



## Imperial Avenue Infant School

We value and respect the uniqueness of each child and work together to achieve success.



## School Prospectus

Tel – 0116 2824503

E-mail - [office@imperialavenue.leicester.sch.uk](mailto:office@imperialavenue.leicester.sch.uk)

Chair of Governors – Emma Harrop

Head Teacher – Miss E Smith

## Dear Parents and Carers,

On behalf of the staff and Governors we would like to welcome you to Imperial Avenue Infant School. We are keen for our children to enjoy their time with us. We believe that happy, confident children are best placed to learn and develop their skills and understanding; in what is a very supportive and caring atmosphere.

We value the partnership with children's families and the local community.

This booklet aims to provide information that we hope you will find useful. If you have any query or concern, please do not hesitate to contact school. The school office is open 8.30am to 4.00pm Monday to Thursday and 8.30am to 3.45pm on Friday.

## Aims of the School

We aim to:

- ▲ provide a friendly, safe, supportive and inclusive learning environment
- ▲ acknowledge the importance of a child's previous experiences, as a starting point for learning
- ▲ teach skills and develop attitudes for life
- ▲ provide a curriculum that has breadth, balance, relevance and progression
- ▲ encourage appropriate behaviour at school, in work and play
- ▲ respect and value cultural diversity; within school and the wider community
- ▲ work in partnership with families and the community to foster home-school links

Our mission statement states our commitment to **"to value and respect the uniqueness of each child and work together to achieve success"** Our dedicated team are committed to providing a first class education for all of our children and are keen to work closely with you to ensure our child reaches their full potential.

Our staff put a lot of importance on home school links and very much value your support. We have set up a number of different ways to provide good communication opportunities between you and us:

- Our school website – [www.imperialavenue.leicester.sch.uk](http://www.imperialavenue.leicester.sch.uk)
- A newsletter in the first week of each month
- A curriculum leaflet each half term so as to explain what your child is learning
- Curriculum meetings each term to provides you with the opportunity to discuss the curriculum and how subjects are taught and assessed
- Questionnaires giving you the opportunity to put forward your suggestions to improve the provision we are providing
- Parents evening once a term to discuss your child's achievement and areas for development
- End of year report to inform you of your child's progress and next steps.

At Imperial Avenue Infant School we feel it is important that children feel happy and secure so that they can work to the best of their ability and make good progress. The school offers a broad and balanced curriculum which covers all aspects of school life and not just the subjects viewed as part of the National Curriculum. School life should provide all children with the skills they will need for life in the 21st century.

Children need to feel a sense of ownership of the school they attend which places emphasis on children's responsibilities to treat all people with respect and to be caring of each other. Some of the

expectations we have of our children encompass our school values which seek to promote the development of the whole-child within our society.

## **School Values**

At Imperial Avenue Infant School we aim to create a happy, safe working atmosphere in which all children will be able to make the best possible progress.

Opportunities are offered within the framework of the school organisation for children to develop independence and self-reliance. We expect all children to follow the School's Code of Conduct which places emphasis on children's responsibilities to treat all people with respect and to be caring to each other. The home/school link partnership can help in the expectations that we have of the children in our care. We hope to achieve a way of working at Imperial Avenue Infant School which informs parents/carers of our policy towards behaviour but also invites parents/carers to support our approach to a Code of Conduct for the school.

### Code of Conduct:

- We respect ourselves
- We respect our school and everyone in it
- We respect each other's property
- We are polite to everyone in and out of school
- We respect other people's feelings
- We solve any problems we have by talking things over and not fighting
- We only leave the classroom with permission
- We never leave the school site
- We move about with care, when moving up/down stairs/steps and through corridors we observe the left/right rule
- We try to think for ourselves and not follow others who are misbehaving
- We do not call one another names
- We respect others from different cultures/groups



## School times

### Key Stage 1 and Foundation 2

We start our day at 8.50am and all children line up on the Key Stage 1 playground or outside the Foundation 2 classrooms. Pupils arriving after the register has closed must come to the main reception. Registers close 10 minutes after the school day starts.

