



"Working together"

**Prospectus
2017 - 2018**

Welcome Letter

Welcome To Our School

Whether you are a visitor, parent/carer, or pupil, we hope that you will find a warm welcome at Leigh Beck Infant and Nursery Academy.

Our aim is to promote excellence and enjoyment through teaching and learning enabling our children to achieve their potential and take a valuable and responsible role in the community.

Each child is made welcome as an individual with his or her unique talents, abilities and personality. We hope every child will feel welcomed, challenged and supported at Leigh Beck.

Your support, and encouragement, is essential to your child's progress and development, so we look forward to your involvement and commitment in partnership between the school and the home.

This handbook is full of useful information about the organisation of the school for the current year; it should not be assumed that it would remain the same in subsequent years. We hope you find it helpful and welcome feedback on anything else you think may be useful to include.

Yours sincerely,

Mrs E. Lane
Executive Headteacher

About the school

Leigh Beck School started life in 1932 and split into separate Infant & Junior schools in 1969. The Infant school retained the attractive 1930s building and is situated in pleasant grounds, with a parents waiting area and garden.

We are a large Infant school with 3 classes per year group and a 52 place Nursery. We are now a Sponsored Academy School and part of the Northwick Park Multi Academy Trust.

The school is situated at the eastern end of Canvey Island and is within walking distance of the sea front and Canvey Football Club.

Leigh Beck Infant Academy is a popular, over subscribed school that has held a good reputation within the local community for many years. For the last 2 years we have been oversubscribed for places in Reception with a waiting list, and future predictions indicate that we will continue to be at full capacity.



The school has nine classrooms, a large nursery area with two spacious classrooms, a well equipped computer suite, and a library. Each classroom is carpeted with a wet area for art/craft, science and technology activities and is equipped with an Interactive White Board and Visualiser. The toilets and cloakroom areas are located in the corridors outside the classrooms. There are two large halls, which are used for collective worship, physical education, dance, drama and music lessons. At lunch times the front hall is used as a dining room for hot meals and the back hall is used for packed lunches. School meals are prepared and served from the front hall school kitchen. We also provide the meals for our partner junior school.



Good liaison exists between Leigh Beck Infant and Nursery Academy and the Junior School. Staff work together to ensure that continuity and progression are maintained as the children transfer to the next phase of their education.

Parents are welcomed throughout the year to support their child in school for many activities e.g. creative craft afternoon and sharing a book session. We have a Parent Council that meets every half term and discusses a variety of current matters that relate to the organisation of the school.

We have a large playground equipped with an Adventure Play area and large play items such as a train, boat and car.



At the back of the school we have a large field that has been developed into a forest area to enable Forest School activities to take place.



The Nursery has its own separate play area that has a mix of grassed surface and all weather surfaces. This area includes a road track and adventure play equipment.



We work closely with other schools on Canvey Island through the Canvey Schools Partnership in order to provide extended services as well as opportunities such as the Children's University.

Contact Information

Leigh Beck Infant and Nursery Academy
Point Road
Canvey Island
Essex
SS8 7TD

School Office Hours: 8.00am - 4.00pm

Tel: 01268 682322

Website: www.leighbeck-inf.essex.sch.uk

Fax: 01268 512579

Email: admin@leighbeck-inf.essex.sch.uk

LEIGH BECK INFANT AND NURSERY FACEBOOK PAGE

Admission Arrangements

Please visit our website to access the latest news and information about our school.

Admissions are administered by:

Essex County Council

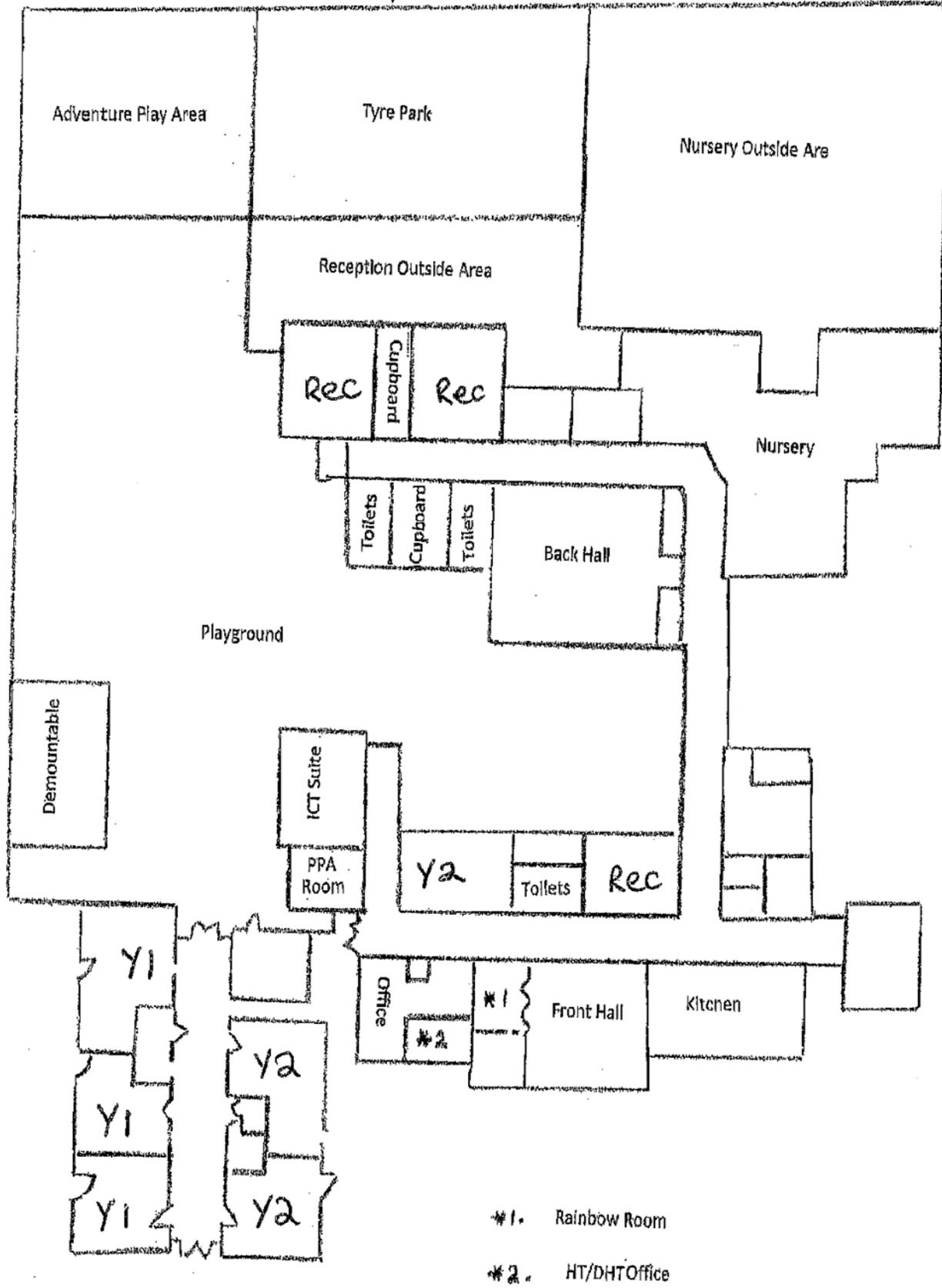
Website: www.essex.gov.uk/Education-Schools/Schools/Admissions/

Email: admissions@essex.gov.uk

Tel: 0845 603 2200

Fax: 01245 436739

Forest School



Map of Leigh Beck Infant & Nursery Academy

Working Together

Parent/carers are welcome to make enquiries on any matter, small or large, by letter, telephone or in person. Where possible enquiries can be dealt with immediately by the class teacher or office staff, although it is sometimes necessary to arrange a longer appointment. Your child's teacher or the school office will be able to answer most of your questions, and will normally be your first point of contact. However, the Executive Headteacher, Acting Head of School and Acting Deputy Headteacher are always willing to meet with parent/carers to discuss any subject they wish to raise. Please telephone or call into the school office to make an appointment.

Parent Consultations

Each year, arrangements are made for parent/carers to meet formally with their child's teacher, in November March and July. This is an opportunity for parents and carers to come in and discuss their child's progress with the class teacher. Two written reports are issued every year in March and July.

We also hold meetings for parents/carers when their child is starting our school, curriculum workshops and to inform parent/carers of new initiatives that are being introduced e.g. Read, Write, Inc, Growth Mindset.

