



Higham Ferrers Nursery and Infant School

'Together, we enjoy learning in a happy, caring and friendly environment'

Headteacher: Mrs L Ward Deputy Headteacher: Mrs S Miller School Business Manager: Miss G Wright

Website: www.highamferrersinfants.org.uk Email: office@hfi.education

Facebook: Higham Ferrers Nursery & Infant School Instagram: @highamferrersnurseryandinfants



Reception Information for Parents

Dear Parent/Carer,

Welcome to Higham Ferrers Nursery and Infant School. This booklet is designed to give you all the information you need before your child starts school. It is best read in conjunction with our Curriculum Booklet.

At Higham Ferrers Nursery and Infant School we are committed to developing a learning environment which is happy, safe, caring, exciting and full of opportunities. We are committed to providing a stimulating and well resourced school with enthusiastic and dedicated staff.

We encourage prospective parents and carers to visit our school. If you would like to come and have a look around please telephone our school office to make an appointment. We also organise a number of open days and guided tours throughout the year which we hope you will be able to attend. Please do not hesitate to contact us if you have any further questions.

We look forward to a long and rewarding partnership.

Mrs L Ward
Headteacher

Address of North Northants Authority:
Assistant Director of Education NNC
Education Department
One Angel Square
Angel Street
Northampton
NN1 1ED

Chair of Governors
Mr M Walton



Care Share Enjoy Respect Friendship

INTRODUCTION



Higham Ferrers Nursery and Infant School is part of the Northamptonshire Local Educational Authority providing Nursery and infant Education for boys and girls between 3 and 7 years of age. We are a 3 form entry school with 90 full time places in each year group. Our children usually start school in the year they are 5 and stay with us until they reach 7. The local authority is responsible for admissions. Details of their policy is explained in the booklet “Applying for a Primary School Place in Northamptonshire” which is published annually. If you would like further information please contact the school office or ring Northamptonshire Pupil Services/Admissions on 0300 126 3000.

The school is situated on a large, secure site which is shared with Higham Ferrers Junior School with whom we have strong links. Outside the Reception classrooms there is a dedicated undercover play area and large garden where the children learn through play.

OUR NURSERY

The school also has a Nursery. At Higham Ferrers Nursery parents can access their free entitlement and there is also the option to pay for extra sessions/lunches. Children are eligible to start in the September/January/April after they turn 3.

The sessions offered are:

Morning:	9:00-11:30am
Lunch:	11:30am-12:30pm
Afternoon:	12:30-3:00pm



If parents require more than the free 15/30 hour entitlement, there is a cost of £12 per morning/afternoon session and £4.00 per lunch session (new charges effective Sept 22 intake). A packed lunch must be supplied by the parent. If your child is absent for a paid session the fee still applies.

Our Nursery offers the full 15 hour entitlement and the 30 hour entitlement for Working Parents** as follows:

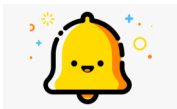
- Up to 15/30 hours can be used via a mixture of sessions and lunches each week, Monday to Friday, during 38 weeks a year, term time only.
- To be eligible for the free entitlement children must have their third birthday before the 31st of the month prior to intake. Depending on spaces there will be an intake in September, January and April. Eligibility will be verified by families providing proof of address and birth certificate.

** Parents/Carers must provide the school with evidence of eligibility (this can be checked via an online calculator, please visit www.gov.uk/apply-30-hours-free-tax-free-childcare) prior to children starting in Nursery and eligibility must be reconfirmed on a three-monthly basis.

Gaining a place at our Nursery **does not** guarantee a place in our Reception. Applications to Northamptonshire County Council take place in the Autumn term for your child to start Reception in the following September.

If you require further information about our Nursery please contact the school for our Nursery Information Booklet and Admissions Policy.

SCHOOL DAY



When the children attend full time the morning sessions are **8.55am-12.00pm** (doors open at **8.45am**) and the afternoon sessions are **1.00-3.15pm**. The doors open at 3:10pm for Reception to allow extra time when collecting other children.