<b>Key Stage 1</b>	<b>Time</b>	<b>Foundation 2</b>	<b>Time</b>
Children arrive in Class	08.50am	Children arrive in Class	08.50am
Register Class - attendance	09.00am – 09.10am	Register Class – attendance	09.00am – 09.10am
Phonics	09.10am – 09.30am	Phonics	09.10am – 9.30am
Literacy	09.30am – 10.40am	Planned activities	9.30am – 11.30am
Play-time	10.40am – 10.55am	Lunchtime	11.30am – 12.30pm
Numeracy	11.05am – 12.00pm		
Lunchtime	12.00pm – 01.00pm	Register Class – attendance	12.30pm – 12.35pm
Register Class – attendance	01.00pm – 01.05pm	Afternoon Lessons	12.35pm – 03.00pm
Afternoon Lessons	01.05pm – 03.00pm	End of School Day	03.00pm
School ends	3.00pm		

### Foundation 1 (part time morning and afternoon)

<b>Foundation 1 AM</b>	<b>Time 08.30-11.30am</b>	<b>Foundation 1 PM</b>	<b>Time 12.20-3.20pm</b>
Register Class– attendance	8.30am	Register Class– attendance	12.20pm
Planned activities	08.40am – 11.30am	Planned activities	12.40pm – 03.20pm
Milk, Fruit*	Mid-morning	Milk, Fruit*	Mid afternoon
End of School Day	11.30am	End of School Day	03.20pm

In order to cover additional staffing time, the governors may charge a child care fee of £10 an hour for children who are not picked up on time.

It is very important that the school are notified as soon as possible if your child is not going to be in school that day. Please contact the school office on 0116 2824503 and leave a message on the school absence line, option 1.

Other methods of informing us include email to [office@imperialavenue.leicester.sch.uk](mailto:office@imperialavenue.leicester.sch.uk) or by texting 07786 201 170.

\*Under the National School Fruit Scheme, all children are entitled to a free piece of fruit each school day. Free milk is available to children under the age of 5. Once they reach their 5<sup>th</sup> birthday they will no longer be entitled to free milk unless they receive free school meals.

## Important school information

We are delighted you are joining Imperial Avenue Infant School. In order to help you settle into our school quickly we have outlined some of our procedures and policies below.

### Admission to the School

#### Foundation Stage 1 (nursery)

Admissions for the school nursery are managed by the school. Please enquire at reception. Foundation 1 is part time provision for children who are 3 years old before 1<sup>st</sup> September, at the start of the academic school year. The children will have 5 x 3 hour session each day which will include both am and pm sessions. You can apply for this from when your child is the age of 2 years and right up until they are 3 years old. There are spaces for 26 children in each session.

#### Foundation stage 2

Foundation 2 is for children who are 4 years old before 1<sup>st</sup> September, at the start of the academic school year. Applications for registration are made through the local authority, Leicester City Council. A detailed description of the arrangements is contained in the booklet "Starting School in Leicester". A copy of this can be obtained from the schools admission section, education department at:-

School Admissions Service  
Customer Service Centre  
York House  
91 Granby Street  
Leicester  
LE1 6FB  
Tel: 0116 454 1009 (option 1)  
Email: [admissions.online@leicester.gov.uk](mailto:admissions.online@leicester.gov.uk)

If there are insufficient places available to meet demand, these will be allocated to children in accordance with the following list of priorities:-

- 1) Children who are in care of a local authority.
- 2) Children who are on the Child Protection Register and need to attend an alternative school to avoid an abuser.
- 3) Children of parents/carers who are fleeing domestic violence
- 4) Children whose home address is in the catchment area with a sibling at the school, who will still be on roll when the child starts
- 5) Children whose home address is outside the catchment area of the school with a sibling at the school, who will still be on roll when the applicant starts school
- 6) Children whose home address is in the catchment area of the Infant or Primary school.
- 7) Children whose home address is outside the catchment area of the Infant or Primary school and who have requested a place

**Year 1 and Year 2** - as a state funded school, we follow the local authority's policies for the admissions of new children into the school at age 5 and over. The local authority Leicester City Council by default, adapt the national admissions guidelines, The School Admissions Code, which is available on the Department for Education's web site. The link for which is:

<http://www.education.gov.uk/schools/adminandfinance/schooladmissions>

**The schools PAN is 90 in Foundation Stage 2 AND Key Stage 1.**

**Attendance** (Please see the school's Attendance Policy for more information)

**For a child to succeed in school it is important that he/she attends school regularly and on time.** Where this does not happen a child is being denied access to teaching and may fall behind. If your child is ill or has an appointment with the doctor or dentist please notify the school by telephone, letter or word of mouth. When no reason for an absence is given this will count as an Unauthorised Absence. Please try to arrange appointments out of school hours whenever possible. If the school receives no explanation then they will text/telephone the parent/carer for an explanation. If the school are unable to reach the parent/carer a letter will be sent home asking the parent/carer to provide a reason. If texts/telephone calls and letters are ignored by the parent/carer then the child will be issued with an unauthorised absence. Repeated unauthorised absence could result in the Education Welfare Officer paying a visit to the home if necessary, or, if the school have any concerns about the child. In cases of persistent absence a Penalty Notice could be issued.

The school is committed to ensuring all our pupils achieve their full potential. Our school works hard to monitor the attendance of each individual pupil and provide support and guidance where necessary. Equally as parent/carer it is your responsibility to ensure that your son/daughters attendance remains above 96%. If your child's attendance falls below this a referral will be made to our Education Welfare Officer.

**We are not allowed to authorise holiday during school time, holidays must be taken in school holiday time**

We have received new legislation with regards to children taking holidays in term time.

From 1st September 2013, the law was changed to state, that schools **should not authorise** leave of absence unless:

- The Head Teacher/Principal considers that there are exceptional circumstances relating to the application **and**
- An application has been made in advance by the parent.

Penalty Notices will be issued from Leicester City for parents who take their children on holiday in term time.

Penalty Notice

- £60 per child, per parent if paid within 21 days of receipt of the notice and
- £120 if paid in full after 21 days but within 28 days.

**Lateness** - If a child arrives late, they must be signed in at the office where they will be provided with a late slip. The slip should be handed to the teacher on arrival into the classroom. When a child arrives after registration has closed the office will ensure that the correct entry is made on the attendance register and dinner register. Arriving to school late disrupts lessons and means the child misses out on valuable learning time. Literacy and maths are taught at the beginning of the day, so it is vitally important that your child is there for the start of each lesson.

**School Dinners**

All children in Foundation Stage 2, Year 1 and Year 2 are entitled to a free school meal. If you are entitled to free meals please contact the school reception for the necessary form. If your child is entitled to a free school meal but chooses to bring their own pack lunch they can still have free milk in class. Parents/carers can find a weekly lunch menu outside the Dining Hall or on our website.

## Application for Free School Meals

You may be entitled to free school meals if parents are in receipt of one of the following: Income Support, Income based Job Seekers Allowance, Income-related Employment and Support Allowance, National Asylum Seeker Support under part VI of the Immigration and Asylum Act 1999 Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), the guaranteed element of State Pension Credit or Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit. If you are not sure if you qualify for free school meals please speak to the school office who will be happy to help you. Free school meal application forms can be obtained from the school office, can be downloaded from our website or alternatively you can register online at [www.leicester.gov.uk/freeschoolmeals](http://www.leicester.gov.uk/freeschoolmeals).

**PLEASE NOTE:** regardless of the government funding free school meals for all children up to the age of 7, you will still be required to apply for free school meals if you receive certain benefits. If you think you do, please complete a free school meal form. **You do not need to renew your application each year.** Once you have a free school meal voucher, it remains valid until your child leaves school, unless your circumstances change and you no longer meet the qualifying criteria.

***By filling in this form you will gain the school extra funds from the government that will enable us to provide your child with cheaper trips, more clubs and more experiences.***



## Sandwiches

Children may bring a packed lunch. Glass bottles, cans and fizzy drinks must **not** be included. As our school promotes a healthy lifestyle we discourage parents from including sweets or chocolate and to replace this with fruit. Under no circumstances do we allow any forms of nuts (i.e. peanut butter spread, nut bars etc). If children wish to switch from sandwiches to school dinners or vice versa, parents must be aware that this be done at the start of a new term/after a school holiday. This discourages children and parents from switching meal options on a week to week basis and also enables the school cook to order food quantities effectively therefore reducing waste. Any request to change meal options should be referred to the school office.

