



A welcome from Mrs Chant - our Headteacher

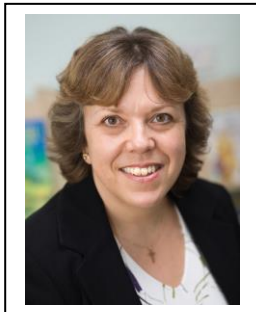
A very warm welcome to John of Gaunt Infant and Nursery School and we hope the information in this brochure will tell you all about our school, our aims and objectives, organisation and curriculum. You will also receive lots more information from our regular newsletters, our web site, meeting with teachers and attending events.

We always like parents and carers to feel welcome, to be a part of the life of our school and, by encouraging a close relationship between teachers, families and pupils, to provide a caring working environment for each child to be happy and develop their full potential.

We do hope you will enjoy your time at John of Gaunt and that by working closely together, we can ensure that this is a place where parents, teachers, and most of all, children enjoy coming.

Please visit our school to experience first hand an inspiring environment where every child matters and the happy atmosphere is a testament to each child feeling valued and fulfilled.

Fiona Chant - Headteacher



Ofsted 2014

"This is an outstanding school - the school is at the heart of the local community and works closely with others to give all pupils an excellent start in education."





John of Gaunt Infant and Nursery School

- John of Gaunt Infant and Nursery School is part of The Aylsham Cluster Trust (TACT) which works collaboratively with other schools in the area. Our other partners are: The National Trust, The Benjamin Foundation, City College, Sainsbury's Centre, Action for Children, The Rotary Club of Aylsham and the Local Authority.
- In February 2014 Ofsted inspected the school and found it to be **outstanding** in all areas. A copy of the Ofsted Inspection is available on our school website
- We value our relationship with families and the school actively encourages parents and carers to learn together. There are many regular events for families to come into school and join in the learning.
- The interior of the school successfully combines traditional classrooms within a modern building; all rooms are bright and colourful with plenty of opportunities for hands on learning. John Bear's workshop is a recent addition which is used for teaching music, cooking and space for intervention and extension small group work.
- Each classroom is equipped with a role play area, computer area as well as a 'work area' and access to the outside. All exterior doors are fitted with safety locks for security purposes.
- The children in the nursery class benefit from a very large, bright, self-contained room, which has its own toilet facilities, a quiet room, and work and play areas. They are also fortunate in having a separate, secure play area at the front of the school, and use it extensively.
- We have an excellent website with virtual learning environment that all the family can use to support your child's learning. There are computer stations, Interactive Smartboards and Visualisers in every classroom and a bank of tablets for the children.
- We are also fortunate in having extensive school grounds which are well used by the children during their outdoor learning sessions. Facilities include our outdoor bread oven, raised vegetable beds, a wildlife area, as well as outdoor adventure playground equipment. We are very proud of our school grounds which also support wildlife.



Our Mission Statement

We promote a happy, secure and caring environment where learning is enjoyable and rewarding for both children and adults. We provide a broad and balanced curriculum which enables children to develop positive values and attitudes, skills and knowledge, within a co-operative and supportive framework.

Aims

- To provide a broad and balanced curriculum, which meets all the statutory requirements, in an interesting and motivating way
- To encourage sensitivity, tolerance, care and consideration towards each other
- To provide a safe and stimulating environment, and the opportunities which encourage children to do their best, and become independent learners
- To ensure children's contributions and work are valued, so that they develop confidence and a positive self-image
- To encourage everyone to value and appreciate the school environment, and to respect their own and each other's property
- To assess children's learning, and ensure that individual needs are met so that all children achieve their potential
- To provide equality of opportunity and regard for everyone
- To foster and develop the school's relationship with the parents and carers and the community in general