Doors open at 8.45am for all. Please note that the school cannot take responsibility for children arriving at the school before 8.45am. Until this time the supervision of the children is the responsibility of parents. Children who go home for lunch are dismissed from the main office and return to the main office by 1.00pm for the afternoon session. If for any reason collection arrangements for children are changed please make sure that you contact our school office.

There are two fifteen minute **playtimes**, one in the morning and one in the afternoon. During the mid morning break every child is offered a piece of fruit which is supplied by the Fruit for Schools Scheme and is free of charge. Parents can also buy milk for their child to drink at break time from Cool Milk. Please note that milk is free for the under fives.

All children need to have a named **water bottle** that is kept in school. It has been proven that if children have regular access to water during the day they are more able to concentrate and make greater progress. Children can top up their bottles with drinking water throughout the day and we encourage them to take their bottle home at the end of each day to be washed through. Water bottles can be purchased from the school office for 50p. Please send money in a named sealed envelope.

Hot meals and sandwiches are available through our provider Love Food. All children in Reception, Year 1 and Year 2 are entitled to a free school lunch. These meals need to be ordered in advance, or your child can bring a packed lunch. We encourage healthy eating and have a Healthy Eating Policy. Packed lunches must not contain glass bottles, fizzy drinks or sweets. Pure chocolate bars should not be included but chocolate biscuits are acceptable. Spoons to eat yoghurt need to be provided. Parents are free to choose whether or not their child stays for lunch.

Parents who are in receipt of **Income Support** and/or **Income based Jobseekers' Allowance** should consult Miss Wright, the school Business Manager, so that the children's entitlement to extra provision may be arranged. Your child could have free school trips, free uniform and added teaching support. Thank you for your anticipated co-operation.

We offer a range of **before and after school clubs**. These include Football, Gymnastics and UDance. Look out for further information about the different clubs available each term in our school Newsletter.



HOME AND SCHOOL PARTNERSHIP

You are your child's first and most important educator. At Higham Ferrers Nursery and Infant School we value and appreciate the important role you have to play in supporting your child in developing a positive attitude to school and learning. Studies have proven that children learn best when home and school work in partnership. We offer a range of opportunities for parents to actively participate in supporting their children at school. Parents are encouraged to volunteer to help in classrooms on a regular rota basis, or on a more occasional basis by arrangement. DBS checks will need to be completed and further details are available from the school office.

Please note we also have many links within our community and encourage all pupils to become involved in projects that strengthen these links. For example, at Harvest time our children deliver groceries to local senior citizens. Our children also visit local buildings and facilities to enhance the

HOMework

Homework is set across the school. In setting homework we aim to:

- Promote positive attitudes to work and school
- Raise achievement of all pupils
- Consolidate and reinforce skills and understanding in literacy and numeracy and across the curriculum
- Encourage independent learning
- Increase self discipline
- Develop home/school partnership
- Prepare children for transfer into each year group and the junior school



A variety of types of homework are used depending on the age and ability of the children. These include:

- Reading
- Learning spellings
- Maths tasks
- A piece of research on a familiar or a new topic
- Other work agreed with parents to consolidate learning
- A topic based project



School **Newsletters** are emailed out weekly. They keep parents informed about what is going on and future dates. In addition, year groups send separate letters about activities specifically related to their themes and topics. We can send most information electronically via the school website. The school website is updated regularly and you can access letters, information and calendar dates from here as well as reading about what has been going on in various Blogs.

Parent and teacher consultation evenings are held twice a year and a formal written report goes out to parents in July. In addition, there are a number of evenings and talks for parents to attend over the year.

Teachers are available after school to discuss any immediate concerns with parents on an informal basis. First thing in the morning teachers are extremely busy welcoming children into the classroom and preparing for the day ahead. Alternatively you can ring the school office to make an appointment. Please do let us know about any 'ups and downs' in your child's life so that we can provide help and support. If you or your child have problems please contact the class teacher in the first instance. In the same way we will, of course, share any concerns and successes that we may have with you. Little worries are more difficult to sort out when they have grown into big ones. Teaching Assistants are available in the morning to take messages for teachers. They will also locate staff to have a personal word in emergencies.



