



## A Warm Welcome...

Here at Rednal Hill Infant School our aim is to provide children with a wide range of engaging and high quality learning opportunities. We strongly believe that children learn best when they are focused on the things that interest them, have a clear purpose and are fun. Our staff team includes a vast amount of expertise and every member is committed to crafting a bespoke, broad and balanced curriculum for our children and the community we serve. Our curriculum is dynamic, and staff, just like our children, are committed to self-improvement.

*Everyone in our school aims to be the best they can be.* We place emphasis on academic achievement alongside the development of the whole child and strive for educational excellence in all that we do. Please take the time to read our overwhelmingly positive Ofsted report (2018) which confirms excellent standards and progress across the school. From the first home visit, through to our carefully considered and unique environment in Early Years we nurture children to achieve their best.

We aim to maximise learning by ensuring every moment spent here is a valuable one. Our school values of **Respect, Honesty, Fairness, Resilience, Trust and Responsibility** provide a vehicle for learning across the curriculum and are embedded in everything we do. Forest School and outdoor learning are a vital part of school life for all of our children and provide additional opportunities for children to become absorbed in their own learning. We aim to build children's self-confidence and their independence in order that they develop into life-long learners. Please read our Curriculum Statement for details of how we achieve these aims.

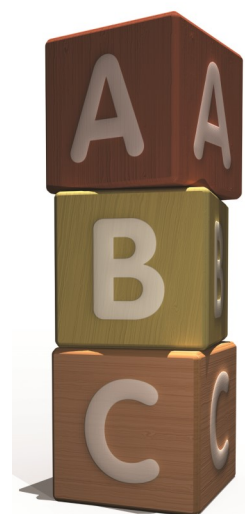
Most importantly, we value our children, their voice and their childhood within our community. Our team of enthusiastic teachers, along with supportive governors and parents, are dedicated to providing a varied, fun and safe environment within which children can flourish and reach their true potential.

We welcome visits to our school. Please contact the school office to ask any questions, or to discuss individual needs or to arrange to visit our school.

Anna Pendleton

Headteacher

# Our School Motto and Values



## Achieve Believe Create

### Achieve

We want EVERY child to achieve their full potential in a nurturing and challenging environment through a rich and balanced curriculum.

### Believe

We want EVERY child to succeed by building their self-esteem and belief in their own ability in order to achieve their very best.

### Create

We want EVERY child to have the opportunity to express themselves and be innovative within a learning environment that promotes challenge.

By **fairness** we mean that everyone

- Will treat each other equally.
- Will not show discrimination or favouritism.

By **trust** we mean that everyone

- Is confident to rely and depend on each other.
- Can believe that all the school community is supportive and honest with each other.

By **respect** we mean that everyone

- Values all members of the community.
- Displays tolerance of others with different points of view and beliefs.

By **resilience** we mean that everyone

- Tries their very best and does not give up easily
- Keeps a healthy mind and body to stay strong to achieve their best.

By **honesty** we mean that everyone

- Tells the truth.
- Is fair and treats others how they would like to be treated themselves.

By **responsibility** we mean that everyone

- Takes ownership of their learning and behaviour.
- Is committed to our school, our community and the environment and recognises the role that they play in keeping others safe.



# School Details

Rednal Hill Infant School is a 3 form entry school with a Nursery Class.

Rednal Hill Infant School      **Tel:** 0121 453 2636

Irwin Avenue

Rednal

Birmingham

B45 8QY

**Email:** [office@rednalhill-inf.bham.sch.uk](mailto:office@rednalhill-inf.bham.sch.uk)

**Web:** [www.rednalhill-inf.bham.sch.uk](http://www.rednalhill-inf.bham.sch.uk)

**Headteacher:** Miss A. Pendleton

## Age Range 4-7 years

Reception - 3 classes of 30 children

Year 1 - 3 classes of 30 children

Year 2 - 3 classes of 30 children

26 morning Nursery places

26 afternoon Nursery places

(Limited full time Nursery places are available)

## The Directorate of Children, Young People and Families Address

Council House

**Tel:** 0121 303 2590

Margaret Street

Birmingham

B3 3BU

## The Governing Body of Rednal Hill Infant School & Nursery Class

The Governing Body of Rednal Hill Infant School and Nursery Class exercises general oversight of the conduct and curriculum of the School. The Governing Body has representatives from the Local Authority, parents, staff and the community:

Helen Whitten	Co-opted Governor /Chair
Howard Allen	LA Governor
Paul Husbands	Co-opted Governor
Sarah Ingram	Co-opted Governor
Amy Warden	Staff Governor
Sarah Berry	Co-opted Governor

Parents are represented on the governing body by elected Parent Governors.

