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Prospectus

Marsh School and Nursery

“ A caring school where children thrive and do well ”

*Head Teacher: Mrs Rebecca Morrisson
Chair of Governors: Mr Steve Knight*

Dear Parents, Carers and Friends.....

Thank you for showing an interest in Marsh Infant and Nursery School. I hope that you find the information in this prospectus useful both if you are new to the school or Nursery or are already part of the Marsh family.

Marsh School is an Infant and Nursery school on the edge of High Wycombe. It is surrounded by the Chiltern Hills on one side and housing on the other making it uniquely placed between country and town. It has wonderful grounds that we are developing further and plans are in place to further improve our interesting Edwardian building. It is a school at the heart of the community with several generations of the same family attending although we welcome new members with open arms. Our parents are supportive and take a full part in the school. We have a highly trained, dedicated team who are deeply committed to providing a high quality education for young children.

It is our mission to provide the best quality early education for the whole child, working together with parents and carers so that children develop a love of learning. We want our children to flourish in all aspects of their lives within a safe atmosphere of mutual support and trust. It is also our mission to be a caring, family school at the heart of the community. We always have high expectations of ourselves and the children and we are deeply committed to continuing to raising achievement. Creativity, fun and the broadening of horizons are central to our work. Every child is known personally and is special to us.

We find as many ways as possible to do this so we are always looking for exciting contexts for real learning as well as providing a solid understanding of the basics. This includes providing a range of extracurricular activities suitable to the age of the children such as karate, music, dance, gardening and bird watching clubs. We run special arts projects as schools that provide good creative links usually have better literacy results.

OFSTED 2010 highlighted that we are a good school and we were recognised at being particularly good at caring for our children. The report highlighted that children thrive and do well, making good progress from their starting point. We are good at promoting the personal and social development and well being of our children throughout the whole school. We are very proud of our children and are regularly praised for their behaviour. The wide range of cultures and backgrounds of the children make belonging to Marsh School an interesting, rewarding and uplifting experience. Many people are struck by how special the school is when they visit. We want to go above and beyond for our children and the community around the school.

Every day there is something to celebrate at the school from a young child writing their name for the very first time to children who have attended every single day. Our Friday assemblies are special times where we celebrate the many achievements of the week. We hold Healthy School Status and we have the Active Mark for our commitment to providing high quality physical education.

If you are finding out about the school for the first time, this prospectus will only give you a flavour of the many aspects of school life and I am sure that you will have many questions. Please feel free to contact the school to make an appointment to look around or to talk.

Thank you again for your interest in Marsh School and I look forward to meeting you soon.

Best Wishes

Mrs Rebecca Morrison

Head Teacher

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Our Mission

Fulfilling **U**plifting **N**urturing



It is our mission to welcome every child with open arms.

We want to provide the best quality early education for the whole child, so that they develop a love of learning and can flourish in all aspects of their lives within a safe atmosphere of mutual support and trust.

It is also our mission to be a caring family school at the heart of the community.

We always have high expectations of ourselves and the children and we are deeply committed to raising achievement.

Creativity, fun and the broadening of horizons are central to our work.

Every child is known personally and is special to us.

Aims of Our School

- To make the learning environment as positive, stimulating, homely and inviting as possible so that the children feel happy, safe, comfortable and ready to learn.
- To develop the strength and talents of all the children and to acknowledge and reward achievement and success.
- To cater for the needs of all children taking into account their levels of ability, cultural backgrounds, and the languages they speak.
- To identify children who are experiencing difficulties at an early stage so that they can be helped successfully.
- To allow children to be children. Structured play activities are planned throughout the school that help them to interact, express themselves and to develop their all round learning.
- To offer a curriculum that is relevant, practical, fun, hands-on and broad that goes above & beyond the statutory requirements.
- To take a child centred view where each child is developed academically, emotionally, morally, socially and spiritually irrespective of where they start from.
- To encourage team work, co-operation, excellent behaviour and independence.
- To develop an understanding of the child's place in the world and to deepen their knowledge of how they can contribute as a citizen.
- To facilitate good continuity and progression between the year groups and with their junior schools.
- To listen to the views of all those concerned with the development of the school and to act upon their opinions where appropriate.
- To actively communicate with parents and carers so that there is a strong, open partnership.
- To be as well resourced as we can so that we can cater for the different learning styles and needs of the children.
- To be constantly developing staff expertise so that we are as knowledgeable as possible about what is best practice.

Our School

Our school is a Primary (Infant) school that caters for girls and boys aged between 3 and 7.

We have around 180 children.

Our school consists of a Nursery, Reception, Year One and Year Two classes.

