



# LANGSTONE INFANT ACADEMY



*Be Excellent Everywhere*

School Information  
2018 – 2019

# Contents

Welcome	3
School Details and Staff	4
Governing Body	5
Mission Rationale	5
Mission Statement	5
Ofsted Report	6
Numbers on Roll	7
Admission of Pupils	7
• Class sizes	7
• Transport to/from school	8
• Safety to/from school	8
• Entry into Reception Year	9
• Getting to know the school	9
Organisation of our school day	10
Food and Drink	
• Lunchtimes	11
• School Meals	11
• Packed Lunches	11
• Free Fruit Scheme	11
• Water	12
• Milk	12
• Mid-morning drinks	12
Collective Worship	13
Sex and Relationships/Drug Education	13
SEND	13
School Attendance	
• Regular Attendance	14
• School Term & Holidays	14
• Absences during term time	14
• Medical/Dental Appointments	14
• Sickness Absence	14
Pastoral and Welfare	
• Contact Details	15
• Medicines	15
• Sunscreen	15
• First Aid	15
• Parental Cooperation	16
School Uniform	16
Safe Guarding	
• Child Protection	17
• Photographing and Videoing	17
• Health & Safety	17
• Dogs	17
Lost Property	17
Valuables/Jewellery	18
School Property	18
Charging Policy	18
Out of Hours Care	20
ParentMail	20
Parents Evenings/Volunteering	20
Teaching Methods	20
Curriculum	21
Promoting British Values	22
Partnership Working	22
Parent Conduct	23
Conclusion	24

Dear Parents

We are delighted to offer you this booklet as an introduction to Langstone Infant School. We hope you will find it helpful, and suggest that you **keep it** as a reference and reminder if your child becomes a pupil here.

Changes to any details published in the prospectus will be notified via the regular school newsletter/ParentMail/Website/text message.

Although every aspect of school life is mentioned in this publication, there is often more information available on request, the after school/breakfast club has its own information sheet. However there may be something now, or in the future you wish to know more about. Please ask a member of our school staff at any time and we will do our best to help.

We look forward to welcoming you and your child into our Langstone learning community.

Yours faithfully

Miss V Page  
Headteacher

## About Langstone Infant Academy

Postal Address: Langstone Infant Academy  
Stride Avenue, Portsmouth, PO3 6HL

Telephone Number: 023 9283 2642

Fax: 023 9283 8365

e-mail: [admin@langstone-inf.portsmouth.sch.uk](mailto:admin@langstone-inf.portsmouth.sch.uk)

Website: <http://langstoneinfants.co.uk>

Langstone Infant Academy is maintained by the University of Chichester Academy Trust. It is a day school catering for up to 270 boys and girls from four to seven years.

University of Chichester, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1HR

Telephone Number: 01243 816 444

e-mail: [unicat@chi.ac.uk](mailto:unicat@chi.ac.uk)

Website: [www.unicat.org.uk](http://www.unicat.org.uk)

### **Staff List**

Headteacher	Miss V Page
Deputy Headteacher	Mrs M Carter
Assistant Headteacher/SENCo	Mrs F Marshman
Administration Officer	Mrs Y Hodgson
Finance Manager	Miss C Da Costa
Caretaker	Mr A Somerville

### **Teaching Staff**

Mrs M Bartlett  
Miss M Beckwith  
Mrs E Blakely  
Miss K Cleeves  
Mrs C Knapp  
Mr P McEvoy  
Miss A Owen  
Miss A Poppleton  
Mrs C Watson  
Mr C Wells

### **Classroom Support**

Mrs B Beggs  
Mrs N Burrans  
Mrs J Duncan  
Mrs N Ellson  
Mrs S Fitt  
Mrs E Fitzgibbons  
Mrs J Green  
Mrs J Hodges  
Mrs A Jones  
Mrs J Norris  
Miss H Rose  
Mrs C Simmonds  
Mrs E Somerville  
Miss C Turner  
Mrs S Webb

## MEMBERS OF LANGSTONE INFANT SCHOOL GOVERNING BODY

Chair of Governors/Parent Governor  
Vice Chair of Governors/Co-opted Governor  
Headteacher  
Staff Governor  
Co-opted Governor  
Co-opted Governor  
Co-opted Governor  
Parent Governor

Mr D Brentnall  
Vacant  
Miss V Page  
Mrs N Ellson  
Mrs M Carter  
Mrs C Williams  
Mrs D Wicks  
Mrs G Heath

Clerk to Governors

Mrs J Pateman

All Governors can be contacted via the school.

