



"Working together"

Prospectus

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 on 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; we look forward to your involvement and commitment to working in partnership between the school and 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
Trust CEO

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 parent's waiting area and garden.

We are a large Infant school with 3 classes per year group and a Nursery, welcoming children from the age of 2 years old. 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 school that has held a good reputation within the local community for many years. We offer extended hours provision through our Breakfast and After School club from 7.30am until 5.30pm term time. Holiday Club provision is also available at our partner school - Northwick Park.



The school has ten 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. School meals are prepared and served from the school kitchen.



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 afternoons and sharing a book sessions.

We have a large playground equipped with an adventure play area, and large play items such as a train, boat and car, and large canopies to provide plenty of shade.



At the back of the school, we have 2 large fields that lead to an area that has been developed into a forest area to enable Forest School activities to take place.



The Nursery has its own newly refurbished play area that has an all-weather surface. This area includes a road track and adventure play equipment.



Working Together

Parent/carers are welcome to make enquiries on any matter, small or large, by letter, email, telephone or in person. Where possible, enquires can be dealt with immediately by the class teacher or office staff, although it is sometimes necessary to arrange an appointment to talk the matter through in more detail. 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 Head teacher, and Head of School 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.

News and Special Occasions

Information about forthcoming events, educational visits, and diary dates, is sent home in our 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 are 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. The year groups within the school will also be sharing special events on the school social media channels.

Breakfast Club

Leigh Beck Infant Academy holds a breakfast club each morning which is run by our own school staff. Parents may contact the office to book a place for their child (01268 682322) or by email to littlebears@leighbeck-inf.essex.sch.uk. Children are welcome to join us from 7.30 am for breakfast which includes toast, cereal fruit, yoghurt and a drink etc, followed by games and activities. The breakfast club is proving a very popular addition to our facilities. There is a daily charge to cover staffing and food costs. This is charged at £4.00 per child per session from September.

After School Club

Leigh Beck Infant Academy also holds an After School Club every day after school until 5.30pm. Parents may contact the office and book a place for their child (01268 682322) or by email to littlebears@leighbeck-inf.essex.sch.uk. 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 £4.00 per hour/part hour per child to cover staffing and food costs from September.

If your child is eligible for Free School Meals (due to being in receipt of some benefits) then your child will also be entitled to £100 credit to be used for Breakfast/After school club sessions each year.

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:

Grey trousers, shorts, skirt or pinafore dress
(Red and white summer dress can be worn)
White polo shirt
Burgundy jumper, sweatshirt, cardigan (with or without logo)
Burgundy fleece (if desired)
Black shoes or plain black trainers (preferably slip on or Velcro fastened)
Black sandals can be worn but they must be flat with a closed toe.

Uniform can be purchased from Penn Sports Benfleet 01268 751724 or collected from the Uniform Store at Castle View School on a Thursday. The school also have a selection of Pre-loved uniform available to parents from the school office.

Jewellery is not permitted, apart from one small pair of stud ear-rings. However, children must not wear earrings for PE. Long hair should be tied up.

Make-up and nail varnish is not permitted.

P.E Kit

On P.E. days children come to school wearing their P.E. Kit

Our P.E. kit consists of:

Burgundy shorts
White, round neck t-shirt
Plain black track suit for colder sessions
Black trainers

Times of the School Day

Nursery Session - 8.30am - 11.30am / 2.30pm

Reception - 8.30 - 3.10pm/3.15pm

Key Stage 1 - 8.30am - 3.10pm/3.15pm

The length of the school week is 32.5 hours. All schools in the Trust finish at 2.00pm on a Friday. All of the school operate a Friday afternoon club which runs from 2.00pm to 3.15pm. Children can be booked in weekly or termly. The charge for this childcare facility is £2.00 per session.

Children should not arrive at school before 8.30am when staff members will be on duty to "meet and greet". 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 8.45am, 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. Please ensure that we are informed if someone else will be collecting your child as we will not be able to release them to another adult without prior arrangement.

Any child not collected by 3.20 will be taken to After School club and this will incur a charge (normal fees apply).

Lunch Time

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

Reception - 11.30 - 12.20

Year 1 - 11.45 - 12.35

Year 2 - 12.00 - 12.50

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

We are able to cater for children's dietary requirements e.g. vegetarian, gluten free, as needed, but the office must be informed of this prior to the dinner being booked.

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.

Break time Snacks

Leigh Beck Infant School is proud of its Healthy School status. Children are encouraged to eat a piece of fruit (currently provided) 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.

Behaviour

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 Policy, which is available to Parents/Carers on the school website or as a paper copy available from the office.

Curriculum

We offer a broad, balanced, relevant curriculum accessible to all children, based on the 2014 National Curriculum. We aim to develop knowledge, understanding and experience of the World including promoting British values. Our curriculum is designed to develop our pupil's intellectual, social, emotional and physical skills through a creative approach. We strive to enable our pupils to develop into happy, confident, independent learners and creative thinkers who are prepared for the next stage in their Education and for modern society. Our curriculum is designed to promote skills-based learning through cross-curricular themes. Details of our curriculum and individual subject policies can be viewed on the school website.

Homework

As a school, we have a strong commitment to parental involvement and see homework as one way of developing this partnership, but we do not expect homework to dominate home life. We accept that not every activity will capture children and parent's imagination and that weekends can sometimes be busy. We appreciate that children gain valuable experience and life skills through clubs, activities, and family outings. We believe that homework should be enjoyable and manageable for all concerned and that if it becomes a burden or source of conflict it ceases to be constructive. We do not specify amounts of time that must be spent on a task, preferring children, and families to set their own routines. Our Homework policy can be viewed on the school website.

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 Healthy School Co-ordinator Mrs Street.

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.

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 Mr. Andre DeCan.

Canvey Schools Partnership

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. Children can collect hours in their passport by attending both school and outside clubs. They then have the opportunity to graduate and attend an awards ceremony.

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 gates are locked in position between 8.20am and 9.30am between 2:30pm and 3.30pm and then between 4.00pm and 4.30pm.

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 gates or on the yellow hatching; access for the emergency services must be available at all times.

Child Protection

The school is committed to safeguarding and promoting the physical and mental health and welfare of children and expects all staff and volunteers to share this commitment. All staff receive annual Child Protection Training and our Trust CEO is the school's designated person for all safeguarding matters. Our Head of School is designated Safeguarding lead. Our governors also monitor the school's Child Protection procedures.

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 happier 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 Local Authority will be informed.

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

Punctuality

It is important that your child arrives in school for the start of the day. Children will be marked late if they arrive after the registration period.

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. On your child's return to school a note explaining the reason for the absence will need to be provided to the school.

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.

The school can administer prescription medication if advised by a parent/carer in writing. Asthma pumps can be kept in school.

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.

Our Attendance Policy is available on the school website

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 Head of School or the Trust CEO. 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 Governors' Complaints Panel. Appeals can be made to the Local Authority if the complaint concerns the National Curriculum, Collective Worship or Religious Education.

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 an email/text messaging service (Scopay) which is used to inform parents of any emergency closures, changes to clubs or provide other urgent messages.

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

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 apart from into Reception in September are administered by the school. An application form is available on our school website or contact the school office:

Please email admin@leighbeck-inf.essex.sch.uk

Telephone: 01268 682322

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.