



LANGSTONE INFANT ACADEMY



Be Excellent Everywhere

School Information
2019 – 2020

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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 maybe 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

CONTACT DETAILS

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e-mail: 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
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Website: www.unicat.org.uk



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 2018/2019 was 261. From September 2019 the Reception Year will be 90.

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

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

The School Day

The school office is staffed from 8.30am to 4pm. 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.



The school gates are opened shortly before the end of the school day. For safety reasons, we do not allow any child to leave their classroom unless there is a named ADULT waiting.

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

School Closures

In extreme circumstances, such as severe weather or failure of the mechanical systems, it may be necessary to close the school. Should this be the case we will make every effort to inform parents, via the school website, and **Parentmail** – so we strongly advise you to ensure you are signed up with the correct details.

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 Flying Bull 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/Nutella), 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/small 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.

Milk

All children will receive free milk until the week before their 5th 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.

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.

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.

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 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 holidays

The school term and holiday dates are set by Portsmouth City Council and can be viewed at 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 2019/2020 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.

Absence 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 authorized 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 so that your child does not need to be collected early. 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). 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.

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 (from a Doctor or nurse) 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.

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 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.

Jewellery

For health and safety reasons NO jewellery should not be worn in school. If your child's ears are pierced, we only permit that small **stud earrings** should be worn. Earrings should not be worn on PE days, you will be informed of your child's PE days.

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 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.

Safeguarding and Child Protection

The school works in partnership with parents to support children in every way possible. However the welfare and safety of children is paramount and referrals to Social Care can be and are made in the interests of pupils. Our designated member of staff for child protection is the Headteacher. Our Policy and Procedure is in line with other Chichester Academy TRUST schools and is available from the school office on request and can be found on the school website.

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).

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.

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.



School Car Park

The school car park is for staff and visitors only. Please see further advice and guidance about parking in the vicinity of a school 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

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. Parking Enforcement also have a camera in operation at certain times.

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: [Blue Badge holders Rights and responsibilities](#)

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



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.



After School Care

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 for Parents - PARENTMAIL

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 also 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.

The Curriculum and Learning

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

Curriculum maps and Year Group pages on our school website give details of what the curriculum covers in each year group. Year Group newsletters are sent home regularly to keep you updated and suggest how best you can support at home.

We don't follow any formal programme for sex education. It is our policy to answer questions raised by children in an honest and sensitive way and to inform parents that the child has been asking these questions.



Reading

We place a high priority on children learning to read and ask that you read with them often, daily if possible as we recognise it as a vital life skill.

Spelling and Phonics

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.

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.**



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.

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.

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.