They have overall responsibility to ensure that the quality of education provided by Langstone Infant School is as high as possible. In order to do this the Governors are involved in the life of the school in many ways. They visit the school frequently and support the numerous school functions.

The Governors meet together at least twice a term to discuss a range of issues. The minutes of these meetings are available on request. Governors' committees also meet regularly to consider more specific areas of the school such as finance, staffing, health and safety and security, pupils' welfare and the curriculum.



## MISSION RATIONALE

At Langstone Infant School we will ensure that each child is able to enjoy and experience success and achievement every day.

## MISSION STATEMENT

### *Be Excellent Everywhere*

Our school aims to respect the uniqueness and individual needs of its pupils by delivering a broad, balanced, differentiated and relevant curriculum.

Each child is considered as a whole person developing skills, concepts and attitudes necessary for the opportunities and experiences of the future. We aim to prepare children to reach their full potential as responsible citizens.



Our school values everyone associated with it, irrespective of age, position, race, gender, background or ability. We will aim to motivate, support and inspire personal, spiritual, emotional and educational growth in a safe and secure environment.

We aim to unite parents, pupils, governors, staff, Local Authority, Chichester Academy Trust and the local community through agreed school policies, which aim to deliver a quality educational service.

## OFSTED REPORT

We are extremely pleased to announce that following the Ofsted inspection in December 2013 our school has been judged as grade 2 which is “Good”. Ofsted commented:

The headteacher, senior leaders, governors and staff have been very successful in building on and improving the practice seen at the previous inspection. They work with determination to give the pupils a good start to their education.

- Pupils’ progress is good and has accelerated in recent years. Pupils now leave the school with above average attainment in reading and mathematics. They make excellent progress in learning to read.
- The quality of teaching is good overall. Lessons are enjoyable and well matched to pupils’ needs.
- Pupils have a wide range of stimulating learning opportunities and there is good provision for pupils’ spiritual, moral, social and cultural development.
- Pupils’ behavior and attitudes to learning are good and pupils say that they feel very safe in school. They work and play well together.
- The headteacher provides strong leadership and has made many improvements since her appointment. Checks of teaching made by senior leaders are rigorous and supportive and teachers are provided with good opportunities for their professional development.

The full OFSTED report is available at: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)



## ABOUT OUR SCHOOL

Langstone Infant Academy is a school for children aged from 4 years to 7 years. The number of pupils on roll in the year 2017/2018 was 257. From September 2018 the Reception Year will be 90.

## ADMISSION OF PUPILS

Admission forms for all Portsmouth Schools are issued by the Local Authority. These should be completed and returned to the Portsmouth Admissions Team at the Civic Offices or handed in to the Reception at Langstone Infants.

Parents considering applying for a place at Langstone Infant Academy are invited to contact the school to make an appointment to meet the Headteacher and school staff and to walk around the school.

Information and application forms for transfer to Junior School are distributed to all Year 2 families by the Local Authority in the Autumn term. Children can be accepted during the school year if there is a place available.

The school's full Admissions Policy is available on request.

## Class Sizes

The Governors are committed to a staff pupil ratio, which offers children the maximum benefits from their learning experiences and in line with DfE requirements no classes have more than 30 children.



## TRANSPORT TO/FROM SCHOOL

Parents are responsible for their child's attendance at school, whether or not transport is provided. Information on the Home to School Transport Policy will be published in Portsmouth City Council's Admission booklet.