Home/School Agreement

We ask all parents, carers and pupil to read and embrace the agreement. This is a very important document which, when signed by parents/carers, children and myself (on behalf of the staff and Governors), shows that everyone involved is determined to achieve the best possible outcomes for the children in our care.

Open Access to Records

As children are admitted to school we 'open' an LEA folder-file. This folder will be added to and reviewed annually, and will be passed to the child's future schools. The folder will hold the following information:

- Name, Date of Birth, Address, Doctor etc
- Information concerning the child's personal circumstances
- Reports and Records of the child's achievements



Please note that it is the Authority's policy to provide Open Access to all records of employees and pupils. Parents may, therefore, if they wish, ask to see their children's records by appointment with the Headteacher. Records will be confidential to all except those who have a rightful access to them. Parents should note that information concerning their child is also stored on computer systems and is subject to the Data Protection Act. A copy of the computer data is sent annually to parents for checking and amending.

The school's detailed curriculum planning documents and policy statements may also be viewed by parents at the school.

School Uniform

School uniform is encouraged and visitors often comment on how smart the children look. The school colours are grey trousers or skirts, navy jumper or cardigan, pale blue or white tops and can be bought online via the school website.

We also ask parents to provide **PE kit** which should include:

- Shorts (not baggy)
- Plimsolls/trainers for outdoor games (Velcro, not laces please)
- A track suit must be provided for the Autumn & Spring Terms.
- T shirts - are also available via the school website. Each child will be allocated to a house team in September. Each house team has its own colour. The teams are called Eagles, Red Kites, Falcons and Kestrels.



All items of clothing should be clearly named

Most PE work in the hall is undertaken in bare feet as recommended by the local education authority.

Jewellery is not to be worn in school. The accidental pulling and catching of ear rings, watches and necklaces during play can cause severe damage to fingers and ear lobes! If your child has pierced ears we do allow studs but no other types of ear ring are allowed e.g. Hoops. Studs must be removed for PE. The local education authority endorses this policy. If your child inadvertently comes to school wearing a piece of jewellery or hoop ear rings they will be asked to remove them and they will be returned to you at the end of the day. Please note the school cannot accept responsibility for the loss or damage of items of jewellery and watches.



Book bags

Please check book bags daily for information. Children frequently take books home and they are also used to transport letters to and from school. Book bags cost £5 and can be purchased from the school office.

BEHAVIOUR

We expect high standards of behaviour at all times from all our pupils. The children's motto is 'care, respect, share, enjoy' and friendship and the school golden rules are:

- Be kind and helpful (i.e. don't hurt people's feelings)
- Be gentle (i.e. don't hurt anyone)
- Listen to other people (i.e. don't interrupt)
- Be honest (i.e. don't cover up the truth)
- Look after property (i.e. don't waste or damage things)



For younger children, the principles of the rules are simplified to the following statement:

'Kind hands, kind feet, kind words.'

We encourage children to be responsible for their own actions and to develop a caring attitude for themselves, their peers, adults and the wider community. We reinforce positive behaviour and achievement at all times through praise and encouragement. When a child's behaviour fails to reach the standards we expect, we always inform parents and invite them to visit the school so that all parties can work together to resolve the situation. Please note a charge may be required for the replacement or repair of school equipment or property that is wantonly damaged, destroyed or lost.

The school rules are few and based on safety, comfort and consideration. A summary copy of the school's Behaviour Policy is included in this information pack. Pupils, staff and parents were involved in the development of the policy, which is reviewed regularly. Parents are requested to read, sign and return the enclosed consent form indicating their acceptance and support of this policy.

ANTI-BULLYING

At Higham Ferrers Nursery and Infant School we were successful in gaining the Foundation and Bronze awards. We always put friendships, good citizenship and respecting one another as a high priority for all of our children, staff, Governors, parents and carers as well as other members of our community who come into our school.