## Healthy Tuck

You may bring something to eat at break time however this can only be fruit. We supply every child with a free piece of fruit every day because we believe what we eat is very important to our immediate and long term health. Sweets, crisps and chewing gum are **not** allowed on the school site. You may bring a water bottle to school each week and the children have free access to water throughout the day. Water and milk are the only drinks allowed, except at lunchtime when pupils may bring fruit juice. Fizzy drinks are **not** allowed at school at any time. **Chewing gum is not allowed.**

## School Milk

Milk is free for all pupils under 5 years of age and for those pupils on free school meals. Once they reach their 5<sup>th</sup> birthday they will no longer be entitled to free milk unless they receive free school meals and are in receipt of a free school meal voucher.

Imperial Avenue Infant has joined a school milk scheme run by Cool Milk. If your child does not qualify for free school meals and you wish to purchase milk for them when they reach the age of 5 please visit [www.coolmilk.com](http://www.coolmilk.com) to register your child and follow on the online instructions. Alternatively come into the school to collect a registration form.

## School Uniforms

Governors and staff would like all pupils to wear school uniform. We believe that it encourages children to identify with, and have pride, in their school. Our school uniform colour is royal blue and we expect you to wear school uniform every day. Our uniform items consist of polo shirt (white), sweatshirt and cardigan. In addition we have t-shirts, winter fleeces and reversible water-resistant fleeces, as well as a school PE kit and bag. Sensible shoes children can play in and no high heels (over 3cm). Help us by labelling all clothing including coats and footwear. You can see pictures of all our uniform items on the school website along with a current pricelist. Jeans and football shirts are **not** allowed unless on an official non-school uniform day. We would ask that you dress your child appropriately and according to the weather. Flip-flops or shoes with no backs are not acceptable as these present a health and safety risk in our school due to the number of steps/stairs. Jewellery of any form is not allowed to be worn. Book bags are available at the school office too.

## Personal Belongings

Children should be discouraged from bringing anything of any value (including money) into school. Parents/carers are reminded that although we will make every effort to find anything that goes missing, we cannot be held responsible for children's personal property in school. Please ensure child's clothing especially coats, items of school uniform and footwear are named.

## P.E.

Children will need shorts and t-shirt preferably in a PE bag (tracksuits are only allowed for outdoor PE). Indoor P.E. will be plimsolls or trainers (bare feet will be allowed at the discretion of the class teacher dependent on the activity taking place). Please name all garments and footwear. For safety reasons jewellery and watches are not allowed. Staff are not allowed to remove jewellery. Long hair must be tied back. ALL children will take part in P.E. and games, unless there is a medical reason. Written consent is needed for children to not be included in PE sessions.



## **Medication**

The term "medicines" applies only to medication prescribed by the pupil's doctor, whether in the form of tablets, liquids, capsules or cream. The main circumstances, in which requests are likely to be made to deal with the administering of medicine to pupils, are in cases of long term chronic illnesses. In such cases there is a consent procedure to follow and documentation to complete. If your child requires daily prescribed medication for a long term chronic illness please make the school office aware of this so the necessary paperwork can be completed. Medication cannot be given until this has been actioned.

### **Role of Parent**

Children are not to bring medicines into school. However, if there are occasions when medicines need to be administered in school time, the parent must attend school to administer the medicine themselves. This medication must not be left in school. Examples of such medicines are those prescribed for a short period of time i.e. antibiotics, penicillin etc.

### **Role of School**

Staff will be aware of any children with medical conditions in their class. The information can be found in the information sheets and disclaimer forms which are held in the school office. Teachers will also make aware their classroom assistant of those children and their condition.

### **Asthma & Eczema**

Medicine for chronic long term conditions will be kept within the classroom as this needs to be close to hand in an emergency. The inhalers/creams need to be in the packaging issued by the doctor/chemist and must be clearly labelled with the child's name and class. The permission forms for this medication will be kept in the child's admission folder in the school office. All children who use inhalers should take them with them when on school trips, and out of school activities (e.g. sports clubs). It is the parent's responsibility to ensure that all medicines are within date and to remove these from school at the end of the academic year. In addition at the end of each term any spacers for use with inhalers must be take home to be washed.