This is what our school looks like:



The Staff

Our dedicated team consists of:

Teaching Staff

Mrs Rebecca Morrisson
Miss Karen Muschamp
Mrs Lesley Godwin
Mrs Sarah Stock
Miss Sue Lawson
Miss Emma Milligan
Mrs Kim McLaughlin
Miss Anna Ramell
Mrs Karen Quantrill

Head Teacher
Assistant Head & Year 2 Teacher (Badger Class) & Senior Leadership Team
Foundation Stage Co-ordinator & Nursery Teacher & Senior Leadership Team
Year 1 Teacher (Fox Class)
Year 1 / 2 Teacher (Otter Class)
Reception Teacher (Rabbit Class)
Reception Teacher (Mole Class)
Relief Teacher & Music
SENCO

Support Staff

Mrs Mary Andrews
Mrs Sharon Crawly
Mrs Kyla Davison
Mrs Julie Gillies
Mrs Carol Gray
Mrs Jo Leech
Mrs Paula Marmion
Mrs Naima Naveed
Mrs Nighat Nawaz
Mrs Jo Prince
Mrs Carol Richardson
Mrs Tricia Ridgley
Mrs Amanda Scorer
Mrs Tina Thackeray
Miss Haleema Younis

Nursery Nurse
Teaching Assistant
Teaching Assistant
Administration & Midday Supervisor
Special Needs Teaching Assistant
Nursery Nurse
Teaching Assistant
Nursery Nurse & EAL Support
Teaching Assistant & EAL support and Midday Supervisor
Teaching Assistant
Nursery Nurse
PAFT & Special Needs Support Assistant in Nursery & Family support
Teaching Assistant & Midday Supervisor
Teaching Assistant & Midday Supervisor
Teaching Assistant in the Nursery & EAL support



Office Staff

Ms Anne-Marie Giles
Mrs Lorraine Knight

Office Manager
Administrative Assistant

Caretaking

Mr Don Bennett
Mrs Mary Andrews

Caretaker
Relief Caretaker

The Governing Body

Who We Are

We are a dedicated group of people from various backgrounds who donate time and energy to be part of the Governing Body.

What We Do

The Governing Body has the responsibility for raising school standards through three key roles of setting strategic direction, ensuring accountability and monitoring & evaluating school performance. School Governors work as a team with the Head Teacher and Senior Management Team (SMT) to raise the standards of achievement for all pupils at the school.

Governors

| | |
|-----------------------|-----------------------------------|
| Mr Steve Knight | LA Governor (Chair) |
| Mr Martin Etherington | LA Governor (Vice Chair) |
| Mrs Rebecca Morrisson | Head Teacher |
| Mrs Kyla Davison | Parent Governor |
| Cllr Margaret Draper | Community Governor |
| Mr Trevor Fowler | LA Governor |
| Mrs Julie Gillies | Staff Governor |
| Mr Patrick Heighes | Community Governor |
| Mrs Sarah Hannon | Parent Governor |
| Ms Mahwish Moghul | Community Governor |
| Ms Karen Muschamp | Staff Governor |
| Mr Julian Poulton | Parent Governor |
| Mrs Tina Thackeray | Staff Associate Governor |

Our school Governing Body is constituted as follows:

- 5 Parent Governors: Parents
- 3 Staff Governors: Members of the school staff
- 3 LA Governors: Nominated by the Local Authority
- 3 Community Governors: Members of the local community (appointed by the rest of the governing body)

Child Protection

- The safety and well being of our children is paramount both in school and at home.
- If we have concerns about the care and protection of your child, we will talk with you in a confidential way.
- As a duty of care, we may have to speak and make referrals to other agencies such as social care if we are really concerned.
- We will always try to involve parents and parent's needs to know that we are here to support them in difficult times.
- Please do come and talk if you have worries, we can help.
- Our aim is always to support the child and the family as much as we can. We know that difficult situations can arise and it is always better to work together to sort out problems.
- For further information see our Child Protection Policy details of which can be found on the school website or is available from the school.



Equal Opportunities

We aim at Marsh School, to provide equality of opportunity for all children whatever their age, ability, gender, race or background. We want all our pupils to achieve their full potential during their time with us. As such, we work to ensure that our expectations, attitudes, and practices - in particular those relating to gender - do not prevent any child from reaching their potential. This is an essential part of our social cohesion policy.

We recognise that a child's self perception can be influenced by his/her environment and so we aim to enhance our children's self-esteem and self-confidence by positively working to reduce any bias and promoting equality of opportunity.

We also recognise that such perceptions are influenced by other factors including home, peer group and the media.

Strategies are employed to ensure that the cross-curricular dimension of equal opportunity permeates all of the life and work of the school.

Children and all staff are encouraged to value each other and build up and maintain co-operative working relationships both within school and in the community, such relationships being based on mutual respect for each other.

Any differences involving gender, which arise inside or outside the classroom, are dealt with sensitively and are discussed with the children.

All members of staff regularly review practices and approaches involving equality.