John of Gaunt Infant and Nursery School



Staff at John of Gaunt

| | | |
|-------------------------|----------------|--|
| ■ Headteacher | | Mrs F Chant |
| ■ Teaching Staff | Senior Teacher | Mrs C Toplis Mrs H Simpson Mrs N Godbold Miss M Bullock Mrs K Sweeney Mrs S Atthill |
| ■ Teaching Assistants | | Mrs J Dyson Mrs L Howes Mrs S Humphrey Mrs D Warne Mrs C Southgate Mrs D Webb Mrs Sayers Mrs Goff |
| ■ Secretary | | Mrs C Lord |
| ■ Caretaker | | Mr D Sadler |
| ■ Cleaners | | Mrs T Bentley Miss K Owen Mrs K Savill |
| ■ Cook | | Mrs M Miles |
| ■ Catering Assistant | | Miss K Owen |
| Midday Supervisors | (Snr MSA) | Mrs C Southgate Mrs D Sayers Miss Stapleton Warne Mrs D Warne Mrs J Bedford |
| Lunch time play teacher | | Mrs S Goff |



School Governors at John of Gaunt

| | | |
|----------------------|-------|---------------------------|
| ■ Mr M Downes | Chair | The Aylsham Cluster Trust |
| ■ | | The Aylsham Cluster Trust |
| ■ | | Community |
| ■ Ms S Fletcher | | Community |
| ■ Ms S Nunes Vaz | | Community |
| ■ Vacancy | | Local Authority |
| ■ | | Parent Governor |
| ■ Mr T de Ville Shaw | | Parent Governor |
| ■ Mr M Binks | | Parent Governor |
| ■ Mrs E Tyce | | Parent Governor |
| ■ Miss M Bullock | | Staff Governor |
| ■ Mrs S Goff | | Staff Governor |
| ■ Mrs F Chant | | Headteacher |
| ■ Mrs V Shaw | | Clerk |

Associate Governors

- Mr R Anderson-Dungar

The Governing Body oversees the work of the school as well as providing direction and guidance for the future. It is responsible for the overall management of the school and for determining its aims, objectives and policies in accordance with all the relevant legislation. The Governing Body:

- is accountable for the performance of the school
- plans for the school's future direction
- makes decisions on the school's budget and staffing
- makes sure that the school fulfils its curricular and legal obligations
- decided how the school can encourage pupils spiritual, moral and cultural development
- makes sure that the school provides for all its pupils, including those with special educational needs
- acts as a critical friend to support the school management team



School Hours

The times of the school day are as follows:

Morning session 8.50 - 12.00

Lunch Break 12.00 - 1.00

Afternoon Session 1.00 - 3.10

There is a mid morning break from 10.30 - 10.50

We request that children are not left in the playground before 8.50 as there are no facilities for their supervision before this time. We encourage punctuality and ask that you ensure that your child arrives in good time for the start of the school day.

The Nursery sessions are 9.00 - 12.00 or 12.00 - 3.00

Nursery children have an allocation of 15 hours which they may use in a flexible way e.g. 5 mornings, 5 afternoons or a mixture of whole days (Monday, Tuesday and Wednesday morning or Wednesday afternoon, Thursday and Friday). Additional sessions are available, if there are sufficient spaces, at an extra cost (currently £3.38 per hour)

Organisation and Teaching Groups

Children will spend most of each day with their own class teacher, who is responsible for the welfare of the children in their class. At this present time the school is organised into five classes; this is reviewed each year and usually relates to numbers across the school.

Beautiful Butterflies - Nursery children (26 places)

Top Tigers - Year R

Super Snakes - Year R & Year 1

Clever Crocodiles - Year 1 & Year 2

Busy Bees - Year 2

Each teacher is entitled to half a day per week for preparation, planning and assessment. The children in Reception and Key Stage One are taught PE and Music by specialist teachers. There is a Nurture Teaching Assistant who supports children with emotional needs and an Intervention Teaching Assistant who provides support and extension work. Each class has a teaching assistant and a Dinner Time Teacher. There is also a lunchtime play supervisor who encourages children to play games and make the best use of our lovely outdoor learning environment.



Access to the School

Most of the school is on one level, there is just one set of steps into the nursery, this means the school is suitable for easy wheelchair access. There is also a toilet for use by the disabled as well as two children's disabled toilets. At the front of the school there is a designated disabled parking space.