Fiona Phipps	Parent Governor
Katie Salmons	Parent Governor

If you wish to contact the Chair of Governors, please email Mrs D. Brooke the clerk at [office@rednalhill-inf.bham.sch.uk](mailto:office@rednalhill-inf.bham.sch.uk).

Headteacher	Miss Anna Pendleton	School Business Manager	Mrs Denise Brooke	
Deputy Headteacher	Mrs Helen Drinkwater	Senior Office Manager	Mrs Helen Terry	
Assistant Head teacher	Ms Bonnie Payne			
Inclusion Manager	Mrs Amy Warden			
Class teachers	Mrs Charlotte Aitkens	Clerical Assistants	Mrs Penny Dallow	
	Mrs Jane Arrowsmith		Miss Gail Harborne	
	Mrs Liz Birdi			
	Mrs Sarah Goodwin			
	Miss Charlotte Habershon		B.S.M. (Caretaker)	Mr Jason Shurvinton
	Miss Lottie Hodgson		B.S.S.	Mr Chris Homer
	Mrs Sarah Pace			
	Miss Amy Ashton			
	Miss Katy Staff			
	Miss Karen Sheppard			
Teaching Assistants	Mrs Jayne Payne	Lunchtime Supervisors	Mrs Penny Dallow	
	Mrs Kim Andrews		Miss Emma Deakin	
	Mrs Gemma Bull		Mrs Julie Drinkwater	
	Miss Karen Ellis		Ms Rachael Hydon	
	Mrs Max Miller		Mrs Emma Middleton	
	Mr Shaun Griffiths	Cleaners	Mrs Marie Newey	
	Mrs Susan Hill		Mrs Jackie Dennis	
	Miss Helen Keegan		Mrs Marsha Fisher	
	Mrs Mandy Preston-Hunt			
	Mrs Hannah Summerfield		Ms Rachael Hydon	
	Miss Natalie Taylor		Mrs Emma Wright	
	Miss Janice Thompson		Mr Simeon Richards	
	Mrs Emma Wright			
	Miss Emma Deakin			

## *Contact Forms*

In order to ensure we have correct details it is very important that you complete a contact form for your child. Please ensure your information is kept up to date as we may need to contact you in an emergency, so please let us know if anything changes e.g. your mobile phone number or address.

## *Admissions*

Details of the application process for Reception places are sent to parents directly from the Admissions Department of Birmingham Directorate of Children, Young People and Families. These need to be sent directly back to Birmingham Admissions or completed online at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions). Names can be put down for the Nursery Class at the school office. This can be done at any time during the academic year in which your child becomes two years old (academic year is from September 1st to August 31st). Parents are very welcome to meet with the Headteacher or Deputy to have a tour of the school. Appointments can be made via the school office. If your child is joining our school mid-year then the school office will deal with all of the application procedure.

## *Reception*

Children are admitted into school at the start of the academic year (in September), in which they will reach five years of age. The Infant School has a capacity intake of 90. Should the school be over subscribed, Rednal Hill Infant School adheres to Birmingham Directorate of Children, Young People and Families Department's admission criteria. During the Spring Term (before the child is due to start) parents will be informed if a place has been offered and will receive information about a "Home Visit." This visit enables parents and children to find out more about the school and to be given information about the September starting procedure.

Ofsted stated that in the Foundation Stage, which includes Reception and Nursery age children, "Children make good progress especially in their personal, social and emotional development because of the well organised stimulating environment and resources and good teaching".

## *Nursery Class*

The Nursery Class has an admission limit of 52 part-time places per year. Since September 2017 we have limited numbers of full time nursery places which may be available to working parents if spaces are available. If the Nursery Class is over subscribed, The Directorate of Children, Young People and Families Department's admission criteria is adhered to. During the Summer Term, parents will be informed whether a place has been obtained and the procedure for starting in September. If places are available mid-year the school may be able to offer places at the beginning of the term in which your child turns 3. Please ask at the school office if you would like any further details. All Nursery children will be contacted to arrange a home visit.

## *Induction*

Careful and sensitive induction programmes are planned to ensure that there is a smooth transition for every child to move up to their next class at the end of the academic year. This includes transfer into Year 3 at neighbouring junior schools.

# Parents as Partners

## *Parents' Consultations*

These are held during the afternoon and in the evenings:

**Autumn Term** - Parents are invited to discuss with teachers how their child has settled into school. This includes how their child is progressing and to discuss targets.