Our values are care, respect, share, enjoy and friendship. These were decided upon by all stakeholders in our school. We encourage our children to remember our values by using the following mantra:

'If you care, respect and share, you will enjoy friendship.'

We pride ourselves on providing a creative and highly stimulating curriculum which we ensure is accessible to all children. This is delivered in a caring, safe and secure setting.

We have a group of year two pupils who are dedicated Peer Buddies. They are trained to help to deal with any issues that may arise during playtimes and to ensure that all playtimes run smoothly.



PeerBuddies®

Educational visits



All children will have the opportunity to go on educational visits. The educational value of all proposed activities and the health and safety of our children is carefully considered beforehand. Voluntary contributions towards the cost of these visits and activities will be requested from every family and if required can be paid in instalments (speak to our school office for further information). Each visit/activity will only take place if sufficient voluntary contributions are received to fund it. Please note that the school reserves the right to leave behind any child whose behaviour is a danger to himself/herself or others.

INCLUSION

Special Educational Needs

At Higham Ferrers Nursery and Infant School the special educational needs of children are identified by the class teacher through observation, testing, assessment and consultation with parents, previous school or health agencies, e.g. school nurse, doctor etc. Children with additional needs are fully integrated into the life of the school. All children access the curriculum. Specific supervision or additional learning support is provided for some activities and situations according to individual needs. Our Special Needs Policy has been written with the consideration of the national code of Practice. Full details of the school's policy are available on our website.

Equal Opportunities

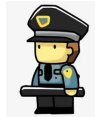
The school operates a policy of equal opportunities, within the framework of the Local Education Authority guidelines, which ensures that every child is given access to all activities regardless of gender, race or disability.

Disability Discrimination Act

At Higham Ferrers Nursery and Infant School we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are further committed to challenging attitudes about disability and accessibility and developing a culture of awareness, tolerance and inclusion.



GENERAL INFORMATION



Security

The security of pupils and staff is of paramount importance and our school endeavours to make the environment as secure as possible. All visitors including parents who need to come into our school during normal sessions times must report to our office. The premises are also monitored by closed circuit television. All external doors are secured to visitors at the beginning of each session, however they can still be used for the safe evacuation of the premises should the need arise. All staff and visitors are required to wear an identification badge. Visitors will be given a badge on entry after signing the visitors book. Our safeguarding policy states that any visitors on the school premises must leave their mobile phones at the office when they sign in. You will be asked to read our Volunteer Policy and have a meeting with a designated safeguarding lead before helping at our school.

Attendance

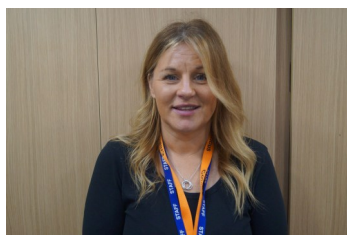
Did you know that the expected level of attendance for Primary age pupils is 97% or above? At Higham Ferrers Nursery Infant School we have a responsibility to work with the local education authority and Education Entitlement Service to ensure that all children attend school. We are required to inform the local education authority if a pupil fails to attend or is late regularly or if no reason for absence is provided. We ask parents and families for their support in promoting good attendance in the following ways:

- Ensuring that children attend school regularly and arrive on time.
- If your child is ill please contact the school office on the first day of absence so we can update our records. Staff will be concerned if they do not hear anything. Please note that your child must remain away from school for **48 hours** after their last period of sickness and/or diarrhoea.
- No holidays during term time will be authorised. Therefore holiday request/leave of absence forms are no longer provided. A request for leave of absence must be put in writing to the Headteacher and if necessary a meeting will be arranged to discuss the matter further. Absences will only be granted for exceptional circumstances with approval from the Headteacher.

Please remember that children will become anxious if they arrive late for school or if they are not collected on time. Children arriving after the closure of registers (8.55am and 1.00pm respectively) are marked late. Continued lateness without reasonable explanation requires the school to send a written warning that further action may be taken.