News and Special Occasions

Information about forthcoming events, educational visits, and diary dates, is sent home each Friday in a weekly newsletter, and posted onto the school website and our Facebook page. Individual class letters regarding clubs, educational visits and assemblies are also sent to parent/carers from time to time. Reminders and information is texted to parents/carers, this is particularly beneficial when a club needs to be cancelled at short notice. Parents/carers are encouraged to attend a variety of special events, such as school plays and seasonal celebrations. Occasionally leaflets about external events and activities will be sent home for parent/carers; the school is not recommending this information, but making it available for parent/carers.

Home School Agreement

Leigh Beck Infant and Nursery Academy has a Home/School/Child Agreement, which sets out the expectations and responsibilities from both the school's point of view, and

our families and children, by signing the agreement, you will be confirming your commitment to the partnership we share in your child's education.

Breakfast Club

Leigh Beck Junior School holds a breakfast club each morning. Parents may contact the junior school office and book a place for their child (01268 683037). Children from both schools are welcome to join from 7.30am for toast, cereal and drink etc, followed by games and activities. The breakfast club is proving a very popular addition to our facilities. There is a daily charge of to cover staffing and food costs. Children in receipt of the Pupil Premium can attend without charge. Infant school children are collected at the end of breakfast club by LSA staff from the Infant school and escorted safely onto the infant school site.

After School Club

Leigh Beck Junior School also holds an After School Club every day after school until 5.15pm. Children from both the schools are welcome to join and places can be registered at the junior school office. During After School Club children can play games (indoors and outdoors), read, take part in craft and cooking activities as well as watching TV or playing on a games console. The facility can be used regularly on set days or on an as needed basis. There is a charge of £3.00 per hour/part hour per child to cover staffing and food costs. Infant school pupils are safely escorted from the infant school to the after school club by LSA infant staff.

Lunch Times (Reception (R) - 11.30am to 12.30pm/Year 1 (Yr1) - 12.00 to 1.00pm/Year 2 - 12.15pm to 1.15pm)

Children can stay for school dinners, bring a packed lunch or go home for lunch.

All infant pupils (Key Stage 1 & Reception) are entitled to a free school meal.

Children have the choice of a meat or vegetarian option which they must indicate to the dinner staff as they choose their meal.

Pupils who have a packed lunch should bring their food in a named lunch box. Please do not send in sweets, fizzy drinks or breakable bottles/containers. Small snack size biscuit based chocolate bars only are allowed. We encourage children to enjoy a healthy

lunch consisting of balanced items from the different food groups e.g. carbohydrates, protein and fruit.

Children going home for lunch must be collected from the main reception area at the times listed above. They should return at their allocated year group time.

Times of the School Day

School hours

Morning Session: 8.45am – 11.30am R/12noon Yr1/12.15pm Yr2

Afternoon Session: 12.30pm R/1.00pm Yr1/1.15pm Yr2 – 3.10pm

Registration ends at 9.00am.

Children should not arrive at school before 8.45am when staff members will be on duty to “meet and greet”. On wet mornings, they may come into the classroom from 8.40am onwards. We expect children to arrive at school in good time; being late is upsetting for pupils and disrupts the learning of the whole class.

If a pupil arrives after 8.55am when the gate has closed they need to go via the school office and sign in.

Children should be collected at the end of the day by an adult known to staff.

School Security and Vehicle Access

The safety of all children is our greatest concern. Vehicular access to the site is therefore only granted to members of staff or to parents in an emergency. The automatic bollards are locked in position between 8.45am and 9.10am and then between 3:00pm and 3.40pm.

Please consider our neighbours when parking outside the school. We have an agreement with Canvey Island Football Club that parents/carers can park in their car park and walk the short distance to the school.

Please do not park in front of the bollards or the yellow hatching; access for the emergency services must be available at all times.

Emergency Information

The staff will endeavour to keep the school open in all eventualities. However, if it became necessary to close the school due to extreme weather or on health and safety grounds, we would make this known to parents/carers through the texting service, the school website at www.leighbeck-inf.essex.sch.uk, our school Facebook page and the following radio stations:

Heart Essex 96.3 – 102.6 fm

BBC Essex 95.3 – 103.5 fm

School provides a text messaging service (TeacherstoParents) which is used to inform parents of any emergency closures, changes to clubs or provide other urgent messages.

School Uniform

We are proud to belong to the school community and the identity that the uniform provides. The uniform is intended to be smart, practical and economical. **Please label all uniform and coats with your child's name.** Our uniform consists of:

Black or grey trousers or shorts / skirt or pinafore dress

White shirt, blouse or polo shirt

Burgundy cardigans or school sweatshirt/fleece

Red checked summer dress

Black shoes (no trainers)

Uniform can be purchased from the school office.

