

# Purston Infant School Prospectus



2015-16

## WELCOME TO PURSTON INFANT SCHOOL

It gives me great pleasure in welcoming you to Purston Infant School. Your child's education and happiness are paramount to us all and while your child is in our care we hope to foster positive relationships between home and school. We pride ourselves on our relationships, standards, and children's attitudes and behaviour. Importance is placed on good manners, respect for one another and for the school.

The purpose of this prospectus is to provide the necessary information for you to support your child whilst at school. It also gives clear guidance on our expectations for parents and children. We hope you find it useful, and if you feel any further information needs to be included, please do not hesitate to contact us.

*Mrs L Tesh*

Headteacher

## ABOUT THE SCHOOL

This school is classified as a Primary Infant School, with a nursery catering for children between the ages of 3 - 7 .

Number on Roll: Approximately 132

plus 39 Morning and 39 Afternoon Lower Foundation Stage

School sessions: 9 - 12 noon, 1 15 - 3 15 pm

LFS sessions: Morning 8 30 - 11 30 am

Afternoon 12 30 - 3 30 pm

### **PURSTON INFANT SCHOOL**

Nunn's Lane, Featherstone WF7 5HF

Telephone/Fax (01977) 723550

e-mail: headteacher@purston.wakefield.sch.uk

Website: [www.purstoninfants.co.uk](http://www.purstoninfants.co.uk)



### **LOCATION**

Featherstone lies between Wakefield and Pontefract and is close to both the M62 and A1. The school traditionally serves the area south of the Pontefract/ Wakefield railway line and east of Station Lane and Girnhill Lane which includes both rented accommodation and private housing. The majority of children generally move on to St Thomas Church of England Junior School and then on to Featherstone Academy.

Purston Infant School stands in approximately two acres of land. The main single storey building comprises a hall, four KS1 classrooms, a central shared area and a Foundation Unit.

There is also an administration block sited near the main entrance. To the south side there is a raised hardcore play area, with markings to assist in imaginative play, seating, and elevated gardens overlooking the school. To the north side there are playing fields and a wildlife conservation area. This area is used for playtimes, weather permitting, sports and investigative work within the curriculum.

## AIMS, PHILOSOPHY & VISION

The Governing Body of the school supports the Headteacher and staff in their aims to provide a broad, balanced, activity based education which will develop each child to his/her full potential, giving equal opportunities to all. The curriculum is designed to nurture enquiring minds which will enable all children to acquire the skills, attitudes, concepts and knowledge appropriate to Primary Stages of Education. Each child is recognised as an individual and the curriculum that is offered is appropriate to his/her age, needs, experience, ability and stage of development.

Our main aim is to provide quality experiences in all aspects of school life so enabling our children to be happy and successful. We hope they will find enjoyment from learning and develop sound attitudes which will help them to grow into young people who are fulfilled and able to make positive contributions to society. The whole school works together in it's a to achieve a high quality of teaching and learning.

The school pays great attention to the needs of each individual child. We endeavour to provide a safe, secure, quality learning environment where children gain pleasure and satisfaction from their education and through which they will learn the value of perseverance and dedication. Good behaviour is encouraged at all times promoting self-discipline and responsibility both for themselves and others..

Great stress is placed upon relationships between pupils and also between, pupils, staff and parents. Close links with home, school and the community are fostered at all times. Good manners are considered to be of the utmost importance. In our school we hope that children and staff always consider the needs of others alongside their own..

The school gives children opportunities to develop initiative and independence and encourages them to join or become involved in activities outside school. Children are invited to share these experiences and successes with the rest of the school both in the classroom and also during the weekly celebration assembly.

It is hoped that our children will become caring young people with a sense of responsibility, having a marked knowledge of right and wrong, able to recognise not only their own rights but the rights of others. We hope they will feel compassion and understanding for all members of society irrespective of gender, creed, race or ability.

## ETHOS

Purston Infants is a 'Good' school (Ofsted May 2013) providing a high standard of education for children between the ages of three and seven. We pride ourselves in being a warm, friendly and inclusive school and are described as 'a very caring, cohesive community' where children are nurtured and valued. We believe that 'every child deserves the best we can give' and have high expectations of all children. We have a totally committed staff and supportive governing body who work tirelessly to ensure that all children achieve academically, socially and emotionally. Our aim is to provide a broad and balanced curriculum, one which inspires and motivates children. We also promote a sense of health and wellbeing, equipping children with the necessary skills for life. We think Purston is the best - its fun, exciting and special!

