

# COLEBROOK INFANT ACADEMY



Challenge, Inspire, Achieve

## PROSPECTUS

2018-19

### Welcome

Dear Parents,

I would like to warmly welcome you to Colebrook Infant Academy.

I hope this is the beginning of a long and happy association with our school.

We believe in an active partnership in the learning process between pupils, parents, staff, governors and groups within the wider community.

We are proud of our inclusive and caring ethos which is often commented upon by visitors and we want your child to have a happy and unforgettable experience with us.

For information about our school Vision and Values, please see our school website.

<http://www.colebrookinfants.co.uk/vision-values/>

This brochure will explain some of the curricular and organisational policies of our school.

You are most welcome to visit the school to see us in action and decide for yourself whether this is the place you will choose for your child's first school experience.

### SCHOOL DAY

#### Morning session (Mon-Fri)

Doors open at 8.40am  
Registration closes at 8.50am  
Break 10.40am—10.55am  
Lunch 12.00—1.00

#### Afternoon session

(Mon—Thur) 1.00pm—3.10pm  
(Friday) 1.00pm—1.35pm

Yours sincerely

Mrs C Hodkinson

Headteacher

### Ofsted

Our most recent Ofsted report (September 2018) says that;

**“This is a happy and inclusive school where pupils are cherished, respected and supported to achieve well.”**

Copies of this Ofsted report, which judges the school to be good overall, are available to download from our website.

### Admissions

Children usually join the school at the beginning of the school year in which they are five. Our admissions policy is available from the office and on the school website.

Our Early Years environment provides the appropriate curriculum and staffing ratio for four year olds and rising fives. Our number on roll in September 2018 is 145

No child will be refused entry to our school on the grounds of any disability.

### CONTACT US

Colebrook Infant Academy  
Towcester Road  
Coleview  
Swindon SN3 4AS

Tel 01793 331960  
Email [Admin@colebrook-inf.swindon.sch.uk](mailto:Admin@colebrook-inf.swindon.sch.uk)

Our equal opportunities policy is rigorously applied to ensure that children with disabilities are not treated less favourably than other children.

Our building is accessible to children in wheelchairs, with a planned programme for future improvements.

Individual care plans are written for each pupil with a medical condition, in partnership with parents and the school nurse.

## Staffing

Headteacher:	Mrs Christine Hodkinson
Deputy Headteacher:	Mrs Laura Murray
Senior Leadership+ SENCO:	Mrs Anne-Marie Cleary
Senior Leadership+EYFS:	Mrs Joanne King
Teachers:	Miss Victoria Mulcock Miss Catherine Kemble Mrs Annette Shakespeare Mrs Amanda Tonks
HLTA:	Mrs Debbie Bowles
Teaching Assistants:	Mrs Karen Hicks Mrs Julie Churchill Mrs Debbie Cottrell Mrs Jackie MacDonald Mrs Claire Wakefield
Business Manager:	Mrs Lisa Cox
Administrative Assistant:	Mrs Kim Cottrell
MDSAs:	Mrs Andrea Styles Mrs Eileen Deane Mrs Sarah Wheatley Mrs Julie McKinley Mrs Qurat al Ain Khan Mrs Agie Romaniuk
Chair of Governors:	Mrs Becky Willis
Clerk to Governors:	Ms Andrea Smith
"Friends of Colebrook" (PTA):	Mrs Buyukertas

## School Organisation

The composition of the classes may vary from year to year depending on the numbers of pupils.

Our Pupil Admissions Number (PAN) is 50 which means a maximum intake of 50 children each September.

For 2018-19 the classes will be organised as follows

### **Foundation Stage 2:**

1 Early Years class

1 mixed Early years/KS1 class

### **Key Stage 1:**

3 mixed Year 1 and 2 classes

Each class teacher is responsible for the curricular and pastoral needs of the children in their class. The children will spend some of their time working as a whole class, but will also be involved in individual, paired and group activities. Learning is matched to the needs of the individual.

The Headteacher has overall responsibility for the day to day running of the school, supported by the Governors.

***Colebrook Infant Academy is committed to safeguarding and promoting the welfare of children and young people and we follow strict guidelines for Safer Recruitment.***

*All members of staff, Governors and volunteers have been rigorously vetted and procedures are followed to ensure that your child is safe in our school.*

*All staff receive regular and up-to-date Safeguarding and First Aid training. The school promotes equality of opportunity when recruiting staff.*

## Parent Partnership

At Colebrook Infant Academy we actively promote an effective partnership between school and parents in the interests of the child's learning and development. Parent meetings are held regularly to report on pupils' progress and to outline expectations and personal targets for the next term. Written reports are compiled mid-year (term 3) and at the end of the summer term.

### Absence

If your child is ill and unable to attend school, we ask that you call us to let us know on the first day of absence. If we are not able to get in touch with you it may be necessary to contact the Educational Welfare Officer at Swindon Borough Council.

## School Clothing

We encourage all pupils to wear uniform to school as we believe it fosters an identity and pride in our school.

We ask that the children wear white polo shirts and grey or black trousers, pinafores or skirts.

During the summer term pupils may wear blue/white checked dresses.

All these items can be purchased from local supermarkets.

