

# Meadow Lane Infant School



## School Prospectus

[www.meadowlane.notts.sch.uk](http://www.meadowlane.notts.sch.uk)

# Meadow Lane Infant School, Meadow Lane Chilwell, Nottingham, NG9 5AA

Executive Head Teacher: Mrs Joanne Revill

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Website: [www.meadowlane.notts.sch.uk](http://www.meadowlane.notts.sch.uk)

Chair of Governors: Mr Andrew Barker

Meadow Lane is a County primary (Infant) Co-educational day school for children aged 5 – 7 years.

Meadow Lane Infant School is a member of the Chilwell Family of Schools which includes:

- College House Junior School
- John Clifford Primary School
- Trent Vale Infant School
- Beeston Rylands Junior School
  - Chilwell School

## **SESSION TIMES**

**Morning: 8.55am – 12.00/12.15pm**

**Afternoon: 1.00/1.15pm – 3.20pm**

**22 teaching hours per week**



## Introduction

Welcome to Meadow Lane Infant School. This prospectus aims to give you the information you need about school. If, having read the prospectus, you would like more information or would like to talk to us personally, please contact us. New parents are always welcome to visit. Please telephone to make an appointment.

Meadow Lane is a vital part of Chilwell history, dating back to 1857. We are a welcoming, caring school. We believe that children learn most effectively in a secure, enriching environment. We aim to work closely with parents, governors and the community to achieve this end.

This year we are working in collaboration with College House Junior School. This will continue next year as we have begun the consultation to amalgamate the two schools in September 2017.

## **The Meadow Lane School Motto is:** **'Reach for the Sky and Be a Star!'**

## Mission Statement

At Meadow Lane we provide and model a stimulating, fun, caring and secure environment in which the lives of the children are enriched to enable them to achieve their physical, emotional, academic and social potential. Ultimately, we aim to foster a joy for learning and for life and enable the children to make a positive contribution to society.

Specific aims to achieve this are:-

1. To develop a feeling of self-worth and contentment, whilst considering the feelings and needs of others.
2. To develop positive moral attitudes, enabling children to make informed, responsible choices about their behaviour and actions in and out of the school community.
3. To be an inclusive school accepting, supporting and nurturing each other.
4. To engender a positive work ethic.
5. To encourage independence and decision-making in the wider environment.
6. To provide learning at an appropriate level using the preferred learning styles for every child whilst using a range of thinking skills.
7. To support parents and carers as their children's first and most important educators by involving them in their children's education and in the full life of the school. To support them in their own continuing education and personal development.
8. To work co-operatively and sensitively within the school and within the wider local and global community.
9. To encourage curiosity through enrichment of the curriculum.
10. To foster a love of literature, enabling children to learn to read fluently and develop their skills as writers.
11. To develop the social and technological skills necessary to communicate confidently in a changing world.
12. To foster an understanding, enjoyment and application of mathematical concepts.
13. To encourage and recognise the importance of physical activity and a healthy, safe and happy lifestyle.
14. To develop creativity and self-expression through the arts.
15. To develop an understanding and celebration of a wide range of cultures, faiths and differences.
16. To develop an understanding of history and appreciation of their surroundings.
17. To foster respect for the environment and take an active role in its care and protection.
18. To sustain and maintain high expectations throughout the school community and celebrate our successes.

**September 2015 (Review date September 2016)**

## Admission Arrangements

### **COMMUNITY INFANT AND PRIMARY SCHOOLS - STANDARD RECEPTION YEAR ADMISSION CRITERIA: 2015/2016**

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Children who are looked after.
2. Children, who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school. (College House Junior School)
3. Other children who live in the catchment area.
4. Children, who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school. (College House Junior School)
5. Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preferences will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principle entrance to the main administrative building of the school.

## Special Circumstances

Special consideration may be given to applications that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the **only** school which could cater for the child's particular needs. This might include medical needs, mobility support needs, special educational needs or other social circumstances. The evidence must be presented at the time of application.