**Spring Term** - Parents will have an opportunity to see their child's work and discuss progress as well as targets that have been set.

**Summer Term** - Comprehensive reports are sent home during July and parents are invited to see teachers if they wish to discuss the report.

## *Parents' Meetings / Workshops*

These are held throughout the year and can include Family Learning or Curriculum Workshops. Family Fridays are held where parents are invited to join their child and share learning in their class.

## *The Rednal Rag*

The Rednal Rag is the weekly online newsletter for Rednal Hill Infant School and printed copies are displayed on classroom windows. This contains news, dates and details of school based projects. It also contains a "Nag on the Rag" as a weekly reminder of school issues. These are shared with families on Tapestry.

## *After School Clubs*

The school provides a variety of extra KSI curricular clubs throughout the year. Please read the weekly newsletter The Rednal Rag for details. Afterschool wrap around care is provided from the Juniors site. Details are provided towards the back of the booklet.

## *Educational Visits and Charges for School Activities*

Educational visits enhance school based studies and occur throughout the year. The Governing Body recognises the valuable contribution that a wide range of additional activities such as clubs, educational visits etc. can make towards a pupil's personal and social education and the school heavily subsidises such trips. The Governing Body's Charging and Remission Policy conforms to the terms of the Educational Reform Act 1988. A copy of which can be seen on request to the Headteacher and available on the school website. Parents are asked to make a voluntary contribution towards trips and activities. However, if insufficient contributions are collected and the cost of a trip or activity is not covered, it may be necessary to cancel the trip altogether.

## *Parental Help*

We greatly appreciate the support provided by parent volunteers who come into school; sharing their expertise and helping in the classroom or on trips. Should you wish to support our school in this way please see your child's class teacher or the Headteacher. Helpers will be asked to complete an enhanced DBS clearance in line with our Safeguarding Policy and should expect to help in a class other than where their child is.

## *Events*

Throughout the year, events are organised in school which enhance the curriculum. Recent visits include the Animal man, Lego Workshops, Science in a Suitcase, Panto in a Day, author visits, live chicks and a filming crew to make animations which can be viewed on our website.

Regular events include: -

**Outdoor Christmas Carols** – Last day of term to celebrate Christmas.

**Christmas Production** – An annual event led by the Early Years

**Sports Day** – A fun packed day to promote physical activity

**End of Year Production** – An annual event led by Year 2

**Christmas and Summer fayres**- fundraising and social opportunities

## *School Fund*

This is purely voluntary and pays for 'little extras' in the school e.g. cooking ingredients etc. Parents are asked to contribute £5.00 at the beginning of each academic year.

## *Safeguarding*

**IT IS VERY IMPORTANT THAT YOUR CHILD ATTENDS SCHOOL EVERY DAY AND ARRIVES ON TIME.**

It is very disruptive to your child and the rest of the class if your child arrives late for school. Please ensure a responsible adult hands your child over to the teacher at the classroom door between 8.45 and 9.00 a.m. Do not leave children unattended in the playground. The perimeter gates are closed after 9:00 a.m. After 9am you will need to sign your child in at the School Office.

Your child will need to be collected at the correct time by a responsible adult (at least 16 years old). The class teacher will need to have been given permission by a parent/carer to allow a child to go home with another adult. Please inform school if there are any other adults who will be collecting your child and a photograph of that person will need to be supplied to the school before the child will be released. In an emergency when parents are unavoidably delayed, children are taken by the class teacher to the school office until they are collected. Infant age children will not be allowed to go home on their own. We thank you in advance for your understanding and co-operation in order to ensure your child is kept safe.

Rednal Hill Infant School has adopted the Birmingham Safeguarding policy, copies of which can be read on the school website or through the school office. Any safeguarding concerns should be reported to the Designated Safeguarding Leads (Anna Pendleton or Amy Warden) who can be contacted via the school office or by email to [office@rednalhill-inf.bham.sch.uk](mailto:office@rednalhill-inf.bham.sch.uk).

## *School Entrance*

Please use the school paths when entering the premises. Do not allow your child to go on the vehicle drive as access is needed all the time for cars and lorries.

Parents should NOT drive on to the school premises at ANY time unless permission is granted by school. Please park respectfully on neighbouring roads.

## *Security*

All external classroom doors have locks and internal bolts. The main school entrance has an audio system, camera and metal shutters on windows. During the day all gates are locked when the children are inside the school and school buildings have intruder alarm systems. All computers have security systems.