Friends of John of Gaunt

We have a flourishing Friends of John of Gaunt (FoJoG). This is a group of parents/carers and friends who organise many fund raising and social events during the year. We are very grateful to FoJoG, not only for their involvement in the life of the school, but also for the funds which they raise for us. Recently FoJoG have purchased £4000 to buy a set of tablets. In previous years the school library and school reading scheme books have been updated. Events include annual Christmas Fayre, Easter Bake Off and Summer Festival, children's discos, pancake races and much more. The annual pantomime produced by parents is a major highlight of the year.

FoJoG organising the annual Strawberry Tea in aid of Breast Cancer Care



FoJoG has a facebook page (FoJoG Aylsham) which also keeps families informed of events and news.



The Curriculum

The National Curriculum (2014) consists of English, Mathematics, Science, Computing, Design and Technology, History, Geography, P.E., Music, Art and Design and, in a separate category, Religious Education. Each year group is taught all the National Curriculum subjects appropriate to their age. The subjects are linked together to enable children to make connections and develop their learning.

The Nursery and Reception children are taught the requirements of the Early Years Foundation Stage.

The Foundation Stage

"All the flowers of our tomorrows are in the seeds of today"

This is the earliest stage of a child's education at school, and covers the Nursery and Reception classes. It provides a secure and supportive environment, which enables the children to settle into school life, learn to work and play as a member of the group, develop good relationships with other children and adults in the class, grow in self-confidence and develop a positive attitude to learning.

At John of Gaunt Infant and Nursery School we work as a team to ensure that the children's first experiences of schooling are as happy and stress free as possible.

There are also good links between staff at the pre-school groups.

During the term before the children begin Nursery or Reception, they are invited to spend a session to meet their teacher. A meeting is also held for parents of the new children, giving information and plenty of opportunity to discuss individual concerns and share valuable information with staff.





What do we do in the Foundation Stage?

Learning activities are planned using the Early Year Foundation Stage curriculum (2012)

These are:

- Personal, Emotional & Social Development
- Communication & Language
- Literacy
- Mathematics
- Expressive Art and Design
- Physical Development
- Understanding the World

We place a high priority on encouraging children to learn through play, within a safe and stimulating environment. In this way children are encouraged to be creative, independent learners, whilst gradually working in more structured situations.

We are very keen to promote children's feeling of self worth as well as enabling each individual to reach their educational potential, whilst appreciating their responsibilities towards other members of their class and school.

Nursery Class

The Nursery is a purpose built unit, attached to John of Gaunt School, but is completely self-contained. It has its own entrance and cloakroom, toilets, shower, quiet room and main work area. It has wonderful outdoor areas which the children can safely access and freely explore their environment.

Our staff-pupil ratio is 1:13 maximum, however there are frequently other adults including students and parents/carers are very welcome to stay and join in.

The children can attend either five morning or afternoon sessions or a mixture of these. Children can start Nursery in the term after their third birthday.



Fun outside





Reception Class

The Reception classes are in the main part of the school building. They have a large verandah and this is linked to the Foundation Stage play area. There is a full time teaching assistant who supports the class teacher.

The children who are born between 1st September and 31st August attend school full time at the beginning of the Academic year in September. After six weeks in school the children take part in a series of simple assessments which will be used to measure their future progress. At the end of the year the children participate in an Early Learning Goals Assessment which looks at the progress children have made.



Key Stage One

Key Stage One covers Years One and Two, children aged five to seven. Children are organised into classes of no more than thirty. Each class is very well supported with a Teaching Assistant during the morning.

Children in Year One will take a national phonic assessment to assess their progress in this area.

During Year two, children are prepared for Key Stage One National Curriculum Assessments which they will take in English & Mathematics during the summer term. A meeting is held for all Year Two parents to explain the purpose and nature of these assessments and how children can best be supported through them.

English

We aim to develop children's skills in the important areas of reading, writing, speaking and listening so that children can express themselves clearly and precisely in spoken and written English and read with understanding and enjoyment. We want children to develop a love of books and literature so that novels, poetry books and information books are seen as 'natural' companions to the children.

English teaching is guided by the National Curriculum. Children work in ability groups on a reading, writing or speaking and listening task. Knowledge of the grammatical structures of English sentences and spelling is taught in all classes. Key Stage 1 children follow a programme of synthetic phonics. Handwriting is taught from Reception onwards. Children are shown how to form individual letters correctly and, from Year 2 begin to join the letters, in a neat script.

