



“A village school in the town”

## SCHOOL HANDBOOK



## Contents

Welcome from Mr Queralt	page 3
Our Values	page 4
Equality of Opportunity	page 4
Who's Who	page 5
The School Day	page 6
Attendance & Punctuality	page 6
Absence & Term Time Holidays	page 6
Lunchtime	page 7
Medical Care	page 8
Uniform	page 9
Communication with parents	page 11
Safeguarding	page 12
Admission to Emscote Infant School	page 12
Junior School Applications	page 12
Curriculum – Foundation Stage	page 13
Curriculum – Key Stage 1	pages 14-15
Behaviour & Discipline in School	page 16
Special Educational Needs	page 16
Photography & Filming	page 16
Coolmilk, Toast & Water	page 17
School Activities	page 17
Parent Volunteers in School	page 16
PTA	page 17
After School Activities	page 18
School Trips & Visits	page 17
Acts of Collective Worship	page 18
School Governors	page 19
Site Safety	page 20
Car Parking	page 20
Concerns & Complaints	page 20
Sallywags Activity Club	page 21

## Welcome from Mr Queralt

Welcome to Emscote Infant School and All Saints' Church of England Junior School. We are a school located in-between Warwick and Leamington. I am Jon Queralt, Executive Headteacher, and I have the enormous privilege of working with an extraordinarily talented team of teachers and support staff who lead our children on a journey through their primary education. Emscote is led by Laura Nicol and Sandra Sutherland is the Headteacher at All Saints'. In our Senior Leadership Team we also have Heidi Cartledge who works with us as a SENCO across both schools.

Our children are very proud of their school and of all the things that make it so special. This was recognised in the recent excellent SIAMS inspection and OFSTED inspections at both schools. We are fortunate to have superb outdoor spaces, a welcoming learning environment, strong links with partnership schools, a fun, engaging and broad curriculum and we are extremely proud of our place in the heart of the community. We believe that having separate infant and junior schools gives the very best opportunity for our pupils. We are committed to developing a coherent, flexible and enriched curriculum which raises aspirations, drives ambition and secures high standards in all areas. Our children, who are at the heart of every decision we make, are happy, resilient and confident learners for life.

At both schools, we work together to enable children to reach their full potential, regardless of their starting point. We believe that close partnerships are key and we look forward to working together to ensure the best possible outcomes for our children.

On this website, you will find information on both schools, we share the same vision and ethos, so much will be similar. We have all the information you might need as a current or prospective parent or carer. If you are unable to locate specific information, please feel free to contact the school directly where our delightful office staff will give you a warm welcome as well as a wealth of information.



**THIS ORGANISATION IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND EXPECTS ALL STAFF, VOLUNTEERS & PARENTS TO SHARE THIS COMMITMENT.**

**'Working Together, Valuing Everyone, Learning for Life'**

## Our Values

### Ethos

Our school is a welcoming place for everyone, where all adults and children, who are part of our school community, feel valued. We include and care for all children and respect other people's values and beliefs. We all have positive attitudes to children and raise their self-esteem and encourage them to respect and care for themselves and others. We work in close partnership with parents and ensure that achievement is celebrated.

### Learning

We all have a commitment to high standards of learning and all children are given opportunities to reach their full potential. We develop children's ability to work co-operatively and independently. The learning environment encourages creativity and learning that takes place in school is relevant to children. The curriculum is broad and balanced and we give children opportunities to experience visits out of school. We welcome artists, musicians and theatre groups to work with the children.

### Behaviour

Good behaviour is recognised and rewarded and we all have a commitment to ensure high standards of behaviour. The adults in school provide role models for good behaviour. Children are given clear boundaries for expected behaviour and children are encouraged to take responsibility for their own actions. We will work in partnership with you to help your child fulfil their potential.



### Equality of Opportunity

Every effort is made to ensure that all members of the school community are valued and treated equally, regardless of race, colour, culture and need. Equality of opportunity in our school means a sharing of values and the promotion of achievement and self-esteem. It is about all of us reaching our full potential as individuals, and respecting social and cultural differences.