## *Pupil Premium*

If you are in receipt of Income Support, universal credit or Job Seekers Allowance (Income based) or Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed £16,190, your child is eligible to receive more funding whilst at school. This means the school can offer additional resources.

Registration is quick and easy, just log on to [www.link2ict.org/ESM](http://www.link2ict.org/ESM) click on start under 'New applications', then follow the instructions online. If you do not have access to the internet just ask at the school office for help or for any further details.

## *Partnership Agreement*

The School has a Partnership Agreement between the school, parent and child. All parents of children in the school will be invited to sign a declaration agreeing that they have taken note of the agreement and accept their responsibilities.

# Our School in the Community

## *Links with Local Churches*

Our local church is St Stephens C of E which is visited as part of the R.E. Curriculum. The school may also have services or assemblies in church at Harvest, Christmas or Easter time, and the Vicar leads assemblies at key times in the year.

## *Charities*

Every year we contribute towards several charities. Children have fundraising events and parents are invited to make contributions. Often children are invited to dress up for specific events.



# The School Day

## *General Procedure*

School Times	Classroom doors open at	8.45 am. and close at 9.00a.m.
	End of school	3.20 p.m.
Nursery Class Times	8.45 am. – 11.45 am.	Morning Session
	12.30 p.m. – 3.30 p.m.	Afternoon Session
<i>Lunchtime</i>	12.00 – 1.00 p.m.	

All children are provided with a free hot school meal. If you wish your child to “opt out” of having a meal this please put this in writing to the Headteacher.

Our team of lunchtime supervisors care for the children during lunchtime. They work hard to ensure that your child enjoys his/her meal and is happily occupied during this time. Teaching assistants also support play activities at lunchtime and equipment/toys are provided. A member of the Senior Leadership Team is on duty during lunchtime. Year 2 children are chosen to be school monitors each week and at the beginning of the year help the Reception children to settle into the routine at lunchtime.

## *School Meals*

Since September 2014 ALL infant age children are entitled to a free cooked school meal. Care is taken to ensure that healthy food is provided and children will enjoy eating it.

If your child wishes to change from a packed lunch to a cooked dinner, or vice versa, this is best done at the end of a term and the office MUST be informed in advance. If you wish your child to have a packed lunch this must be for every day of the week.

When children start having school meals, they will be encouraged to eat a little of everything that is provided. We expect children to bring a healthy lunch box if it is provided from home. Children are not to bring sweets, chocolate or fizzy drinks. This is to support the learning they will be apart of around the importance of having a balanced and healthy diet. As part of our Healthy School campaign we are encouraging children to drink more water. If you are not entitled to Pupil Premium and you wish your child to drink milk at break time you can pay in advance for the following half term. If your child is entitled to Pupil Premium (see above) he/she will receive free school milk.

## *Playtimes*

### Morning playtime

Members of staff are on duty during this time to ensure the safety of the children. All children receive free fruit and water at playtime. If your child is in EYFS they will have milk and fruit under the National fruit scheme and will receive free milk until the term after their 5th birthday. If you would like them to continue having milk after this you can pay for the term in advance. Children in KSI also have fruit as part of the national scheme, however milk will need to be paid for in advance for the term. It is encouraged that all children bring a water bottle everyday.

## *Assemblies / Collective Worship*

Monday and Wednesday	Whole School Assembly
Tuesday and Thursday	Class Assemblies/Thought for the Week
Friday	Congratulations Assembly (Parents welcome) 9am – 9.30am

Congratulations Assembly on Fridays are to celebrate children's achievements throughout the week and recognise any child with a birthday. Assemblies/Collective Worship are planned to cover a variety of topics and are of a broadly Christian nature. We focus on one of our 6 values each half term. Parents have the right to withdraw their child from all or part of Assemblies/Collective Worship should they so wish. Arrangements should be made through the Headteacher.

### *Class Assemblies*

At times throughout the year parents are invited to class assemblies. Please check the newsletter and year planner on the website for details.

### *Congratulations Assemblies*

We sing Happy Birthday to children who have a birthday while they blow out candles on a special cake. Children are chosen to be in Congratulations Assembly from every class for a variety of reasons e.g. good behaviour, caring for others, good work or progress.

Children from Reception and KSI who are in the Golden Book are also congratulated. Names are written in the Golden Book by Miss Pendleton when children have reached gold at the top of the Behaviour Rocket. The Behaviour Rocket is used in every class in the school.