*'I think our school is caring because people care for others'*

*Alicia (Aged 7)*



## Governors

Mr D Taylor	Chairperson, Co-opted Governor
Mrs L Earley	Vice Chairperson, Co-opted Governor
Mrs L Tesh	Headteacher
Mrs S Geeson	Staff Governor
Mrs N Williams	Co-opted Governor
Mrs J Roy	Co-opted Governor
Mrs M Isherwood	LEA Governor
Vacancy	Co-opted Governor
Mr D Potter	Parent Governor
Vacancy	Parent Governor

## STAFFING STRUCTURE

### Leadership Team

Headteacher: Mrs L Tesh

Deputy Head: Mrs S Geeson

SENDCo: Mrs S Geeson

Business Manger: Mrs J Coney

Key Stage 1 Co-ordinator : Vacancy

Early Years Co-ordinator: Mrs A Gascoyne

Designated Safeguarding Lead: Headteacher/ Deputy

### Subject LeadersSubject Leaders

Literacy Mrs L Hoyle

Maths Mrs S Geeson

Science Mrs K Howitt

PE Mrs Gascoyne

RE Miss H Millward

History Mrs L. Attwood

Geography Mrs L Attwood

Design and Technology Miss K Howitt

Art Mrs J Peacock

Music Mrs Millward

ICT Mrs A Gascoyne



## STAFFING STRUCTURE

### Teachers

Lower Foundation:	Mrs J Peacock (3 days) Mrs J Fox (2 1/2 days)
Upper Foundation:	
Monkeys 1	Mrs A Gascoyne
Monkeys 2	Mrs S Geeson/ Mrs R Pocklington
Year 1:	
Kangaroos:	Mrs L. Attwood
Giraffes:	Miss H Millward
Year 2	
Lions	Mrs L Hoyle
Zebras	Miss K Howitt

### Support Staff

Business Manager	Mrs J Coney
Admin Officer	Mrs S Vodden
Learning Mentors	Mrs Warren- Ellis KS1 Mrs K Dyas- EYFS
Nursery Nurses	Mrs A Morgan – LFS Miss C Roberts – LFS
Teaching Assistants	Mrs N Williams – Yr 2 Mrs C Millard – Yr 2 Mrs J Haigh – Yr1 Mrs J Abson – Yr1 Mrs J Dawson- UFS Mrs N Hardaker - UFS
ESAs 1-1 support	Mrs T Reall (3days) Mrs J Healey (2days) Mrs S Kenworthy Mrs J Beresford
Caretaker	Mrs V Stabler

*'Purston Infants is  
fantastic because we have  
some sweet teachers, who  
I admire'  
Emily (aged 7)*

## STAFFING STRUCTURE

### Dining Room Assistants

Miss K Clift

Mrs J Turner

Mrs P Jones

Mrs M Mosely

Mrs T Reall

Mrs J Roy

Mrs P Haytack

### Lunchtime Supervisors

Miss A Tuffs

Mrs K Hirst

Mrs B Turner

## SCHOOL POLICIES

There are a number of policies which you might find useful to read and can be accessed through the school website. Below is a list of the key policies, if you require any further clarification, please do not hesitate to contact the school.

Child Protection and Safeguarding Policies

Collection Policy

Confidentiality Policy

Teaching and Learning Policy

Health and Safety Policy

Behaviour Policy

Exclusion Policy

Home/School Agreement

Admissions Policy

Complaints procedure

Attendance Policy



## The Purston Promise

As a pupil I will:

### 1) Take care of myself by:

Doing my best

Keeping myself safe in school

Taking pride in myself and my achievements

### 2) Take care of others by:

Being kind & helpful

Playing fair

Respect the feelings of others

### 3) Take care of my school by:

Looking after toys, equipment & apparatus

Tidying up

Looking after the school building

## EXPECTATIONS

### Home/School Agreement

We value the support and contribution made by parents and embrace the partnership between home and school. Our home school agreement will be issued to your child in the first term of fulltime education and will be re-visited each year.

The agreement is based on our school aims, values and expectations for behaviour and is designed to establish an agreed set of standards in accordance with statutory guidance and our behaviour policy. Parents are asked to sign to acknowledge the terms of the home school agreement

### School Rules

Our school behaviour policy sets out clear expectations for behaviour, it includes rewards as well as sanctions. We establish a number of rules for given situations such as playtimes, lunchtimes, and in class. The School Rules below are the one we ask parents to observe.