Parent / Carer Partnership

- Marsh is a friendly, caring school and we want you to be fully informed about all aspects of school life and your child's education. You will receive a weekly newsletter that is also posted on the school website and on the notice board outside. This is a vital communication link as it keeps you up to date with school events. Please read it carefully and take note of all dates concerning your child. If you have any information you wish to share with the school community, please let us know.
- The Head Teacher is always in the playground in the morning should you need to mention anything to her.
- Parent Consultation Days are held twice a year in October and April to discuss work and targets. You will also receive a report in July. You will be given plenty of notice about the meetings as they are held during the school day. Nursery is closed for consultation days but the school remains open for Reception, Year One and Two. Classes are covered on these days so teachers can have more time to talk with you.
- We operate an open door policy for parents and carers. If you have any concerns about your child or just need to talk, please make an appointment with the Class Teacher or Head Teacher. It is always better to try and solve any problem when it is small so please do come and talk.
- We have regular sessions to inform parents about key issues that affect their child's education and times when parents can come and see their child's class in action and share activities with their children.
- An active Parents Association plans a number of activities for you, your child and to raise money for the school. Please try to support them whenever you can.
- We are pleased to welcome parents into school to assist in classroom activities and on visits out of school. All parents wishing to help will be subject to the appropriate CRB checks.
- We encourage parents to support their child with their learning at home. Children take reading books home and there is a book that needs to be signed with comments. There is also regular homework for Reception, Year One and Two. You will be given a copy of the timetable at the beginning of the year. Please do help your child as it is important to work together and your support is valued and vital to your child's development.

Parent / Carer Partnership....(continued)

- We have a toddler group (**Marsh Toddlers**) that meets every Thursday afternoon during term time. We encourage parents and carers of children who will be attending our Nursery to bring them along. One of the Nursery nurses from the Nursery will be at the sessions and it is a good chance for new parents to get to know each other.
- We also have a **Parents As First Teachers (PAFT)** group that meets regularly for parents and children who are under three. We have a special worker who works with these families and sets up very interesting, enjoyable activities that are also informative.
- We also run regular parenting classes, language classes and sessions to help you support your child in their learning. These are advertised in the newsletter.
- There are many chances for you to come into school. Each class performs an assembly during the year; there are end of term performances and lots of other events for you to take part in. You will always be made to feel welcome.
- We will sometimes inform you about events and provide you with other information by text message, so it is important that we have your permission to use your mobile number.
- Annually we will ask parents and carers to complete a survey. This is important information for the school as it allows for anonymous feedback. The results of which are published and used by the school Senior Leadership Team and Governors to move the school forward and to address any concerns.



Nursery Admissions

Your child's name may be put on the waiting list from two years of age. Please come to the main school office to collect an application form or one can be downloaded from the schools website and sent to the school. We are often oversubscribed so children will be taken in age order.

Children are entitled to 15 hours of early year's provision. This can be taken either in the mornings or the afternoons as we aim to be flexible. You will be able to choose each term if you want your child to attend mornings or afternoons. We encourage parents to choose to let their child attend for five sessions a week although it is perfectly alright for you to spread their hours in different settings.

We make every effort to ensure that your child's first days in the Nursery are happy. There is an opportunity to visit the nursery before starting for two taster days and the Head Teacher is always available for appointments to look around the school. We also carry out home visits for all children so that we can get to know the child and their parents before entry. Children will not be admitted until they have had a home visit. You will also be able to meet your child's key worker.

Children are admitted slowly so that usually only one or two children start on a particular day so that staff can really look after their needs. Some children may attend for part sessions if they have not been to any type of toddler group before.

You will be notified by phone call and letter when a place becomes available so that we can make arrangements for your child to start.

Young children develop at very different rates and so may not be ready to come to Nursery when they are only just turned three especially if they are not toilet trained. If a child is not ready to come to Nursery, we will defer their place or have shortened sessions to start off with until they settle in.



Main School Admissions

Parents and carers have to re-apply for a place in Reception even if they have been in our Nursery.

Note: A child does not automatically get a place in the main school if their child has a place in Nursery.

Parents are given an application form from Buckinghamshire County Council that needs to be completed and sent back to them in October before they are due to turn five. Forms are collected at school if the Children are in our Nursery. The Nursery staff will complete the form with you. A meeting time will be arranged. You will need to bring a bill with your name and address on it. We have staff who can help if you need help with English. It is essential that these forms are completed and sent to the county council so that a place is allocated for each child when they are due to start. The great majority of children at Marsh start in the Nursery. There are many opportunities for nursery children to come into school for short periods of time and therefore the progression from Nursery to School is a very natural one.

Parents are welcome to make an appointment with the Head Teacher to have a look around the school and to visit the Foundation stage unit.

A meeting is held for parents and carers to discuss all relevant matters regarding the child's entry to school. Parents and carers will receive a written invitation to these meetings.

All children regardless of their age start full time in September. Children who have not been to our Nursery will have a taster session at the beginning of September before they start full time. If a parent feels that their child is not ready for full time, this should be discussed with the Head Teacher and arrangements will be made.