## **Accidents**

### **What is the procedure for dealing with accidents?**

For minor accidents the class teacher will be informed and the appropriate first aid given. All accidents will be recorded in the daily Accident Book which is kept in the medical room for Key Stage 1 pupils and for Foundation children the Accident Book held within each classroom. Parents will be notified of any head injury, however slight it seems. The school has a number of suitable first aiders ranging from Paediatric First Aiders to Appointed Persons Emergency Aid trained. First Aid boxes are sited within the medical room and in each Foundation classroom. The contents are checked regularly by a designated first aider. Please remember to inform the school office of all changes to your personal details (address, emergency contact details etc) so that your child's records are kept up to date. We will need these should an emergency occur and we need to contact you.

## **Security and Safety in School**

### **Is the school secure?**

After 09.15am and before 03.00pm all visitors/latecomers must report to the main reception door. All gates to gain access to the school buildings will be locked during this time. All external doors will also be kept locked to ensure no unauthorised person gains access to the school. Please note that the school driveway gates on Imperial Avenue will be locked from 08.45am – 09.15am and 02.45pm – 03.15pm every day.

Everyone visiting the school during the day should use the main entrance on Imperial Avenue and report to the office. Visitors are asked to sign in and are given an appropriate badge which identifies they are allowed to be on site. We are then in a position to know just who is in the school. Anyone in the school can expect to be approached by a member of staff and asked if their presence is legitimate.

If your child has to leave during school hours please inform the office and the class teacher in advance. This will ensure that your child will be ready when you need to collect him/her and, more importantly, that no child leaves the school without our knowing about it. We would ask you to co-operate with us to ensure that all the children are safe. We do not allow anyone under the age of 16 to collect children from school. Please ensure an appropriate adult brings and collects your child from school. All school staff are expected to wear a photographic school id badge whilst on school premises.

### **Money**

If children bring money into school for trips etc please hand this in to the school office. It helps the school if money is in a sealed envelope with the child's name and class on it. Do not leave money in the classroom or your child's book bag. If you do leave the money and it goes missing the school cannot be responsible for replacing it.

### **Car Parking**

#### **Where do I park?**

The school car park and Children's Centre car park are for staff only. Parents/carers must not use these areas to park their car or any other form of transport. On road parking is available on both Imperial Avenue and Braunstone Avenue. Please do not park on the zig-zag areas outside the school gates.

### **Use of mobile devices in school**

Parents/carers and other visitors to the school are politely asked not to use their mobile phone whilst in the school building. Mobile devices such as phones/cameras must never be used to take photographs or record images whilst in the school building or grounds unless permission has been granted by the Head teacher.

### **Smoking**

Imperial Avenue Infants operates a non-smoking policy for ALL persons on our site and grounds – this includes all staff, parents, visitors, contractors etc. This includes the use of electronic or E-cigarettes or vapes.

## **Animals**

Please note that no animals are allowed within the school or its grounds whether they are walking or being carried.

## **Prams/Pushchairs**

Due to health and safety regulations, prams and pushchairs are not allowed inside the school.

## **Bikes/Scooters/Skateboards etc.**

If you, or your child, use a bike/scooter etc. to come to school please get off at the school gates and walk through the school grounds. We want to keep everybody safe.

## **School Closure**

### **What happens in the event of an emergency school closure?**

It is not very often that the school has to close due to an emergency and this usually only happens in cases of severe weather. Please remember to listen to the local radio station BBC Radio Leicester who will provide information on the school's that are closed. They will also post up to date information regarding closures on their website homepage at [www.bbc.co.uk/leicester](http://www.bbc.co.uk/leicester). In icy or snowy weather please take extra care when entering the school grounds and supervise your child/ren so they are safe. We will concentrate on gritting the main pathways. Please stick to the pathways and do not cut across the playground or car park.

## **List of policies**

### **What are school policies and what do they mean?**

Policies are documents that are blueprints for how we operate in certain areas and situations. All schools have them and they are a vital piece of documentation. All policies can be found on the school website.

## **Charging Policy**

From time to time parents may be asked to make a voluntary contribution towards the cost of a trip or visit. Please see our Charging & Remissions Policy for more information.

## **Children with Special Educational Needs (SEN)**

Children with Special Educational Needs may have learning difficulties or disabilities that make it harder for them to learn than most children of the same age. They need extra help or different help from that given to other children of the same age. The difficulty might be with development of speech and language, counting, trouble with concentrating, social communication or a physical illness. The law says that children do not have learning difficulties just because their first language is not English, but some of these children may have learning difficulties as well. A child may be withdrawn from the classroom to work with a teacher in a small group or extra support may be given in the classroom. We need to work in partnership with parents to make sure that children are happy and able to learn. If we can work with parents it is an enormous benefit to the children.