### SCHOOL RULES

- Children will not be allowed to leave the premises without being accompanied by a responsible adult
- Any other adult collecting a child needs the permission of the parent
- Sweets and crisps will not be allowed
- Children are discouraged from bringing toys or personal items
- Jewellery, with the exception of stud earrings will not be allowed
- Parents are asked not to bring vehicles onto the school premises
- Parents are asked not to allow children onto the school car park for obvious safety reasons

## SCHOOL INFORMATION

### The School Organisation

We are a school with a two form entry and can take up to 60 children in any one year group, with two classes per year group. Classes are organised into two Stages, Foundation Stage (Nursery & Upper Foundation) and Key Stage 1 (Y1 and Y2). Each class from Upper Foundation to Year 2 is named after an animal. Upper Foundation are Monkeys 1 & 2, Year 1 are Giraffes & Kangaroos, and Year 2 are Lions & Zebras.



### Foundation Stage

The Lower Foundation Stage has seventy-eight places to accommodate children, starting the term after their third birthday. These are divided into two sessions, morning and afternoon.

All children are given the opportunity of at least one year in LFS and are admitted according to age. Children in LFS are assessed within the first two weeks of entering in order to plan their next steps in learning. Children move into Upper Foundation the year in which they are five years old.

## Foundation Stage

Foundation Stage is both nursery and the two reception classes and are known as Lower and Upper Foundation Stage. The aim of the Foundation Stage is to provide a curriculum based on the 'Development Matters' guidance which is broad and balanced. The curriculum is based on seven areas of learning, three of which are Prime Areas ( Communication & Language, Personal and Social and Physical) and the other four are specific areas. (Literacy, Mathematical, Understanding the World and Expressive Art & Design). Children will be assessed against these areas using the Early Years Profile.

Play based learning underpins the early years. Children learn through focused activities which are sometimes teacher led, and through continuous provision. Children have the opportunity to access provision such as water, construction, reading, mark-making, malleable and the outdoor area.





*'We have to work hard and I enjoy it' says Freya (aged 7)*



*'Everyday is different, we don't know what will happen each day' Max (aged 6)*



## Key Stage 1

Key Stage 1 comprises of two Year 2 classes and two Year 1 classes, with the capacity to take up to 30 children in each class.

In Key Stage 1 we build on the early years by following the statutory requirements of the New National Curriculum. The subjects covered are English, Mathematics, Science, Computing, History, Geography, Design & Technology, Art & Design, Music, PE and RE.

We present the curriculum in a variety of ways: topic work which uses many subject areas, separate subject teaching, class teaching, group and individual teaching. The aim in all our teaching is to guarantee your child's entitlement to a broad and balanced curriculum matched their abilities.

Provision is made for pupils with extra learning needs or disabilities including support from outside agencies where appropriate, to enable them to play a full part in school activities. Further details can be found in the Disability and Discrimination Policy which is available in school.

Children will be assessed in all subjects using teacher assessment in both year groups. Year 2 assessments are reported to the local authority, in order to establish how well the school is performing against National expectations. An average Year 2 child will be expected to reach the National standard by the end of Key Stage 1.

Year 1 children will undertake a phonics screening check at the end of the year, and again these results are reported nationally.

## Assembly

Assemblies are both compulsory and integral to the ethos of our school. All teachers are expected to attend most and lead assemblies on the rota which is published termly.

We base our assemblies on a number of moral, spiritual, cultural and social issues in accordance with the RE syllabus. We also use the SEAL (Social & Emotional Aspects of Learning) approach and use the themes: New Beginnings, Relationships, Getting on and Falling Out, Say no to Bullying, Good to be me, and Going for Goals

Parents and families are invited to the final class assembly at the end of the year when the children can showcase some of the work covered throughout the year.



## Standards

The standard of Reading, Writing and Maths has improved over the last two years, this is in line with Ofsted's judgement that we are a good school. Further information on the school's performance can be found on the website.





## SCHOOL INFORMATION

### School Gates

The school gates are open from 6.30am and will be closed at 9.15am in order to keep children safe whilst they are in school. Gates will be open again for morning nursery at 11.30, closed at 12.30 until 3.00 when all gates will be open once again.