We make sure that we liaise with any nursery that your child may have attended.

Year One and Two

Parents and carers who have children in Year One and Two who wish to apply for a place at the school need to come into the school to collect and complete an application form as well as to make an appointment with the Head Teacher to look around the school. We always liaise with a child's previous school so that we can ensure a smooth transition in your child's learning.

School Times

The Nursery:

Either:

| | |
|--------------------|------------------|
| Morning Session: | 8.30am - 11.30am |
| Afternoon Session: | 12.30am - 3.30pm |

The Main School:

| | |
|--------------------|-------------------|
| Morning Session: | 8.55am – 11.30am |
| Lunch: | 11.30am - 12.30pm |
| Afternoon Session: | 12.30pm - 3.05pm |



Morning Dropping Off Arrangements

You may bring your child into the back playground from 8.45am onwards. You must supervise your child on the play ground. Parents must not leave their child in the playground unless they have made a specific arrangement with the Head Teacher. This depends upon the child, the family situation and the age of the child. Children should not be on the grass, climb on the rails, play with balls or play on the adventure trail. They must remain within your sight. Please do not leave your child inside and smoke outside the gates as accidents can happen with cigarettes.

The Head Teacher and another member of staff will be in the playground by 8:45. The member of staff on duty rings the bell at 8.55am.

If your child is in you take your child to the outside door of the classroom and leave them at the door. You will have a brief chance to give any messages to the class teacher.

Children in Year One and Two line up in the playground to prepare them for moving to junior school and to ease congestion in the corridor. This would be the time to briefly tell the teacher about any problems with your child, however trivial they might seem to you.

School starts promptly at five minutes to nine so please try to be on time as children get upset if they come late and miss registration. Please sign the late book if your child is late. This is in the entrance hall by the office.

Your child will marked late if they arrive between 9:00 and 9:30.

If your child comes to school after 9:30, they will be marked as absent for the morning session and this will count as an unauthorised absence.

School Times....(continued)

Afternoon Collection Arrangements

The school ends for Reception at 3:00pm and finishes for Year One and Two at 3.05pm when all children are brought out to their parents who are waiting in the playground. Reception leaves the building at the back of the school and Years One and Two leave at the front. This is another opportunity to share a conversation with your child's teacher.

Please try to ensure that you collect your child on time as some children become distressed when parents do not arrive. If you are delayed, please telephone and we will always keep your child safely in school with an adult.

If a child is not collected by 5:30pm, social services will be called. If we are unable to contact any parents we may also contact social services.

School Sessions

Reception and Morning Nursery have a half an hour group time then take part in activities. There is a separate brochure showing how Nursery is organised in more detail.

Year One / Two children have a mid morning break of fifteen minutes. Children are not allowed to bring sweets or any other food or drink as they receive fruit from school. Fresh water is available all day. Years One and Two have two sessions before Lunch.

Lunch

Lunch time is from 11.30am to 12.30pm. When your child stays for lunch they will need a clearly named lunch box. Please discuss with your child what they would like to eat as we encourage them to eat everything in their lunch box, please also bear in mind to encourage your child to try healthy eating. We operate a healthy eating policy. No food is banned except bags of sweets and fizzy drinks as it is parents choice what goes into their child's lunch box. We encourage low sugar, low fat foods and eating fruit.

Reception, Year One and Two play in the back playground after they have finished their lunch. Special activities are set up outside to encourage active play. There are also quiet areas for the less boisterous. Children are fully supervised at all times. Our playground was described as "delightful" by Ofsted 2010

Parents on income support and child tax credit may be entitled to free lunches for their child. This is handled in a sensitive manner so please discuss this with your child's class teacher. If you think that you may be entitled to free school meals, please ask in the office. It is vital that you claim as the school receives more money from the government if they have more free school meals.

Uniform

From the time that the children start in nursery, they should wear school uniform.

We are proud of how smart the children look in our attractive school uniform.

The uniform on display in the main corridor, book bags and P.E. bags are available from:

National Schoolwear Centres Shop
5 Church Street
High Wycombe
HP11 2BN
Tel: 01494 529693



All items of uniform must be clearly named. Each term we get a bin full of lost property because we cannot return it to its rightful owner due to it not being named.