Special educational needs are coordinated by the school Deputy Head teacher who is also the SENCO. She liaises closely with the other class teachers, support workers and parents. She also liaises and seeks advice from other professionals and outside agencies. Teaching assistants work closely with the class teachers to implement teaching plans. Their invaluable support makes a real difference to our children's learning.

## **The SEN Code of Practice**

The Code of Practice gives guidance to all settings, which deal with the education of children with SEN. It sets out the procedures and processes that all these organisations should follow to meet the needs of children.

A graduated response is used to decide if a child should be put on to the SEND register. A full SEND policy is available from the school office and on the school website.

A register is kept of all children with special educational needs and the stages they are at. The register changes frequently and this reflects the fact that many children only need help for a short period of time. Some children will need help throughout their school lives. Whilst teachers are trained to recognise when a child is not making progress, parents know their children far better and will be aware if their child is having problems. Please do not hesitate to contact either your child's teacher. For a more detailed explanation please refer to the school's SEN Policy.

## **Children with Disabilities**

We believe that all children have a right to the best education possible and we will not discriminate against any child because they have a disability. We will work to ensure all children can access the curriculum.

## **Equal Opportunities**

We believe that all children should be given the same care and opportunities regardless of their sex, colour, race, creed or ability.

## **Complaints Procedure**

If a parent has a problem concerning their child then the following steps should be followed:

1. The parent makes an appointment to see the member of staff at a time convenient to both and at a time when there will be no interruptions. Another member of staff may be present if required.
2. The manner of the complaint is made clear and the staff member discusses this with the parent.
3. Explain, make plans to change things if necessary, and involve the parent in the situation. If the situation cannot be resolved then the parent may wish to see the Head Teacher. A meeting is arranged for the parent, staff member and Head at which the discussion is followed as above.
4. If the parent wishes to see the Head Teacher alone then an appointment is made. It is important for the parent to realise that the Head teacher will refer back to the member of staff and that any difficulty needs to be solved with the staff member involved
5. This procedure also applies to complaints concerning the delivery of the National Curriculum. If the parent is not satisfied after step 4 they have the right to refer to the governing body

For a more detailed explanation please refer to the school's Complaints Procedure leaflet.

## **Curriculum Complaints**

In accordance with the 1988 Education Act (Section 23), complaints about the curriculum and related matters may be made in the first instance to the Head teacher. Full details of the complaints procedure are available in school.

## **Behaviour**

We expect the children to behave in an appropriate manner, and the vast majority of children do. However, if children do behave inappropriately we always explain why their behaviour was not acceptable and talk about what they should have done. We praise whenever possible and operate a positive behaviour policy with lots of rewards. We wish to encourage all pupils to show thoughtfulness and respect for those in the school community and beyond. On occasions we do have to reprimand a child. If the difficulty persists, we seek the co-operation of the parents. We do keep records of inappropriate behaviour in school.

The school has a behaviour policy which all staff follow. Please feel free to ask to see a copy of this from the school office. Every week we have a Special Awards Assembly, where good work, behaviour and achievements are recognised. Children receive certificates and stickers.

## **Multicultural Statement**

At Imperial Avenue Infant School we wholeheartedly endorse the Authority's policy relating to Education for a multi-cultural society.

We therefore:

- welcome cultural and linguistic diversity.
- reject and oppose racism and are concerned to promote equality of opportunity, racial justice and good relationships between all groups.

All our children and parents are treated with the same care and consideration irrespective of their sex, religion, race, nationality or ability.

## **Race Equality**

The ethos of the school supports the promotion of racial equality, good race relations and the elimination of unlawful discrimination.

### **Commitments:**

- We are committed to promoting racial equality. Our aim is to provide an environment that is free of racial harassment and discrimination.
- It is the responsibility of all staff, parents, children and visitors to Imperial to make this happen.
- We will work in partnership with parents and the wider community to tackle racial discrimination and to establish, promote and disseminate good practice.
- We will encourage and support all pupils and staff to reach their full potential.

