

Heather Avenue Infant School Prospectus



"Preparing children for a bright future in a changing world"

WENSUM TRUST

Through Partnership to Excellence
Part of the Wensum Trust Family of Schools



The Wensum Trust

The Wensum Trust is a not-for-profit sponsor of Primary and Secondary education providing continuity of experience from Early Years to Sixth Form. The Trust has the highest aspirations for all children in our Academies, regardless of their background and works tirelessly with our partners to help students reach their full potential. We believe that education is far broader and deeper than the national curriculum and examination programmes of study.

The Trust is committed to providing high quality Continuing Professional Development for the whole learning community.

The Wensum Trust already has a track record of bringing about rapid and sustained school improvement and is a growing and well respected Trust both locally and regionally.

Our Academies are arranged in three geographical hubs across Norfolk, are free to attend, non-selective and open to all. The hubs are arranged as follows celebrating their unique place and culture within the county and providing the opportunity for children from each of the three hubs to experience a range of activities in a different setting:

- City Hub – Hellesdon and Old Catton
- Rural Hub – Acle and surrounding villages
- Coastal Hub – Wells and Burnham Market

The hubs work closely together so that the children in all our Academies can have an outstanding experience which sets them up for the future through:

- An inspiring and meaningful curriculum and a range of experiences that will develop students for life in the 21st century
- The development of positive relationships to prepare our young people for learning and life
- Using our scale and collective experience to develop effective partnerships and services for the benefit of all our communities
- A clear focus on our Core Strategic Aims in everything that we do

Our children are on a learning journey.....

“In working with young people, do not try to call back to where they were and do not call them to where you are, as beautiful a place as that may seem to you. You must have the courage to go with them to a place that neither you, nor they, have ever been before.”

The Wensum Trust staff will share this journey with each and every child in all our Academies.



Dear Parent/Carer,

Welcome to Heather Avenue Infant School. I am really pleased to share with you all the great things about our school and I hope that you will enjoy playing a part in our continued success.

We are very proud of our school ethos which is commented on by everyone who visits. We have approachable, professional and committed staff, dedicated and effective Governors, supportive and Parent/Carers and the loveliest children – whom Ofsted felt, had exemplary behaviour! We have excellent resources which contribute to a very high quality learning environment.

We want learning to be fun and for every child to do the very best they can. We provide a broad and balanced education - the highest academic expectations in reading, writing, and mathematics coupled with opportunities to enjoy and excel in the arts and physical education. Ofsted graded all elements of our school "Outstanding" in March 2012.

We want our children to be caring individuals, successful learners and international citizens.

Having excellent links with Parent/Carers is one of the key factors in our pupil's progress and we look forward to working with you to make your child's years at Heather Avenue Infant School a truly happy and rewarding time.

Together we can, "Prepare children for a bright future in a changing world".

Yours sincerely,

Stacey Coleman

Ms. S. Coleman M.A NPQH

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**Welcome to
Heather Avenue Infant School
Part of the Wensum Trust**

Headteacher: Ms Stacey Coleman MA NPQH

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Our Vision

Heather Avenue Infant School is dedicated to:

- providing education of the highest quality and creativity
- helping children become confident, respectful, skilled, reflective and independent learners
- valuing each child and helping them to value each other
- providing all children with equal opportunities
- fostering a caring, supportive environment through links between the school, home and community.



Every Child Matters: Making a Positive Contribution

'Don't always think about yourself think about other people first' Year 2 child

Chair of Governors:

Tim Windle

(Co-opted Governor)

c/o Heather Avenue Infant School

Hellesdon NR6 6LT

01603 – 426438

Vice Chair of Governors

Laura Corral (Parent Governor)

School Governors:

Stacey Coleman (Head Teacher)

Wendy Howes (Staff Governor)

Peter Balcombe (Co-opted Governor)

Paul Stern (Parent Governor)

Ruth Lilley (Co-opted Governor)

Amanda Edmunds (Co-opted Governor)

Clerk to the Governors

Cathryn Heseltine

Every Child Matters: Be Healthy

'Playing lots of games keeps you healthy' Year 2 child

School Staff

Head Teacher:

Ms Stacey Coleman MA

Teachers:

Miss Laura Anderson
Mrs Rachel Bailey
Miss Charlotte Dyball
Mrs Wendy Howes
Miss Kerry Houston
Mrs Victoria McNorton
Miss Hannah Stanislowski
Mrs Louise Stevens

SENCO:

Mrs Anna Barker

Cover Supervisors:

Miss Emma Barley
Mrs Faye Jones
Mrs Conni Keeney

Learning Support Assistants:

Miss Allen
Mrs Kayleigh Bennett
Mrs Beverley Blyth
Mrs Claire Farmer
Mrs Hannah Felstead
Mrs Diane Finch
Mrs Sarah Page
Miss Charlotte Palmer

Apprentices:

Miss Annie Jennings
Miss Chloe Norman
Miss Naomi Southgate

Clerical Staff:

Ms Chantal Cooke
Mrs Leigh Muff

Cleaning/Caretaking staff:

Miss Tanya Davis
Alex Watling

Midday Supervisory Assistants:

Mrs Tina Allen
Mrs Kayleigh Bennett
Mrs Hannah Felstead
Mrs Michelle Hammond
Mrs Wendy Nicholls
Ms Marie Revell

Dining and Catering Assistants:

Ms Chantal Cooke
Ms Helen Morris

Crossing Patrol:

vacancy

Breakfast Club:

Mrs Leigh Muff
Miss Emma Barley

After School Club:

Miss Tina Allen
Mrs Claire Farmer
Mrs Leigh Muff
Miss Naomi Southgate -Cover

Parent Support Advisor:

Mrs Leigh Muff

Every Child Matters: Staying Safe

'Walk with a partner around our school' Year 2 child

Achievements

Ofsted Inspection

The most recent OFSTED report (2012) shows that we are an Outstanding school. Their views from the report are: That children make rapid progress in their learning and develop excellent highly positive attitudes.