Jewellery is not permitted, apart from one small pair of stud ear-rings.

However, children must not wear ear-rings for PE. Long hair should be tied up.

Make-up and nail varnish is not permitted.

P.E Kit

Children will need a change of clothing for PE activities. These should be kept in a suitable bag in school and taken home half termly to be washed. The kit should include:

Plain burgundy shorts

Plain white t-shirt

Black trainers

Dark coloured tracksuits should be provided for outdoor PE during the cooler months.

Suitable clothing should be worn for all Forest School sessions (jeans are acceptable)

Children who are involved in any before or after-school sporting activities should bring a separate kit for their activity and a drink.

Break time Snacks

Leigh Beck Infant School is proud of its Healthy School status. Children are encouraged to eat a piece of fruit and have a drink at break time in the mornings. Reception pupils also have milk during the afternoon session.



Nut Free School

We have pupils and staff with life threatening nut allergies. We endeavour to be a "nut free" school and encourage parents/carers/staff and pupils not to bring in knowingly, any food which may contain nuts.

Pastoral Care

Leigh Beck Infant and Nursery Academy is a friendly and happy community. The teachers get to know your child very well at school. Please tell your child's teacher about anything which might be causing him or her to be upset or worried. Mrs Greensill, Acting Head of School & SENCO, offers pastoral care and support to all pupils and their families.

Attendance

At Leigh Beck Infant and Nursery Academy, we believe that 'Every School Day Counts'. Children are expected to attend school unless they are ill. Research has shown that children with good school attendance build up stronger friendship groups and are happy learners. The school regularly rewards good attenders, and each year children with 100% attendance receive a reward.

We monitor attendance and will contact you if your child's attendance falls below 95% or shows a regular pattern of absence.. If it then falls below 90% your child will be deemed a 'persistent absentee' and the Missing Education and Child Employment Service (MECES) will be informed.

All requests for term time holidays (except under exceptional circumstances) will be unauthorised and the Education Welfare Service informed. They may then choose to enforce a penalty notice.

Absence, Accidents and Sickness

If your child is going to be absent please contact the school office by telephone, preferably before the start of school. If your child is absent for 3 or more days, medical evidence will be required. If this is not produced the absence will be recorded as an unauthorised absence. Medical evidence can be in the form of prescription medicine, an appointment card, (text) appointment or a note from the doctor or nurse.

We ask parents/carers to ensure that the school is in possession of at least two contact numbers in case of an emergency. Data forms are sent to parents/carers annually, however, please let the office staff know immediately if any details change. We are unable to allow the children to leave the premises unaccompanied during the school day and a known adult must collect any child who becomes unwell.

There are occasions when pupils will need to take medicines during the school day. However, most medicines need to be administered by a family member who will have to come into school to give it to their child. Some pupils have significant medical needs and staff may be trained to give medication to pupils e.g. Diabetes. Medication can only be administered by a member of staff if an individual Care Plan is in place. Parents/carers who need to give their child some medicine will need to fill in a form in the office first e.g. asthma needs. All medicines are kept in the medical room. Cases of nits/verruca's etc are dealt with sensitively and relevant families are informed.

The school follows the Health Protection Agency (HPA) guidance regarding recommended absences from school for common illnesses. Children are required to be absent from school for **24 hours** following their last bout of sickness or diarrhoea.

Children with Special Educational Needs and Disabilities (SEND)

Provision for academically more able Gifted & Talented (G & T) children is regularly reviewed in the light of their needs, and opportunities are made available to them throughout the school year.

If children experience difficulty with their academic learning, or other areas of progress and development. Specialist help is provided according to the Special Educational Needs & Disability Code of Practice. Briefly, the Code of Practice is as follows:

SEND Support

All pupils at Leigh Beck receive Quality First Teaching. Initial help is provided by the class teacher who recognises pupils with learning difficulties or concerns. The class teacher will inform the parent/carer of any concerns.

If children still encounter difficulties, then the class teacher, in consultation with the parents/carers and the SENCO/Acting Head of School/Acting Deputy Headteacher/Executive Headteacher will adopt and monitor a plan tailored specifically to the difficulties the children may be experiencing.