## Who's who

Executive Headteacher	Mr J Queralt
Head of School	Mrs L Nicol
SENDCO	Mrs H Cartledge
Willow class (Reception)	Teacher: Mrs Vallins/Mrs Gray
Cherry Class (Reception)	Teacher: Miss Stanley
Chestnut Class (Year 1)	Teacher: Mrs Stephenson/Mrs Constable
Oak Class (Year 1)	Teachers: Mrs Madagan/Mrs Hutchin
Maple Class (Year 2)	Teachers: Miss Letchford/Mrs Smith
Sycamore Class (Year 2)	Teacher: Mrs Old/Mrs Smith
Higher Level TA (all years)	Mrs Hutchin
Teaching assistants	Mrs V Brown, Mrs S Dawe, Miss T Daniel, Mrs H Harwood, Miss L Hewitt, Mrs H Hutchin, Miss K Klair, Miss A Lowe, Mrs E Morgan, Miss Y O'Hare, Miss A Reilly, Miss S Sandhu, Mrs L Smith, Miss Sorrell, Mrs S Thomas, Miss T Witnall
Business Manager	Mr J Hill
School Office	Mrs E Tracey & Mrs S Sargeant
Cook	Mrs J Iredale
Caretaker	Mr S Green
Cleaners	Mrs P Brookes, Mrs J Robertson
Midday Supervisors	Mrs N Easton, Miss O'Driscoll, Mrs J Robertson, Mrs A Russell

## The School Day

8.45am	Please come into the playground
8.55am	Bell rings and morning session begins
9.00am	Gates locked – all children must enter school via office and sign in
10.40am	Breaktime
12noon/12.10pm	Lunch is served/outdoor play
1.00/1.10pm	Afternoon session begins
2.55pm	Gates open for parents to wait in playground
3.00pm	School finishes

**IMPORTANT:** Children are not allowed to play on school play equipment before school. Any children using the equipment after school do so at their own risk and must be supervised by a parent or adult.

## Attendance & Punctuality

**Attendance** We aim for every child to have a minimum of 95% attendance during the school year. If your child's attendance dips below this we will speak or write to you so that you are aware. Of course, we take into account any reasons for absence when assessing a child's attendance.

**Punctuality** It is very important that all children are in school on time at 8.55am, and collected on time at 3pm every day. Key subjects such as Maths and English are often taught at the beginning of the school day and children who arrive late can miss essential learning.

## Absence & Term-time holidays

**Absence** The school must be informed in writing if children are to be absent for **any** reason. In the case of illness, the office must be telephoned between 8.30am and 9.30am on the first day of absence. Authorised reasons for absence include sickness, hospital appointments, dentist, religious holidays, clinic and funerals. Medical appointments should be arranged, if possible, outside the school day. Where this is not possible it is expected that pupils only miss part of the day. Unauthorised absences include shopping, visiting relatives and parents being unwell.

**Term-time holidays** **The Government dictates that Headteachers are not permitted to authorise absence for holidays taken during term time. They are permitted to grant leave only in exceptional circumstances.** Applications for leave of absence in exceptional circumstances should be made in advance; application forms (available from the school office or downloadable from the website) must be filled in and returned to school no less than six weeks prior to the start of the proposed absence. Each application is assessed based on attendance and using strict government criteria, and if the application does not meet these criteria you will be told your leave of absence cannot be authorised. Please note leave of absence which is unauthorised should not be taken. If it is taken, parents are in breach of their legal duty to ensure that their child attends school full time and may be subject to a Fixed Penalty Notice or prosecution through the courts. Parents should note that the Year 1 Phonics Assessment is administered each year in June. The Headteacher will not, therefore, authorise leave taken during this time under any circumstances.

## Lunchtime

At lunchtime children have the choice of a hot school meal (free of charge to all infant school children) or a packed lunch. The hot lunch is prepared on site by Educaterers staff, and we would encourage all children to enjoy this healthy and balanced meal. Educaterers can cater for all dietary requirements so please let the office know what you require. If your child would prefer a packed lunch, please send it in a labelled lunch box. Sweets and fizzy drinks are not permitted in packed lunches.