Children should wear dark colour school shoes (not boots or trainers please).

Various items with the school logo can be directly ordered online at Marks and Spencer.

Book bags and dap bags with the school logo are also available.

For P.E. children will need:



Absence from school for a holiday will not be authorised and parents risk being fined.

### Communication

Quick messages can be taken in the mornings, but after school parents are welcome to 'pop in' to have a chat. We encourage parents to share information about things which might impact upon a child's day at school.

A mutually convenient time will be arranged as soon as possible if something needs to be discussed at greater length.

We ask parents to let us know of changes to arrangements for collection of their child from school by writing

- ◆ Shorts & T-shirt
- ◆ Drawstring bag for storage
- ◆ Daps – Summer terms only.

All indoor P.E. is done in bare feet.

For reasons of safety, please do not allow your child to wear jewellery in school.

Watches are the only items of jewellery permitted in school.

The school will not accept responsibility for any valuables which the children bring to school, including watches.

**Please make sure that all clothing, including daps, is clearly named.**

This will help your child to develop their independence and will help us to return items to the correct owners.

notes on the class contact boards or by making a phone call to the school office.

If you are sending someone who is not known to us to collect your child a photo or prior introduction is best.

The Head teacher is always available to discuss any concerns that you may have.

We welcome regular contact with parents and it is always good to hear positive feedback about activities or events that children or parents have particularly enjoyed.

Another pair of hands is always a great help and so if you have time to spare, please come and tell us.

You would be surprised how many children have the same make and style of shoe.

## Breakfast Club

A Breakfast Club run by the BIG A Club operates from the Junior school next door and takes children (by prior arrangement) from 7:45 am until 8:30am and then escorts the younger children to the Infant School. This is a completely separate organisation from our school.

If you would like details please ask at the school office for further information.

## HEALTH AND SAFETY

If your child is unwell during the day, we will contact you, or a person designated by you, so that your child may be taken home. Please inform the school immediately of any change of mobile phone numbers for emergency contact. The school also uses School Ping for communication with parents. If your child is unwell and will not be able to attend school, please contact us by phone. If an absence is unexplained and we are unable to contact you or any of your emergency contacts, we may have to inform the Multi agency safeguarding hub (MASH) or the Educational Welfare Officer.

We would appreciate being informed as soon as possible of any infectious or contagious illnesses.

Children must have been clear of any sickness or diarrhoea for 48 hours before returning to school.

If it is necessary for your child to access an inhaler whilst at school, the class teacher or TA will be able to help them with this. Please make sure that there is always an in-date inhaler in school which is clearly labelled with their name.

If other prescribed medication is required, please speak to the school office who will arrange for the school nurse to discuss a care plan with you.

### **Picking up and dropping off**

No vehicles should be driven onto the school premises. The nearby Community Centre car park can be used for bringing or collecting children, there is a gate through to the school.

If possible, please park towards the back of the Centre

car park.

Children and parents should use the side entrances into school at the beginning and end of the day. The side entrances are locked at 8.55 a.m and remain locked until the end of the day. Entrance to the school is via the main entrance in Towcester Road.

Please remember that dogs are not permitted anywhere on the school site, with the exception of guide dogs.

The school playground equipment should not be used before and after school.

There is a bike and scooter store at the front of the school which is available to both Infants and Juniors. Please dismount at the school gates.

A copy of the Health and Safety policy is available to parents on request.

Our first priority is your child's safety and welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you.

The procedures we follow have been laid down by the South West Child Protection Procedures [www.swcpcpp.org.uk](http://www.swcpcpp.org.uk), and are in accordance with Swindon Borough Council guidance.

If you want to know more about these procedures, please speak to the Headteacher who is the Designated Safeguarding Lead or Mrs Cleary who is the Deputy Designated Safeguarding Lead.

Copies our Safeguarding and Child Protection Policy are available from the school office or to download from the website.

## Food and Drink

All children may have a clearly labelled plastic water bottle with them during lesson times. **This should contain plain water, not juice or squash.**

Research shows the importance of the relationship between the continual access to water and maximising learning potential. These bottles must be washed and filled at home, please.

Milk is available at morning break. It is currently free to children under 5 but from their fifth birthday there is a small charge. We have an agreement with Cool Milk, who operate this system for us.

We will register your child for their free school milk on your behalf and once your child turns five you will then be offered the opportunity to apply online to pay a subsidised rate for your child to continue to receive milk.

We are happy for all children to bring fresh fruit or vegetables to eat at morning break if you wish but your child will automatically receive a free piece of fruit each day through the 5 a Day Fruit and Vegetable Scheme, (except for the first day back after each holiday).

**We do not allow snacks other than fresh fruit or vegetables at break time.**

All children are provided with a free hot cooked lunch which meets the school food standards and includes a choice of main courses, packed lunch and dessert.

The school council have asked that everyone takes advantage of the free lunch. We do find that it improves children's focus and learning in the afternoons.



Menus will be sent out in advance for you to make your choices.

If there is a medical reason why your child may not eat a school lunch, please speak to the office.

Water is available on the tables for all children at dinnertimes, there is no need to send an extra drink.

If you are in receipt of some benefits, we may be able to claim Pupil Premium for the school. Please complete the application form in your pack.