Attendance Certificates are given to classes for the best attendance each week and a class attendance league table is published on the Rednal Rag weekly. At the end of each half term we have awards for good attendees:

- One day absent - Bronze Award
- Half a day absent - Silver Award
- 100% - Gold Award

# The Curriculum

## Curriculum

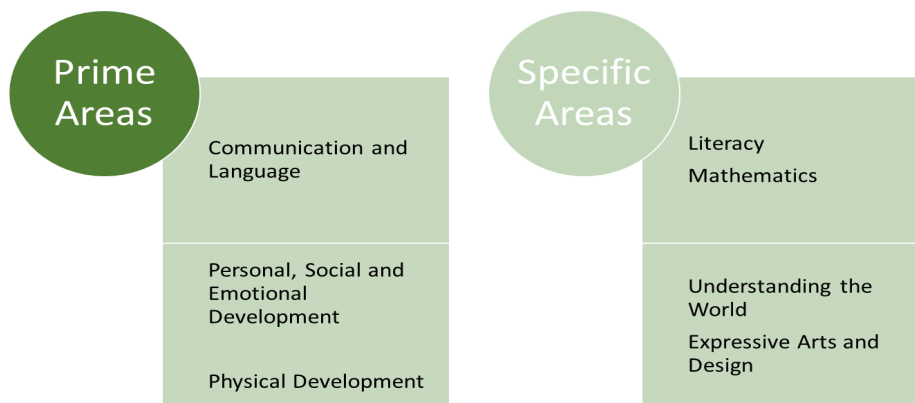
The youngest children aged 3 and 4, follow a curriculum which is appropriate for their stage of development. This is called "The Early Years Foundation Stage Curriculum" Children aged 5, 6 and 7 follow the "Key Stage One Curriculum".

Each child develops at a different rate and care is taken to ensure that each individual child's social emotional and educational needs are catered for.

## Nursery Class and Reception Classes

All children aged from 3 to 5 years in education or childcare settings have been classified as being in the Foundation Stage and are required to follow the Early Years Foundation Stage.

The Foundation Stage consists of seven areas of learning:



Every child's attainment is continually monitored throughout the Foundation Stage. Photographs and observational notes are kept on our online assessment tool Tapestry and used to chart every child's Learning Journey in the seven areas of the curriculum appropriate to their level of development. Parents will receive information of how they can contribute to their own child's journal when starting school.

The Nursery and Reception age children are taught by teachers qualified and experienced in the Early Years. Children are taught through an integrated curriculum based on "continuous provision" using themes and topics linked to the children's interests. As well as having a class base, all children have access to learning experiences in the outdoor environment. The Nursery and Reception children regularly join together for specific events such as the Early Years Christmas Production and the Teddy Bears Picnic.

***Making learning fun is always a priority!***

## Key Stage One

Year 1 and 2 classes are known collectively as Key Stage One and follow the National Curriculum

The National Curriculum consists of:

- English – Speaking and Listening, Reading and Writing
- Mathematics
- Science
- P.E.
- History
- Geography
- Music
- Design Technology
- Art
- Computing
- R.E.

All children are encouraged to be independent and are taught mostly in groups, but also as a whole class or individually. Children can be grouped in similar or mixed ability and also in friendship groups. The school has adopted the Birmingham City Council Curriculum Statement. Please see school website for more details.

Specific activities are planned for Special Educational Needs pupils and more able pupils. Please see later section and the school website.

Reading is a vital skill. A variety of books are available for your child to take home. Your child should read their book at home every day if possible. The key to becoming a successful reader is lots of practice and making the experience of reading fun. A booklet "Helping Your Child with Reading" is available for parents.

Children are continually assessed to find out what they have understood and what they need to learn next. These assessments enable staff to plan future work and activities. Records are passed on as a child moves into a new class, to Rednal Hill Junior School or to a new school.

An annual report is sent to parents providing information on a child's achievement in all areas of the curriculum. Targets are set and reviewed regularly. These targets are shared with children and parents.

## *Sex Education*

The Governing Body's Policy on sex education conforms to the terms of the Education Reform Act 1986 and is part of the Personal, Social and Emotional Development Policy and newly released Relationship and health curriculum. Any questions asked are answered in a way that is suitable for the age of the child.

## *Religious Education*

Religious Education is provided in accordance with the Authority's Agreed Syllabus. The religious beliefs of all pupils and parents are respected. Assembly and Collective Worship is considered an important part of the school day. Acts of Collective Worship are of a broadly Christian nature, although other major faiths are drawn on and included throughout the year.