- Pupil's achievement is outstanding and by the end of Year 2, pupils are on average four terms ahead of the other children of their age in their mathematical understanding and over three terms ahead in their reading and writing.
- Pupils in Year 2 do better in reading, writing and mathematics than in most infant schools in the country.
- Teachers have an expert knowledge of teaching techniques and apply these creatively across the whole curriculum.
- Pupils' exemplary behaviour is the result of a very clear focus that pupils respect one another's various abilities and differences.
- We have an outstanding and constantly evolving curriculum which ensures pupils are highly motivated to learn.

We have also achieved the following awards:

<p>International School Award</p>		<p>Staff Well-Being</p>	
<p>EDP Norfolk Food and Drink Award</p>		<p>Ofsted Outstanding provider</p>	
<p>Enhanced Healthy School Platinum Award</p>			
<p>Financial Management School Award</p>		<p>History Gold Mark Award</p>	
<p>The Eco Green Flag Award</p>		<p>Philosophy for Children, Colleges and Communities Bronze Award</p>	
<p>The Food for Life Award</p>			
<p>The Arts Mark Gold Award</p>			
<p>Key Stage 1 Sporting Stars</p>			
<p>Sun Safe School Award</p>			

Every Child Matters: Enjoy and Achieve

'It doesn't really matter if you lose or win. It matters if you enjoy yourself' Year 2 child

Behaviour

At Heather Avenue, we promote the values of mutual respect, self-discipline and social responsibility.

Children's behaviour is central to the learning process and is an intrinsic element of education.

We aim to provide a positive atmosphere and environment, where children feel safe and are able to achieve their full potential, in all areas of development.

We ensure that everyone at Heather Avenue is treated with equal regard and is afforded all human rights.

Our discipline is firm but fair and our pupils are taught to be well behaved, well mannered and kind. Should a child step outside the boundaries we set, the Parent/Carer concerned would be asked to meet with the teacher or Head teacher to discuss the issue. It is important that children know that Parent/Carers and teachers work in partnership.

Our children are taught to tell an adult if anyone is unkind to them. If they do this we are able to help them feel happy and secure at school.

We have a behaviour policy available for Parent/Carers to see and this includes sections on how we deal with bullying and racism including the legal requirements relating to the Race Relations Act 1976.

The Golden Rules permeate throughout our school.

- Do work hard
- Do be honest
- Do listen to people
- Do be kind and helpful
- Do be gentle
- Do look after property

Every Child Matters: Making a Positive Contribution

'We follow the Golden Rules to make school a happy place.' Year 2 child

Admissions

We follow the Norfolk County Council policy for first admission to school. The Early Years Foundation Stage (EYFS) applies to children from birth to the end of their reception year. All Parent/Carers of children born between 1st September 2014 and 31st August 2015 may admit their children, to school, full time from September 2019 and all Parent/Carers of children born between 1st September 2015 and 31st August 2016 may admit their children, to school, full time from September 2020. Parent/Carers are entitled to defer their admission or request that their child attend on a part time basis, however the child must start school on a full time basis during the academic year 2019/20 or 2020/2021 and no later than the beginning of the term after their fifth birthday.

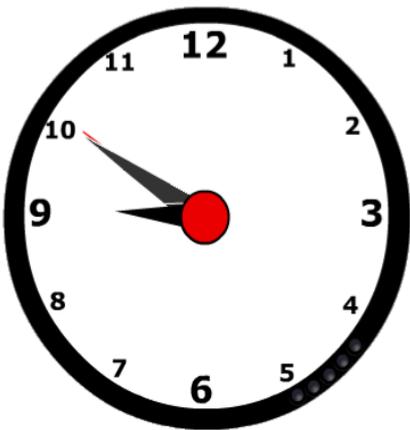


Every Child Matters: Achieve Economic Wellbeing

'At School you prepare yourself for the future so you can learn and be ready for the place of work when you get older' Year 2 pupil

Organisation of the School Day

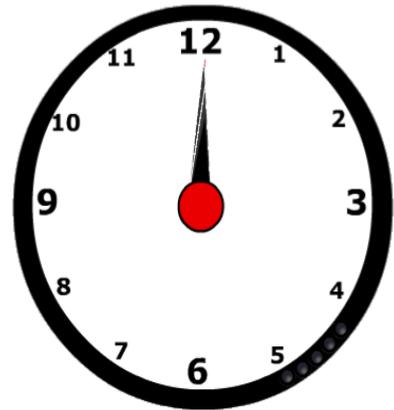
Times



Morning Session

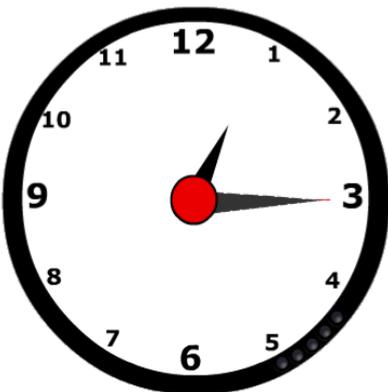
8.50 a.m.

12.00 p.m.

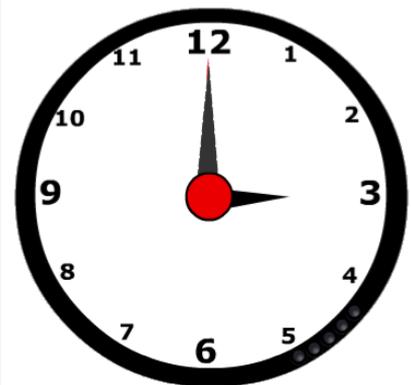


Afternoon Session

1.15 p.m.