Many areas of the curriculum are linked with English lessons to encourage meaningful writing experiences.

Mathematics

The National Curriculum provides a daily maths lesson, based on direct, interactive teaching. Mathematics covers a wide area of skills and the application of skills to solve problems. Essential work on addition, subtraction, multiplication and division is taught together with data-handling, shape and measurement. Number work is extended to explore patterns and relationships with numbers.



Science

Science is based mainly on direct experience. It is a means of helping children understand the world around them.

In science we aim to develop children's understanding and knowledge as well as developing the scientific skills of observation and investigation.

The main areas covered in science work are Plants, Animals, Living Things (including humans), Materials and Seasonal Changes.



Computing

We have mini computer workstations in each classroom with 4 computers, linked to the Internet. Each class has an Interactive Smartboard. Children are taught computing skills and enjoy using the computers to practise their new skills whilst supporting their learning in other curriculum areas. The school also has a bank of 16 Learn Pad Tablets which the children can use to support and enrich their learning. The children are all taught about e safety and how to be safe online.

The school also has a web site which features the life of the school.

Families have access to the school's virtual learning environment so that they can find out what children are learning at school and carry on learning together.

Religious Education and Collective Worship

Religious Education and Worship is given in accordance with the 1996 Education Acts and the 2012 Norfolk Agreed Syllabus. There is a corporate act of worship each day. On four days the whole school meets together. Collective worship is led by the headteacher, members of the local community and other members of staff.

Parents have a right to withdraw their children from religious education and/or collective worship. Please see the Headteacher if you wish to withdraw your child. An area for quiet contemplation will be provided for children whose parents withdraw them from collective worship; discussions with parents will help decide arrangements for children withdrawn from religious education.

History

In History we develop a sense of the past. This starts by looking at children's own families and history. Important key events and people are studied such as The Great Fire of London and Florence Nightingale, as well as local historical people including Henry Blogg and Nelson. The children also make comparisons between the past and today through a topic such as Homes. Children are encouraged to use "evidence" such as old photographs, documents and artefacts to develop their understanding of the past. The school has strong links with Aylsham Heritage Centre.

The children finding out about Florence Nightingale



Geography

In Geography children's knowledge and understanding of places and the effects those places have on the people who live there are studied. As with History, local studies of school, home and the local community are starting points. Children also have the opportunity to study and make comparisons with other countries. The school works closely with Aylsham WorldWide and has links with schools in Kenya and Cambodia.



Art and Design

In Art and Design, children are encouraged to create images that are based on their own observations or stimulated by work in other subjects such as English or topic work. As well as painting and drawing, children will be able to make models, print, make collages, explore textiles and work with clay. Also children are introduced to the work of famous artists to see how other people have recorded their observations and teaching.



Design and Technology

Design and Technology is all about designing and making products. It also involves planning and evaluating. Children work with a variety of tools and material. The children work on projects such as designing and making a vehicle.

Physical Education

Physical Education is concerned with children developing control over their own bodies, increasing personal skills; and working in co-operation with groups and teams. The elements of PE are dance, gymnastics and games. A specialist sports coach teaches the children in Reception and Key Stage One once a week.

A sports day is held each year, and parents/carers are invited both as spectators and participants.

There are many opportunities for additional sports activities after school e.g. Street Dance, football or gymnastics etc.



Music

In Music children develop rhythm and the skill of listening with discrimination. Children have regular singing lessons and the opportunity to use a variety of instruments. Children also benefit from listening to visiting musicians and a broad range of musical styles. The children are taught by a specialist music teacher.



Outdoor Learning

All children have the opportunity to learn outside at least once a week. The school has waterproof overalls, if needed, so that the children can go outside in all weathers.

*"This is the best kind of classroom, It's a journey through time and space,
From the smallest seed to the largest tree,
This is a Forest and a learning place.*

*This is the best kind of classroom,
Where the seasons don't happen in books.
Where the learning is watching and thinking and talking
And everyone notices, everyone looks."*

From 'The best Kind of Classroom' by Ian MacMillan



Personal, Social and Health Education (PSHE)

Personal, social, and health education and citizenship help to give pupils the knowledge, skills and understanding they need to lead confident, healthy and independent lives.