Parents can withdraw their child from all or part of R.E. and Collective Worship if they so wish. Arrangements would need to be made with the Headteacher and alternative provision made.

## *Special Educational Needs and Inclusion – please see website.*

"There is a comprehensive understanding of the range of children's needs, some of which are complex." (Ofsted April 2018).

We are constantly evaluating all aspects of teaching, learning and the environment to make our school as inclusive as possible. Our aim is for all children to have access to all aspects of school life irrespective of race, gender, age, ability, disability or creed. Our aim is to reduce any barriers to a child's learning.

Staff at Rednal Hill Infant School and Nursery Class are committed to making provision for all children with special needs within the school. This provision begins in the Nursery Class and if necessary continues throughout the child's time at the school. Our provision aims to give pupils the best possible access to a broad and balanced curriculum within the Foundation Stage and National Curriculum. Should a parent or teacher have concerns about a child's progress a meeting is held to discuss the concerns and a plan drawn up of agreed action that will be taken in school to help the child.

Children are taught in mainstream classes with additional support where appropriate, matching need with support, support within the classroom or as part of a withdrawal group. Barrier Action Plans are completed termly for children with additional needs. Support from outside agencies is sourced when it is needed. The school SENCO, Mrs Warden, is the Special Educational Needs Co-ordinator and is always available to discuss your child's needs.

Parents are kept informed and involved with the assessment and diagnosis of their child's needs, preparation of Education Healthcare Plans, delivery of the Plans and reviews of their child's progress.

There are three Reception, Year 1 and Year 2 classes each staffed by a teacher. Additional support for these classes is provided by our Assistant Headteacher, SENCO and Teaching Assistants. The SENCO is responsible for Special Educational Needs and Disabilities (SEND) in the school and co-ordinates all the SEND provision. If you have any concerns or questions, please do not hesitate to talk initially to your child's Class teacher who may redirect you to a senior member of staff.

# Attendance Matters

## Absences

Absence from school affects a child's education. Frequent and prolonged absence can severely affect a child's attainment and progress. The school has an Attendance Policy, which can be seen on request from the Headteacher and viewed on the school website. If a child is absent from school, the school must be notified by 9.15 a.m. on each day of absence. If the school has not been notified you will be contacted by phone, text or home visit. The school office and Headteacher monitor attendance weekly. Any child with attendance below 95% is noted and monitored. If an unacceptable pattern of absence emerges, the school will request a meeting with parents to avoid further action.

If you need to take your child out of school during the day for any reason, e.g. dentist or doctor's appointment you must inform the class teacher the day before and provide medical appointment letters and cards. Children attending medical appointments will get their attendance mark when they return to school following the appointment and this will not affect their overall attendance if they are back on time. Parents should come to the school office to sign the child out of school.

Late arrival at school

Minutes late per day during the school year	Equal days worth of teaching lost in a year
5 mins	3.7 days
10 mins	7.4 days
15 mins	10 days
20 mins	14.7 days
30 mins	22 days

Holidays during term time CANNOT be authorised. Should it be necessary to take your child out of school during term time, permission MUST be requested by appointment with the Headteacher at least two weeks before the absence and a Home/School Contract will need to be signed.

## Texting

We use our own school text service 07860030576. Below are examples of some of the texts you could receive. **Please ensure we have your up to date mobile number as it is important you can receive all messages**

- ⇒ If your child is unwell
- ⇒ Changes to school meetings or events
- ⇒ Cancellation of after school activities
- ⇒ Class trip reminders
- ⇒ School closures of any kind
- ⇒ Reminders for notes when pupils are absent
- ⇒ Or if we have been unable to contact you by a telephone call

## *Health Matters*

If your child has any medical problem, please do not hesitate to discuss this in confidence with the class teacher, Inclusion Manager or Headteacher.

All Reception children will have a routine medical check during their first year at school. Routine vision and hearing tests are carried out during the year for all Reception children.

Our School Nurse is always pleased to discuss any medical or other problem with parents. She can be contacted on 0121 466 3510 or via the school office.

If your child is ill during the day or requires first aid, he/she will be treated by our paediatric first aiders, if necessary parents will be contacted. On the rare occasion that a child should need hospital care, parents will be contacted immediately. Should we be unable to contact parents and it is felt necessary, we will call an ambulance and contact parents as soon as possible. Please ensure we always have up to date emergency contact telephone numbers.