## SAFETY TO AND FROM SCHOOL

### School Car Park

The school car park is for staff and visitors only. We ask that parents park considerately in the area around the school and not in the carpark. Please see further advice and guidance from Portsmouth City council below.

### Keep zigzag markings clear

If you do use a car for the school run, please park considerately and safely outside schools, avoiding areas with zigzag markings (see below). Drop off zones are for just that: picking up or dropping off pupils, not for parking. Measures like these all help to make roads around schools safer for everyone, particularly children whose awareness and level of road sense is still developing.

The council paints zigzag 'no stopping' lines outside school entrances to provide a clear space for children to cross where they can see traffic and traffic can see them, without parked vehicles blocking their view. Parking on zigzag lines forces children to cross between parked cars. Crossing from behind parked cars is the most common contributory factor in child pedestrian casualties.

For this reason, community wardens, police community support officers, traffic wardens and the police themselves are all involved in a city-wide initiative to tackle the dangerous practice of parking over zigzag lines. Civil enforcement officers, or traffic wardens, can issue on the spot fines if they find anyone waiting or parking on school zigzag markings, as this is forbidden by law.

### Park considerately near schools

Parking or waiting near schools in front of dropped kerbs and driveways, or parking on the pavement all cause problems for local residents, pedestrians and cyclists:

- parking in front of dropped kerbs blocks cycle paths and the crossing points for people with pushchairs and mobility issues
- stopping in front of someone's driveway encourages others to do the same. Residents need to leave their driveways to get to and from work
- parking on the pavement reduces space for pedestrians, especially those with pushchairs or mobility issues, and can force them into the road
- parking on corners on double yellow lines can block access for emergency vehicles, such as fire engines.

## Blue Badge Holders

Please see the Governments advice and guidance in this booklet:

[Blue Badge holders Rights and responsibilities](#)

**Parents must always report to the school office when visiting the school during the day.**

## ENTRY TO RECEPTION YEAR

Parents do not have to send their child to school until the term following their child's 5<sup>th</sup> birthday. However, most Portsmouth community and controlled infant and primary schools admit Year R pupils before the end of September, in the year in which the child has his/her 5<sup>th</sup> birthday. The school year starts on 1<sup>st</sup> September and ends 31<sup>st</sup> August.

At Langstone our policy is to offer children whole day sessions from the September they join, although there is a slightly staggered entry in the first week to allow each group of children to settle. Home visits are not part of our new entry policy. We group children into Autumn, Spring and Summer birthday groups so that we always remember who are the oldest and youngest children. The Headteacher may modify these groups for individual children where necessary.

It is a requirement that before starting school children must:

- Be able to use the toilet independently (and usually be dry during the day)
- some independence dressing and feeding themselves
- Be able to communicate their needs
- Be able to cope with the demands of a school setting

## GETTING TO KNOW THE SCHOOL

We have a calendar of events for all new entry Reception Year children and parents to visit the school to get to know us:



- Morning and afternoon class visits
- Parent information sessions
- Open days

We recognise that some children may need special starting arrangements and we are happy to accommodate these needs where possible.

## ORGANISATION OF OUR SCHOOL DAY



The school office is staffed from 8.30am to 3.45pm. Outside of these times the answerphone is switched on.

School hours are as follows:

	Reception Year	Year 1	Year 2
Lesson Time	8.55am-10.30am	8.55-10.30am	8.55-10.30am
Morning Break	10.30-10.45am	10.30-10.45am	10.30-10.45am
Lesson Time	10.45am-12 Noon	10.45am-12 Noon	10.45am-12.20pm
Lunchtime	12.00-12.50pm	12.00-12.50pm	12.20-1.10pm
Afternoon Session	12.50-3.10pm	12.50-3.15pm	1.10-3.15pm



Teachers meet the children at 8.55am and welcome them into the classroom at the beginning of each day. We ask parents to allow their children to walk into school with their teacher and their friends at the beginning of the day, which means they should be in the playground by 8.50am. We try to encourage children to take responsibility for their own belongings, such as book bags, lunch boxes, coats etc.