The appropriate designated officers will consider the written evidence provided to decide whether the application may be processed as special circumstances. Admission under special circumstances will have priority over all but the first numbered criterion.

## Admissions to year groups other than the intake year

Applications for admission to other year groups will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school, subject to infant class size restrictions. In some schools, changes in circumstances, such as the building of additional classrooms or as a result of teaching group organisation, will require the school and the LA to agree admission numbers which will apply to each year group. These numbers may be higher or lower than the PAN in operation at the time of first admission and could be different from the current PAN. If places are available within the year group, applications will be considered in accordance with the current published admission criteria for admission to the school. If places are available, the child will normally be admitted to the school. Further guidance on the way in which applications are dealt with including

- Co-ordinated admissions scheme
- Preferences for more than one school
- Late applications
- The way waiting lists are maintained and used

## Meadow Lane Infant School Admissions Procedure

The planned admissions level for our Reception classes is currently **70**. We admit all children into school in September which is in line with Nottinghamshire County Council Admissions procedure. The children have a two week phased start in September, this enables the children and staff to make positive relationships and for children to be introduced gently to daily routines.

There is a co-ordinated scheme for admission to Primary Schools which is run by Nottinghamshire County Council. It is a requirement that parent(s)/carer(s)/carers apply directly to their local County Council for a place.

The admission application is to be submitted between November and January prior to the academic year in which your child is due to start school. The County Council will then consider all applications and try to allocate parent(s)/carer(s) their first choice if possible. Parent(s)/carer(s) are then informed in April as to which school their child has been allocated a place.

Meadow Lane Infant School works closely with our feeder pre-schools to ensure that the transition process runs smoothly and that the children feel safe and secure in their new school.

If you are undecided about your choice of school, try to visit us with your child. This is always the best way to make the right choice for such an important decision in your child's life.

Meadow Lane Infant School operates an open door policy for parents and carers and this means that they are welcomed into the school to play an active part in school life. If you are considering our school for your child, please telephone on (0115) 9190644 to arrange a visit and we will be happy to show you around.

### **In Year admissions**

Should your child already be in full time education and you are looking to move him/her to Meadow Lane Infant School, it is a requirement that parents/carers apply directly to the local County Council.

### **Transfer to Junior School**

The children in Year 2 leave our school in July each year when they will transfer to Junior School in September. This is usually College House Junior School. The same admission arrangements apply to junior schools as previously outlined.

Meadow Lane Infant School works closely with College House Junior School to ensure that the transition from Year 2 to 3 runs smoothly and that the children feel safe and secure in their new school.

**Please note that if your child is at Meadow Lane Infant School, this does not give an automatic right to a place at College House Junior School and parents/carers must complete the relevant admission forms as outlined above.**

**For further information regarding admissions please refer to 'Nottinghamshire County Council – Admissions to School – Guide for Parents 2016-2017. This can be accessed at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions) or on the school website [www.meadowlane.notts.sch.uk](http://www.meadowlane.notts.sch.uk) A copy is also kept in school.**



**School Staff and Responsibilities****Teaching Staff (as of Sept 2015)**

<u>Names</u>	<u>Class</u>	<u>Position, Year Group and Responsibility</u>
Mrs Joanne Revill	-	Executive Head Teacher /Assessment/Music/Child Protection
Miss Anna Hodkin	-	Head of Foundation Stage and KS1/Literacy and Assessment Class Teacher 2 days a week in Class 3
Miss Annie Ziesler	1	Class Teacher – Year 1 & 2
Mr David Osborne	3	Class Teacher -Year 1, SENCo/ICT Subject Leader
Mrs Gail Roy	2	Class Teacher -Year 1 & 2, Science/PHSE Subject Leader
Mrs Julie Johnston	-	Class Teacher – 1 day per week in Class 2 PPA/Cover teacher
Mrs Leah Wignell	7	Class Teacher - Year 2, Maths Subject Leader
Mrs Rachel Darke	5	Class Teacher – Reception, Foundation Stage Co-ordinator, Art/DT Subject Leader
Miss Frances Jowett	6	Class Teacher - Reception
Miss Victoria Tewson	4	Class Teacher – Reception & Year 1, PE Subject leader
Mrs Carol O'Connor	-	Chilwell Family SENCo