## *Medicines*

If medicine needs to be administered 3 times a day, this can be managed without having to be given at school. If the dosage is 4 times a day as prescribed by a doctor a parent must complete a school medicine record at the school office. We can only administer prescribed drugs, issued with your child's name and dosage on them. It will not be possible for pupils to have medicines administered in school unless these conditions apply. When this form has been completed, the medicine must be left at the school office, clearly named with contents, owner's name and dosage. A written record will be kept of dates and times of administration. Medicines must NOT be given to children to bring into school or left in book bags. In line with advice issued in May 2017 by The Education Safeguarding Advisor at Birmingham Safeguarding Board, over the counter medication can be administered at the discretion of the Head teacher providing a parent makes a request in writing and the request is to address an acute health issue. Only original, in date, medicine bottles will be accepted and the requested dose and frequency must be clearly stated by the parent and consistent in line with the dosage permitted on the bottle.

## *Drinks*

As part of our Healthy School campaign we are encouraging all children to drink more water. Water is available throughout the day from our water filter machines. At morning break time the children have a fruit snack, which is supplied by the school, and a drink. All children will be expected to drink water with this snack unless parents have paid in advance for milk for the following half term. Milk costs 23p per day. All children receive free milk until the end of the term when they turned 5.

# Behaviour

We aim to create a safe, happy, caring and positive ethos where both children and adults show consideration for each other and their environment. This requires children to learn to be responsible for their own behaviour and understand the effect this can have on others and themselves. Staff aim to work together to create consistency in our approach. We all take responsibility for the behaviour of all the children in our school. We want children to care for their environment and to become aware that they have a contribution to make towards creating pleasant, safe surroundings. Throughout the school the emphasis is always on praise, encouragement and positive rewards.

## Expected Behaviour

- High standards of behaviour are expected at all times. Children are expected to:
- Show consideration and be kind and polite towards each other and all adults in the school
- Co-operate with each other
- Show good listening
- Try to do their best and make an effort with all their work
- Tell the truth
- Listen to each other, to teachers and to all trusted people in the school
- Take care of the school environment

Throughout the school, the emphasis is always on PRAISE, ENCOURAGEMENT and POSITIVE REWARDS

- Be polite - always say "please" and "thank you"
- Listen when someone is talking to you
- Be kind and helpful
- Enjoy your time in school and always do your best
- Enjoy learning together and always try your best
- Be respectful of yourself and others
- Be kind and caring
- Look after your belongings and school environment
- Always try to make the right choices

## Monitors

Year 2 children are given responsibility in school as class and school monitors. Monitors are also used to support play during break times.



Examples of rewards are:-

Progress up the rocket

Name entered in the golden book by the Head teacher or Deputy Head teacher

Smiley face stickers

Reward stamps (various)

Sent to another teacher for a verbal reward

Privileges, e.g. leading a line, giving out milk, first choice of activities

Teacher sees parents to report "good" behaviour

Child sent to Head teacher for a verbal reward /sticker/certificate

Congratulations assembly

Head teacher awards

### Class Behaviour Rocket



This is used in every class from Reception to Year Two to record positive behaviour and should start again each day so that every child has the opportunity to make a fresh start

Children's names start in the YELLOW zone which represents expected behaviour.

If excellent behaviour is displayed the child's name is moved up the rocket to the GREEN zone.

Exceptionally good behaviour results in the child's name being moved the GOLD zone

If a child's name reaches the GOLD zone their name is entered into the Golden Book which is kept in Miss Pendleton's office.

A golden ticket will be sent home to parents to inform them of this excellent achievement and inviting parents to see their child get a Golden Book mention in congratulations assembly at 9.00 a.m.

## Sanctions

If children display negative behaviour they should be given a verbal prompt by the teacher.

If the negative behaviour is repeated their name should be moved down to the ORANGE zone on the rocket.

Every opportunity will be given to quickly move back in to the YELLOW zone of expected behaviour.

If there is a repeat of the negative behaviour their name will be moved down to the RED zone which could result in being sent to the Head teacher to explain their actions.

If negative behaviour persists or a serious incident occurs the child should be sent to the Head teacher/Deputy Head teacher. If appropriate a letter is sent home to inform parents.

If a teacher has a concern about a child's behaviour, the Inclusion Manager will become involved and an Individual Behaviour Plan (IBP) will be considered. This will be reviewed half termly and a referral to outside agencies will be made when appropriate.

## Serious Incidents

Behaviour of a violent, physical, severely disruptive nature, verbally abusive, sexually abusive or of a racial nature will be dealt with immediately by the Head teacher or Deputy Head teacher. The child's parents will be contacted by telephone, by letter or in person on the day of the incident and asked to see the Head teacher or Deputy Head teacher as soon as possible.

