



KEY INFORMATION FOR PARENTS

Learning, growing and thriving together

www.johngaunt.norfolk.sch.uk



Contents

Welcome from the Executive Headteacher	04
Introduction from the Head of School	05
The Aylsham Learning Federation	06
Mission Statement and Aims	07
Safeguarding at John of Gaunt	08
Admissions	09
How do I apply?	09
Priorities for admission	09
Transfer procedure	10
Reception - Year 2	10
Junior school transition	10
Arrangements for the admission of disabled pupils	11
The school day	13
The main school	12
Nursery	12
The Early Years Foundation Stage	14
The Foundation Stage	14
Curriculum	14
Nursery	15
Reception	15
Key Stage One	17
Academic achievement	17
English	18
Mathematics	18
The National Curriculum	18
Outdoor learning	18
Classes and teaching groups	20
Support staff	20
Assessment, and monitoring	21
Early Years Foundation Stage Profile Assessment	21
Year One Phonics Screening Check	21
Year Two National Curriculum Tests	21
Parent/carer - teacher consultation meeting	21
Promoting positive behaviour	22
Children with special educational needs and disabilities (SEND)	23
Equal opportunities	23
Exceptional facilities, accessible to all	24
Spiritual, moral, social and cultural well-being (SMSC)	25
Pastoral care	25
Collective worship	25
Community links	27
School Council	27



Contents

Personal, social, health and citizenship education (PSHCE)	28
Relationships education	28
Online safety	29
SID's Top Tips	29
Our Home-School Agreement	31
Supporting your child at home	32
Involvement in children's learning	32
Family Learning Days	32
Help and guidance for parents/carers	32
Home-school communication	33
Newsletters	33
Website	33
Social media	33
Noticeboards	33
Family learning sessions	33
Parent/carer meetings	33
Helping in school	33
Our community	35
The Aylsham Cluster Trust	35
The Friends of John of Gaunt	35
Caring for our community	36
School travel	36
Parking Promise	36
Dogs on site	36
School meals and healthy eating	37
Snacks	37
Water	37
Free school meals and Pupil Premium funding	38
Educational visits and extra-curricular clubs	40
Charging policy for school activities	40
Attendance and punctuality	41
Holidays during term time	41
Child health and medical matters	42
Medicines	42
Medical needs	42
First aid	42
Emergencies	42
Medical/dental appointments during school hours	42
School uniform	43
Jewellery	44
Hair	44
Make up	44
P.E. clothes	44
Useful information	45
Health and safety	45
Available documents	45
Complaints and compliments	46



Welcome from the Executive Headteacher



I am thrilled to welcome you to John of Gaunt Infant and Nursery School as Executive Headteacher of the Aylsham Learning Federation (ALF).

Our partnership is all about getting the very best for all of our children. It is designed to ensure that school leaders and teachers can focus on what's most important of all; improving teaching and learning in every classroom, and ensuring that our children feel safe, secure and happy in their learning. It also helps us to be able to prepare children well for key transitions in their education such as starting Reception or moving up to junior school. By working together we are able to create a stronger, richer and more exciting education for our children and for their families.

The slogan of The Aylsham Cluster Trust (TACT) is, "It takes a whole community to educate a child". We hope that you will choose to become part of our vibrant, caring and thriving learning community.

Duncan Spalding



Introduction from the Head of School

John of Gaunt Infant and Nursery School is a warm, caring and inclusive school where we strive to be innovative and creative in the way we present the curriculum to our children.

Ofsted praised the children's enthusiastic attitudes to learning and judged relationships within the school community as excellent. We aim to work closely with our parents building on our home-school partnership.

Our staff are dedicated and enthusiastic, keen to ensure that the children experience a positive, happy and fulfilling time with us at John of Gaunt.

We are proud of our ethos which is often commented on by parents and visitors – John of Gaunt is a truly special place.

I look forward to working in partnership with you.

CE Toplis

Clare Toplis





The Aylsham Learning Federation



The Aylsham Learning Federation (ALF) was initially formed in July 2016 between Bure Valley School and Aylsham High School to support the development of education in Aylsham.

In March 2018 The Governing Board of John of Gaunt Infant and Nursery School voted to join ALF and so now this is a federation of the three schools. This is a great opportunity to work across the age range.

ALF works closely with our other partner primary and infant schools to nurture a collaborative and continuous approach to learning and enjoyment. Our work in this area is second to none regionally and is considered to be amongst the best practice to be found nationally.

In addition, ALF are part of the Aylsham Cluster Trust, the first Cluster in Norfolk to form a Co-operative Cluster Trust, which will help this partnership become even stronger.

John of Gaunt is an outward looking school that constantly seeks to collaborate with other schools as we believe this helps us to provide an incredibly rich curriculum and effective teaching.