Family Support Worker

The school has a Family Support Worker who works with both the Infant and Junior Schools. Mrs O'Leary has a wealth of information. If you are concerned about your child, their sleep patterns, getting them to school or any other family issues please talk to the school office or your child's teacher to set up an appointment with her.



Child Protection

Higham Ferrers Nursery and Infant School is committed to ensuring the welfare and safety of all children in school. All Northamptonshire schools follow Northamptonshire Local Safeguarding Children Board Inter Agency Procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures.) The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request from our school office or to download from our website.



Medical Care

We have access to a school nurse who will carry out a medical assessment during the children's first year at school to which parents are invited to attend. Eye tests and hearing tests are also carried out, but these do not require parents' attendance. We ask parents to be vigilant with regard to head lice as it is no longer the responsibility of the school nurse or staff. Lice "nits" are a problem at all schools. Information about this issue is available from school, doctors, health centres and pharmacists. Parents are requested to inform the school if their child appears to have head lice, so that reminder may be sent to all members of our school community asking them to check frequently and treat if necessary.

If a child becomes unwell in school or is injured, parents are contacted. It is essential that the school has up-to-date details so that we can easily contact you or another named carer. If, however, parents cannot be reached the child will be cared for in the most appropriate way, which may mean admission to hospital if necessary.

The school's policy allows staff to administer prescribed and Over the Counter (OTC) medicines to children during the school day. Over the Counter (OTC) medicines, such as Calpol, will usually only be administered for 24-48 hours (with the exception of medication for seasonal conditions such as hay fever.)

Medication will be kept in the school office and a form must be completed by Parents/Carers. Children should not bring cough sweets etc in to school. Asthma inhalers can be kept in school if required. Please contact our school office for information. In exceptional circumstances medicines are required on a daily basis over long periods. In these instances you will need to contact our Headteacher.

Children may go to the toilet as they need to, although all children are encouraged to do so (where possible) at break times. If mishaps occur parents/carers will be contacted.



Sex Education

There is no formal programme of sex education, but questions concerning bodily functions, including reproduction, are answered as simply as possible, but always truthfully, as and when necessary. Copies of our policy are available from our school office or can be down loaded from our website.

Parking

We request that no cars should be parked or driven down the access road at the side of school. If you are unable to walk to school we ask that you park away from Wharf Road as we suffer from severe congestion with 700+ children accessing both the infant and junior schools. The safety of all pedestrians must take priority over 'convenience'.



Emergency Closure

From time to time, especially in winter, situations may arise where it is necessary to close the school. Where possible parents/carers will be informed the day before the school is to close. If the school has to be closed at short notice, Parents/Carers will be informed on the day via email, Facebook, Instagram and there will be a note on the school website.

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 the "Northamptonshire Model Complaints Procedure".

This 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 reoccur

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

School Governors

Governors take an important role in the running of the school. The Governing Body is made up of people who represent many interested parties (parents, teachers, the local Authority and the Community). Governors have responsibility for the content of the curriculum, particularly with regards to sex education, the appointment of staff and control of the school finances. All Governors can be reached via the School Office and messages will be passed on.

See below for the current members of the Governing Body:

Mrs L Ward
Mrs S Miller
Mr M Walton
Mr S White
Mrs G Foley
Miss Z Ilott
Dr H Robbins
Mr G Konstantinidis
Mr D Brunton
Vacancy
Vacancy
Miss G Wright

Headteacher
Deputy Headteacher
Chair / Co-opted Governor
Vice Chair / Parent Governor
Staff Governor
LA Governor
Parent Governor
Parent Governor
Parent Governor
Co-opted Governor
Co-opted Governor
Clerk



Every Reception class has a full time Teaching Assistant. In Years 1 & 2, each class has a Teaching Assistant in their Numeracy and Literacy lesson most mornings. Teaching Assistants enable the teachers to lead activities that match the range of pupils' abilities. We also have several Higher Level Teaching Assistants (HLTA.) These members of staff are able to take a class of pupils if a teacher is absent or out of class. The role of a HLTA may include delivering lessons and taking a whole class as well as supporting teachers and working with groups or individual pupils. Having a large number of staff in school results in a broad range of knowledge and expertise. This can be drawn on to enhance teaching and learning opportunities for the children.