Dress Code

| Nursery | Main School Boys | Main School Girls |
|---|--|--|
| <ul style="list-style-type: none">Red sweatshirt with the school logoRed or white polo shirtBlack jogging bottoms.Black or brown shoes with easy fastenings. | <ul style="list-style-type: none">Red sweatshirt with school logoGrey trousers or shortsRed or white polo shirtWhite shirtBrown or black shoesSandals in summer | <ul style="list-style-type: none">Red sweatshirt with school logoGrey skirt or pinafore or trousersRed or white shirt / blouse or polo shirtFor summer a red and white striped or checked dress of any style can be wornBrown or black shoesCovered toe sandals in the summer |

- NOTE: Girls from Muslim families may wear a red scarf if this is usual practice for their family.
- Please ensure children have suitable outdoor clothing and footwear for all occasions.
- Trainers can only be worn if they are completely black.
- Hair should be neat and not distracting to others. We prefer children not to have spiky hair as it can be distracting.
- Necklaces may only be worn for religious reasons. Only stud earrings may be worn. We will take out hooped earrings and return them to parents as they can get caught and cause injury.
- We are aware that uniform can be expensive. You may buy suitable uniform from other clothes shops as long as it fits the dress code.
- We have a rail of high quality second hand clothes in the school hall that can be purchased.

Health & Safety

Medicine

If your child is ill enough to require frequent medicine they should not be in school. If however a prescribed inhaler or regularly prescribed medicine is needed by your child, parents must fill in a medical form which is available from the school. All medicine must be handed to the Head Teacher clearly labelled with the child's name. It will be administered by a responsible adult. Children should not be in school if they need more than three doses of anti-biotic a day. **Note:** The administration of any medicine is discretionary and must be agreed in writing with the Head Teacher.

In the event of sickness or an accident in school, parents will be informed and initial First Aid will be administered by a qualified person. You will receive a letter if your child has had a bump on the head. We will always tell you if your child has had an accident. If you notice a bump or bruise that we have not told you about, please ask and we shall endeavour to find out what has happened. Sometimes children do not tell the adult if they have hurt themselves and they need be encouraged to talk if they have a problem so that we can help them.

Head Lice

Head lice are very common in schools. They are not dangerous but can be very itchy. If we notice that your child has head lice, we will let you know by letter in a confidential manner. The best way you can combat the itchy visitors is by checking your child's hair regularly.

Frequent combing and use of hair conditioner will help to ensure that your child does not get head lice. If however you notice head lice in your child's hair, please go to the chemist and buy the recommended shampoo. The governors may be able to provide assistance towards the cost of the shampoo, please ask Mrs. Morrisson. A leaflet explaining the best way to deal with head lice can be obtained from the school.

Jewellery

We would prefer that young children do not wear any jewellery as it is unsafe and inappropriate. Pierced ears must be fitted with studs as dangling or hoop earrings are dangerous for the child. Only appropriate religious jewellery will be allowed.

Entry and Exit to the Building

We have a buzzer system to ensure that the building is safe. It is important for adults to use the main entrances either in the main school or Nursery to ensure the safety of the children. Please do not use other doors. There are signs on the doors to remind parents.

Never let anyone into the building. This is the responsibility of the office staff. Please do not hook doors back.

Health & Safety....(continued)

Smoking

Marsh School has a no smoking policy for the whole site including the playground. This is in line with government guidelines. Parents wishing to smoke should do so away from the main exits to ensure the safety of the children and in line with the Governments July 1st Smoking in Public Places Policy. Your support in this matter would be greatly appreciated.

Emergency Contact

If your emergency telephone number changes from the one you put on your admission form, the school office must be informed. There is a change of details form in the office and a form will also be sent to you should we be unable to contact you by phone. A second contact name and number helps us to contact a responsible adult in an emergency.

Collection of Children

Each child has a special collection card that needs to be signed if another person is going to be picking them up other than the named person, that is kept in your child's book bag. We will not let your child go home if we do not have a signed card, this is for your child's safety. We will contact you if there is a problem.

Dogs

Dogs are not allowed on the school site in accordance with Buckinghamshire County Council guidelines.

Staff Car Park

The car park is for staff only. Please do not allow your child to go into the car park as it is really busy and we want to ensure the safety of the children. The gate into the playground is usually locked during the day to ensure the safety of the children. Only children who are being delivered by taxi with an arrangement with the school are allowed to use the car park.

Swearing / Behaviour

We expect all members of the school community including parents and carers to behave appropriately. We do not tolerate aggression of any kind or verbal abuse. Parents/Carers need to be careful about the language that they use as well; everyone is responsible for modelling behaviour for the children. The Head Teacher will ask offenders to leave if necessary and will also call the police.

Attendance

It is important for your child's education that they attend school every day. If however they are ill, naturally keep them at home and please send the teacher an absence notice of explanation on their return. If you are able to telephone the school or give the teacher a verbal message, this is acceptable. The school is accountable for all absences and by law has to notify the DCSF of all authorised and non authorised absences. We will phone everyday to find out why your child is not in school. This is to ensure the safety of your child as there have been instances of children in other schools that have gone missing on the way to school and your child's safety is paramount. Your child's report gives the annual attendance percentage and a grading. There will also be a figure for punctuality.

| | |
|----------------------|---|
| 98% and above | Excellent Attendance |
| 95 – 98% | Good attendance |
| 90 – 95% | Average attendance |
| 95% | This is the figure that all children should be aiming at achieving |
| 85- 90% | Below average attendance |
| Below 85% | Poor attendance |

The school liaises with the Educational Welfare Officer to encourage good punctuality and attendance.