John of Gaunt is at the heart of our community, our excellent staff and pupils at the school help to create a great spirit that is felt by the wider community.

Aylsham is a truly great place to work and learn.

Mission Statement and Aims



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.

Our 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 all pupils.
- To foster and develop the school's relationship with the parents, carers and community in general.



Safeguarding at John of Gaunt School

All educational establishments are required to adhere to the statutory guidance as outlined in Working Together to Safeguard Children (2015) and Keeping Children Safe in Education, DfE (2016) and to follow Norfolk Safeguarding Children Board procedures in order to safeguard and promote the welfare of children. In doing so, schools are expected to consult the Norfolk County Council Multi-Agency Safeguarding Hub (MASH) if they believe there is a possibility that a child may be suffering from abuse or neglect.

A referral to MASH is not intended to be an accusation of any particular action or against any particular person. It is the reporting of concerns which have come to the school's attention. This is in accordance with Norfolk Safeguarding Children Board child protection procedures and the John of Gaunt Infant and Nursery School safeguarding policy.

Both documents are publicly available and can be consulted by parents/carers.

Designated safeguarding staff

The Designated Safeguarding Lead (DSL) is:

Clare Toplis, Head of School

The Alternate Designated Safeguarding Leads (ADSL) are:

Hannah Simpson
Becky Buller

The designated safeguarding governor is:

Di Scott

For updated information on safeguarding children in Norfolk, visit the Norfolk Safeguarding Children Board website at:

www.lscb.norfolk.gov.uk

"The school's work to keep pupils safe and secure is outstanding."

Ofsted

Admissions



John of Gaunt Infant and Nursery School is a non-selective, state-funded Infant school serving children of all abilities. Children are admitted at the beginning of the academic year in which they become five years old (Year R). 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.

How do I apply?

You can apply online during the three transfer rounds at:

www.admissionsonline.norfolk.gov.uk

Alternatively, complete a paper application available from the Norfolk County Council website at www.norfolk.gov.uk/admissions or from the school office.

Parents/carers who are considering sending their child/ren to John of Gaunt are encouraged to arrange an appointment to look around the school and meet the Head of School. During the summer term the parents/carers of children joining the school in the following September are invited to attend a meeting at the school. New children have the opportunity to visit the school on several occasions during the summer term to familiarise themselves with the surroundings and to meet their new teachers.

Priorities for admission

If there are more applications for places than there are places available, Pupil Admissions will give preference to children, according to the following rules in this order of priority:

1. Children with a statement of special educational needs/Education, Health and Care (EHCP) Plan naming John of Gaunt Infant and Nursery School.
2. Children who are in care or have been adopted from public care
3. Children who live in the area served by the school and who have a sibling attending the school at the time of their admission
4. Children who live in the area served by the school who have a sibling attending the feeder junior school
5. Children who have a disability and live in the area served by the school
6. Children who live in the area served by the school
7. Children who live outside the area served by the school who have a sibling with a statement of special educational needs attending the school at the time of their admission
8. Children who live outside the area served by the school who have a sibling attending the school at the time of their admission
9. Children who live outside the area served by the school who have a sibling attending the feeder junior school
10. Children who have a disability and live outside the area served by the school
11. Children of staff
12. Children who live outside the area served by the school



Transfer procedure

If all children within any of the rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance is measured on a straight line 'as the crow flies' basis, using Ordnance Survey data. The address will be measured from the post office address point on the property. If, following the application of admission rules and distance, two applicants cannot be separated for a final place at the school, Pupil Admissions will use random allocation to determine the priority for the remaining place.

If you are unsuccessful in your bid for a place for your child at John of Gaunt Infant and Nursery School, you have the right to appeal.

Reception - Year 2

If you have just moved to the area with children of school age, please contact Pupil Admissions at Norfolk County Council on 0344 800 8020 or at:

admissions@norfolk.gov.uk.

All other admissions are coordinated centrally through that office. However, parents/carers can state a preference for the school which they wish their child to attend.

For further information, see *A parents' guide to admissions to schools in Norfolk*, available on the Norfolk County Council website at:

www.norfolk.gov.uk/childrens_services/schools/school_admissions

Junior school transition

Most children transfer to Bure Valley Junior School at the beginning of the autumn term following their 7th birthday at the end of Key Stage One.

During the summer term in Year 2, pupils spend three transition days at Bure Valley School to meet their Year 3 teachers and to familiarise themselves with their new classrooms and school. On the final day parents/carers are also invited to meet the teachers and see their child's new classroom. An information evening for parents/carers is held in the summer term.

The Year 3 teachers from Bure Valley School visit the children at John of Gaunt and teach the children in order to get to know them in their own environment. Our Year 2 teachers meet with Year 3 Bure Valley School teachers to discuss each child so that next steps in learning are anticipated and each pupil gets off to the best possible start. For children with special educational needs and disabilities (SEND), our class teachers and SENDCo will discuss each child's specific needs and the nature and level of support they require.