Activities are prepared for Reception children to begin as soon as they come into school, following registration.

## Lunchtimes

Every day during registration your child will be asked by the teacher if they have brought a packed lunch from home or which choice of school meal they would like. Every class has a designated Lunchtime Supervisor that will direct the children at the start and end of lunchtime. During lunchtime the children will have an opportunity to play in the playground or on the school field – weather permitting.

## School Meals

School lunches are ordered by **9.45am** each day and prepared at Ark Dickens Primary Academy which are available free of charge for all infant school pupils. The children have a choice of three main meals: Red = meat; Green = vegetarian, Yellow = alternative (may be cold). Seasonable vegetables, bread, water and a dessert are also provided but you may wish to provide your child with a named non-fizzy drink to have instead of water. If your child has a food related allergy or special dietary condition please ask the school office for a form which will need to be completed by a medical professional and returned to the caterer via the school before your child can start having a school meal.

## Packed Lunches

Children may bring a packed lunch from home, we ask that, for health and safety reasons, **packed lunches contain no nuts or food containing nuts (eg peanut butter), glass bottles or fizzy drinks. Please do not include bars of chocolate or sweets in your child's packed lunch as we do try to encourage healthy eating.** Chocolate biscuits such as penguins/kitkats are fine, but not Mars bars, etc. Packed lunches should contain everything the child needs for their meal, eg. Spoon and a non-fizzy drink as it is not part of the caterers contract to supply them; and sometimes the children eat their lunches in a classroom or on the field.

## Free Fruit Scheme



There is no need for your child to bring a snack for playtime. A free piece of fruit is provided for every child each school day as part of the Government's National School Fruit Scheme to encourage children to eat more healthily.

Research shows that good health in childhood is an important building block for health later in life. As a designated "National Healthy School" we totally support this initiative and ask you not to send your child to school with **sweets, chocolate bars or crisps.**

## Water

Every child is provided with a drinking bottle for water by the school as we are also encouraging them to drink more water. We ask that parents wash and refill the bottle overnight and return to school each morning. The water bottles are not accessible during lunchtimes as they are kept in your child's classroom. Research has shown that not only is this a very important part of a healthy lifestyle, but also that drinking water helps children to learn by keeping the brain hydrated.

## Milk

All children will receive free milk until the week before their 5<sup>th</sup> birthday. The school can provide free milk to pupils whose families are in receipt of certain government benefits. All other pupils are able to purchase milk direct from the supplier, further details are on our website.

## Mid-morning Drinks

All children are able to have a drink just before morning playtime.



## **COLLECTIVE WORSHIP**

In accordance with the 1988 Education Act, all children take part in an act of Collective worship each day which is mainly or wholly of a broadly Christian nature. This may take place as a whole school or year group in the hall or in the child's own class.

The assemblies are non-denominational and generally involve the telling of a story or a sharing of an experience. This is a time when the children are given the opportunity to praise, worship and reflect according to their own spiritual awareness. **Every parent has the right to withdraw their child from all or part of the worship.**

On Friday the whole school meets to celebrate children's achievements both in and out of School, through a Gold Book assembly and parents will be notified and invited to the achievement assembly if their child has gained an award.

## **SEX AND RELATIONSHIP / DRUG EDUCATION**

This is taught as part of our Health Education Programme which includes topics such as ourselves, growing, health and hygiene and safety. Children's questions will be answered sensitively with due consideration of particular religious cultural factors.

## **SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES (SEND) AND INCLUSION**

At Langstone Infants we believe that Educational Inclusion is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of different groups of children, including more able children, children with SEND and children from different cultural backgrounds. We believe that all children have the right to learn together.

We are committed to giving all of our children every opportunity to achieve the highest of standards, make good progress and reach their potential within a positive and stimulating environment. The success of this relies on school staff, and parents working together. We provide a high quality, flexible curriculum which is differentiated to meet the individual needs of all the children. Our inclusive approach enables all children to be fully included in the life of our school and community.