Emscote is a **nut-free** school. People who suffer from nut allergies can develop a severe, potentially life-threatening allergic reaction. If a child or member of staff has a nut allergy it is not just eating nuts that can cause a severe reaction, just being touched on the skin or smelling the breath of someone who has had nuts or a product containing nuts can trigger anaphylactic shock (which can cause breathing and swallowing difficulties).

We cannot have nuts in school in any form. So please can we ask that you have **no nut products in the lunch boxes or brought into the school as treats**. For example;

- Peanut butter sandwiches
- Chocolate spreads – Nutella
- Cereal bars
- Some granola bars
- Cakes that contain nuts
- Biscuits / Cookies that contain nuts
- Peanut butter cakes
- Some pesto sauces
- Some Asian food, including satay sauces that contain nuts

This list is not exhaustive, so please check the packaging of products closely and please also remember when asked to bring a box in to school from home for a project or junk modelling you do not bring one that contained nut products.

We appreciate that this is an additional thing to check, but we hope that you understand and recognise the importance of it.

## Pupil Premium/Free School Meals

All Reception, Year 1 and Year 2 pupils in state-funded schools are able to have a hot school meal free of charge. This is known as “universal entitlement”. If you think you receive one of the qualifying benefits below you may also be eligible for benefits-related Free School Meals (FSM) and pupil premium funding.

- income support
- income-based Jobseeker's Allowance (JSA)
- income-related employment and support allowance (ESA)
- guarantee element of state pension credit
- Universal Credit (with an annual income of less than £7,400)
- Both income-based and contribution-based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both, but the income-based amount is greater, but not if the contribution-based amount is greater.
- Support from National Asylum Support Service (NASS)

- Families who are awarded Child Tax Credit and have an annual income assessed by HMRC to be no more than £16,190, providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').

FSM and pupil premium funding could entitle your child to free or subsidised school trips, music lessons, school uniform and help to access after school clubs. If you need support please contact the school office. Registering children for benefit related Free School Meals and subsequently for pupil premium also enables the school to claim additional funding to improve resources for your child in school. It may also mean your child will continue to receive free meals after the end of Year 2.

If you think you are eligible then you can apply online at [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals)

Please see the office if you need any assistance.

## Medical Care

### Emergency Contact

Please ensure that we have at least two emergency contact numbers for your child, and that these are up to date.

### Medicine

We are only permitted to administer medicines prescribed by a doctor in school. Please fill in the Medicine Consent Form that is available on the website or from the office.

### Illness

Please do not send your child to school when they feel unwell. If a child presents as unwell we will call parents or carers to collect them and take them home to recover.

### Sickness & diarrhoea

**Children who have had sickness and/or diarrhoea must be kept of school for 48 hours from the last incidence of sickness or diarrhoea.** This is to prevent these illnesses spreading.

## School Uniform

Embroidered sweatshirts, sweat cardigans, book bags and coats can be ordered at [www.gooddies.co.uk](http://www.gooddies.co.uk) or [www.creative-embroiders.co.uk](http://www.creative-embroiders.co.uk) – just search for Emscote Infant School.

All other items can be found in all major supermarkets. Please come and check our second-hand rail too.

### Girls



- Light blue or white polo shirt
- Grey skirts, grey pinafore dresses or trousers
- Checked or striped red/white dress in warmer weather
- Grey or black tights or grey or white socks
- Maroon sweatshirt/sweat cardigan with embroidered school logo
- Black shoes (no open-toed sandals or trainers)
- Maroon book bag with embroidered school logo
- Outdoor coat (school logo coats available at Gooddies)

### Boys

- Light blue or white polo shirt
- Long or short grey trousers
- Grey or black socks
- Maroon sweatshirt with embroidered school logo
- Black shoes (no open-toed sandals or trainers)
- Maroon book bag with embroidered school logo
- Outdoor coat (school logo coats available at Gooddies)



### PE

- plain white t-shirt
- blue or black shorts
- blue or black jogging bottoms or leggings
- school sweatshirt/cardigan (see above)
- trainers



**Please label all clothes and shoes so that we can find them easily if misplaced!**

### Jewellery

- Jewellery (bangles, bracelets and chains) is not permitted, however a small watch may be worn.
- Earrings: one pair of plain silver or gold studs may be worn. Children are not allowed to wear jewellery during PE, therefore it is advisable to remove your child's earrings for the days they have PE.