**Non-Teaching Staff**

<u>Name</u>	<u>Position</u>	<u>Name</u>	<u>Position</u>
Mrs Elaine Allcoat	Senior High Level Teaching Assistant	Mr Paul Boyd	Site Manager
Mrs Sally Ashmore	Teaching Assistant	Ms Jackie Monger	Cook Supervisor
Mrs Susan Atkinson	High Level Teaching Assistant	Mrs Danielle Fendick	Kitchen Assistant
Mrs Caroline Green	Teaching Assistant	Mrs Margaret Bamford	Kitchen Assistant
Mrs Liz Ireland	Teaching Assistant	Miss Laura Marks	Kitchen Assistant
Mrs Rachel Moore	High Level Teaching Assistant	<u>Play leaders</u> Mrs L Sormaz      Mrs D Booth Mr A Burrows      Mrs N Coleman	
Miss Becky Somerfield	Teaching Assistant	Mr D Hasted      Mrs G Bosworth Ms M Barratt      Mrs A Shepherd (Senior)	
Miss Kathryn Weller	High Level Teaching Assistant	Mrs S Miszei      Mrs Della Powell Mr Matthew Crowther      Mrs Lynsey Newbutt Mrs Sue Rogers      Mrs Dorothy Bowes	

Mrs Jean Colton	Office Manager	
Mrs Katie Couchman	Admin Assistant	
Mrs Lisa Boardman	Clerical Assistant	

### School Governors

All of our Governors can be contacted through the school. Governors are elected every four years and are responsible for monitoring the school through strict procedures. The Governors monitor the budget, School Improvement Plans, staffing, the premises and standards of education across the school. There are three committees which governors sit on. They are the Strategic Development Committee (SDC), Finance and General Purposes (F and GP) and Pupil and Personnel (P&P).

At Meadow Lane Infant school we are fortunate to have a very keen and active Governing Body who are fully involved in the life of the school.

<b>Governor</b>	<b>Responsibility</b>	<b>Committees</b>
Mrs Joanne Revill	Executive Head teacher/Safeguarding and Looked After Children	All
Mr Andrew Barker (Chair)	ICT/Bullying/Behaviour	All
Mrs Janie Goodman (Vice Chair)	SEN/Safeguarding/Equal oppo/SEN/Looked after children/Performance Management	P&P and F&GP
Mrs Sheila Birchall	Performance Management/Extended Schools/Literacy/Health & Safety/Pay Committee	P&P (Chair), F&GP and Pay
Mrs Becky Thomas	Link Governor for Early Year/Pay committee	SDC (Chair)
Mrs Sarah Doherty	Literacy	P&P and Pay
Mr David Osborne	Staff	F&GP
Mrs Elaine Allcoat	Staff	F&GP
Miss Anna Hodkin	Staff (Associate)	All
Dr M Wilson (parent)	Maths	SDC
Mr Timothy Caldwell (parent)	KS1/Assessment	SDC
Mrs Joanne Voce	To be confirmed	SDC
Mr Richard Sample (parent)	To be confirmed	P&P

## School session times 8.55am – 3.20pm

The doors to school will open at 8.50am. The children can then come into school either by themselves or with parents/carers. Parents/carers are responsible for children on the playground both before and after school. School staff will be on the playground in the morning and after school.