## **Racist Incidents**

We do not tolerate any forms of racism or racist behaviour. Should a racist incident occur, we will act immediately. We will do all we can to support the victim. The Head teacher or Deputy Head teacher will deal with the matter. If the incident happens at lunchtime, the children involved will be kept apart from each other, the allegation investigated and recorded on the incident form and a report made by the lunchtime staff to the Head teacher or Deputy Head teacher for investigation. The Racist Incident form will be kept in the incident folder in the Head teacher's room and parents/carers will be informed about the incident. The child who caused the incident will be made aware that the incident is being logged and warned about future conduct. Where there is a pattern of racist behaviour from a child the parents will be asked to come to school for a meeting with the Head teacher.

## **Health and Safety**

At Imperial Avenue Infant School we follow the City Council's Code of Practice for Employees which takes account of the legal and moral responsibilities the council and governors of schools have to employees, children, clients, residents and members of the public whilst they are on our premises.

Under the Health & Safety at Work Act 1974, we all have a responsibility to look after our own safety and the safety of others. If you witness any activity that you believe is likely to cause injury you are duty bound to either intervene or report the incident to the Head teacher as soon as possible. You are also bound to report any concerns that you may have regarding health and safety matters.

## **Child Protection & Safeguarding**

### **Who is the designated child protection officer?**

The designated child protection officer is the Head teacher. If you have any concerns please speak to the Head teacher.

It may be helpful to know that the authority requires the Head teacher to report any obvious or suspected case of child abuse to Social Care and Health, including non-accidental injury, severe physical neglect, emotional abuse and sexual abuse. This procedure is intended to protect children at risk and school is encouraged to take the view that where there are grounds for suspicion it is better to be safe than sorry. This does mean that Head teachers run the risk of upsetting parents by reporting a case, which an investigation proves unfounded. In such circumstances, it is hoped that parents would accept that the Head teacher was acting in what was believed to be the child's best interest.



## **Internet access and usage**

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons. All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught. Initially the pupils may be restricted to sites which have been reviewed and selected for content. They may be given a task to perform using a specific group of web sites accessed from a common 'Favourites' menu in their web browser.

### **How are pupils protected from inappropriate material?**

All computers on the school network have a filtering system which is set to the level 2. Children accessing the internet at school are always supervised by an adult. It is the responsibility of the teacher to explain the expectations of internet use to the pupils. All children in school are aware of e-safety issues and are told to turn off the screen and talk to a teacher if they ever see or read anything which they find upsetting or inappropriate. When using the computer in lessons, children ask permission to go onto the internet.

All children are taught a unit on internet safety and cyberbullying.

### **Permission for local walks and photographs**

On joining the school, you will be asked to sign a permission slip for taking your child on educational walk around the local area. You will also be asked to sign so as to give permission for photographs to be used within school and on our website. Please opt out of the statements you wish your child's photograph to **not** be used.

### **The Governing Body and their Role**

The Governing Body is made up of people representing parents, staff, community and the Local Authority. Governors representing parents are elected by the parents and must themselves have a child at the school. Staff elect their governors and the Local Authority appoints those governors representing the Local Authority. Governors representing the community are co-opted by the elected and appointed Governors of the school.

The role of the Governors is to support the work of the school and ensure that it is properly managed. We have many legal responsibilities and to make sure that we carry these out we have several working groups. Their jobs are to oversee a particular area and they meet whenever necessary. The Governing Body has to meet at least once a term but in fact we meet much more often than this. The Head teacher is an ex officio member of the governing body.

### **How can I become a Governor?**

From time to time, due to resignations etc, there may be a vacancy on the Governing Body. If the vacancy is for a parent governor, the school will send you nomination papers. Should there be more than one applicant for the position, there will be an election. In order to vote you must have a child at the school. If the vacancy is for a co-option you should send a letter of interest to the Chair of Governors or the Head teacher. The Governors will discuss the application at their next meeting. Again, if there is more than one applicant, there will be an election by the Governors. When a Local Authority vacancy occurs, you need to let the Local Authority know you are interested in the post. You can contact the local authority team by telephone on 0116 454 1931.

### **And Lastly**

If you have found that there is any information missing, which you feel would have helped you and your child settle in at Imperial Avenue Infant School, then do tell us!!

Please be assured this Prospectus is not intended as an instrument to stop you talking to us or asking questions. The intention is to give you as much helpful information, in one place, as possible.