Our School's Information Report or School's Local Offer can be found on our school website with further information and answers to frequently asked questions.

## ATTENDANCE

In order for all children to realise their full potential, we place great importance on regular and punctual attendance. It is a parents' responsibility to ensure that their child arrives at school on time. The attendance of every child is rigorously monitored and you will be invited into school for a meeting with the Headteacher if your child's attendance falls below a certain level.

## SCHOOL TERM & HOLIDAYS

The school term and holiday dates are set by Portsmouth City Council and can be viewed at [www.portsmouth.gov.uk/learning](http://www.portsmouth.gov.uk/learning). Any amendments to these dates will be notified in writing giving as much notice as possible.

Please be aware there will be 6 in-service training days during the school year 2018/2019 for which the school will be closed. We will notify you as soon as possible of the dates in order for you to make arrangements for your child.

## ABSENCES DURING TERM TIME

The Local Authority and The Trust believe taking leave of absence from school will be harmful to a child's education and affects the efficient running of the school. Therefore, parents are requested **not** to take children out of school during term time. Where a child is to be taken out of school during term time for reasons other than sickness, or medical appointments a Leave of Absence Form must be completed and submitted to the Headteacher **at least 5 days in advance**. Holidays will only be authorised under exceptional circumstances or for compassionate reasons. Unauthorised holidays of 5 days or more will be referred to the School Attendance Team for consideration of a Fixed Penalty Notice.

**“Pupils are only in school for 190 days each year  
There are 175 other days for holidays and other activities  
80% attendance means 1 day off a week or 2 years lost of a child's time in school”.**

## Appointments

Please make all routine medical & dental appointments out of school hours and allow plenty of time for travel after school. If your child will be late for school or needs to be collected during the school day due to an appointment please inform the office in advance **and provide a copy of the letter/appointment card**. You will be required to collect your child from the main entrance and sign them out.

## Sickness Absence

Our school policy states that if a child is well enough to be in school, he/she should be well enough to take part in all school activities including PE and playtimes. Occasionally there may be special circumstances that prevent a child from taking part in all of the normal school activities (eg. Temporary medical condition or a broken or badly sprained limb).

In these circumstances the class teacher should be notified and special arrangements will be made for children to undertake another activity during these sessions.

Where a child is unable to attend school due to sickness, the school should be notified on the day, **by telephone before 9.30am**, stating the reason for absence and the expected duration.

If a child becomes unwell at school, he/she will be taken care of whilst the parents are contacted to come and collect him/her, so please ensure that we have up to date contact details.

## PASTORAL AND WELFARE

### Contacts

You will be asked to fill in a form giving details of contact telephone numbers in case your child is ill or has an accident. **Please keep these regularly updated.** If you change your address/ telephone/mobile numbers please inform the School Office as soon as possible.

### Medicines

The school staff are only able to administer prescribed medicines with a clear dispensing label on. If you wish school staff to give your child a prescribed medicine please go to the School Office where you will be asked to complete the necessary paperwork.

Where a child requires regular medication for a chronic condition (eg. Asthma or Diabetes), a member of staff will supervise children when taking their medication. In this instance, clear guidance must be given, by the parent, on a school medicine form. Any medicines to be administered during the school day must be given by the parent directly to the School Office and not to the child's teacher.



### Sunscreen

During the Summer term sun cream should be applied **before the start of the school day**. School staff are unable to re-apply sunscreen during the school day. If you feel your child has particularly sensitive skin you may come to the school office prior to the lunchbreak to re-apply the sun cream

### First Aid

We have qualified First Aiders in school, who will attend to any child who requires First Aid during school time.

All reported accidents are recorded with details of any First Aid given. A copy of this will be handed to the responsible adult collecting the child or sent home in the child's book bag at the end of the day. If an accident causes particular concern, the child will be observed carefully whilst parents are contacted without delay. If a child comes to first aid but does not have any injuries a slip will not be completed.