The children are encouraged to think about the effect of their actions within the school and the wider community.

The children have regular Circle Times where personal, social and health issues as well as behaviour are often discussed.

There is a school council which meets weekly where the children can discuss important school issues.

Social Emotional Aspects of Learning (SEAL) is part of our curriculum; children focus on topics such as "Going for Goals", "Changes" and "Relationships".

John of Gaunt Infant and Nursery School
Health Education and Sex and Relationships

Through health education we aim to raise children's awareness of the importance of keeping fit and healthy. We promote understanding of the elements of a healthy lifestyle as a vital foundation for good health throughout their lives.

The Governors have written a Sex and Relationships policy which is available to view on request. Sex education is seen as a crucial part of preparing children for their lives now and in the future as adults. Teaching methods and materials used are dealt with in a sensitive and natural way; this is mainly covered during a science unit of work - All about me.

Special Educational Need and Disabilities

Every child is special and every child is valued

At John of Gaunt, all staff build on pupils' strengths so that their education is rewarding and pupils enjoy personal success. All activities are differentiated to children's needs and paced accordingly. The specific needs of more able children and those who have learning or behaviour difficulties are met through planning of individual programmes of work, in line with the Code of Practice for Children with Special Educational Needs.

Full use is made of the strengths of each member of staff and of the Support Services provided by the Aylsham Cluster and Local Educational Authority.

Our policies for Able, Gifted and Talented Pupils and Special Educational Need & Disabilities are available for parents to see.

Home School Links

We believe in the value of strong home links between home and school and we involve parents and carers as much as possible in the daily life of school. We would be delighted if you would consider joining us. Please talk to your child's teacher or Mrs Chant about ways in which you can help in school. We have many helpers who look after our wildlife area, flower beds or help to run the school library.

Mrs Chant and members of staff are happy to see parents or carers after school or by appointment, to discuss children's progress or particular problems.

At the beginning of the Autumn Term, there is a short meeting for parents to meet the teacher, where class routines and expectations are outlined. Later on in the Autumn Term, parents and carers are invited for a private consultation with the class teacher.

Confidential matters can then be discussed, and at the same time, your child's progress will be discussed.

In the Spring Term, an annual report for Key Stage One children, is written about your child's progress and future targets, again there is an opportunity to discuss this individually with the class teacher.

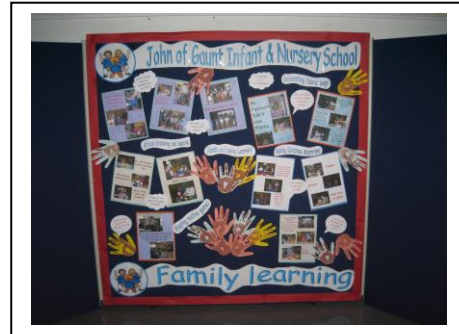
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Annual reports for children in the Foundation Stage are sent home during the Summer Term. At the end of the school year there is an open evening to celebrate children's achievements and the work of the school.

Newsletters sent out during the term also keep you up to date with school events. The school web site and features details and pictures of recent events. The school also has a password protected Virtual Learning Environment (VLE) where latest news and forthcoming events are displayed. Each class VLE is also updated with information and activities to support learning.

Extended Schools Opportunities

There is a broad range of activities and events for families and children to access throughout the Aylsham Cluster, including an annual family learning day in June. Every term there is a family learning day which has a different theme. There are a range of after school activities and courses for parents to attend, including the very popular "How to help your child with maths or phonics"



The School and the Community

We encourage the children to see themselves as part of the community. We regularly invite visiting speakers to our assemblies. These include representatives of many denominations and care organisations. The school has developed close links with Aylsham Worldwide, and members regularly visit the school to share their overseas visits with the children. The school supports Mnarani and Matsongoni Schools in Kenya and Pongro School in Cambodia.