Lower Foundation stage children and families are asked to wait in the Lower Foundation playground until the doors open at 8.30am. Upper Foundation and Key Stage 1 children and families outside their classroom until the doors open at 8.50am. If a parent would like to see the teacher urgently about a matter they are encouraged to make an appointment at an appropriate time .



### Registration

The doors will be closed promptly at 9am and registration closes at 9.10 am. Parents should bring late children to the main entrance where they will be asked to sign and complete the late arrivals form, giving reasons for lateness

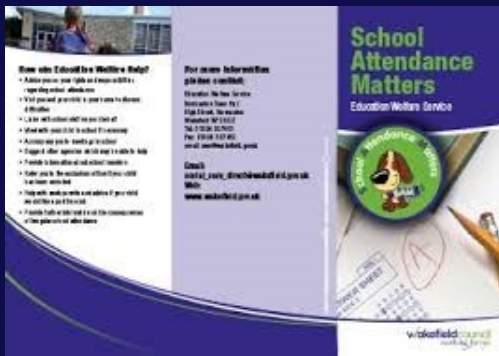
### Attendance

It is important that children are on time for both the morning and afternoon sessions. Any persistent absences or lateness will be monitored and reported to the Educational Welfare Officer if necessary, in line with our attendance policy. Holidays will not be authorised in term time in line with the pyramid policy, unless there are exceptional circumstances.

Further clarification can be seen in the policy.

### Children with appointments

We ask that parents inform the class teacher of their child's appointments so that they can be appropriately marked in the Register. Children returning after an appointment need to sign in at the school main office.



## SCHOOL INFORMATION

### Monies

Any money that is handed in for trips, disco or fundraising events needs to be handed into the teacher and is recorded on a daily collection form and taken together with the cash to the office immediately after register.

### Playtime Snacks/Drinks

As we are a healthy school, children are offered fresh fruit and milk (free to children until term before their fifth birthday) at al- located times. Children are not allowed to bring their own snacks into school. Any sweet or snacks brought into school will be confiscated until the end of the day.



### Water

All children are encouraged to bring a plastic bottle of water, with their name clearly written on it, to drink in the classroom. Please note that only water can be drunk in the classrooms.

### School Dinners

All children are now entitled to a free school meal, although children still wishing to have a packed lunch can still do so. We just need one weeks notice for any changes to lunchtime arrangements.

We continually encourage our children to eat healthy food so that they grow into healthy adults. All food served in school has to meet the standards from the Department of Health and we use Kingswood Caterers to provide this service. We would urge any parents providing packed lunches to consider guidelines and encourage their child to eat healthily.

We serve dinners from the school hall. There are two sittings which helps to limit the noise and allows more opportunity for outdoor play. There is usually a teacher on duty in the hall to deal with any issues which may arise.



## SCHOOL INFORMATION

### **Jewellery**

Children should not wear jewellery in school only stud earrings will be accepted. Children will be asked to remove stud earrings for PE, If they do then it is at parent's own risk and the school will not take responsibility for injury or loss.

### **Breakfast Club**

Breakfast Club is open between 8.00am and 8.50am for children in the local area. Children are provided with a healthy breakfast with a charge of £2.00 per session. We also offer a chaperoning service for children attending the local junior school.

### **After school clubs**

There are a number of after school clubs that run on a Monday or Thursday until 4pm. We offer various clubs such as Sewing, Computers, Gardening and Team Games. Further details can be found on the school website. Children need to be collected from the classroom once the club is over.



## COMMUNICATION

### Parent Consultations

Every term a ten-minute individual meeting is held in which parents/ carers and teacher discuss how well your child has settled in the class and comments on your child's work in key areas. Individual pupil targets are reviewed and new targets agreed. At the Summer Term meeting the annual report is discussed and signed

### Newsletters & Year group curriculum letter

A newsletter is sent out to parents every term detailing relevant information. Year groups send a letter about the curriculum for the term.

### Special Needs Meetings

If a child is on the SEN Register, parents will be invited to discuss and review targets three times a year

### Other parent meetings

Throughout the year we hold a range of meetings for parents and carers about different topics. For example, awareness sessions about tests, Phonics or how to help with homework. We also run FEET (Families Enjoying Everything Together) sessions for children and parents in the term before they start nursery. Members of staff with curriculum responsibilities will be expected to lead sessions for parents/carers informing them about how we teach that subject at school.

### Open Days

Open days are held every term for parents to look at their children's books, share targets and celebrate their successes.

## COMMUNICATION

### Contacting Parents

If parents would like to see a teacher in addition to the above they should make an appointment at an appropriate time. Other information can be communicated by letter or a quick word. If teachers wish to communicate additional information to parents they can do this via the school phone or a short note as it is not appropriate for teachers to give their personal mobile number to parents/carers.

### Helpers in school

We welcome a variety of adults into school as helpers. These may be parents, grandparents and other relatives of children in school, family friends, members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic. All helpers who have contact with children regularly will be asked to complete a form in order for them to obtain DBS clearance.

## HEALTH & SAFETY

### **Safeguarding**

As a caring organisation with direct responsibility for children, our first concern must be for the children's welfare in all its aspects and therefore there may be occasions when we have to consult other agencies, particularly in relation to Child Protection/Abuse concerns. The procedures we have to follow are statutory and have been laid down by Wakefield Safeguarding Board. The school's safeguarding policy is on the Website for any parent wishing to read it. The headteacher is the Designated Officer for child protection.

### **Vulnerable children**

Parents need to let school know if your child has specific medical conditions that make them especially vulnerable to infections. Usually schools or nurseries are made aware of such children through their parents or the carers or the School Health Service. These children are especially vulnerable to chicken-pox or measles. If a vulnerable child is exposed to either of these the parent/carers will be informed promptly so that they can seek further medical advice as necessary.

### **Medicines**

In cases of short term illnesses, where a child is well enough to be in school, parents must fill in a medical consent form with written instructions for the medicine to be administered in the presence of a trained first aider, in line with policy.

### **Allergies and Care Plans**

All staff are aware of children with allergies or specific medical needs and follow their care plan closely. All children with allergies or medical conditions are displayed by photo in classes and staffroom. Inhalers are taken on trips and it is parents responsibility to update any medication needed in school.

## HEALTH & SAFETY

### Head lice

School policy is to inform parents if staff notice head lice. Children with head lice cannot be excluded from school. However it is expected that parents treat the problem. Once treated the child should return to school as soon as possible. A standard letter will be issued to parents of children in a class where headlice have been detected the same day. If further concerns arise please contact the school nursing team for further advice. The number can be obtained from school.

### Infection control

A copy of current guidance on infection controls in schools is available from the school office.

### Hygiene procedures

Encourage children to always wash hands after using the toilet and before eating or handling food. Effective hand-washing is an important method of controlling the spread of infections, especially those that cause diarrhoea and vomiting.

### School Trips

We actively encourage children to attend school trips as they are a brilliant learning opportunity and form part of our curriculum. Children who do not attend during school time will receive an unauthorised absence, unless there is a valid reason for missing the visit. Teachers will be responsible for organising the visit and will be expected to plan and carry out pre-checks & risk assessments.



*'Purston Infant School is safe' says Ellie (aged 7)*

## HEALTH & SAFETY

Health and Safety is the responsibility of everyone in the school. Children are taught to take responsibility for the health and safety of themselves and others. Children are taught a range of topics through assemblies and discussion from how to evacuate the building in the event of a fire to personal welfare and safety.

### **Fire Drills**

Fire drills are carried out once every half term.

### **First Aid**

Most staff are First Aid trained. There are an additional four members of staff who are Paediatric trained, one in each year group. There will always be at least one Paediatric first aider present on school trips.

### **Illnesses or accidents**

In the event of a serious incident, first aid will be administered and parents informed before any action is taken.

In the event of a less serious incident first aid will be administered as appropriate and the child will be monitored. Should anything change, the child will be sent to the school office, who will contact parents.

All significant accidents or incidents will be recorded in the Accident Book, irrespective of whether they occur at playtime or in the classroom and parents will receive notification in note form when they collect their child.

### **Head injuries**

Any child who has bumped or cut their head will be monitored after they have been treated. In the event of a serious head injury parents will be phoned as soon as possible.



## School Uniform

Royal Blue sweatshirt/jumper/  
cardigan

White Polo shirt

Grey Trousers or skirt

## Summer Uniform

Blue checked dress

Grey Shorts



## Indoor PE Kit

Plain White T-shirt

Black/Navy Shorts

Black/Navy leotard if preferred

Black Pumps

## Outdoor PE Kit

Tracking/ jogging bottoms and top

Plain White T -shirt

Trainers