3.00 p.m.



Children are encouraged to come into school from 8.40 a.m. where there is a snack available and early morning activities and should be in their classes at 8.50 am.

There is a 15 minute break each morning from 10.30am

Food and Drink in School

Breakfast Club

We run a Breakfast Club where the children can join us at 7.30 am for breakfast and activities. They are then escorted to the playground by a member of staff ready for the morning bell at 8.50am. There is a charge for this.

National School Breakfast Programme

We are a breakfast programme school and committed to ensuring that no child starts the day too hungry to learn. Every child in school is provided with a quarter of a bagel/fruit each morning as they come into school.

Mid Morning Snacks

We are part of the Fruit for All Government Scheme – where each child receives a free piece of fruit every day. Should your child wish to bring their own healthy fruit snack, this is encouraged.

Water

The children are encouraged to have water bottles with them, throughout the day. We have cooled water systems available in each building.

Hot Dinners

All pupils in Reception, Year 1 and Year 2 in state funded schools in England will be offered a free school lunch.

Hot meals including jacket potato and vegetarian options are prepared at Angel Road Junior School. The quality of the meals is very good and the menu takes into account nutritional guidelines, dietary needs and children's preferences.

Packed Lunches

A free school packed lunch is available as an alternative to the hot meal option. Children can also bring in their own packed lunch from home.

As a National Healthy School we promote healthy lifestyles including a healthy diet and would ask that everyone considers carefully the contents of the packed lunches in line with our Healthy Food Policy i.e. no chocolate and no fizzy drinks.

As an Eco school we would request that all packaging is re-useable where possible.

Due to allergies we are currently a fish and nut free school.

We are fortunate to have a separate canteen where the children eat lunch.

After School Clubs

We run a **daily** After School Club from 3 – 5:30 pm. Children are given a healthy snack and complete fun activities such as crafts, puzzles, games and cooking. There is a small charge for this club. There are other After School Clubs available for the children to choose from.

Any child coming to an After School Club (excluding our own, daily Heather Avenue After School Club) is encouraged to bring a healthy snack to have prior to the commencement of the activity.

Every Child Matters: Be Healthy

'Choose healthy school dinners.' Year 2 child

Early Years Foundation Stage Curriculum

At Heather Avenue Infant School, we provide a broad, balanced and rich curriculum. Our planning follows the Early Years Foundation Stage Curriculum and we believe that through personalised learning, your child will have the best start to their education here.

From your first contact with the school, we aim to keep you fully informed and for you to feel part of your child's education. Prior to your child starting school in September you will be invited to a Parent/Carers Information Evening where you will get to meet the Head teacher, the Reception class teachers and various members of staff. You will be provided with information to support your child's transition to Heather Avenue. You will also have opportunities to visit the Reception classrooms. You will be offered a home visit, where your child's class teacher and teaching assistant will come and visit you and your child at home. There are many occasions when you will be invited to share your child's learning. We believe that education is about the whole child, not purely academic. It is a partnership between home and school, between Parent/Carers and teachers.

Your child will receive a broad balanced education at Heather Avenue and we strive towards your child achieving his/her full potential and also establishing a set of moral values on which to build. This will ensure an education which develops social, aesthetic, intellectual and physical skills. Reception classes follow six areas of learning, known as Early Learning Goals. These are:

- Personal, Social and Emotional Development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World
- Physical Development
- Expressive Art and Design.

All children are encouraged to investigate the world around them and to ask questions to find out more and to listen to others. We offer an exciting, creative curriculum with many opportunities to learn outdoors in our beautiful garden. This includes a wildlife area and a gardening plot, where the children learn how to make compost, grow their own vegetables and flowers and learn about wildlife.

Every Child Matters: Enjoy and Achieve

'Showing good work in assembly' Year 2 child

At Heather Avenue Infant School, we offer a broad and balanced curriculum. The children are taught through a range of exciting themes which cover all subjects within the National Curriculum 2014. We have developed curriculum maps for each subject.

English

We believe that good communication skills are of prime importance. Our children develop expertise in speaking, listening, reading, writing and drama during daily literacy sessions linked to the requirements of the National Curriculum 2014. We aim to achieve very high standards of literacy throughout the school.

Phonics

Every child has a daily Read, Write Inc. session in which they learn different letters and sounds. They learn how to segment and blend phonemes for reading and spelling. They also learn to read and spell tricky words.

Reading

Our pupils learn to become enthusiastic and critical readers of stories, poetry and non-fiction texts. The children have individual targets to support their reading progress. Parent/Carers are essential partners in the learning process as they share books with their children and help to promote a true love of reading. Reading opportunities for our pupils have been enhanced by our wonderful library resources.

Writing

The children are taught to enjoy writing and see the value of it. They learn to communicate meaning in narrative and non-fiction texts and spell and punctuate accurately. Specific targets are used with each child to aid this development. The school follows Ros Wilson's "Big Writing" method in this area.

Maths

Maths is taught daily following the revised 2014 Mathematics Curriculum.

Children develop their mathematical understanding using concrete resources and pictorial methods, followed by more abstract recording methods.

The children have the opportunity to practise and consolidate their skills by applying these in many other curriculum areas. They do this through both exposition and discussion as well as through practical and investigational activities.

Annually we hold a Maths Day when the children work in mixed age groups. This enables them to experience working with different children - supporting the younger and learning from the older children.