Friends of Higham Ferrers Nursery and Infant School

All parents are automatically a member of 'The Friends'. The Friends arrange various functions during the year which include an AGM meeting in the early part of the Autumn Term. Our major fund raising events are a Christmas Fair, Sponsored Event and Summer Fete. These events along with others, raise money which enables The Friends to provide equipment that would not otherwise be available to the school.

And finally.....

We want your child's time at our school to be happy, exciting and educational. We believe that learning should be fun and that by encouraging respect for each other and valuing the opportunities available we all grow and learn together.

Don't just take our word for it. This is what our parents have to say:

We are really happy with the school. Our daughter enjoys coming to school and we are very pleased with her progress.

I am very pleased with the overall standards of the school, and my son is very happy which pleases me.

We are extremely happy with how our daughter is progressing in year 1. She loves the new topics each term and loves learning new things.

My son is very happy and making progress. He's very confident and loves school.

My child is very happy and very enthusiastic to come to school. She shares her learning at home and talks about different experiences that she has enjoyed. I like the fact that the school makes an effort to involve parents e.g. Gold Award Assembly, exhibition days etc. It is very good to see the children's work. It is clear that the teachers are working hard.

Good use of themes and topics to inspire learning. Excellent behavioural standards.

We wish you and your child a very happy and successful time at Higham Ferrers Nursery and Infant School.



Staff List

Mrs L Ward	Headteacher
Mrs S Miller	Deputy Head / EYFS Leader / SLT / Team Leader/Teacher (Reception)
Miss G Wright	School Business Manager
Miss D Bond-Anderson	School Administrator
Mrs L Moss	School Admin Assistant
Mrs C O'Leary	Family Support Worker
Mrs S Farrell	Teacher (Nursery) SENCO / SLT
Mrs Z Tayabji	Teacher (Nursery)
Mrs S Betts	Teacher (Reception)
Mrs C Campbell	Teacher (Reception)
Mrs L Brown	Teacher (Year 1 Team Leader / SLT)
Mrs L Clarke	Teacher (Year 1)
Miss H Fairbairn	Teacher (Year 1)
Mrs C Smith	Teacher (Year 1)
Mrs L Dore	Teacher (Year 2 Joint Team Leader / SLT)
Mrs K Dunnell	Teacher (Year 2 Joint Team Leader / SLT)
Mrs G Foley	Teacher (Year 2)
Mrs A Rosier	Teacher (Year 2)
Mrs S Eady	Higher Lever Teaching Assistant
Ms N Jervis	Higher Level Teaching Assistant
Mrs J Pedlar	Higher Level Teaching Assistant
Mrs N Smith	Higher Level Teaching Assistant
Mrs K Walton	Higher Level Teaching Assistant
Mrs D Bance	Teaching Assistant
Mrs M Gorst	Teaching Assistant
Mrs K Harris	Teaching Assistant
Miss I Lewis	Teaching Assistant
Mrs A Scotney	Teaching Assistant
Mrs S Shafe	Teaching Assistant
Mrs S Wheatley	Teaching Assistant
Mrs S Wingrove	Teaching Assistant
Mr J Crooke	Site Supervisor
Mr C Wingrove	Site Supervisor
Mrs P York	Cleaner
Mrs J Austin	Lunchtime Supervisor
Mrs C Dunford	Lunchtime Supervisor
Mrs N Fuller	Lunchtime Supervisor
Mrs L Grigg	Lunchtime Supervisor
Miss L Howe	Lunchtime Supervisor
Mrs L Nichols	Lunchtime Supervisor / Teaching Assistant
Mrs Z Petit	Lunchtime Supervisor
Miss L Powell	Lunchtime Supervisor / Teaching Assistant
Mrs K Stanley	Lunchtime Supervisor