We telephone the parents or carers of any child who is absent without a reason each day.

We also give stickers for 100% weekly attendance, merit awards for ten full weeks of attendance and give certificates at the end of year for excellent attendance.

The class with the best attendance of the week has an extra playtime on a Monday.

A copy of the full attendance policy that is in line with current good practice is available in school and on the website.

Children in the Nursery are not of statutory age but we keep registers of their attendance and monitor it. Please make sure that you phone to say that your child is sick. It is at this early stage that habits are formed.

Coming to school is important for all children; it is a legal requirement; missing schools affects their learning and makes children unhappy.

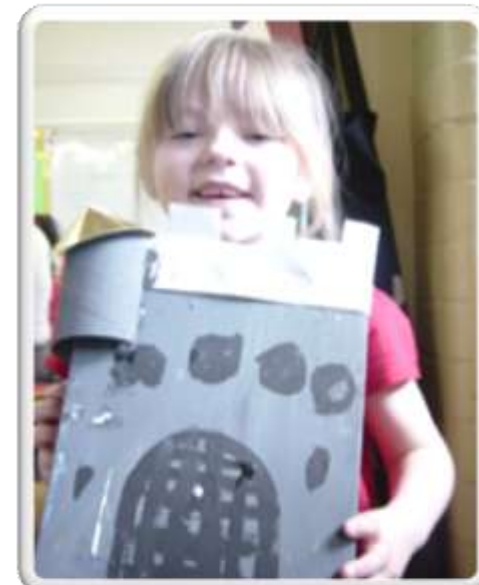
Homework

You will receive an outline of the topics that the children are studying so that you can support them at home at the meet the teacher session in September.

You will also be given a timetable for homework at the beginning of the school year. Homework will include hearing your child read, helping them to learn spellings or sight words or Literacy or Numeracy work that link with the work your child is doing in class. Work will be suitable to the level of development of your child. The work is marked weekly and your child will receive feedback. The time spent on homework depends upon the age of the child.

All children will bring home a reading book on a regular basis as well as a library book.

It is important to remember that the children are very young and may be tired at the end of the day. Completing homework must be carried out in a positive way. Please speak to your child's class teacher if you are concerned.



Documents and Policies

Access to Documents

All parents are entitled to have access to all documents relating to the school curriculum and organisation. Any parent who wishes to read any or all of these documents should make their request to the Head Teacher. We are in the process of placing new documents on the website to make it easier for parents to know more about the life of the school.

Anti Bullying Policy

We believe that all children should feel safe, secure and comfortable within the school setting. We never tolerate bullying in any form and deal with any incidents quickly appropriate to the age of the child. We plan special activities to develop the children's understanding about bullying and its effects each year. Please encourage your child to talk about any concerns that they have so that we can sort any problems out at an early stage. We are always vigilant to make sure that there is no bullying taking place but your support in this matter is appreciated.

A full copy of the anti-bullying policy is available in school and on the website.

Behaviour Policy

Our overall aim is to assist children to develop self-discipline, and therefore formal rules are kept to the minimum and are worded in such a way that children can understand them. All members of the school community have a right to work in a calm, secure and safe environment where they are not hindered from learning or working.

We seek to foster a climate where members of the school community put others first where everyone recognises the rights and responsibilities of others. We always try to work from the positive rather than the negative. We understand that children are learning and will make mistakes. We help the children to learn from their mistakes and to think of the effect of their behaviour on others.

Governors Charging Policy

This has been drawn up by the Governors in accordance with the requirements of the 1988 Education Reform Act and the local Education Authority's policy. This means:

- Where activities take place in school session time, parents will be invited to make voluntary contributions towards the cost of an activity on a pro-rata basis, but a pupil will not be debarred from taking part in that activity because his / her parents cannot for any reason contribute. However, if sufficient voluntary contributions are not forthcoming, an activity may have to be cancelled.
- Where activities take place outside school session time, charges will be levied where appropriate.
- Any application for a full or partial remission of charges will be considered by the Head Teacher.
- Appropriate charges will be made for ingredients and materials where parents have indicated in advance that they wish to own their child's finished work.
- Parents will be required to meet the cost of breakages and damages where this is a result of their child's behaviour.

Grievance/ Complaints Procedure

Should you have a complaint about an issue related to the school, the correct procedure is as follows:

1. Make an appointment to speak with the Head Teacher.
2. Write to the Head Teacher who will investigate the problem.
3. If you are still not happy, write a letter outlining your concern or complaint.

This should be addressed to the Chair of Governors, Mr Steve Knight at the school.

Please ensure you that you date and sign the letter; anonymous letters are difficult to deal with.

4. This letter will be passed to him and he will investigate the problem and talk with you.
5. He will meet with the Head Teacher so the complaint can be investigated.
6. He will meet with you to talk about his findings.