Science

Through scientific enquiry, children develop the skills of observation, investigation, recording and analysis of information. By engaging in practical activities, they are taught to plan, predict and hypothesise; always thinking carefully about what makes a fair test. We have an annual science day where the children complete a variety of science activities in mixed age groups.

The gardens and wild areas in our grounds are used to enhance learning about the natural environment.

Computing

The children are taught to use computers and the Internet to find things out, to develop ideas, to make things happen, to exchange and share information and to review, modify and evaluate their work.

E-safety is of paramount importance and we deliver a range of E-safety lessons throughout the year in line with curriculum recommendations.

There are computers in each classroom and all classes are connected to the Internet. Each class has an Interactive whiteboard and access to a set of laptops and Ipads for whole class use. The children are taught to create, modify and debug simple programmes and use a range of ICT equipment to develop coding skills.

Children also have opportunities to use digital cameras, video cameras, computer based microscopes and visualisers to support their work in all aspects of the curriculum.

History

Our study of History aims to fire the children's curiosity about the past.

They learn about people's lives and life styles. They find out about the significant men, women and events from the more recent and distant past, encompassing those from both Britain and the wider world. Year 2 children also focus on the Royal Family.

The children are encouraged to listen and respond to stories and use sources of information including artefacts, to answer questions. They learn, in increasing detail, as they pass through the school, how the past is different from the present. Children are taught key historical vocabulary including past, present, now and before.

We encourage children to acquire a real sense of the past and of the changes that are brought about during the passage of time. We teach them how these changes have affected the daily lives of ordinary people.

Geography

Our children are taught to ask geographical questions about people, places and environments and learn geographical language to support this.

They use geographical skills and resources such as maps and photographs. They are encouraged to carry out geographical enquiry inside and outside the classroom.

During the year the children visit different countries through the medium of international weeks. They learn about their own and other cultures and enjoy visits from people from all walks of life.

Art

As part of our creative curriculum we aim to foster an understanding and enjoyment of art, throughout the school, where children make increasingly informed and creative choices of tools and techniques for a given purpose.

The children learn about a variety of artists and use their work as inspiration for their own. In each class children work independently and collaboratively to produce 2D and 3D displays.



Design and Technology

Design and Technology is taught as part of our creative curriculum in a cross curricular way linking to class themes.

Children work on a variety of projects; they create designs, make prototypes using construction equipment and other materials, make their finished product and evaluate their work. They do this using a variety of tools and techniques.

Music

We believe Music is very important and we actively promote children's musical development.

At Heather Avenue we use music to enhance personal and social skills, cultural awareness, creative and expressive development and co-ordination skills.

Children are taught to create music, to listen to and appraise music and to perform. In addition, children are involved in a weekly sing-a-long session, and we offer a range of music clubs. These currently include the school choir and belleplates. We also have a peripatetic piano teacher who visits the school once a week, to give those children who wish to learn an excellent basis for future development in music.

We are always eager to broaden our horizons in the music department, and participate in local musical events, including the Norfolk County Music Festival, as well as holding various musical events throughout the school year and inviting professional musicians into the school.

PE

Physical Education teaches children how to exercise safely and helps them to understand the effect of physical exercise on their bodies.

Initially children learn individual games skills such as throwing, catching, kicking, moving in different ways, using a bat and bouncing a ball. As their dexterity increases they begin to work with partners, in groups and eventually to play team games.

In gymnastics the children learn to develop their co-ordination and balance during both floor and apparatus work. They learn to use the apparatus safely and explore a variety of movements using apparatus and the space around them.

In dance the children create dances based on a variety of stimuli including music, stories and pictures. We work in partnership with Progress Sports Services (based at the UEA), and our cluster schools and Sports Partnership, to support our delivery of the PE curriculum.

RE

We believe that moral and spiritual education is part of all children's emotional wellbeing and ties in with elements of religious education.

We teach Religious Education in accordance with the Norfolk Agreed Syllabus 2012. It is by law required to be of a multi-faith nature whilst reflecting the mainly Christian traditions of the United Kingdom.

We have daily acts of collective worship which are broadly Christian in nature.

We aim to help children develop beliefs in line with our school vision "To prepare children for a bright future in a changing world".

Parent/Carers have the right to withdraw children from Religious Education lessons and from Collective Worship. Should any parent/carers wish to exercise this right, they should make appropriate arrangements with the Head teacher.

PSHE

PSHE lessons are taught in order to promote the emotional, social and health development of children and young people. It includes:

- The acquisition of information on a range of health issues that are relevant to their age, maturity and understanding including emotional health and well-being, relationships, diet and exercise and safety.
- The development of emotional and social skills including skills for learning, achieving, managing change and looking after health.
- The exploration and clarification of values, including British values, and beliefs including respect, morality and an understanding of cultural diversity.

At Heather Avenue we utilise the SEAL resources to support our teaching of PSHE.



Every Child Matters: Achieve Economic well-being

'We have visitors in our school who tell us about the jobs they do' Year 2 child

Extra Curricular Activities

At Heather Avenue we offer a varied range of Extra Curricular Activities for our pupils in addition to the normal curriculum.

We run a Breakfast Club where the children can join us at 7.50am for breakfast and activities. They are then escorted to the classrooms by a member of staff ready for the start of the school day at 8.50am. There is a small charge for this.

Throughout the year we run dance, gym, art, homework, film and multi-skills clubs. Our music clubs currently include choir, belleplates and piano lessons.

We also hold a **daily** After School Club from 3 - 5 pm which all children are welcome to attend. Each daily session includes a variety of activities including crafts, games and cooking. There is a charge for each session.

Community Cohesion

Children are taught the understanding and acceptance of others through their involvement with many communities linked to our school including churches and local businesses.