If the difficulties persist, then the school, again, in consultation with the parent/carers, may seek the advice/support from an outside agency such as an Educational Psychologist, Specialist Teacher, Education Welfare Service, Speech Therapist or Health Visitor. In addition to this a One Plan Meeting will be arranged for parents and school staff to monitor a pupils progress and clarify any support needed at home and school.

Educational Health & Care Plan (EHC Plan)

If having worked positively through SEND Support, the problem continues, then the school may initiate the process of gaining an EHC Plan; involving pupil, parents/carers, staff and outside agencies. This may result in funding from the local authority and include providing a pupil with 1:1 Learning Support Assistant (LSA) support.

In addition to funding from the Local Authority to provide teaching support for children with an EHC Plan, the school also supports extra teaching provision to support class teachers in helping individuals or small groups of children e.g. intervention groups.

Complaints Procedure

Under the regulations of the Education Act (2002), parents/carers have the right to make representation to the school, the Governing Body and the Local Authority. In practice, we hope that all complaints can be resolved by the class teacher, or, if not, by the Acting Deputy Headteacher, Acting Head of School or the Executive Headteacher. Serious concerns should be addressed in writing to the Chair of Governors. If this fails to satisfy the grievance, it should be submitted to the Governor's Complaints Panel. Appeals can be made to the Local Authority if the complaint concerns the National Curriculum, Collective Worship or Religious Education.

Discipline

Our school is a community where we believe that behaviour is based on mutual respect, courtesy and consideration for others. We expect all children to appreciate their own and other's roles and responsibilities. We have an agreed Behaviour & Discipline Policy, which is available to Parents/Carers on the school website or as a paper copy available from the office.

Child Protection

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff receive annual Child Protection Training and our Executive Headteacher is the school's designated

person for all safeguarding. Our governors also monitor the school's Child Protection procedures.

TERM DATES

These are available on the school's website or through the office.

Early Years Foundation Stage (EYFS)

Leigh Beck Infant School & Nursery follows the EYFS which includes every child from birth to five years. We recognise that every child is unique and is supported and nurtured through their "life path and journey". Within the Framework are 7 areas of learning: 3 Prime and 4 Specific. The 3 Prime areas are; Communication and Language, Physical development and Personal, Social and Emotional Development. The 4 specific areas include: Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

Within these areas of learning development are the Three Characteristics of Effective Learning: Playing and Exploring, Active Learning and Creating and Thinking Critically. These three characteristics underpin the unique child ethos.

NATIONAL CURRICULUM

The school follows the New National Curriculum guidelines for all subjects, enhancing and broadening them wherever possible, and building on a child's own knowledge in a way that he or she finds meaningful. We aim to offer every child the skills, concepts, knowledge and understanding that are appropriate to his or her level of ability and speed of working.

Literacy: Development is recognised as being the essential basis for all learning. As part of the overall English curriculum and in common with all other schools nationally, the school uses all of the New National Curriculum, to promote and teach good practice in reading, writing, spelling, punctuation, grammar and speaking and listening.

Reading is taught carefully and systematically to all children in order that they develop the skills they will need to read with fluency and understanding. We use a Read, Write, Inc scheme to encourage phonic knowledge and develop reading, writing and comprehension skills. The school has a library, which all children are able to access and borrow books from. All children are heard read at least twice a week in school.

We encourage pupils to read at home 3 times a week. The class with the most 3 times a week readers wins "Frieda Reader Bear" to have for a week in their class.

A clear and legible style of handwriting is taught throughout the school to develop style and fluency. Our handwriting policy links in with the Junior School in order to make a child's handwriting transition from one school to another a smooth one.

Maths: The New National Curriculum identifies a number of attainment targets across a wide range of experience: number, measurement, shape and handling of data. A large part of mathematical work is based on practical experience, reinforced by more formal/basic skills. We also use a RM Maths computerised scheme on a 1:1 basis to help support pupils mathematical development and progress.

Science: Children participate in a range of scientific activities which build on and develop the skills and knowledge already acquired. These include recording, observation and selecting, and using appropriate apparatus and equipment.

Children are encouraged to apply scientific ideas to solve problems of a practical nature. In addition, the children are encouraged to undertake investigations or experiments of their own. Natural curiosity and interest in the world is fostered and individual points of interest developed.

Combined Studies: The school has resourced a programme of topics which ensure that requirements in areas such as History, Geography, Art and Design Technology are covered both in terms of subject content and work study skills. The New National Curriculum requires that a number of attainment targets are taught in each of the subjects.