It is important to make sure that parents talk to the class teacher and Head Teacher as soon as there is a problem so that it can be sorted out at an early stage. We pride ourselves on our open door policy.



Rewards and Sanctions

Rewards That the Children Can Receive

- Team points
- Stickers
- Golden Time (choosing time)
- Receiving the class mascot
- Being put in the school's Golden Book
- Receiving the school mascot
- Having their name in the school newsletter



Sanctions That the Children May Receive For Unacceptable Behaviour

Unacceptable behaviour is dealt with firmly but with kindness. Parents will be informed if children display any unacceptable behaviour if the Head Teacher feels this is appropriate. Equally if parents or carers have a concern they should contact the school at any time.

If there is a problem we will aim to resolve it by working together.

- The child may have a warning by the teacher.
- If the behaviour continues, their name would be put on the board.
- They might have to move to a different time out table/thinking chair for a set period.
- They might lose minutes of golden (choosing) time on a Friday.
- They may have to miss part or all of their break time depending upon the behaviour.
- They might have to spend time in the Head Teacher's room.
- In severe cases, children may be excluded but this is extremely rare and we aim for this not to happen.

A full copy of the Behaviour Policy is available in school and on the website.

Foundation Stage Curriculum

The Nursery and Reception (Foundation Stage) curriculum is designed to promote the major aspects of the child's physical, emotional, social and cognitive development. There are six areas of learning;

1. Personal, Social and Emotional Development
2. Communication, Language and Literacy
3. Problem Solving, Reasoning and Numeracy
4. Knowledge and Understanding of the World
5. Physical Development
6. Creative Development



We take pride in offering a happy and caring environment which provides an enriching experience for all our children. Our curriculum is broad, balanced, differentiated and relevant. We mainly teach through topics and also work from the interests of the children. It takes into account each child's progress. It promotes equal opportunities irrespective of gender, ethnic grouping or socio-economic background. It responds effectively to children's individual educational needs. Through carefully structured sessions the children have the opportunity to select and to decide their own activities as well as take part in learning which is initiated by adults. We ensure that they learn both inside and outside. Parents are valued as partners and we welcome their involvement in the Nursery. There is close liaison with the Main School to ensure a smooth transition from the Nursery.



Key Stage One Curriculum

Overview

The school follows the National Curriculum at Key Stage One for Years One and Two. This means that every pupil studies the full breadth of the National Curriculum often through topics.

- Literacy
- Numeracy
- Science
- History
- Geography
- I.T. (Information Technology)
- P.S.H.C.E (Personal, Social, Health, Citizenship and Emotional Development)
- R.E. (Religious Education)
- Art
- Design and Technology
- P.E. (Physical Education)



A full copy of the National Curriculum is available for reference in school. While some areas of the curriculum are sometimes taught as discreet subjects e.g. most Numeracy and Literacy, we teach a great deal of time through topic work as making links between subjects is important and makes learning more exciting and relevant to the children.

As the children are so young, we do focus on Literacy and Numeracy but we ensure that we have a balanced, broad curriculum and we always try to put learning in a real context for the children.

We have an individual reading books that are colour coded books. Children are heard to read regularly by an adult.

Each class also has a designated half an hour for teaching specific reading skills every day as well as separate phonic, handwriting and Literacy sessions where speaking and listening, writing and reading are taught.

Each class has a specific Numeracy session every day.

We have special “mix up sessions” where we have exciting cross curricular events and also special subject focus weeks that the whole school including the Nursery take part in.

Key Stage One Curriculum....(continued)

Physical Education (P.E.)

Indoor P.E. and dance activities take place in the hall and the children have bare feet. They need to change into shorts and T-shirt. We would prefer that all children wear the school uniform red T-shirt and black shorts or girls may prefer black leotards. Weather permitting, children may go outside for games lessons and children will need plimsolls and jogging bottoms. Children in Year Two may wear trainers for outside P.E. Again all school uniform must be clearly named.

No jewellery can be worn and we would prefer that on the day your child has P.E., they do not wear earrings. You will be informed about the day that your child has P.E. All P.E. kit should be in a named drawer string bag.

Religious Education (R.E.)

The school follows the prescribed Bucks R.E. syllabus, and this is available in school for parents to inspect.

Foundation Stage (Reception and Nursery)

R.E. falls into two areas of learning. These are:

- Personal, Social and Emotional Development
- Knowledge and Understanding of the World.

Every topic that the children cover has a spiritual element that links appropriately to the age and development of the child. Children in Reception attend assemblies every day. Children in the Nursery attend on special occasions so that they are part of the whole school.