Key Stage 1 Results

Summary Report:

Key Stage 1, 2018

The following tables show the percentages of Year 2 children achieving each level in 2018 at Heather Avenue Infant School.

PERCENTAGE AT EACH LEVEL- **SCHOOL FIGURES IN BOLD**

NATIONAL FIGURES underneath

2018	Working towards the Expected Standard	Working at the Expected Standard and Working at Greater Depth at the Expected Standard
Reading	8.8%	91.2% (National 75%)
Writing	12.3%	83.3% (National 70%)
Maths	7.0%	90.5% (National 76%)

Year 1 PHONIC TESTING

2018 – school achieved **89.8%** pass mark – National achievement TBC

2017 – school achieved **94.5%** pass mark – National achievement 81.3%

2016 - school achieved **90%** pass mark - National achievement 81%

2015 - school achieved **97%** pass mark - National achievement 77%

2014 - school achieved **98%** pass mark - National achievement 74%

Every Child Matters: Enjoy and Achieve

'We get trophies in Celebration assembly' Year 1 child

Attendance

Parent/Carers are asked to telephone the school before the start of the school day, to inform us of the absence of children. It is particularly important to do this so that we are in a position to investigate any unexplained absence, which may indicate some mishap to a child on the way to school.

Absence Rates 2017-2018

Absences 4.4% (based on NCC key data)

Please note: Children arriving at school after 9.20am are classed as having an unauthorised absence, with the exception of those children who arrive late due to medical appointments. Please make every effort to ensure your child arrives on time each day as arriving late means that children miss the start of the lessons when the work is explained.

PUPILS ATTENDANCE RECORD

Forming the Habit

Young people form habits very readily. The habit of being a regular, punctual attendee at school will stand your child in good stead for the future. Your child's attendance is noted on their school report and will be discussed at Parent/Carer evenings.

Things to remember if your child ever seems anxious or worried about going to school;

- If your son or daughter tells you about any problems at school, talk to the class teacher.
- Take any worries seriously but try not to make them worse by seeming worried yourself.
- Take the line "we will sort this out because everyone has to go to school".
- Don't give in and let your child stay at home as they will be missing out on their education and will create the expectation that they can have more days off. Take them to school and speak to the teacher.
- Talk about school in a positive way. "What was good about school today?" "Did anything special happen today?"
- Make an appointment to see the teacher anytime you are concerned about your child.

Be sympathetic, but firm about going to school

Every Child Matters: Stay Safe

'Stay with your adult on trips all the time' Year 2 child

Pupil Holidays in Term Times

In accordance with section 444(1) of the Education Act 1996 it is the parent's responsibility to ensure their child receives both a regular and punctual education.

Would you keep your child away from school for half a term when they are fit enough to attend? The immediate answer is NO. But, if a child has two weeks' holiday in term time every year while at this school alone, it is equal to more than half a term!

Sadly, this does happen to a lot of school children.

Consider the facts:

- There is a firm link between children's attendance and their educational attainment. Holidays have a disruptive effect on children's education.
- Children who attend primary school regularly, achieve more in the long term and are better able to make the transfer to high school, than children who are absent.
- Absence through illness is a problem for children. Settling into school socially and academically is often difficult. This is significantly worsened when children also lose time at school for a holiday.
- Every day lost from school is a day of learning lost. Your child might miss the introduction of a new topic or a new method of working. Having to repeat learning for absent children holds the whole class back. Children cover a lot of learning activities in one week and obviously more in two weeks.
- Poor attendance has a detrimental effect on socialisation. If your child is not there, s/he won't feel part of the group when s/he returns.
- Bad habits are hard to break! If children accept being absent and arriving late in the Primary school is acceptable, it can lead to serious problems later on in their school lives.

Planned Absences

The Wensum Trust schools have agreed (in line with Governments advice) that there will be no authorisation of planned absences unless in exceptional circumstances. In these instances, permission must be obtained from the Headteacher. Responsibility for work missed must devolve upon the Parent/Carer concerned as it is not possible for staff to provide work for children absent for this reason. Parent/Carers should note that children in Year One are involved in statutory Phonic Testing during the month of June and any request for absences will not be authorised. Additionally, Year Two are involved in Statutory Assessment Tests during the first half of the Summer term, these absences will not be authorised. Absence due to holiday could seriously affect the child's overall results. If you choose to take your child on holiday during term time we have no option but to action the fine system that is in place. This will occur if your child is absent for 10 consecutive unauthorised sessions (5 days).



Educational Visits

We feel that children gain extensively from educational visits and activity days. They enable the children to develop and extend their learning from the classroom often in a practical way. The Head teacher is the school's Educational Visits Co-ordinator who ensures that the appropriate Risk Assessments are carried out prior to any visit being undertaken.

Voluntary Contributions

Although schools cannot charge for school-time activities, they may still invite Parent/Carers and others to make voluntary contributions (online or in kind) to make school funds go further.

Heather Avenue Infant School will follow this procedure where activities cannot be funded in any other way. All requests to Parent/Carers for voluntary contributions will make it quite clear that contributions are voluntary. Children of parent/carers who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from Parent/Carers that will be explained to them. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. The essential point is that no pupil will be left out of an activity because his or her Parent/Carers cannot or will not make a contribution of any kind.

Every Child Matters: Stay Safe

'Make sure you always listen on school trips' Year 2 child

School and Class Council

We have an active school council at Heather Avenue Infant School which ensures all children's views are valued and listened to.

They meet regularly to discuss items brought from individual weekly class councils and have made decisions for improving key areas within school.

They act as ambassadors for the school when we have visitors with the eldest children showing all prospective parent/carers around our school.