### Hair

- No exaggerated hair styles or colours are permitted, and hair is expected to be neat and of a natural colour. We advise hair that is longer than shoulder length to be tied up.
- Any designs shaved into hair are not permitted.
- Head lice – please regularly check your child's hair for head lice and treat if necessary.

### Lost Property

- **Please ensure any items of clothing or any other belongings are clearly marked with your child's name**
- We cannot take any responsibility for lost jewellery or valuables. Please do not send in toys to school.
- If you are sending in cash, please ensure this is in a sealed envelope. Please write clearly on the envelope: your child's name, class and the value inside. Any money must be handed directly to the school office.

# Communication with parents

## Parents' Evenings

These are held in the Autumn and Spring terms. Parents are expected to attend for a ten minute appointment.

## Learning together workshops and other parent sessions

We hold various sessions for parents both in school time and after school. **Learning Together Workshops** are held for Year 1 and Year 2 parents once a term. Each session is either English or Maths based and led by your class teacher. These sessions help you understand how your child is taught in school. They are held during the school day as part of the session is to work with your child. We appreciate it is hard for working parents to attend, but we give plenty of notice and we strongly encourage you to attend. **Other sessions** include Growth Mindset and Zones of Regulation workshops along with Reading, Maths and internet safety information evenings.

## School Report

Each child will receive a school report towards the end of the Summer term.

## Text

We regularly communicate with parents using a text message service. Please ensure your number is up to date so you don't miss out on key information. If more than one parent per child needs to receive texts, please see the office. Please don't reply to us on text as we do not receive them.

## Email

We try to email information and consent forms where possible to reduce the amount of paper we use. Please ensure your email address is up to date so you don't miss out on key information. If more than one parent per child needs to receive emails, please see the office.

## Newsletter

The Emscote Express is published fortnightly and is full of useful information and dates. We prefer to email this to keep costs and environmental impact to a minimum. Please see the office if you need a paper copy.



## Website

Please visit [www.emscoteinfants.co.uk](http://www.emscoteinfants.co.uk) which has all our policies, letters and lots of other information. It is also regularly updated with photos of what we are up to.

## School Money

Parents have the facility to make payments for school expenses, such as school trips and events, online with a debit or credit card. You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up to date contact details we will send you a password at the beginning of the first term.

## Assemblies



During the year, each class will host a number of Sharing Assemblies to show parents and carers what they have been learning. These are generally held on a Friday morning at 9am. In addition to this we celebrate achievements with certificates every Friday morning. We will text you one or two days before if your child is receiving a certificate so you can attend if you're free.

## Safeguarding

The staff and governors believe the school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. **Everybody involved at Emscote Infant School, including volunteers, recognises they have a full and active part to play in safeguarding the children and protecting all pupils from harm.**

Mr Queralt and Mrs Nicol are the people responsible for safeguarding in the school. Under the education Act 2002 (section 175 for maintained schools) schools must make arrangements to safeguard and promote the welfare of children. Parents and carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse.

Staff will seek, in general, to discuss any concerns with the parent or carer and, where possible, seek their consent to make a referral to Children's Social Care if that is considered necessary. This will only be done where such discussion will not place the child at increased risk of significant harm or cause undue delay. The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally concerns are passed on which are later found to be unfounded. Parents and carers will appreciate that the school's Designated Safeguarding Leads carry out their responsibilities in accordance with the law and acts in the best interests of all children.

## Admission to Emscote Infant School

All admissions to our school are handled by the Admissions office at Warwickshire County Council. Information on how to apply can be found at [www.warwickshire.gov.uk/primaryschool](http://www.warwickshire.gov.uk/primaryschool) or call them on 01926 414143.