Key Stage One

- Belongings
- Special Places
- The Natural World
- Relationships
- Special Occasions
- Stories



Key Stage One Curriculum....(continued)

Collective Worship

- There is a daily act of collective worship either in the hall or in class where children participate in prayers and hymn singing and hear stories and poems drawn from a variety of cultures. There is a simple weekly theme for the week that all the assemblies linking to SEAL (Social Emotional Aspects of Learning). Statutory requirements mean that collective worship should be mostly based upon Christianity but we ensure that the needs of backgrounds of all our children are met as far as possible.
- Children are encouraged to reflect spiritually upon the theme of the week and to draw upon their own faith experience, whether their families attend church or another religious centre or not. We celebrate the major Christian festivals as this is part of the children's heritage. We also celebrate other festivals according to the needs of the school population.
- We are lucky that the vicar of St. Anne's C of E church regularly takes assemblies.
- Parents have the right to withdraw their child from R.E. and collective worship, but it is not anticipated that this will normally be necessary.

Sex Education

The children are still very young so are not taught sex education as a separate topic but elements that link with this crucial part of a child's education is included in some projects

At Key Stage One children should learn:

- Animals including humans move, feed, grow, use their senses and reproduce
- Recognise and compare the main external parts of the bodies of humans
- Humans and animals can produce offspring and these grow into adults
- Recognise similarities and differences between themselves and others and to treat others with sensitivity

Infant schools focus aspects of Sex and Relationships Education that should be developed:

Confidence development of the children in talking about, listening and thinking about feelings and relationships is crucial.

Children should be confident to name parts of the body correctly and to describe how their bodies work.

Children should be able to protect themselves and ask for help or support if necessary.

All aspects of this area are dealt with sensitively and carefully as appropriate to the age of the children. Questions are always answered appropriately.

Pupils With Special Educational Needs

Children all progress at different rates and may at times find some aspects of learning difficult. If we feel that your child has special needs, we will keep you fully informed at all times. Your child may be placed on the Special Needs register. It can seem rather frightening to hear that your child is not progressing as well as you would like them to do but being on the register means that we can make sure that your child can get the support that they need to make better progress. Sometimes we can receive support in the form of funding but mostly we use money already allocated in our budget for special needs to support our children.

The school's S.E.N. Policy has been drawn up in accordance with the Government's Special Educational Needs Code of Practice, and the Buckinghamshire County Policy. The full policy document is available for inspection in school; however the policy in outline is as follows. Special Educational Needs refers to the needs of the pupils which deny them maximum access to the curriculum and extra-curricular activities in school. The constraints may be any one or a combination of the following: physical, social, emotional, sensory or intellectual."

We, at the Marsh School, believe that it is our responsibility to ensure that all our pupils have the same right of access to the mainstream curriculum. The Governors are committed to the notion of Special Needs across the curriculum and, to this end, we have appointed a Governor to meet periodically with the Head Teacher and the Special Needs Co-ordinator (SENCO) to monitor the implementation of our SEN Policy, and to facilitate a full parent partnership on developing an individual programme of learning for those children with special needs. If we notice that your child is not making the expected progress, your child may be placed on the register at School Action in other words we set up interventions to help your child to make better progress.

Interventions that we have to assist children are:

- Talking Partners (Language difficulties older Reception, Year One and Two)
- Special needs teaching support (Reception, Year One and Two)
- One to one or small group support by a teaching assistant
- Time to Talk
- Rainbow Road (Physical development)
- Catch Up Project (Reading in Year Two)

If a child is still not making progress your child may be moved to School Action Plus. We can call on lots of people to help:

- Speech and Language Therapist
- Educational Psychologist
- Support from Woodland Pupil Referral Unit
- Special Needs Advisory Teacher

These will observe the children and write reports about their findings and give advice.

We have a special provision map for each child and they all have targets that relate to their needs. If your child still is not making progress, we may be able to get a statement for your child and so get funding for extra support. This is a long process and we will need reports from agencies who have worked with your child.

Parents and Carers will be offered the opportunity to meet with the Special Needs Co-ordinator (Mrs. Quantrill), class teacher or Head Teacher to discuss their child's progress and their individual targets. It is vital that we work with parents at each stage and that parents are fully informed.

Gifted and Talented Children

- We keep a register of children who have a particular talent or are able.
- We plan for these children through altering the work that they are doing to suit their needs.
- We plan special events for them.
- After school clubs are run regularly to cater for particular interests.
- We purchase special resources to extend their thinking appropriate to their age.



Extra-Curricular Activities

Visits

You will have been asked to sign a form allowing your child to go out of school for visits in the wider community.

You may be asked to make a voluntary donation towards the cost of a visit.

If you have difficulty with payment please see the Head Teacher, but lack of contribution will not penalize your child in any way.

In some cases, insufficient funds may mean that a visit will have to be cancelled.

We send out payment cards so that parents can pay over a period of time for trips.



After School Clubs

These run after school for children in Reception, Year One and Two.

These clubs may not last all year and are run either by outside providers or by teachers on a voluntary basis.

We charge £1 per session for after school clubs towards PTA funds.



Contact Details

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Location:

