and carers are asked to collect their children from the outside doors of the classrooms. Should you be late your child will be asked to wait in our entrance area and we will try to contact you or wait with your child until you arrive.



Please always inform us if there are any changes to your normal picking-up routines.

FOOD AND DRINK

Recreation Road Infant School is part of the Healthy Schools Initiative and as such we want to encourage good habits.

We allow the children to bring in WATER in a sports bottle so that they can sip that throughout the day.

The children have a mid-morning snack at about 11.00am. This is either a piece of fruit or vegetable, which is provided for Reception, Year 1 and Year 2 under the Government scheme.



Children can either order a hot dinner or a packed lunch from school or bring a packed lunch from home. There are options for vegetarian diets and for those who have special dietary requirements. Dinners need to be arranged in advance through the School Office and money or cheques presented in an envelope labelled with your child's name. Free provision of school meals is available for many families. Please call in at the School Office to find out more.

Please ensure that packed lunch boxes are clearly labelled and do not include sweets or bars of chocolate or sugary drinks. Water will be available throughout lunchtime. All our staff are PEANUT AWARE, but please remember try to avoid nut products within the packed lunches or do inform us if you have packed such items so that we can be aware.

HEALTH AND WELFARE

Please always keep us up to date with medical information about your child. Children with asthma will keep their inhalers in the classroom for easy access. These will be in a safe place but accessible to the child when required.

Staff are not permitted to administer medicines to children. However, we do welcome you into school at any time if medicine does need to be administered during the school day.



We have named first-aiders on our staff who will assess any emergency situation. Cuts, grazes and bruises will be treated with water only and of course lots of tender loving care! We will always contact parents if required, to take children out of school due to sickness or any injuries.

Safeguarding Helpers In School

We welcome volunteers and parent-helpers into our school to support us in a variety of ways. Some of these will be working with groups of children under the direction of the classteacher, sometimes it will be to provide support with practical issues eg library stock.

With work with our local High Schools offering work experience placements for their Year 10 students.

We work with our further and higher education providers to offer placements for students.

To support our Safeguarding Children Policies and Practice ALL adult volunteers undertake a CRB check before they work in our school. When taking younger placement students we liaise with the High Schools to ensure suitability.

When helpers are in school they work within the guidelines set to ensure safe practices are adhered to.

If you would like to volunteer to help please contact your child's class teacher in the first instance and then come and collect the appropriate paperwork from our school office.

Child Protection:

Our school is committed to safeguarding all pupils and staff undertake appropriate training regularly.

The designated lead for Child protection is Serena Dixon

The designated deputies for Child Protection are Michael Bunting, Jenny Lewis and Naomi Potter