## Junior School Applications

At the end of year 2, the children move to a junior school for Key Stage 2. Most children move to All Saints' C of E Junior School which is federated to Emscote Infant School. Parents will be sent a letter or email from Warwickshire Admissions when their child is in year 2, to outline the admissions process. Here in school we make sure children are familiar with All Saints' Junior School by visiting to watch performances, having shared picnics and Sports Day on their field in the summer term.

### All Saints' Junior School Ofsted May 2018 – rated 'Good'

Overall effectiveness	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Outstanding
Outcomes for pupils	Good

Please visit <https://reports.beta.ofsted.gov.uk/provider/21/125666> to read the full report.

## Curriculum

### The Early Years Foundation Stage Curriculum

The Early Years Foundation Stage (EYFS) is the stage of education for children from birth to the end of the Reception year. It is based on the recognition that children learn best through play and active learning.

In Reception children follow the EYFS Curriculum, which is outlined in the table below:

<b><u>Communication and Language:</u></b> <ul style="list-style-type: none"><li>• Listening, language and attention</li><li>• Speaking</li></ul>		<b><u>Personal, Social and Emotional Development:</u></b> <ul style="list-style-type: none"><li>• Self regulation</li><li>• Managing self</li><li>• Building relationships</li></ul>		<b><u>Physical Development:</u></b> <ul style="list-style-type: none"><li>• Gross motor skills</li><li>• Fine motor skills</li></ul>	
<b><u>Literacy:</u></b> <ul style="list-style-type: none"><li>• Comprehension</li><li>• Word reading</li><li>• Writing</li></ul>		<b><u>Mathematics:</u></b> <ul style="list-style-type: none"><li>• Number</li><li>• Numerical patterns</li></ul>		<b><u>Understanding the World:</u></b> <ul style="list-style-type: none"><li>• Past and present</li><li>• People, culture and communities</li><li>• The Natural World</li></ul>	
				<b><u>Expressive Arts and Design:</u></b> <ul style="list-style-type: none"><li>• Creating with materials</li><li>• Being imaginative and expressive</li></ul>	

This EYFS curriculum includes learning targets within these areas of learning and they are referred to as Early Learning Goals. Teachers are required to make a judgement against the goals, and at the end of their reception year children's development and progress within each goal are measured against the following descriptors:

**Emerging** - The child is working towards the Early Learning Goal but has not quite reached it.

**Expected** - The child has reached the level expected at the end of the reception year.



## Key Stage 1 Curriculum

You can expect that while your children are in years 1 and 2 at this school they will have experience of the following:

### Library

The school boasts a well-resourced library. All classes and groups of children are allocated specific times in the library. The library is operated on a trust basis, and pupils are welcome to take out a few books at a time from the library, either before or after school, to be returned when they would like to take out another one. We just love the children to read!

### English

Children learn the skills of reading, writing, speaking and listening each day. We also do a mixture of phonics and broader literacy teaching. We teach English within the context of other areas of the curriculum, such as writing a letter of thanks after a school visit, and writing a list of what they need to make a model, cook a recipe or story writing.

### Maths

Each class will have a daily session in maths, which will include oral work and mental calculation. This will be followed by the main teaching activity. The children will be using the maths they are learning in practical situations to solve real problems. They will conduct mathematical investigations, to build appreciation of the enjoyment and excitement of maths. Mathematical concepts and processes will be introduced involving calculation, measurement, shape and space, and the handling of data. We subscribe to [Mathletics](#), an online maths learning resource. Every child is given a login and they can use the resource at home as well as at school, earning points that accumulate towards the gaining of certificates that are awarded in assemblies.

### Science

Young children constantly seek explanations for the world in which they live. This is scientific behaviour and is built on and encouraged in school. Living things, forces and energy, the environment and weather are among the areas of science that will be covered. As they explore each area of science they will be learning to develop a scientific approach. They will begin to make observations, ask questions, devise and conduct investigations and communicate their findings through talking and simple record keeping. We also hold science weeks to really get children excited about science.