Children are also involved in raising money for a variety of charities through a collection of 'pennies' each Friday and arrange of sponsored events. We are pleased to contribute to many deserving causes. The school has adopted "Gulliver" from Redwings Horse Sanctuary.

The school has close links with Aylsham Rotary Club and each week several "Rotary Readers" come to school to share books and stories with children.



Behaviour Management

Our ultimate aim is that children will develop their own self-discipline, and recognise our role in guiding children towards this aim. We use a positive behaviour management approach, rewarding good behaviour with praise rather than focussing attention on unacceptable behaviour. Unacceptable behaviour is always challenged and appropriately addressed. Children are made aware of the standards of behaviour that are expected of them, and the reasons for the school rules, and are encouraged to act in a considerate way towards other children and adults within the school. In this way we hope to ensure that school provides a happy, secure and safe environment in which every child feels valued as an individual, and as a member of the school.

Absence from school

Regular attendance at school is required by law and is, of course, vital if children are to achieve their educational potential. Therefore, if your child is unable to attend school, for any reason, we ask that you let us know as early as possible on the first day of absence. Similarly, if a child is to be taken out for part of the school day we need to know in advance. Amendments to the 2006 regulations make it clear that Headteachers **may not grant any leave of absence for family holidays during term time**. If your child needs to be out of school for any reason, you will need to complete a leave of absence form and provide a reason for the request, e.g. a family bereavement or exceptional circumstance. Schools will have to notify the local authority about any unauthorised absences and a penalty notice may be issued as follows:

The Education (Penalty Notices) Regulations 2007

Parents can be fined for taking their child on holiday during term time. If fined, parents must, from 1 September 2013, pay £60 per child within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

If there are exceptional circumstances why your child cannot be at school, please come and discuss this with the Headteacher

Schools have to publish rates of absence which relate to the school year prior to the year of publication.

These rates are for the year 2015:

Number on roll: 122

Percentage of half days missed through absence

| | School |
|--------------------|--------|
| Absence | 3.7% |
| Persistent absence | 2.1% |

Medical Matters

Please do not send your child to school if they are obviously not well, or if you have reasonable doubts, as they rarely improve during the day. We are always pleased to see such children later in the day if their symptoms disappear. However if your child is sick, please keep them at home for 48 hours after the final bout of sickness. The administration of medicines to children is the responsibility of parents. Medicines may be administered in school, however only at the discretion of the Headteacher. Normally medicine can only be administered if it is in its original container bearing the child's names, dosage and instructions, and a form (available from the school office) is completed. If your child suffers from Asthma, the school should be given a spare, named inhaler to be kept at school. Every year some children become infested with headlice in all schools. We would ask parents/carers to be vigilant and patient. Applying the appropriate treatment and treating the whole family. If you require further advice please contact the school.

Safeguarding including Child Protection

All staff have a duty of care towards safeguarding children. Part of this responsibility may occasionally require cases to be referred to other agencies as a constructive and helpful measure. In each case we are required to comply with Local Authority procedures. Our school has two trained designated child protection teachers and one school governor.

School Meals, Snacks and Water

All children in the main school are entitled to a free school meal every day. This may be a hot dinner, with a vegetarian option available, and pudding, a jacket potato with a filling of the day or a snack pack. Everything is freshly prepared and is cooked on the premises by our meals provider, Norse.

Meals and choices need to be ordered on a weekly basis and menu is sent home.

At morning break, free fruit/vegetables are provided for all the children every day. They may also have milk which may be ordered and paid for through the 'Cool Milk' scheme - details available from the school office.

Each child is asked to have a water bottle in their classroom and is encouraged to drink water regularly throughout the school day.

School Uniform

We encourage all children in our school to wear the school sweatshirt, which is available from the 'School Trends' website - details available from the school office.

Along with the school sweatshirt, we encourage the children to wear dark grey trousers or skirts. In the summer months, the children may wear a school t-shirt, white or blue polo shirt or summer dress (blue and white). The majority of these items are available from chain stores.

Wearing school uniform helps children to have a sense of belonging to the school, and we hope it will also give them a feeling of pride in belonging to John of Gaunt Infant and Nursery School.