Parking is available in the back section of the Beekeeper pub which is next to the school. (Please don't park in the front section as you may be fined). **There is no parking on Meadow Lane.**



## Organisation

The school is organised into 7 classes (two Reception, one Year 1/Reception, one Year 1, two Year 1/ Year 2 and one Year 2). Children are grouped according to age and ability with some reference to friendship groups.

## General Information

### School Meals

Your child can choose to have a packed lunch brought from home or a school dinner made on the premises. This is provided by Nottinghamshire County Council and we have our own kitchen to cook our meals on site. The menus are carefully planned on a three week cycle and are nutritionally healthy and well balanced. (Copies available on the website) **It is important that you inform us of any dietary requirements before your child starts school. A form must be filled in and notification of any allergies must be signed off by a doctor. We will not be able to provide your child with a school meal until this form and authorisation is complete.**

We do encourage your child to try new foods, although there is no undue pressure put upon your child. Children who have a school meal are also given a drink of water. Children are also able to stay and have a packed lunch at dinnertime. Please ensure that the contents are well balanced – no sweets or fizzy drinks are allowed. Please see our Healthy Lunchbox Policy for further information (copies on the website)

**All children at Meadow Lane are now entitled to a Universal Free School Meal under the new government policy.**

A reminder also that if you believe you may qualify for Free School Meals because you are in receipt of one of the benefits listed below please visit <http://www.nottinghamshire.gov.uk/learning/schools/school-dinners/free-schoolmeals/> where you can apply online or telephone 01623 433009

- income support
- income based jobseeker's allowance



- income related employment support allowance
- support under Part VI of the Immigration and Asylum Act 1999
- child tax credit, provided you are not entitled to working tax credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- guarantee element of state pension credit

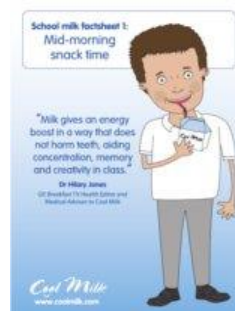
Even though a school meal can be provided for every infant child it is important to check if you qualify for a free meal based on the criteria above because you will be entitled to other benefits such as free school activities, visits, help with uniform etc.

### Drinks and Snacks

We encourage all children to bring a bottle of fresh water to school daily. This is to ensure the children are well hydrated and also keeps their brains active! We also ask that this is a sports top bottle and not a screw top as these are easily spilt. Please ensure the water bottle is clearly named and that it contains only water. **No fizzy drinks, squash or flavoured water are allowed.**

### School Milk

School milk is free for all under-fives under the government milk scheme. Parent(s)/carer(s) will need to register with 'Cool Milk' at [www.coolmilk.com](http://www.coolmilk.com) for your child to access their entitlement. Once your child reaches five you will need to pay for your milk at a cost of approx. 18p per carton. Children who are entitled to free school meals continue to receive milk free of charge after their 5th birthday. All children are offered a piece of fresh fruit daily. This is part of the Free Fruit for Schools Scheme.



### Clothing

We have a uniform in school and the details of the items can be found below. Items can be bought from 'Morleys' on Bramcote Avenue (tel: 925 8046)

#### **Alternatively you can order online from:**

Just-School Wear Ltd,  
289 Main Street  
Bulwell, Nottingham. NG6 8ED  
Tele: 0115 9754011

The link is: <http://www.just-schoolwear.co.uk/shop/Meadow-Lane-Junior-School.html> and can be found on the website.

<b><u>Girls</u></b>	<b><u>Boys</u></b>
Grey skirt or pinafore dress or grey trousers/shorts	Grey trousers/shorts
White shirt or polo shirt	White shirt or polo shirt
Red cardigan, jumper or sweatshirt	Red jumper or sweatshirt
Red and white checked summer dress	

School book bags are also available for home reading.

### **PE Kit**

Plain White T shirts  
Black shorts  
Plimsolls/trainers (Velcro fastening)  
Tracksuit bottoms  
Fleece top/sweatshirt  
PE kit should be kept at school in a named drawstring bag.

Long hair should be tied back. Jewellery should not be worn in school at any time. Earrings are not permitted to be worn for PE. We request that these are removed at home on PE days as staff are not allowed to remove earrings. If your child is wearing earrings they will not be allowed to participate in PE sessions.

### **Medical injuries/ Sickness/ Medicines**

Minor cuts/ bruises and other injuries will be dealt with on the spot by a member of staff. The Midday Supervisors will also deal with such incidents should they happen during the lunch time. All staff are trained in First aid and hold certificates in paediatric first aid or basic first aid.

**It is the school's policy that parent(s)/carer(s) are notified by letter as a matter of routine if children are involved in any accident which involves the head, eyes, bones or broken or bruised skin.**

In the case of more serious injury or illness, parent(s)/carer(s) will be contacted and asked to collect the child from school. If, in the rare occasion an ambulance is required, we will contact parent(s)/carer(s) immediately as we send for one.

### **Medical Appointments**

We ask that wherever possible appointments are made **out of school hours**, as repeated absences do cause disruption to your child's education. If however, parent(s)/carer(s) need to make a medical appointment for their child and therefore are likely to be late to school, we would ask that parent(s)/carer(s) notify the school office so that the correct information can be added into the school register.

If your child has an appointment during the school day, please notify the school by letter or telephone. Parent(s)/carer(s) will be asked to ensure that their child has been 'signed out' by a member of the office staff.

### **Health Services**

The school works very closely with the School Health Team, including the Registered School Nurse. In co-operation with the school, health checks by the school Health Team are carried out to make sure your child gets the most out of his/ her education. All parent(s)/carer(s) are notified of any medical examinations, e.g. hearing and vision tests required and may be invited to attend.

**As a general rule the school does not permit medicines on the school premises.** However, occasionally parent(s)/carer(s) may feel that their child is well enough to be in school but needs to finish their course of medicine. In these instances, parent(s)/carer(s) are welcome to come into school at an appropriate time and administer the medicine to their child. If this is not possible, prescription only medicine where four doses is required within the day, may be administered by a member of staff.

**No medicines of any kind will be given to any child unless the medicine has been prescribed and written authorisation is received from the parent(s)/carer(s) concerned.**

In the case of allergies parent(s)/carer(s) will be required to provide the school with a detailed outline of the child's allergies. In these cases a care plan will be drawn up and will be located in prominent places for all staff to see, including the staff handbook.

All parent(s)/carer(s) are kindly reminded to ensure all medical information is completed carefully on your child's school documents on joining us and updated regularly as appropriate.

### **Head Lice**

Head lice can be a common problem from time to time, therefore we do ask that parent(s)/carer(s) check their child's hair on a regular basis (a nit comb is a worthwhile purchase for this) and treat the hair immediately if necessary. If you are unsure of how to check for or treat head lice, we do have information that will be able to help and advise you. If head lice are found, your child will be sent home for treatment, although once treatment has been undertaken, your child can return to school straight away. Long hair should be tied back during school as a preventative measure.

### **Pastoral Care**

All members of the school staff are involved in the welfare of all children. They are well aware of the stresses and difficulties which can be experienced by young children. Staff soon notice when they are unwell, worried or have problems that need investigation. We offer a nurturing service for pupils who may have experienced a traumatic event in their life.

The staff also appreciates the fact that parent(s)/carer(s) are concerned about their children and do ask that the school is contacted and informed of any problems should they arise. Most difficulties can be resolved quite quickly and easily.

### **Attendance**

In 2014-2015 there was an attendance rate of 97.39%, an unauthorised absence rate of 0.42%, and an authorised absence rate of 2.19%.

We do not permit holidays to be taken during term time except under exceptional circumstances and with written approval from the head teacher; this includes family days out. Any such absence will be recorded as unauthorised and may result in a fine between £60 and £120. Please contact the head teacher if you require further guidance about this matter.