Religious Education: The Local Authority has an agreed syllabus for Religious Education and this is followed by the school. Two whole school assemblies take place weekly and three within each classroom. The school also celebrates religious festivals throughout the year which reflect Christian culture and belief, whilst promoting an understanding and tolerance of other faiths.

Computing: All classes are timetabled to have lessons in our computer suite using desktop computers. All classes have an interactive whiteboard to enhance learning. These activities develop confidence, cross curricular skills and a greater understanding of the role of computers in use today.

PE: The PE curriculum covers a whole range of gymnastic movement and sporting activities. As part of the curriculum, children are encouraged to keep healthy and understand how exercise effects their body.

Music: Apart from music as part of the New National Curriculum, many children have the opportunity to play a musical instrument e.g. recorder and a variety of non-tuned

percussion instruments. We have a Year 2 choir which takes part in local festivals and other events during the year. Children sing regularly in assemblies.

Sex Education: This is an integral part of the curriculum, and is dealt with as necessary and for the appropriate age and maturity of the child. A general approach is developed through the curriculum in topics such as animals, families and growth.

Learning Ambassadors: There are six Year 2 Learning Ambassadors who work with the staff to develop the curriculum

School Council

At Leigh Beck Infant School, we believe that our children should have a voice on matters that affect them and their education. Each year, classes elect two children to become members of our School Council, to represent the views of their class at one meeting per half term. The council is chaired by the Acting Head of School.

Parent Council

In order to support communication between the school and parents, and to enable parents to have their input on matters that affect their children's education, the school runs a Parent Council. Each year parents sign up to become members of the Parent Council to represent the views of parents in their child's class at a half termly meeting. The council is chaired by the Acting Head of School. The Infant Parent Council also links with the Junior Parent Council. The Parent Council makes a valued and significant contribution to Leigh Beck Infant and Nursery Academy. Some of these contributions include fundraising events, input into this handbook and "Tea & Create" coffee and craft mornings.

Staff Council

We Have a Staff Council which includes a cross section of members from within our school. The council members meet every half term to discuss school matters, issues and ways of constantly improving all aspects of our school.

Extra-Curricular Activities

Educational Visits: We encourage the children to learn from first-hand experience, and therefore on occasions, will organise an off-site activity for the children, related closely to the work they are doing in the classroom. Often, the visit will entail a short walk around the local area, and we ask parents/carers to complete the 'walk in the local area' permission slip when their child is admitted to Leigh Beck Infant and Nursery Academy. On occasions, the trip may be further afield. We will always notify parents/carers of such trips, and a permission slip will be sent home seeking parent/carer permission.

Charging for activities: We aim to provide activities that build on the subjects of the EYFSE/ National Curriculum and that are also important to pupil's experiences. The school does not receive extra funding for these activities and may ask parents/carers for a voluntary contribution for activities such as educational visits. If there is a specific reason you are unable to make a contribution and you would like to discuss this with the Executive Headteacher, please feel free to make an appointment to do so.

In addition to educational visits, many teachers offer after school clubs. Details of the clubs are distributed at the beginning of each term. If clubs are oversubscribed, then names are picked on a first come first served basis and the remaining names of pupils are put on a waiting list. Waiting list pupils will have the opportunity to participate in the club of their choice later in the school year. Our current clubs include: Homework, Football, Superhero, Knitting, Art, Cookery, ICT, Cheerleaders, Horrible Histories, Drawing, Pottery and Lego. Each term a full timetable of clubs, including timings and any costs, is produced.

The Governing Body

Leigh Beck Infant and Nursery Academy, although part of the Northwick Park Multi Academy Trust, has its own governing body.

The chair of governors is Helen Foster

Senior Leadership Team: Mrs E Lane - Executive Headteacher

Mrs H Greensill - Acting Head of School & (SENCO)

Mrs T Smith - Acting Deputy Head and Foundation Stage Leader)

Mrs S Holmes - Assistant Headteacher/Key Stage One Leader/Forest School teacher

The information in this handbook is intended for the parents/carers of children who currently attend the school or who will join in the future. It is correct at the time of publication, but Government legislation, Local Authority policy and the particular circumstances of the school, may create the need for some organisational changes and adjustments of policy. The handbook is updated regularly to reflect any such changes.

We hope that you have found our handbook to be useful. We do feel that you can only really learn about the school or about how your child is doing by talking to us; you are therefore welcome to visit at any time.

June 2017