At John of Gaunt we are fortunate in having excellent outdoor facilities and we like the children to be able to access the field for most of the year, therefore a change of indoor shoes must be worn in school. Please ensure that school shoes are suitable and that children are able to put them on and take them off independently. If the grass is wet or muddy the children will need to wear Wellington boots.

For safety reasons **no jewellery** should be worn in school. If children have pierced ears, stud earrings are allowed only if parents accept responsibility for them. Children should not wear earrings on P.E. days.

Please ensure that all clothing and footwear is clearly named.

Complaints and Compliments

Like all organisations we are not perfect, although that is our aim. Occasionally we make mistakes which may affect you or your child. It is important, therefore, that you know how to make a complaint.

- In the first instance you should make an appointment to speak to the member of staff concerned. If this does not resolve the problem;
- Make an appointment to see the Headteacher, indicating that you have already discussed the matter with the member of staff concerned. If you are still not satisfied or your complaint is about the Headteacher:
- Write to the Chair of the Governing Body stating your complaint; give all of the relevant details including why you do not accept the Headteacher's findings, your name and how you may be contacted. If you are not satisfied with the findings of the Chair of Governors:

John of Gaunt Infant and Nursery School

- Write to the Chair of Governors within ten days stating why you are not satisfied with the findings. Request that a Governors' Complaints Panel is set up to investigate the matter. If you believe that the schools Complaint Procedure was not followed appropriately:
- Write to the Director of Children's Services stating your case and explaining the breach of procedure you require to be investigated. If you have a complaint please do not hesitate to contact the Headteacher.

Past experience has shown that most complaints can be settled through discussion long before this stage. It is also important that all stages of the complaints procedure are followed and that no attempt is made to short-cut the system.

It's always nice to hear positive feedback and we do respond to praise. If you have a compliment, and we hope this will be your more usual experience of our school, please,

- Speak to the member of staff and express your satisfaction,
- Speak or write to the Headteacher,
- Speak to a Governor or write to the Chair of Governors.

Policy for Charging for School Activities

The Governors recognise the valuable contribution that a wide range of outside educational agencies can make towards pupils' personal and social education, and aim to promote and provide such activities as part of a broad and balanced curriculum.

Nothing in this policy statement, however, precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing this type of education for pupils. Parents will be notified of forthcoming events at least three weeks before they are due to take place if voluntary contributions are requested.

The Governors realise the right of parents to withdraw their voluntary contribution, but not after a booking has been made.

The Governors accept the necessity for cancellation of any performance/visit if the voluntary contributions do not cover the specific cost, therefore leading to the school to incur financial penalty. The Governors agree that in some circumstances school funds can be used to subsidise the above activities.

Admissions Policy

Children are admitted to the Nursery at the beginning of the term after their third birthday. **A place in the Nursery does not guarantee a place in the Reception class.**

Children are admitted to Reception class at the beginning of the school year in which they become five years old.

John of Gaunt Infant and Nursery School

If you are considering sending your child to our school you are very welcome to look around and talk to Mrs Chant.

If we are over subscribed preference will be given in the following order:

- a) Children for whom a Statement of Special Educational Needs names this school
- b) Children in public care who are due to start school and live in the designated area
- c) Children living in the designated area served by the school who already have a brother or sister attending John of Gaunt School.
- d) Children living in the designated area served by the school who already have a brother or sister attending the adjoining Bure Valley School.
- e) Children living in the designated area served by the school who have no brothers or sisters attending John of Gaunt or Bure Valley Schools.
- f) Children living outside the area who have brothers or sisters attending John of Gaunt School.
- g) Children living outside the area who have brothers or sisters attending Bure Valley School.
- h) Those living outside the area if space permits.

Children normally transfer to Bure Valley School at the beginning of the Autumn Term following their seventh birthday. Several visits are made to Bure Valley School prior to transfer, and every effort is made to liaise with Bure Valley School staff to ensure that the children continue to be confident, secure and happy.

Health and Safety

We take every precaution to ensure that we provide a safe and happy environment for our staff and children.