## Anti-Bullying Policy

Bullying is not tolerated at Rednal Hill Infant School. We consider bullying to be a serious matter and it must be dealt with and reported as soon as it is observed.

We regard bullying to be **persistent** and **deliberate** attacks on the same child or children physically or verbally without provocation over a period of time.

If bullying is observed or suspected by any member of staff it should be immediately reported to the child's class teacher and logged by the Head teacher (in the absence of the Head teacher – Deputy Head teacher). Any incidence will be taken seriously, investigated and acted upon appropriately by the class teacher or, if required Head teacher/Deputy Head teacher.

# Getting Ready to Start School

## General

Before starting school, the teacher will visit your child at home prior to starting school. This is a vital part of the settling in process and will enable your child to meet the key people he/she will be with at school.

## Clothing



School uniform is as follows:-

- ⇒ Grey trousers/shorts, skirt or pinafore dress
- ⇒ White T-shirt
- ⇒ Green sweatshirt, green cardigan or green school hoodie
- ⇒ Green gingham dress (in the summer)
- ⇒ Black shoes

All the above items will be on display when you visit the school during the summer term. Sweatshirts with our school badge can be purchased from Kids Essentials Uniform shop in Rubery or Northfield.

## P E Equipment

Your child **MUST** have a P.E. kit which should remain in school. It can be taken home during school holidays for washing. The school P.E. kit is green shorts and a white t-shirt. Indoor PE is performed in bare feet but trainers are required for outdoor. Earrings and jewellery **must** NOT be worn on PE days.

## Forest School Kit

Children will have access to our forest school every other week. We will provide waterproof trousers and coats. Please can you send in suitable joggers or leggings, a long sleeved top and a warm jumper. We will go in all types of weather. Children will also need a pair of wellington boots.

## Lost Property

Please put names on all your child's clothes, including shoes, socks, etc.

## Coats

Please ensure that your child's coat has a hook so that it can stay on a peg and not the floor!

## *Helping your child before he/she comes to school*

Learning to do the following things is an important part of a child's social training which parents and teachers will be encouraging children to do.

- Dressing and undressing
- Putting on socks and shoes
- Fastening shoes and coats
- Using a knife and fork
- Using the toilet properly
- Tidying up toys, books, etc.

## *Valuables*

Please do not send your child to school with valuables, e.g. watches, gold rings, etc. If your child wears earrings they must be small studs. Earrings must not be worn for P.E. **Please wait until the summer holidays to have ears pierced as they cannot stay in for 6 weeks during PE lessons.**

## *Information*

Information about the school, school policies, published reports on the School (including Ofsted Report) and circulars sent to the school by the Department for Education are available for parents to see on the school website or from the school office.

Parents are welcome to come into school to see the Head teacher or Class teacher to discuss any problems or queries that they might have. Please respect that the children are our priority so it may be necessary to make an appointment.

## *Website*

Information about the school can be found on the website and events are posted on this site each term:  
[www.rednalhill-inf.bham.sch.uk](http://www.rednalhill-inf.bham.sch.uk)

## *Links with Rednal Hill Junior School*

Links are formed with our adjacent Junior School. Each Summer Term an Induction Programme is organised to ensure that the Year 2 children (who will move into Junior School the following September) get to know children, staff and routines in their new School. The two schools work closely together.

## *Clubs*

Breakfast and After School clubs are organised and located in the Junior School.

Breakfast club is £6 per day and After School club is £8 per day. All Infant children are dropped off and collected from their classrooms by staff from the clubs. Tel: 0121 827 2328 for more information and registration forms.

# School Dates for the Year

Autumn Term 2022	Term starts Monday 5th September 2022 Term ends Friday 21st October <b>HALF TERM— MONDAY 24th October to Friday 28th October</b> Term starts Monday 31st October Term ends Friday 16th December
Spring Term 2023	Term Starts Tuesday 3rd January 2023 Term Ends Friday 17th February. <b>HALF TERM— MONDAY 20th February to Friday 24th February</b> Term starts Monday 27th February Term ends Friday 31st March
Summer Term 2023	Term Starts Monday 17th April Term Ends Friday 26th May <b>HALF TERM— MONDAY 29th May to Friday 2nd June</b> Term starts Monday 5th June Term ends Friday 25th July
	May Day Monday 1st May—School closed to children TED (Teacher Educational Days) school closed to children 5th September 2022 3rd January 2023 5th June 2023 24th July 2023 25th July 2023

# Notes