Carol Flatters, Parent Support Advisor for the Aylsham Cluster, can provide additional targeted support for individual pupils (if required).

For pupils not transferring to Bure Valley School we offer the same level of support to ensure that all pupils transfer as smoothly as possible to their new school.



Arrangements for the admission of disabled pupils



The Department for Education (DfE) has published non-statutory guidance on how schools can fulfil their duties under the Equality Act. Since 1 October 2010, the Equality Act has replaced previous equality legislation, including the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act.

Under the Equality Act, schools have a duty to make 'reasonable adjustments' for people with disabilities. In paragraph 4.13 of the departmental advice document, the DfE summarises the duty as:

- Where something a school does places a disabled pupil at a disadvantage compared with other pupils, then the school must take reasonable steps to try and avoid that disadvantage.

- Schools will be expected to provide an auxiliary aid or service for a disabled pupil when it would be reasonable to do so and if such an aid would alleviate any substantial disadvantage that the pupil faces in comparison with non-disabled pupils.

John of Gaunt Infant and Nursery School ensures procedures are in place to meet this guidance so that:

- Disabled pupils are supported to participate in the school curriculum to their maximum ability.
- The school environment enables disabled pupils to take advantage of education and associated services.
- The ethos in school prevents disabled pupils being treated less favourably than other pupils.



The school day



The main school

The times of the school day are as follows:

Morning session: 8.50 am - 12.00 noon

Lunch Break: 12.00 noon - 1.00 pm

Afternoon Session: 1.00 - 3.10 pm

There is a mid morning break from 10.30 - 10.50 am

We request that children are not left in the playground before 8.50 am 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.

Nursery

John Bear's Nursery is open 50 weeks of the year from 7.30 am until 6 pm.

Nursery sessions are:

Session 1 - 7.30 am - 9.00 am

Session 2 - 9.00 am - 12.00 pm

Session 3 - 12.00 pm - 3.00 pm

Session 4 - 3.00 - 4.30 pm

Session 5 - 4.30 pm - 6.00 pm

All children are entitled to 15 hours funded Nursery place and some may be entitled to 30 hours funded Nursery place. Parents are able to pay for extra hours beyond their funded allocation.





The Early Years Foundation Stage

The Foundation Stage

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.

Curriculum

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.

"Children in nursery and reception become totally absorbed in the activities they are given."

Ofsted



Nursery

Our Nursery is a purpose built building situated in the grounds of the main school. The Nursery has its own separate entrance which can be accessed from the Norwich Road by car or on foot, or on foot from the main school entrance on Hungate Street. There is a path that leads from the main school to the Nursery and also one from the Norwich Road pedestrian gate. The Nursery has its own fenced off, all weather outdoor area, along with access to the main schools woodland area and field space.

Our staff-pupil ratio is 1:8 maximum, however there are frequently other adults including students .

Reception

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.



"Children get off to an excellent start in the nursery and reception classes, settle quickly and make outstanding progress."

Ofsted



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.

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 and 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.

Academic achievement

We have high expectations of academic achievement. Children are expected to work hard and recognise that each day at school provides the opportunity to gain new experiences, knowledge, understanding and skills. Children do better when parents/carers work closely with the school and we encourage parents/carers to take a keen interest in their children's education, making learning a part of everyday life.



"Outstanding progress continues through Years 1 and 2."

Ofsted



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.

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.

The National Curriculum

All children study the National Curriculum (introduced in September 2014) which offers a broad, balanced, relevant and differentiated education. Pupils are taught the 'core' subjects of English, Mathematics and Science, and the 'foundation' subjects of History, Geography, Music, Art and Design. Physical Education (PE), Design and Technology (DT), Personal, Social and Health Education (PSHE, which includes Sex and Relationships Education), and Religious Education (RE). Computing is taught across the curriculum.

For further information about each area of our curriculum, see:

[www.johngaunt.norfolk.sch.uk/
curriculum/curriculum-information/](http://www.johngaunt.norfolk.sch.uk/curriculum/curriculum-information/)

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.





"Pupils have a thirst for learning and persevere to do their best."

Ofsted





Classes and teaching groups



Classes

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 present the school is organised into six classes; this is reviewed each year and usually relates to numbers across the school.

John Bear's Nursery

Top Tigers:	Reception
Super Snakes:	Reception
Clever Crocodiles:	Year 1
Busy Bees:	Year 1
Fantastic Foxes:	Year 2
Lovely Leopards:	Year 2

Each teacher is entitled to half a day per week for preparation, planning and assessment. The children are taught by specialist teachers during this time. Often this will include P.E., Music and Computing.

Support staff

An experienced Nurture Teaching Assistant supports children with emotional needs. Each class has a teaching assistant and a Dinner Time Teacher.

"Teaching assistants are very effective."

Ofsted



Assessment and monitoring

Assessment is an integral part of the teaching and learning process. Assessments are made by teachers throughout the school year to identify next steps in pupil learning. These are undertaken in a variety of forms, including regular pupil progress meetings, observations, teacher marking/pupil response, teacher/pupil discussion, self/peer marking and practical/oral/written/memory tasks.

Early Years Foundation Stage Profile Assessment

The children are assessed by teacher observations throughout their Reception year and parents/carers are informed about the progress that their child has made at the end of the year.

Year One Phonics Screening Check

All Year One children take part in a Phonic Screening Check in June and parents/carers are informed of the outcomes later in the summer term.

A meeting is held for parents/carers about the Phonic Screening Check at the beginning of the summer term.

Year Two National Curriculum Tests

All Year Two children take part in National Key Stage One Tests during May and parents/carers are informed of the outcomes later in the summer term.

A meeting is held for parents/carers about the national curriculum tests at the beginning of the summer term.

Parent/carer - teacher consultation meetings

Autumn term

Within the first month, there will be an informal "Meet the Teacher" meeting after school, for parents/carers to pop in and say hello to their child's teacher and share or clarify any information. Before half term there will be individual appointments when we will discuss how children have settled into new classes and general progress of pupils.

Spring term

There will be a consultation meeting for all parents/carers to discuss progress.

Summer term

A written report is sent home and parents/carers can discuss informally any specific queries with their child's class teacher.



Promoting positive behaviour



Rewarding positive attitudes and behaviour

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.

“Behaviour is outstanding.”

Ofsted

Children with special educational needs and disabilities (SEND)



There are times when some children need additional support during their school life to ensure that they have full access to the National Curriculum. Partnership work with parents/carers is crucial in this process.

Through our special educational needs provision and with assistance from parents/carers, outside agencies and local special schools, we endeavour to identify promptly a child's specific needs and respond appropriately. This might include implementing individual programmes or making adjustments/adaptations to the curriculum or resources.

For further information about our provision and how we support pupils with special educational needs and disabilities, see:

[www.johngaunt.norfolk.sch.uk/
our-school/send/](http://www.johngaunt.norfolk.sch.uk/our-school/send/)

Equal Opportunities

We endeavour to ensure that all members of the school community have equality of opportunity and we treat each other with equal respect irrespective of origin, belief, gender or ability.

We recognise and value the diversity of culture and language, and aim to reflect this in all aspects of school life.



Exceptional facilities, accessible to all



John of Gaunt is an inclusive school which is fully accessible for disabled children, parents/carers and staff. All entrances and exits have wheelchair access and there are disabled access lavatories. Convenient on-site visitor parking is available and there are plans and policies to ensure equality of provision for all. All pupils have access to the school's excellent facilities, which include:

- bright and colourful classrooms, full of natural light and each equipped with an interactive smart board;
- Nursery and Reception classes have their own covered outdoor learning areas as well as dedicated outside space;
- John Bear's workshop: an additional room with facilities for cooking, drama, music or intervention/group work;
- a well stocked library;
- a large assembly hall.

The attractive outside space at John of Gaunt offers many opportunities for outdoor learning to take place, which include:

- a beautiful woodland area with a wooden amphitheatre;
- an enclosed wildlife area and pond;
- growing areas with raised vegetable beds and fruit trees;
- a cob oven built by the children and very popular for making pizzas!
- an outdoor gym;
- flower beds planted to encourage wildlife;
- a covered gazebo with seating;
- a quiet play area.

At playtimes and lunchtimes the children are able to enjoy the large field and playground spaces under the guidance of a play supervisor who sets out a range of equipment to encourage the children to be fit and healthy.



Spiritual, moral, social and cultural well-being, including British values

We aim to support the spiritual, moral, social and cultural well-being (SMSC) development of each child by providing knowledge and understanding of religious beliefs, practices and festivals and promoting fundamental British values. In addition, pupils are given the opportunity to explore concepts in order to understand themselves spiritually.

Further information about our approach can be found at:

[www.johngaunt.norfolk.sch.uk/
our-school/british-values/](http://www.johngaunt.norfolk.sch.uk/our-school/british-values/)

Pastoral care

We want all pupils to be happy, settled and working to their full potential at John of Gaunt. However, we are aware that sometimes children experience challenging times which can become barriers to learning and well-being.

Our knowledgeable and experienced nurture teaching assistant works closely with our SENDCo, teachers and parents/carers to support children with their learning and well-being, as well as to identify any issues or areas of concern. She aims to detect issues promptly in order to implement extra help and support before situations worsen. In some cases, outside agencies can provide targeted intervention, as appropriate. Strong links with Carol Flatters, Parent Support Adviser at Aylsham High School, provide access to additional local support and advice for parents/carers.

Collective worship

Assemblies are held daily and are seen as important social and educational occasions, as well as acts of worship. The celebration of various festivals provides a focus on moral and spiritual aspects of school life, to celebrate diversity and to recognise common beliefs and views.

Assembly themes encourage children to consider their community and to emphasise the need for everyone to improve their contribution to it, including skills of co-operation, respect and tolerance of others (irrespective of faith, race and culture) and respect for property. There are opportunities to reflect quietly and to celebrate achievement and success.

Religious Education (R.E.) and worship are given in accordance with the Norfolk Agreed Syllabus, a copy of which may be viewed at the school on request. Parents/carers wishing to withdraw their child from R.E. or the devotional part of assemblies are invited to discuss the matter with the Head of School.







SMSC continued

Community links

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 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 a range 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.



School Council

John of Gaunt School Council is a group of children who are elected to represent the views of all children with the aim of improving their school. The School Council and the democratic election process represents our commitment to promoting fundamental British values in accordance with Ofsted guidelines on Spiritual, Moral, Social and Cultural Education.

At the beginning of every term, two children from each class are elected as school councillors. Every two/three weeks, the school council meets (with a teacher present) to discuss issues relevant to the children and their school life. Councillors return to their classes and hold class councils to obtain views and feedback from proposed ideas. These views are fed back at the following school council meeting.

Over the past year, the school council has chosen the name for the new class, identified what qualities a teacher should have and planned a new outdoor area for the school.

The school council also explores everyday issues, for example:

What makes a good learner?
How can we be a good friend?
Keeping safe at school
Happy playtimes



Personal, social, health and citizenship education

Personal development

Throughout their time at John of Gaunt, pupils are made aware of the importance of personal development. Personal, social, health and citizenship education (PSHCE) helps 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.

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

Health

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.

Relationships Education

At John of Gaunt, we promote building respectful and responsible attitudes towards developing relationships. As an infant school we wish for children to treat everyone in a kind and caring manner.

As children get older they learn about families and become more aware of their place within their own family. Whenever children ask questions we always answer them in a way which is factual but without elaborating further with details. Typically this means answers such as ‘that’s right, Mummies have babies, they grow inside part of their tummy called their womb’.

The 6R's

We are committed to children having the best start in life possible and know that their ‘Growth Mindset’ is an important part of this. The 6 R's : Resilient, Responsible, Resourceful, Respectful, Reasoning and Reflective help us to always try our best and remind us of how we should always behave in school.





Online Safety



E-Safety

E-Safety is a term which means not only the internet but other ways in which young people communicate using electronic media, e.g. mobile phones. It means ensuring that children and young people are protected from harm and supported to achieve the maximum benefit from new and developing technologies without risk to themselves or others.

For further information, see our E-Safety Policy on the school website.

We encourage the children to use SID's Top Tips:

- People you don't know are strangers. They are not always who they say they are.
- Be nice to people on the computer like you would in the playground.
- Keep your personal information private.
- If you ever get that "uh oh" feeling, you should tell a grown up you trust.

Detailed on the next page are some useful links to sites to help you to keep your child/ren safe on devices and the internet.

"Pupils have a very good understanding about staying safe on the internet."

Ofsted

SID's Top Tips



Keeping your child safe on the internet.	www.nspcc.org.uk/ preventing-abuse/ keeping-children-safe/online-safety
Parental controls.	www.nspcc.org.uk/ preventing-abuse/ keeping-children-safe/ online-safety/parental-controls
Guide to the social networks your child uses.	www.net-aware.org.uk
Talking with your child about staying safe online and what to do if you any concerns.	www.nspcc.org.uk/ preventing-abuse/ keeping-children-safe/ online-safety/talking-your-child-staying-safe-online
Has someone done something online that has made you or a child or young person you know, feel worried or unsafe? Make a report to CEOP.	www.ceop.police.uk/ceop-report
Fun videos/cartoons for 5-7 years about using computers safely.	www.thinkuknow.co.uk/5_7
Parents - protecting your child from abuse online.	www.thinkuknow.co.uk/parents

Our Home-School Agreement



Children will get the most out of their education when we all work together on every issue. The school seeks to work in partnership with families to support pupils, which means that both school and home have to develop good communication links. Please let us know about anything that might affect your child - we might be able to help. If parents/carers have any comments or concerns, please do not hesitate to speak to your child's class teacher, in the first instance, or a member of the Senior Leadership Team.

Our agreement sets out the partnership between John of Gaunt and families working together to enable children to feel happy and secure and to reach their full potential.

The school will:

- Care for your child's safety and happiness.
- Provide a caring, nurturing environment that fosters a love of learning.
- Provide a broad and balanced curriculum.
- Recognise and meet the needs of your child as an individual.
- Maintain excellent standards of work and behaviour.
- Keep you informed about your child's progress and provide information to help you support your child at home.
- Be open and welcoming at all times.
- Provide opportunities for you to be involved in the school community and contribute ideas and opinions.

We expect families will:

- Ensure that their child attends school regularly, on time and ready to learn.
- Support the school in achieving its targets for good attendance.
- Keep the school informed about any worries or problems that might affect their child's behaviour or work.
- Support the school's policy and practice for maintaining good behaviour.
- Support their child when completing homework or special activities, while providing opportunities for other learning at home.
- Attend parent meetings and other opportunities to learn about their child's progress and learning.
- Support the school approach to online safety when your child is using technology (phones, tablets, computers, iPads etc.).
- Ensure that your child arrives properly equipped, wearing the correct uniform, with a book bag, water bottle and P.E. Kit, all clearly named.

***By working together in partnership
we can achieve more***





Supporting your child at home

John of Gaunt Infant and Nursery School has great links with families and the local community.

All parents and carers are equally valued as part of our school community.

Children's learning is improved when we work in partnership with their parents or carers, and their wider family. Therefore, we believe in close cooperation with all families, and in regular consultation between the home and the school.

Involvement in children's learning

Parents and carers can talk with teachers before and after school on an informal basis on most days. Appointments to see a teacher or the Head of School can be made through the school office, and can be set up for as soon as required in most instances.

Every term, there is an opportunity for parents to have a formal discussion with their child(ren)'s teacher. Teachers value these opportunities to celebrate successes, review learning targets and listen to parental views.

Curriculum letters are sent to each family at the start of each term, detailing the aspects of learning each child will undertake, and how families might support that learning.

Family Learning Days

Once a term families are invited to John of Gaunt to a Family Learning Day which is a great way for families to come along and join in with their child's learning.

An annual Aylsham Cluster Trust Family Learning Day is held in June every year for families to enjoy.

In October the Aylsham Cluster School Parent Associations plan an exciting outdoor Family Learning Day at Blickling and another in April at Woodgate Nursery.

Help and guidance for parents/carers

Workshops are organised to assist parents and carers in supporting their child(ren)'s learning and behaviour which include:

- Helping your child at home with maths
- Phonics
- How to say no to your child
- Keeping your child safe online





Home-school communication

Newsletters

Termly Key Stage newsletters provide curriculum overviews, information about class topics and current and future events at John of Gaunt. They are aimed at helping parents/carers to provide support for learning at home. Regular whole school newsletters provide updates on school news, events and developments.

Website

Parents/carers can always find out more about our school by viewing our website at:

www.johngaunt.norfolk.sch.uk

Social media

We share updates and reminders for school events on our Friends of JoG Facebook page: @FoJoGAylsham. We will be launching a Twitter feed soon to keep parents/carers up to date with what is happening in school and on school visits.

Noticeboards

As well as noticeboards around the school, you can be kept updated via our online noticeboard on the school website:

[www.johngaunt.norfolk.sch.uk/
category/notice-board](http://www.johngaunt.norfolk.sch.uk/category/notice-board)

Family learning sessions

In partnership with the Aylsham Cluster Trust, we hold regular family learning sessions for parents/carers, grandparents and other family members to join your child in class and to take part in a fun activity. The emphasis on these informal sessions is to enjoy an activity with your child, to meet other parents/carers and to develop a greater awareness of the school environment and what your child is learning. Refreshments are provided.

Parent/carer meetings

We arrange a number of meetings throughout the year so that you can meet us. These include:

- Termly parent/carer - teacher meetings when you can discuss your child's progress. Attendance at these meetings is very important.
- Parent/carer workshops to support your child.

Helping in school

Parents are welcome to help in school. There are lots of jobs which range from reading and gardening to helping with the library. If you would like to help out, please speak to your child's teacher. If they already have a lot of helpers we will try to find a different class for you to help in. Please note all adults in school are required to have a police check (DBS) before helping in school.





Our community

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.aylshamcluster.co.uk

Twitter: @TACTrust

Facebook: *Aylsham Cluster Trust*

The Friends of John of Gaunt

The aim of the Friends of John of Gaunt (FoJoG) is to improve learning opportunities for pupils through enhanced school facilities. FoJoG arranges various fundraising events throughout the year to raise money for the school, and promotes relationships between staff, parents/carers and the local community. The money raised is used to fund special projects within the school which are not usually catered for within school or departmental budgets, such as play equipment, additional learning resources and special events.

Membership of the association is automatic for all parents/carers, teachers and governors of the school, and is open to members of the local community keen to provide support. All parents/carers are warmly invited to join the committee to discuss the plans for the year ahead.

If you would like to find out more, see the FoJoG page on the school website or speak to the school office staff who will put you in contact with a committee member.

"The school is pivotal in the local area so pupils develop a real understanding of what 'community' means."

Ofsted



Caring for our community

School travel

As a healthy school, we want to significantly reduce the number of car trips on journeys to and from school. We aim to promote and do all that we can to remove the barriers, both perceived and actual, to walking, cycling and scooting as part of your journey to school. We would rather, where possible, parents and carers choose active travel over the use of the car although we do appreciate that some parents may need to travel to school by car.

Hungate Street and the surrounding areas can become extremely busy at drop off and collection times. We aim to work with our local community to reduce the level of traffic at these times of day and in doing so:

- reduce congestion and pollution around the school;
- provide a safer environment for pupils;
- promote healthier, more active pupils, families and staff.

Parking Promise

We invite all families to abide by our Parents' Parking Promise, which states:

- I promise to protect the safety of our children by being a thoughtful and 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.

Dogs on site

Only assistance/guide dogs are permitted on the school grounds.



School meals and healthy eating



School lunches – fan- tastic free meals for all children!

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.

For further information about menus see:

[www.johngaunt.norfolk.sch.uk/
parents/carers/school-meals/](http://www.johngaunt.norfolk.sch.uk/parents/carers/school-meals/)

Snacks

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.

Water

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



Free school meals and Pupil Premium funding

Although school meals are now free for all, schools still need to know if children are eligible for Pupil Premium funding. This funding may be awarded when parents receive:

- Universal Credit (annual income of no more than £7,400)
- Income support
- Employment Support Allowance
- Job Seekers Allowance
- Guaranteed Pension Credit
- Child Tax Credit and your income is less than £16,190
- Working Tax credit run on
- Support under Part IV of the Immigration and Asylum Act 1999

Or, if:

- Children are adopted or parents work in the armed services

The school receives extra money if children are eligible for Pupil Premium funding. Therefore if any of the above circumstances apply to you, or if you have any questions, please see the Head of School or school office staff. Please note all information is treated as highly confidential.

Without this information John of Gaunt will lose funding which will change the activities and support we can provide for children.

We can offer financial support for school trips and clubs at a reduced price for children who are entitled to Pupil Premium funding. Please see the Head of School or school office staff for more information.





Educational visits and extra-curricular clubs

Educational visits

Educational visits and trips are essential to broaden children's learning and help bring it to life. All visits are planned thoroughly, whether in our local community or to further afield. We will always ask permission before taking your child on a visit which involves transport, i.e. coach.

Extra-curricular clubs

John of Gaunt offers a variety of different after school clubs each half term.

These may include:

- Tennis
- Story Tellers Club
- Fencing
- Dance
- Gymnastics
- Football

The clubs are run by external providers and letters are sent home every half term advising families of the options and charges.



Charging policy 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.

For further information, see our Charging and Remissions Policy, available on the school website.



Attendance and punctuality

High attendance is essential for a child to reach their full potential

We work towards a goal of 100% attendance for all children.

It is very important that your child arrives at school by 8:50 am. In order to maintain safety for all pupils, the side gates are locked at 9:00 am. Please use the main gate after this time.

If, for any reason, your child is late/absent, a message or letter must be given to the school office **before 9:00 am** explaining the reason for the absence/lateness. If a child has not arrived by the end of registration at 9:30 am, the school office will call home to enquire the reason for the absence.

Children should be collected at 3:10 pm. If your normal collection arrangements fail, please telephone before the end of school to let us know.

It is vital that you keep us informed of any changes of address or telephone numbers.

when your child is ill and medical and dental appointments should be arranged out of school hours.

We are very keen that pupils attend school regularly and punctually.

There is, however, a discretionary power to allow leave of absence in exceptional circumstances during term time. This is not an entitlement and purely at the discretion of the school.

The school will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances. Parents/carers must apply in advance for permission for their child to have leave of absence, and children who miss school for other reasons, will be marked with an unauthorised absence.

Please be aware that taking unauthorised holidays during term time may result in a fixed penalty notice.

Please remember that, like you, the school wants the very best for your child.

If you have any concerns, however trivial, please come and talk to us as soon as possible.

Medicines

The administration of medicines to children is the responsibility of parents/carers. It is the school's policy that no medicines or tablets

www.facebook.com/FojogAylsham

Holidays during term time

Absence from school can only be authorised



Child health and medical matters

are brought to school and the administering of medicines should be undertaken out of school hours, unless a consent form (obtained from the office) is completed. Alternatively, parents/carers may arrange to administer the medicines during school times, in which case, children may need to go home to lunch or the parent/carer may need to visit the school. However, the Head of School will consider a request for medication to be taken at school in special circumstances:

- (a) When a child is well enough to return to school, but must finish a course of prescribed medicine, such as antibiotics.
- (b) Where it is not possible for a parent/carer to get into school or for the child to leave in order to have the medicine. Any medicines left at school must be stored in a labelled box with precise instructions.

Medical needs

John of Gaunt keeps a record of medical needs and the type of medication required - please let the office know if your child is diagnosed with a medical condition. Pupils who have asthma keep their blue reliever inhaler in class and have access to them at all times.

In the event of any head injury, a letter is sent home, but the school will ring if we are at all concerned. All injuries are recorded in the school accident book.

Emergencies

In the event of a more serious injury, parents/carers will be contacted immediately. It is important that you keep us informed of any changes of address or telephone number. If we are unable to contact you, the school will act in loco parentis ('in the place of a parent') and will support the child as necessary.

Medical/dental appointments during school hours

Medical and dental appointments must be arranged out of school hours, where possible. However, if you do require your child to leave school during the school day, you must arrange to collect them from school and sign them in and out. Children will not be allowed to leave school premises during the school day without a parent/carer.

First aid

If a child has a minor bump or injury, they will be treated at school by a qualified first aider. Parents/carers are contacted if necessary.



School uniform

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.

We encourage all children in our school to wear the school sweatshirt, which is available from www.schooltrends.co.uk. Please speak to the school office for further information.

Non-logo items and standard pieces, such as trousers and polo shirts, can be purchased from supermarkets and high street retailers.

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.

Please ensure that all clothing and footwear is clearly named.

BOYS	GIRLS
<p><i>Winter uniform (autumn and spring terms):</i></p> <ul style="list-style-type: none">• Black or dark grey trousers (no track suits).• White/pale blue polo shirt.• Royal blue sweatshirt, jumper or cardigan.• Black shoes (no trainers).• Plimsolls/in-door shoes• Wellington boots• Plain white, grey or black socks. <p><i>Optional summer uniform (summer term):</i></p> <ul style="list-style-type: none">• White/pale blue polo shirt.• Dark grey/black shorts.	<p><i>Winter uniform (autumn and spring terms):</i></p> <ul style="list-style-type: none">• Black or grey skirt or trousers (no track suits).• White/pale blue blouse or polo shirt.• Royal blue sweatshirt, jumper or cardigan.• Black shoes (no trainers).• Plimsolls/in-door shoes• Wellington boots• Plain white, grey or black socks/tights. <p><i>Optional summer uniform (summer term):</i></p> <ul style="list-style-type: none">• Blue/white checked or striped dress.• Plain white, grey or black socks/tights.



Jewellery

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.

Hair

Sensible hair styles are required for all pupils. No extremes e.g. no shaven heads, dyeing of hair, tram lines or razor cuts. Please ensure that long hair is tied up, away from the face.

Make up

We do not permit nail varnish and other make up to be worn at school.

P.E. clothes

In addition to school uniform, pupils are required to have specific clothing for P.E. These items should be stored in a named draw string bag at school. It is desirable for P.E. clothes to be washed regularly.

***Please write your child's name on
all items of clothing and bags.***

BOYS	GIRLS
<ul style="list-style-type: none">• Royal blue or white t-shirt.• Royal blue shorts.• Black plimsolls (for indoor and summer P.E. lessons).	<ul style="list-style-type: none">• Royal blue or white t-shirt.• Royal blue shorts.• Black plimsolls (for indoor and summer PE lessons).

Useful information



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*.

Available documents

The following documents are available to borrow or read on the premises:

- All policies and curriculum overviews in current use at school.
- Ofsted inspection reports which relate specifically to this school.
- Governing Body minutes (signed and approved).

In addition, the following documents are available on the school website:

- SEND Report and Local Offer
- Pupil Premium statement
- Sports Funding statement
- Safeguarding information
- British Values and the prevention of terrorism



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.

1. In the first instance you should make an appointment to speak to the member of staff concerned. If this does not resolve the problem:
2. Make an appointment to see the Head of School, 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 Head of School:
3. Write to the Executive Headteacher stating your complaint; give all relevant details including why you are dissatisfied, your name and how you may be contacted. If you are not satisfied with the findings of the Executive Headteacher:
4. Write to the Chair of Governors stating your complaint; give all relevant details including why you do not accept the Executive Headteacher's findings, your name and how you may be contacted. If you are not satisfied with the findings of the Chair of Governors:

5. 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 school's Complaint Procedure was not followed appropriately:
6. 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 Head of School.

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 is always good to hear positive feedback and, like your child, 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 Head of School;
- speak to a Governor or write to the Chair of Governors.



John of Gaunt Infant and Nursery School

Hungate Street, Aylsham, Norfolk NR11 6JZ

01263 732 844

office@johngaunt.norfolk.sch.uk

www.johngaunt.norfolk.sch.uk