### Religious Education

Pupils will gain an understanding of all the six principal religions and recognise that many people hold secular (non-religious) views. Particular focus will be given to Christianity and two other religions chosen from Buddhism, Hinduism, Islam, Judaism and Sikhism. Pupils should develop an understanding of the role of religion in encouraging forgiveness, bridge building and reconciliation. Our local Vicar and Family Link Worker assist us with this.

### Sex Education/ PHSE

Sex Education is not a planned subject in school, but as at home when the children ask questions, the staff will respond in an open and appropriate manner. There are a number of books in school which deal with subjects such as the birth of a new baby. The Taking Care Project is part of our PHSE programme and children are taught how important it is to feel safe and who they can ask for help at home and at school.

## Design and Technology

Children will be investigating the home and school environment and identifying problems which need a technological solution. Children will have the opportunity to design and make models, to look at how things around them work and to use programmable toys.

## History and Geography

Children will develop their understanding of places near to home (geography) and time that is the recent past (history), learning about the world around them and their own place within that world. There is a specific focus on exploration of the local environment such as the supermarket and the canal. We have established a link with a school in Bo, Sierra Leone. Children communicate by letter and email to learn about life in a different culture.

## Physical Education

PE lessons give children the opportunity to engage in physical activity. They are able to use large and small apparatus, to express themselves through dance and drama and to develop their physical skills. At lunchtime we have a variety of play equipment and large climbing apparatus. The lunchtime supervisors play games with the children and this further promotes their physical development. PE is also concerned with helping children to understand how their body works and how they can care for themselves.

## Art

Enabling children to express their own feelings and imagination is an important aspect of art. This may be from first hand experiences, from memory or in response to a story or poem. Such starting points have potential across the curriculum. The children have opportunities to work with different materials, such as pens, paint, collage and clay.

## Computing

Computers and iPads are used by the children throughout the school to access all areas of the curriculum. They learn discrete computer skills - word processing, data handling, coding, modelling and controlling programmable toys. Moreover, the children have opportunities to use an interactive whiteboard which adds a new dimension to their learning.

## Music

We aim to make music accessible and fun to pupils. We investigate the world of sound through games, activities and movement. This enables young children to experience singing, playing, composing and listening. Our music curriculum is enhanced by visiting musicians and performers, and by our children's visits to outside events. The federation choir is very successful and has taken part in many collaborative projects. There is a lunchtime recorder club.

Full details regarding the curriculum can be found on our website at:

[www.emscoteinfants.co.uk/curriculum.htm](http://www.emscoteinfants.co.uk/curriculum.htm)

## Behaviour and Discipline in School

***“Pupils behave exceptionally well both in lessons and around the school.” Ofsted, April 2013***

When children are occupied and interested in their work in a friendly and caring environment where they feel valued, there is a calm and controlled atmosphere. At home you will have been teaching your child the difference between right and wrong. By example you will have been helping your child to develop positive attitudes and a sense of morality. We aim to continue this at school in a number of ways:

- Assemblies and Religious Education and the expectation of good behaviour in school from all the staff will give the children a clear picture of the positive behaviour that is expected in school.
- We expect the children to show respect for adults, honesty, tolerance, self-discipline, kindness and thoughtfulness to other children, and to resolve their disagreements through talking to each other. Children are involved in developing their own codes of behaviour.
- We do not tolerate violence or bullying, disobedience or unkindness to other children. If a child's behaviour should give us cause for concern we will involve the parents at an early stage.

Our policy on Behaviour and Discipline can be found on the school website [www.emscoteinfants.co.uk](http://www.emscoteinfants.co.uk)

**We value your support in helping us implement our policy.**

### Special Educational Needs

At some time in our lives, all of us may need extra help and support with a particular area of learning. We identify any difficulties children have and work on those areas with the support of Teachers, Teaching Assistants and in some cases Special Needs Assistants. We follow the SEND Code of Practice. We have a clear policy for children with special educational needs and this is available upon request and on the school website. We actively encourage the integration of children with special needs into our school community.

### Photography & Filming

- All parents are asked to fill in a consent form outlining when and how we can use images of your child.
- Parents and carers are permitted to film school assemblies and performances as long as it does not cause any disruption.
- Any images and film must be for private use only and must not be uploaded to social media sites under any circumstances.
- With the exception of sharing assemblies and class performances, all visitors are asked to leave phones and cameras in the office whilst in school.

## Cool Milk

Every child under the age of five is entitled to free school milk. Children over the age of five are entitled to milk at a subsidised rate of around £14 per term. If you would like your child to receive milk (whether they are under or over the age of five) please ensure you register by visiting [www.coolmilk.com](http://www.coolmilk.com)

## Toast

At morning break, a slice of wholemeal toast or an apple are on sale to any child that wants it at 20p per day. If your child has dietary requirements please speak to the office who will see if these can be accommodated. You can pay for this termly using our online payment system, SchoolMoney, at [www.eduspot.co.uk](http://www.eduspot.co.uk).

## Water

We encourage children to drink water throughout the day all through the year. Please send your child in with a bottle of water each day. Please use a refillable bottle as we are an Eco School and support national efforts to reduce single use plastic.

## School Activities

We are a busy school, and we plan lots of activities all throughout the year to enhance the childrens' experience of school. Here's a flavour of the sort of things we get up to:

Harvest Festival      Christmas Concert      Choir Performances      Grandparent's Afternoon Tea

Mother's Day Afternoon Tea      Ice-cream Workshop      Sport's Day      Father's Day Breakfast

School Trip      Pantomime      School Picnic      Leamington Music Performance

Bake Off      World Book Day

## Parent/carers volunteering in school

We are delighted that so many parents and carers in our school community regularly volunteer in school. This ranges from listening to reading, gardening or supporting the PTA. If you would like to volunteer in school, please speak to your child's class teacher or Mrs Nicol. You will then need to complete some paperwork including a DBS check. If you can offer support please talk to a member of staff.

## PTA

Emscote Infant School has a joint PTA (Parent Teacher Association) with All Saints' Junior School. They are an active and successful group, who raise significant funds and thereby enhance the children's experience at school. Funds are used to buy extra equipment or subsidise or provide various activities. Please contact the Chair, Mark Weller, through the school office if you would like further information on [admin2332@welearn365.com](mailto:admin2332@welearn365.com)

## After School Activities

Every term there are various after school clubs organised and run by external providers and also some teaching staff. We reallocate clubs every term so that all children get the opportunity to join in. Children will receive an online form before the start of term outlining which clubs are available and how to apply. We don't offer clubs to Reception children in their first term, as we find they are tired from adjusting to school life.

## School trips and visits

Each year group also makes educational visits to a variety of places linked to topic work. In the past these have included the local library, St John's Museum, Warwick Castle, Cotswold Wildlife Park, Brandon Marsh and multi-sports at Myton School. Every year we have a whole school trip in the summer term. You will receive an online form seeking your consent and outlining the details and costs (if relevant) for any trip off the school premises.

### Payment for trips

Payment for trips is voluntary. However, as we cost our trips to break even, if not enough contributions are made then the trip will not be able to go ahead. All school trips can be paid for using our online payment system, SchoolMoney at [www.eduspot.co.uk](http://www.eduspot.co.uk). **Pupil Premium** – If your child qualifies for Free School Meals and/or Pupil Premium and you need support with paying for any trips, please contact the school office.

## Acts of Collective Worship

We have regular Acts of Worship\* for a quarter of an hour. Themes may include animals, positive attitudes, community, famous people and books. We also celebrate the main Christian festivals and some from other faith groups. \* Parents may request that their child is excused from the Act of Worship in school.

# All Saints' C of E Junior School & Emscote Infant School

## Federated Governing Body

CHAIR AND LA GOVERNOR	Mr J Tracey
EXECUTIVE HEADTEACHER	Mr J Queralt
HEADTEACHER	Mrs L Nicol (Head of School, Emscote) Mrs S Sutherland (Headteacher, All Saints)
STAFF GOVERNOR	Mr M Jacobs
CO-OPTED GOVERNORS	Mrs H Barclay Mrs N Foister Mr S Holleyhead Miss A Jones Ms J Lisle-Holmes Mrs R Sklar
PARENT GOVERNORS	Mrs S Dyer (Vice Chair) Mr T Rogers
FOUNDATION GOVERNORS	Revd D Thompson Mrs C Dunn Mrs M Finney
ASSOCIATE MEMBER	Mr J Hill (Federation Business Manager)
CLERK TO THE GOVERNORS	Ms A Stevenson

### THE GOVERNORS' ROLE

Under the Education Reform Act, 1988, the governing body now has responsibility for the management of the school within the framework of national legislation and the Local Education Authority's policies. It receives a budget from the County Council, and in consultation with the Headteacher decides how it should be spent and makes sure it is managed properly.

Governors have a say in staff appointments and must see that the National Curriculum is implemented in line with the school's needs.

They are not expected to take detailed decisions about the day-to-day running of the school - that is the role of the Headteacher. **All governors may be contacted through the school.**

## Site Safety

- Riding of scooters and bikes is not permitted anywhere on school grounds.
- Dogs are not permitted anywhere on school grounds, even if carried, with exception of assistance dogs.
- Smoking or vaping is not permitted anywhere on school grounds.
- Under your supervision, children are free to use the adventure playground after school. No children are allowed to use it before school.

## Car parking

We are very fortunate to have the use of All Saints' Church car park. If this is full, alternatives include the Nelson Club or Tesco. We politely ask that parents park considerately and safely as this is a busy residential area.

## Concerns & Complaints

We hope that you feel able to raise any concerns or complaints you may have. In the first instance, please talk to your child's teacher so that any issues can be swiftly sorted out. If they are not able to assist you, please contact the school office and make an appointment to see either Mr Queralt or Mrs Nicol. In the unlikely event they cannot resolve the issue, there is an official complaints procedure and details are available in the office.

We ask parents to fill in questionnaires a couple of times a year to check how satisfied they are with the school, and if there are any areas for improvement. The results of this, including any action taken in response to the information given by parents, is distributed to parents.

## Sallywags Activity Club



### What is Sallywags Activity Club?

Sallywags provide childcare for children who attend Emscote Infants and All Saints' CofE Junior Schools before and after school.

### Where are we?

We are based in the Contact Centre, behind All Saints' Church in Warwick.

### What do we do?

Children enjoy being with other children and thrive in their company and parents are looking for a safe place where the needs of their children can be met. In response to this, we offer a range of services for children between the ages of 4 and 11 years. Parents working hours do not coincide with the conventional school day and can be the greatest challenge of all. We offer a range of age-appropriate activities with lots of choice, creating opportunities for fun and more social interaction. We are able to offer all this in a space that is safe and secure. We are an Ofsted-registered club and activities are planned in accordance with Early Years Foundation Stage guidelines. We also hold public liability insurance.

### Before school: 7.30 – 9.00am

The club is informal and friendly, allowing children a choice as to how they start the day: some children like to wake up slowly others prefer to get on and play.

Each morning a choice of 3 healthy breakfast cereals, toast with jams and spreads and fruit is provided, children are encouraged to help themselves, sit down and talk together before they are walked to school.

### After School Club: 3.00 – 5.45pm

Children are collected by at least two members of staff from their school at the end of the day. An extensive range of activities are available such as construction, table-tennis, pool, iPads, dressing up, games, arts and crafts, as well as access to an outdoor play area for the children to play on scooters and skipping ropes etc. A quiet area is always available for those wishing to do their homework or to chill.

Children are offered a light healthy snack, which includes wholemeal and white bread, crackers with various fillings, along with fruit and vegetable crudités. Sugar-free squash and water are also available for children to help themselves

**For more information please contact:**

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

**Email:** [info@sallywagskids.co.uk](mailto:info@sallywagskids.co.uk)

**Mobile:** 07834 241414

**The Contact Centre, All Saints Road, Warwick CV34 5NJ**