In return, pupils, in accordance with their age and level of development, are encouraged to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and /or hygiene
- Observe all the health and safety rules set by the school and in particular the instructions given by the staff, particularly in the case of an emergency.
- Use materials provided sensibly, and not wilfully misuse, neglect or interfere with any thing provided for their use.

Visitors and other users of the premises are also required to observe the health and safety rules of the school. Parents and other volunteers, helping in school, including those associated in self-help schemes will be made aware of the Health and Safety Policy applicable to them, by the teacher to whom they are assigned. All parent helpers and volunteers regularly helping in school are required to undergo a Disclosure Barring Service check and to follow our Helping in Class Guidelines

Internet Access & E Safety

The internet is a well-used communication medium and is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet.

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Our internet access is purchased from Norfolk County Council which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- Children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- Staff will be particularly vigilant when pupils are undertaking their own research and will check that the children are following the agreed search plan;
- Pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- Our Code of Conduct will be posted near computer systems;
- The headteacher will ensure that the policy is implemented effectively;

Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LA, our Internet Service Provider and the DES.

The school has an E Safety policy and there are regular workshops to support and guide parents. Children are taught about the importance of e-safety during Friendship week.

School Governing Information

The school has developed a wide range of policies that guide the teaching and content of the curriculum. Governors also have policies that cover the range of their responsibilities. These policies are available in school if you would like to see them.

The latest Ofsted report for the school is available from the school or on the Ofsted website - www.ofsted.gov.uk

School/National Results

This table shows the percentage of Year 2 children achieving each level at John of Gaunt Infant and Nursery School in 2015 compared with National Results for all Year 2 children.

Figures may not total 100% because of rounding.

John of Gaunt has consistently outperformed national results for many years.

| Teacher Assessment Results 2015 | Level 2 | Level 2B or above | Level 3 |
|---------------------------------|---------|-------------------|---------|
| Reading | | | |
| JoG | 93 | 86 | 69 |
| National | 90 | 82 | 32 |
| Writing | | | |
| JoG | 97 | 79 | 31 |
| National | 88 | 72 | 18 |
| Mathematics | | | |
| JoG | 97 | 86 | 35 |
| National | 93 | 82 | 26 |

School Travel

We encourage children to walk and cycle to school if possible. We do appreciate that some children may need to travel to school by car and would ask that they are considerate to other drivers and pedestrians.

Please see our Walk to School Map which identifies park and stride locations.

If you are within the school's catchment area, but some distance from school, transport may be provided. It is very important that children who use the school buses regularly inform us if there is a change to regular arrangements, so that we can monitor their safety.



We invite all families to sign up to our Parents' Parking Promise which states:

- I promise to protect the safety of our children by being a thoughtful & considerate driver
- I will try to use my car as little as possible for school journeys
- I will not stop or park on the yellow zig zag lines
- I will not park on the double yellow line
- I will not use the school entrance to turn around
- I will not park on the footpaths
- I will be considerate to our neighbours and not park on grass verges or obstruct entrances or dropped kerbs

Dogs

If you bring your dog to school to meet your children please ensure that you enter and leave by the main entrance. Please ensure that your dog remains on a lead and is controlled by an adult at all times. Please do not let any child be in charge of the dog, and remember that some children may be nervous around dogs. We suggest that you remain on the edge of the playground by the field.

Obviously if your dog should have an 'accident' while on school grounds we must insist that you deal with it immediately.

If your dog becomes nervous or excited around crowds or children, we suggest you leave your dog at home.

Thank you for your co-operation.

The Aylsham Cluster Trust

The Aylsham Cluster of schools has worked together very successfully and in May 2011 decided to cement this relationship by forming a shared Co-operative Trust with a group of like-minded external partners. The main objective of The Aylsham Cluster Trust (TACT) is to promote learning and the interests of the family and wider community in Aylsham.

Our vision is to develop a network of members who contribute to and benefit from the work of the Trust in order to help young people, families and ultimately our communities to continue to thrive.

Through working together we can continue to become even better and even stronger by creating a lasting and sustainable partnership.

To find out more about The Aylsham Cluster Trust please visit:

www.aylshamclustertrust.org.uk

or twitter @TACTrust or Facebook Aylsham Cluster Trust.

It Takes a Whole Community to Educate a Child