Each year parents are asked to sign a pupil contact form detailing any allergies or medical conditions the school needs to know about.

## Parental Co-operation

The school should be notified if any child has an infectious condition, such as headlice, worms, etc. We can then ask all parents to be vigilant and hopefully reduce the risk of the problem spreading. We encourage parents to check their child's hair regularly for headlice, and use special treatments, if necessary.

## SCHOOL UNIFORM



The school feels that the wearing of a uniform encourages pride in the school, and makes pupil recognition easier when outside the school grounds. We ask parents to support us by ensuring that children come to school dressed appropriately and wearing sensible black shoes.

Our uniform comprises the following items:

**Boys** white polo shirt, grey trousers (grey shorts in summer), bottle green jumper/sweatshirt

**Girls** white polo shirt, grey skirt/pinafore/trousers, bottle green jumper/sweatshirt/cardigan. Summer uniform includes green/white gingham checked dresses

**Footwear** black shoes or sandals (in the interest of safety these must have closed toes and low heels). To encourage independence we ask that shoes do not have laces. Trainers are not allowed.

**PE Clothes** indoor: shorts/t-shirt/plimsoles (no trainers)  
outdoor: please provide a track suit or similar item in addition to the above items.

**Hair** We ask that children with long hair come to school with it tied up.

## SAFEGUARDING

### Child Protection

We follow the procedures set out by the Local Authority, and take account of guidance issued by the Department for Education to ensure that children are safeguarded from harm. A copy of our Safeguarding Children Procedure is available from the school office on request.

During the school day we ensure that any visitors are accompanied/supervised whilst on the premises, and that any person put in charge of children has the required qualifications and has been checked and approved by the Disclosure & Barring Service (DBS).

### Photographing And Videoing Pupils

As part of the Home School Agreement parents are asked to complete a form giving their permission for photographs and videos to be taken.

### Health And Safety

We have some basic rules to safeguard the children both inside and outside the school building and we would appreciate your help in maintaining these rules.

- **All parents are asked to enter and leave school by the gates in Stride Avenue.**
- All parents are asked to report to Reception if they need to visit during the school day.
- Children should not play with scooters, bikes, footballs etc in the playground before or after school. Before 8.55am and after 3.15pm children on the school grounds are the responsibility of the adult/parent/guardian/carer who is with them.
- Langstone Infant Academy is a smoke-free school. We ask parents not to smoke in or around the school and not extinguish cigarette ends in the school grounds. This also applies to E-cigarettes.
- Please ensure that younger siblings are not left unattended in the school grounds.
- A fire drill is held once a term.

### Dogs on Premises

Dogs/puppies (with the exception of guide dogs or dogs for the disabled) are not allowed on the premises under any circumstances. We also ask that dogs are not left unattended outside the school gates or tied to the perimeter fence.



### LOST PROPERTY

We make every effort to trace items that are lost or misplaced in school, but neither we, Portsmouth City Council, or the Academy Trust can be responsible for lost property. All items should be clearly marked with the child's name and we encourage children to put things in the correct place so that items will not go astray. Children should tell their teacher as soon as they are aware they have mislaid something. We ask parents to check items such as sweatshirts when they leave school to ensure they have the correct one.

## Valuables

We discourage the bringing of valuable belongings to school. We do our best to safeguard your children's possessions but we cannot accept responsibility for them. We are sure you appreciate we can only do our reasonable best.

## Jewellery

The wearing of jewellery in school can be dangerous, so earrings other than small studs, are not recommended and necklaces, bracelets, watches and rings are not permitted as part of school wear. If your child's ears are pierced, **only stud earrings** should be worn as I am sure you will appreciate there is a risk of possible injury. Earrings should not be worn on PE days, you will be informed of your child's PE days. Safety is very important in this school.

## SCHOOL PROPERTY



All school equipment such as computer equipment and books are available to the children for use and to share with everyone else. This encourages joint responsibility to care for and respect these things, using them safely and wisely.

## Charging Policy

Langstone Infant Academy makes no charge for books and equipment used by the children in the school.

Parents may be asked to make a small contribution towards materials such as clay, sewing fabric or for cookery ingredients, all of which the children can take home and keep. Parents are under no obligation to make a contribution and no child whose parent does not make a contribution will be treated differently or excluded from an activity, but they may not be able to take items home with them.

**The school does, however, ask for a contribution from parents for school trips.** If this is problematic at anytime please speak to the Headteacher.



These trips can only take place if sufficient funding is available. Parents must appreciate that they may have to be cancelled if insufficient funds are received.

This school is committed to providing high quality resources and reading books for the children. If your child loses a book or it is damaged in any way then we will ask for a contribution towards replacing the book. If your child deliberately damages school property then we will ask you to contribute towards covering the cost of renewing whatever is broken or damaged.



## **OUT OF SCHOOL HOURS CARE**

We endeavour to provide the very best facilities to parents for the care of their children during school time and also at the end of each school day.

We have on site a privately run Breakfast and Afterschool clubs. The clubs operate in the school hall. If you would like more details about these clubs please visit the School website or contact the club staff direct on 07989066170 / 07341283491.

## **INFORMATION TO PARENTS - PARENTMAIL**

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.

Traditionally we have used printed letters but delivery of these can be unreliable; they are also expensive, take time to produce and are not environmentally friendly.

Here at Langstone we use ParentMail, a service used by over 5,000 schools, nurseries and children's clubs to communicate to parents. ParentMail will be beneficial to you because:

- Letters will get to you reliably and on time by email
- We can send letters directly to mums, dads and other carers at the same time
- Emergency or important information can be sent by text message.

Registering on ParentMail is simple, it only takes a minute. One other family member, guardian or carer can also register to receive information via ParentMail. Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation. A free ParentMail APP is now available to download to your phone. Our expectation is that all parents sign up to this service within 7 days of receiving their registration text. If you do not have access to email please inform the school office as soon as possible.

## **Parent Evenings**

We ask you to make sure at least one parent/carer attends these meetings, so we are able to keep you up to date on your child's academic and social progress in all areas of learning.

## **Volunteering within School & for School Trips**

We frequently ask for adult help with school trips, classroom reading, school library, cooking, music expertise and any other skills you feel you could share with us.

## **TEACHING METHODS**

Children learn in a variety of ways and at different rates so they are taught using a variety of teaching styles and techniques. Sometimes they are taught individually, sometimes in small groups or as a whole class depending on the subject, concept or skill being taught. The teachers constantly assess each child in their class so that his/her needs may be met through a careful match to appropriate tasks.

Children are given opportunities to be involved in active independent learning which provides a sense of purpose and measure of success as well as being enjoyable and interesting. We aim to build each child's confidence and their own measure of personal worth. We encourage the children to become more independent as they move through the school. As a school we are committed to equality for all our pupils irrespective of gender, race or disability.

## English (Reading & Writing)

Teachers should develop pupils' reading and writing in all subjects to support their acquisition of knowledge. Pupils should be taught to read fluently, understand extended prose (both fiction and non-fiction) and be encouraged to read for pleasure. Schools should do everything to promote wider reading. They should provide library facilities and set ambitious expectations for reading at home. Pupils should develop the stamina and skills to write at length, with accurate spelling and punctuation. They should be taught the correct use of grammar. They should build on what they have been taught to expand the range of their writing and the variety of the grammar they use. The writing they do should include narratives, explanations, descriptions, comparisons, summaries and evaluations: such writing supports them in rehearsing, understanding and consolidating what they have heard or read.

**Your involvement in this part of your child's learning is much appreciated.**



## Spelling

Spelling is taught through a structured approach; "Letters and Sounds" introduces children to phonic work in the Foundation stage and Year 1 classes. We ask that you help with embedding and reinforcing key words with your child.

## Mathematics

Teachers should develop pupils' numeracy and mathematical reasoning in all subjects so that they understand and appreciate the importance of mathematics. Pupils should be taught to apply arithmetic fluently to problems, understand and use measures, make estimates and sense check their work. They should also understand the cycle of collecting, presenting and analysing data. They should be taught to apply their mathematics to both routine and non-routine problems.

## PROMOTING BRITISH VALUES

The DfE have recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.” The government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated by the Prime Minister this year. At Langstone Infant School these values are reinforced regularly and in the following ways:

### **Democracy:**

We listen to children’s and parent’s voice. Our school behaviour policy is clear that children are expected to contribute and co-operate, taking into account the views of others.

### **The Rule of Law:**

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken.

### **Individual Liberty:**

Within school, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school we educate and provide boundaries for young children to make choices safely, through our provision of a safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms.

### **Mutual Respect:**

Part of our school ethos and behaviour policy has revolved around Core Values such as ‘Respect’, and children are modelled this by caring, sharing and listening to others. The staff help children to understand how to show respect by talking about how actions/words can affect others.

### **Tolerance of those of Different Faiths and Beliefs:**

We aim to enhance children’s understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try different foods from other cultures and we encourage parents/carers to participate and support our multi-cultural events.

Our School Ethos embeds many of these British values and aims to prepare children to reach their full potential as responsible citizens.



### **PARTNERSHIP WORKING**

We have very close links with our local pre-schools including the on site Langstone Community Nursery, who use our school facilities. They are one of our main feeder pre-schools.

We find this strong link with the nursery helps with the children’s transition as they are then used to our school environment, when they start school, and the on-going learning can happen seamlessly.

## PARENT CONDUCT

At Langstone Infant Academy we are very fortunate to have a supportive and friendly parent body who recognise that educating children is a process between parents, class teachers and the school community.

At Langstone Infant Academy we do expect and ask parents and carers to demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour and approach the school in a civilised manner to help you resolve any issues or concerns.

Office staff and class teachers should not be subjected to parents and carers who use abusive language in person or during telephone calls or have telephones calls ended through the caller 'slamming the phone down' to coin a phrase.

I would like to remind everyone that we know at times you can become upset, worried, anxious or unhappy about some aspect of the school life but addressing staff in an abusive way is unacceptable.

**Therefore in order to support a peaceful and safe school environment the school will not tolerate parents and carers exhibiting the following:**

- Disruptive behaviour which interferes or threatens to interfere with the operation of a class, an employee's office, office area or any other area of the school grounds.
- Using loud / or offensive language, swearing, cursing or displaying temper.
- Threatening to do actual harm to a member of school staff, visitor, fellow parent / carer or student regardless of whether or not the behaviour constitutes a criminal offence.
- Abusive threatening e-mails or texts / voicemail / phone messages or other written communication.
- The use of social network sites for photos of other children in order to defame or threaten any members of the school community.
- The use of physical aggression towards another adult.
- Please do not come onto the school site in an inebriated state. Smoking (including e-cigarettes) or the consumption of alcohol or any other drugs is not allowed on the school grounds.

**Should any of the above behaviour occur on school premises the school may contact the appropriate authorities and, if necessary, even ban the offending adult from entering the school grounds.**

We trust that parents and carers will assist our school with being mindful about their actions and we thank you for your continuing support of the school. We would expect that parents would make all relations or friends who are responsible for collecting children aware of this.

**"Our staff are here to help you, however they have a right to carry out their work without fear of being assaulted or abused. Assault and any form of abuse, verbal or physical will not be tolerated."**

## **CONCLUSION**



We hope the information in this booklet have given you some insight into the life of Langstone Infant Academy. We are always available to answer any specific queries and provide as many opportunities as possible for you to be fully involved in events taking place at our school. Our over-riding purpose is to provide opportunities for every child to reach their maximum potential in academic skills, social relationships and personal satisfaction. We feel this would be your expectation of your child's first school and first steps on their learning journey.