Having both class and school councils enable all children to experience the true meaning of being an active citizen within the school, local and global communities.



Every Child Matters: Make a positive contribution

'We have a school council' Year 2 child

Parent/Carers Concerns

If you have any concerns about your child's education or experience at school, we offer an open door policy enabling you to, at first speak to your child's teacher.

We have found that this generally enables the issue to be resolved but should you wish to discuss this further with the Head teacher, please don't hesitate to make an appointment, which can be arranged through the School Secretaries.

If, after discussions with the Head teacher, the matter is still unresolved, you should tell the Head teacher that you wish to use the Complaints Procedure. You will be given a copy of the Complaints Procedure, the name of the Clerk to the Governors and the name of the person to write to in the Children's Services Department at County Hall.

Safeguarding

Because of the day to day contact with children, schools are well placed to observe outward signs of abuse, changes in behaviour, or failure to develop in expected ways. Parent/Carers should be aware that, where it appears to a member of the school staff, that a child is at risk, the school is required, as part of the child protection procedures, to report any concern immediately in line with our Safeguarding Policy. The designated child protection people are Miss Coleman, Mrs Stevens, Mrs Barker and Mrs Howes.

This is a legal requirement of the 1989 Education Act.

* Further information on the Safeguarding policy and all other school policies can be obtained by contacting the School Secretaries.

Every Child Matters: Achieve Economic Wellbeing

'We put cardboard in the recycle bin' Year 2 child

Children with Special Educational Needs

At Heather Avenue Infant School, all children are valued equally regardless of their abilities, aptitudes, interests and behaviour.

Each child is entitled to a broad, balanced, relevant and differentiated curriculum. However, some children experience difficulties in learning at some stage of their school life. Those children who have difficulty in doing so may have Special Educational Needs. School staff and/or Parent/Carers will identify children's special educational needs as soon as possible. All children's progress is tracked throughout their school life and any other needs identified as they arise. After an assessment to discover the extent of the need, personal targets will be created, the pupil registered on the Special Needs register and a more detailed check made on their progress. If necessary, there will be liaison with the Educational Psychologist or other agencies. Parent/Carers are consulted throughout all stages and are encouraged to share their children's achievements. The school employs eleven Teaching Assistants who work under the direction of the Head teacher, class teachers and SENCO to help support all children. If funding for children is necessary, we have to apply to our cluster schools to agree this.

Please see our Special Educational Needs Information Report for more information.

Access for Disabled Pupils

The admission of disabled pupils is supported by our Admissions Policy. The school's Equality Statement provides the guidelines to ensure that disabled pupils are not treated any less favourably than other pupils. The accessibility plan will be regularly reviewed to increase disability access to the school. We incorporate the requirements of the DDA Act 1995 and Equality Act 2014

Able Children

More able children will be provided with challenging activities to enable them to reach their full potential in all subjects. Their progress will be tracked and targets set as appropriate.

Sex and Relationships Education

The School has clear guidelines for sex and relationships education that have been agreed by the Governors. Pupils study the natural life cycle of humans and animals. Should children ask specific questions, teachers will answer truthfully and appropriately as possible.

We follow the legal requirements of the Sex Discrimination Act 1975.

A copy of the school's Sex and Relationships Policy is available on request for Parent/Carers to read.

Transition

Arrangements are made for Year 2 children to visit the school to which they will be transferring. Extra visits are arranged for children for whom this is considered beneficial.

The Head of School at Firside Junior School visits the children at Heather Avenue to introduce herself and her school to them, prior to their visit to the Junior School.

This visit is intended to answer questions and allay fears, in an environment where the children can feel safe and secure.

Similarly, the Reception teachers visit with incoming children at various nurseries and all new Reception children have a chance to visit their new class before starting school.

There is an evening for Parent/Carers of pre-school children to receive a brochure and other information, ask questions and purchase school uniform. Our new families will have a home visit with the child's teacher and teaching assistant to discuss and sign the Home School Agreement.

Link to Firside's website [http:](http://www.firside.norfolk.sch.uk)

www.firside.norfolk.sch.uk

Home School Association

This is known as the FRIENDS OF HEATHER AVENUE (FOHA) and we are grateful for the support this organisation gives to the school. Fundraising efforts contribute much needed money to provide equipment and resources that the children would not otherwise have. All Parent/Carers automatically become members of this group when their child joins our school.

Every Child Matters: Make a Positive Contribution

'We sing songs to the elderly at Harvest time' Year 2 child

School Uniform

The school supports the idea that the wearing of school dress or uniform is a simple and practical way of maintaining high standards of personal appearance and of encouraging a good working attitude.

A copy of our uniform policy is available upon request.

Girls Uniform	Boys Uniform
<ul style="list-style-type: none">• Grey skirt, pinafore dress or grey trousers• Dark green sweat shirt or cardigan with school logo• White blouse or polo shirt.• Black shoes should be worn during the school day• White, green or grey socks or tights	<ul style="list-style-type: none">• Grey trousers• Dark green sweat shirt with school logo• White shirt or polo shirt• Black shoes should be worn during the school day• White, green or grey socks
In the Summer girls may wear a green and white school dress.	In the Summer boys may wear grey shorts.
	
We sell second - hand school uniform.	

Every Child Matters: Enjoy and Achieve

'We sing for birthday celebrations' Year 2 child

PE Uniform



Plain black shorts and white T-Shirt with school logo.

Black plimsolls.

Black jogging bottoms.

PE kit should be kept in a draw string bag.

Jewellery is not allowed at school except for plain ear studs. It is a requirement Norfolk County Policy that these should be removed prior to any sports activity.

MAPAC

Much of the school uniform is purchased online through the following MAPAC website.

<https://www.mapac.com/education/parents>

Every Child Matters: Stay Safe

'We do Road safety at school' Year 2 child

Homework

As part of the partnership between home and school we expect all children to do some work at home to support their learning at school. Children should spend on average about 10 minutes a night on homework at age 5-7.

All children are expected to share their reading at home a minimum of three reads per week. As children progress through the school they will be able to log into Maths Whizz or Busy Things online. Children also have reading and spellings.

We ask for the co-operation of parent/carers in assuring that their child has a quiet, relaxed atmosphere in which to work.

Parent/Carers Contact

Parent/Carers are welcome to visit the school whenever there are problems or queries. It is advisable to make an appointment to speak to the Head teacher. This can be arranged through the School Secretaries. Consultation with class teachers are best arranged for after school. We welcome Parent/Carers as helpers in the classrooms and to share any special expertise with the children. We value the input of volunteers and the benefits that visiting adults bring to the children. All visitors undertake an enhanced DBS (Disclosure and Barring Service) check prior to helping in classes.

Parent/Carers Evening

We hold two Parent/Carers evenings, for Year 1 and 2 pupils. One is in the Autumn Term and one during the Spring Term. Reception children have one Parent/Carers evening early in the Autumn Term when the children have been in school 4 or 5 weeks, one in the Spring Term and another during the Summer Term.

Reports and Record Keeping

Throughout the school from Reception to Year 2 we conduct a variety of assessment activities and monitor the children's progress. Children in Year 1 and 2 will receive a half termly progress report. During the Summer Term you will receive a written report based on your child's achievements throughout the year.

Every Child Matters: Be Healthy

'We try to walk to school to stay healthy' Year 2 child

Health and Safety

There is a Pelican crossing on Cromer Road.

Regular road safety instruction is given in school and there is a secure fence around the school, with gates that are shut when the school is in session.

All visitors are asked to sign in to our signing in system and are issued with an identification badge.

Doors to teaching blocks are locked during the school day, but can be opened using a high level exit button, at all times from the inside.

We have regular fire drills and schedule these at different times of the day to ensure that children are able to respond appropriately to the alarm, wherever they may be in the buildings or in the grounds.

For the Health and Safety of all at Heather Avenue Infant School we ask that you comply with the following:

Car Parking- We would request all Parent/Carers to be respectful of the accesses to local residents' properties and to particularly take notice of any road markings and cones around our school when collecting and dropping off your children.

Playground Equipment- We would highlight that no younger siblings are permitted to use this equipment before and after school due to insurance coverage.

Jewellery- Only watches and small plain stud earrings can be worn at school. Issues pertaining to the removal of earrings for P.E. are detailed in our Uniform policy.

Cycles/Scooters- All cycles and scooters left in the cycle shed are left at Parent/Carers own risk. These should not be ridden in the playground due to Health and Safety risks.

Every Child Matters: Stay Safe

'We have visits from the police to tell us how to keep safe' Year 2 child

Term Dates 2018-2019

School Term Dates

Term:	School reopens on:	School closes on:
Autumn	Thursday 6 th September 2018	Tuesday 18 th December 2018
Spring	Thursday 3 rd January 2019	Friday 15 th March 2019
Summer	Tuesday 23 rd April 2019	Thursday 24 th July 2019

Half Term:	School closes on:	School reopens on:
Autumn	Wednesday 17 th October 2018	Monday 29 th October 2018
Spring	Friday 15 th February 2019	Monday 25 th February 2019
Summer	Friday 24 th May 18	Monday 3 rd June 2019

May Day: Monday 6th May 2019

During 2018-2019 there are five days when the school is closed to children and the time is used for staff development. These have been included in the above term dates but they are specifically:

Monday 3rd September 2018
Tuesday 4th September 2018
Wednesday 5th September 2018
Wednesday 2nd January 2019

The 5th inset day consist of twilight sessions

(Staff Development days to be confirmed with Cluster schools)

Every Child Matters: Make a Positive Contribution

'We are in touch with the community' Year 2 child

Term Dates 2019 -2020

School Term Dates

Term:	School reopens on:	School closes on:
Autumn	Thursday 5 th September 2019	Wednesday 18 th December 2019
Spring	Monday 6 th January 2020	Thursday 2 nd April 2020
Summer	Monday 20 th April 2020	Tuesday 21 st July 2020

Half Term: School closes on:		School reopens on:
Autumn	Friday 18 th October 2019	Monday 28 th October 2019
Spring	Friday 14 th February 2020	Monday 24 th February 2020
Summer	Friday 22 nd May 2020	Monday 1 st June 2020

May Day: Monday 4th May 2020

During 2019-2020 there are five days when the school is closed to children and the time is used for staff development. These have been included in the above term dates but they are specifically:

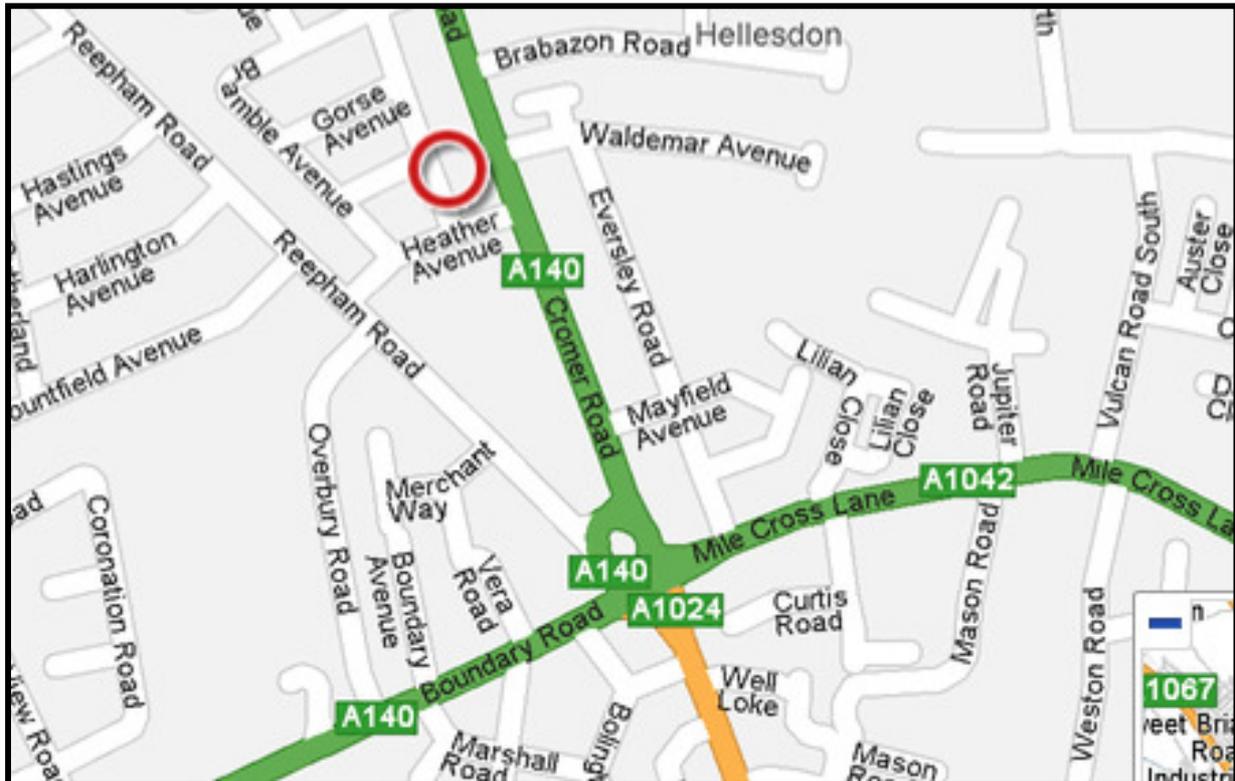
Monday 2nd September 2019
Tuesday 3rd September 2019
Wednesday 4th September 2019

The 4th and 5th inset days consist of twilight sessions

(Staff Development days to be confirmed with Cluster schools)

Map from www.multimap.com

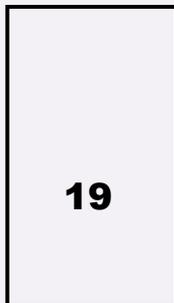
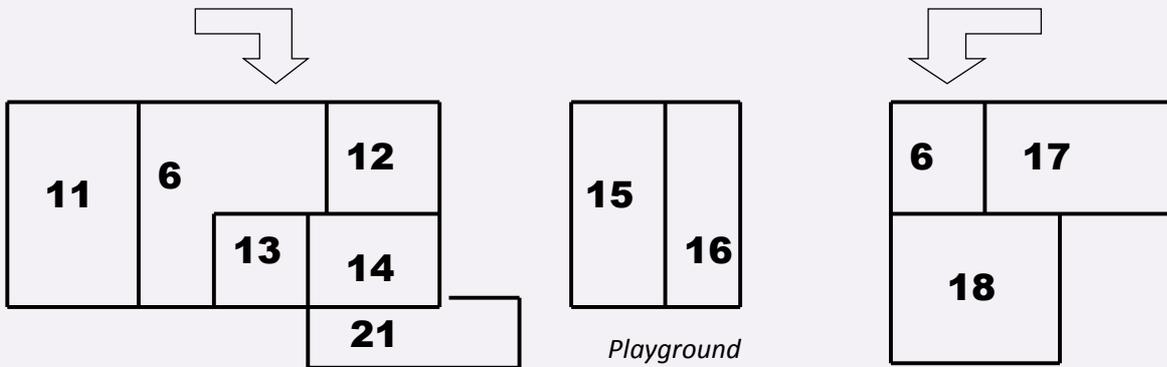
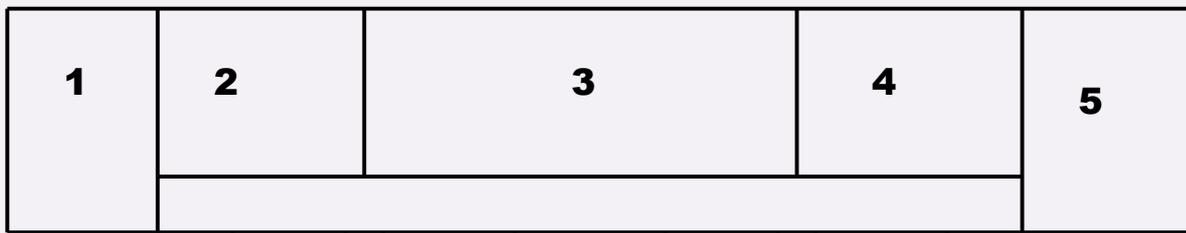
How to find us.



Plan of the school

(Not to scale)

Heather Avenue



Key		
1. Year 1 class	9. Head teacher	17. Heathers Nursery
2. Year 1 class	10. Clerical office	18. Year R class
3. Hall	11. Year R class	19. Canteen
4. Year 2 class	12. Secretary	20. Heathers Nursery
5. Year 2 class	13. Medical room	21. Kitchen classroom
6. Cloakrooms	14. Staffroom	22. Outdoor classroom
7. Caretaker	15. Caretaker store	
8. Staff toilets	16. Staff store	