Please make contact with the school as soon as possible if your child is ill. If a child is not in school by 9.30am and we haven't had a message then we may contact you by telephone to seek an explanation for your child's absence from school.

Attendance certificates will be issued termly for any child who achieves 100% attendance in that term.

Finally, if for any reason you need to attend an appointment with your child during the school day please ensure that you inform the office staff so that your child can be signed in or out.

**Parent(s)/carer(s) are required by law to ensure that their children attend all school sessions.**

## Curriculum

At Meadow Lane Infant School we strongly believe in ensuring that all of our children are surrounded by a rich, stimulating environment with a broad and balanced skill based curriculum. All of our children are valued as individuals and we encourage each child to reach his/ her full potential.

### **We encourage all of our children to be the best that they can be.**

The Reception children follow the framework for the Early Years Foundation Stage and will be assessed continuously using the Early Years Foundation Stage Profile over the year. This is carried out through observations of structured play, conversations and child and adult initiated activities.

The children in Reception are taught within the 7 areas of learning as detailed below:

Prime areas:

- Personal, Social & Emotional Development
- Physical Development
- Communication & Language

Specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts & Design

More detailed information will be provided for parent(s)/carer(s) by the Early Years Foundation Stage Team during the Induction welcome meeting.



In years 1 and 2, the children follow the National Curriculum which consists of the following subjects;

### **The core subjects:**

Literacy  
Numeracy  
Science  
ICT



### **The foundation subjects:**

Art  
Design and Technology  
History  
Geography  
Music  
Religious Education  
Physical Education  
PSHE (Physical, Social and Health Education)



The foundation subjects are not taught in isolation from each other but in a creative cross curricular way in which key skills drive the objectives and desired outcomes. Children are immersed in fun, practical activities

which allow for different learning styles and interests to flourish with opportunities for sustained work and personalised learning. Parent(s)/carer(s) will be notified through the curriculum leaflet on the focus topic for each half term; so that the children can research and plan for their learning in advance.

All planning is differentiated to meet the needs of all the children. Classes are also well supported by the excellent teaching assistants within the school.

The school greatly believes in the positive effect that outdoor learning experiences bring to the children and therefore children are involved in a range of educational visits and trips to support their learning within real life contexts.

Parent(s)/carer(s) may be asked for a voluntary contribution towards the cost of a specific excursion. When organising school visits we comply with the Local Authority's charging policy which means that we can only ask for voluntary contributions towards the cost of any visit. The amount is kept to a minimum but children whose parents feel unable to make a contribution will still be able to take part. However, should the outing be seriously underfunded, then it would sadly have to be cancelled. **A Free School packed lunch will be provided for all children unless parents request otherwise.**

The governing body has adopted the Nottinghamshire Education Authority's standard charging and remissions policy for schools. A copy of this is available on the website or in school. Visitors, theatre groups, artists etc also regularly work in the school.

**Sex education** - This is not taught as a separate subject but is in accordance with the guidelines issued by Nottinghamshire Education Authority and approved by the Governing body. It is taught within our PSHE curriculum in the summer term each year.

**Religious Education** – The school is not affiliated with any particular religious denomination. The teaching of Religious Education is based upon the Religious Education syllabus agreed by the Nottinghamshire Education Authority. The school will make arrangements for pupils whose parents request that they should be withdrawn from religious worship or instruction.

### **Assemblies**

Assemblies/collective worship take place on a daily basis at Meadow Lane. The children are offered a range of experiences from storytelling, drama and role play, collective singing and community visitors. Should parent(s)/carer(s) wish their child to be withdrawn from this part of the assembly, they will be required to notify the school in writing.

Over the year the children will be involved in a range of concerts: Harvest Festival, Christmas productions, and Summer leavers concert (for year two pupils). There are also thank you assemblies each year for all helpers to attend. There are special Celebration assemblies held in school every week. This is where children's academic and personal achievements are celebrated with the whole school community.

### **School Reports/ Pupil Progress**

The school considers it of vital importance that parent(s)/carer(s) receive regular updates both about the type of work that their children are doing and the progress that they are making.

Parent(s)/carer(s) are offered a range of formal and informal opportunities to enable them to keep up to date with their child's development including:

- Parent/ teacher reading diaries
- Termly targets and assessments
- Termly progress reports
- End of year annual report received in July

- Open evening in July
- At least one curriculum event during the year on a focussed area of learning

Newsletters, curriculum leaflets, theme days, concerts and curriculum information meetings all help parent(s)/carer(s) to gain a greater insight in to the work of the school in general and in particular that of their child.

All children's progress is monitored continuously and in cases where there is a concern, this will be discussed with parent(s)/carer(s) and action agreed. Parent(s)/carer(s) who have concerns are asked to notify the class teacher or Head so that a meeting can be arranged.

### **School and Local Authority Policies**

The school has a very comprehensive range of policies and guidance which have been developed and adopted by the Governing Body of the school. It is not possible to reproduce all of the policies for the purpose of this prospectus, but the following information may be of interest. Parent(s)/carer(s) are very welcome to come into school and view the policies at any time.

### **Child Protection**

Parent(s)/carer(s) should be aware that the school is required to take any reasonable action to ensure the safety of all its children. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, the Head teacher is obliged to follow the Child Protection procedures established by the Nottinghamshire Safeguarding Board and also inform the Social Services of the concern.

### **Equal Opportunities**

Meadow Lane Infant School is fully committed to equal opportunities for all in accordance with Nottinghamshire County Council Guidelines. The Governing Body ensures that all children and employees are treated fairly and equally, regardless of disability, sex, marital status, race, colour, creed and ethnic or national origin.

### **Pupils with Disabilities**

The school has a detailed Accessibility plan, Inclusion policy and Disability Equality Scheme which includes the access and provision for children, staff and regular visitors with disabilities. This plan ensures that provision is in place and planned ready for the adult/child on admission to school and that the facilities and support required are appropriate for that individual. Any adult/child in school with a disability will be catered for and treated equally and inclusively as outlined in the Equal Opportunities Policy and Special Educational Needs Policy.

### **Data Protection (Privacy Notice)**

#### **What is a Privacy Notice?**

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

#### **Who are we?**

We Meadow Lane Infant School are a Data Controller for the purposes of the Data Protection Act 1998. We collect information from you and your family and may receive information about you and your family from any previous school and the Learning Records Service.

#### **Why is information collected?**

The reasons we keep records about you and your family are to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care,
- Give the best possible service,
- Provide statutory services (e.g. assessment for free school meals eligibility),
- Safeguard Children and Young People from harm,
- Assess how well schools are doing.

### **What information is collected?**

Information that may be collected includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If you / your child are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you / your child have undertaken.

### **Who may my / my family's information be shared with?**

We will not give information about you or your family to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your / your child's information to Nottinghamshire County Council and the Department for Education (DfE). Nottinghamshire County Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services. The Council also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them. Nottinghamshire County Council may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT),
- Police forces,
- Provider of youth support services in your area,
- Other local authorities if you live in their area,
- Further educational colleges.

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention.

### **Access to Regulations**

Parent(s)/carer(s) wishing to see documents relating to educational procedures should contact the Head teacher. All policies, schemes of work and termly planning are available in school. Please make an appointment to view them with the Head.

## **Complaints Procedure**

If parent(s)/carer(s) have a complaint about their child's schooling the following procedure should be followed:

1. If the matter can be dealt with by the class teacher it is appropriate that they are consulted first. If the matter is not resolved, then the Head teacher should be informed.
2. If the matter is of a more serious nature, then the Head teacher should be notified so that the problem can be resolved as soon as possible.
3. The person making the complaint may request a copy of the Local Authority's policy on this matter.

## **Behaviour Policy** – please also refer to the school behaviour policy available on the school website

The staff at Meadow Lane recognise the importance of good behaviour in ensuring successful community life and positive attitudes to learning. We believe in a positive and consistent approach to behaviour management which encourages high standards of behaviour, respect for others, and emphasises the need to work together harmoniously. For any school to function smoothly and successfully, it is essential that everyone becomes aware of their rights and responsibilities, both as individuals and as members of that community.

It is widely acknowledged that children's 'self-esteem' or view of their own value to a group is a major factor in determining behaviour patterns. Children who do not feel valued, valuable and fulfilled are more likely to under achieve or to exhibit challenging modes of behaviour than those who are secure, settled and comfortable about themselves. This belief underpins all our work with the children. Through our work in PSHE we try to maintain positive relationships and communicate a clear set of expectations and values. In this way children will begin to recognise that, he or she is a unique individual with valuable contributions to make. There will almost inevitably be occasions when children exhibiting unacceptable behaviour have to be admonished, but emphasis is always placed on discouraging the behaviour pattern rather than criticising the child as an individual. Children are given every possible opportunity to experience success in as many aspects of school life as possible - it is much easier to develop a positive self-image if this can be achieved.

## **Anti-Bullying** – please also refer to our anti-bullying policy available on the school website

The school's definition of bullying is any regular action or comment which causes unhappiness to another person. All reported bullying will be thoroughly investigated and dealt with very seriously.

## **Parent Fundraising Group**

This group's main function is to raise funds to support the work of the school. All parent(s)/carer(s) are automatically members and are encouraged to take an active role in supporting the committees and the events.

Details of events and meetings are sent home in the school newsletter. The school works closely with parent(s)/carer(s). One of the ways in which all parent(s)/carer(s) can make their views known is by completing the annual parent(s)/carer(s) questionnaire. The results and information gained through analysis is shared with parent(s)/carer(s) and action taken by the school as appropriate.

## **School Security**

The Governors are conscious of their responsibilities regarding security. The Governors receive regular reports and formally inspect the premises at least once a year, and more often if required. Advice is sought from appropriate bodies such as the Local Authority, fire and police services. External doors are kept locked throughout the day and visitors may only gain access to the building through the front intercom entrance. Anyone working within the school building must sign in and wear an identity badge so as to be easily recognisable.



## Home/School Partnership

The partnership between the child, parent(s)/carer(s) and school is one which we consider being of the utmost importance, and it is our aim as a school to develop and strengthen these links. This is seen as a continuous process. There is a home/ School agreement which is offered to every child and parent for their signatures. Staff are always very willing to meet individual parent(s)/carer(s) at any time agreed to give advice on ways in which help can be given.

Parent(s)/carer(s)/carers are always very welcome in the school and any involvement whether on a regular or occasional basis is very much encouraged and appreciated.

This support can include:

Hearing reading as a literacy volunteer

Helping on trips and in class

Preparation for parties and fun days

There are many events throughout the year which all parent(s)/carer(s) are invited to attend.

**Please note that in line with the County and School's Safeguarding Procedures, all parent(s)/carer(s)/carers wishing to help in school will be required to undergo a full Police Clearance Check (DBS) first.**

If you decide that Meadow lane Infant School is your preferred choice, then please complete the admissions form and return it to Nottinghamshire County Council stating that it is your first choice.

**We hope that you and your child will be extremely happy at Meadow Lane Infant School and we very much look forward to working with you. Please visit our website [www.meadowlane.notts.sch.uk](http://www.meadowlane.notts.sch.uk) for further information including the school holiday dates, letters, photographs and policies.**



Disclaimer -The information given in this booklet which relates to the school year 2016/2017 was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this booklet or in any particular part of them before the start of the school year 2016/2017 or in any subsequent years.