



Chigwell Row Infant School



Lambourne Road, Chigwell Row, ESSEX. IG7 6EZ

Telephone: 020 8500 3355 Fax: 020 8501 2672

e-mail: admin@chigwellrow.essex.sch.uk



Dear Parents

Chigwell Row Infant School is a small friendly community school for pupils aged 4 to 7 years. We pride ourselves in being a caring school where every child is important and valued. We aim to ensure that children, parents, governors and school staff work together in partnership for the benefit of all. This ensures that we are an effective school where children strive to reach their full potential

At Chigwell Row Infant School there will always be someone to discuss the educational development of your child, to monitor their progress and set targets. We have a well qualified staff and small classes which allow for a high level of individual attention. Our expectations are high for all children and we have an excellent record of value added achievement. We provide extra-curricula activities and, in the summer term, all of the children are taken for swimming lessons at another school.

By the time that your child leaves our school we hope that the experience offered here will enable them to take the next steps in learning and independence.

If you decide that, after reading this prospectus, you would like to know more, you are more than welcome to visit the school. Please phone and a mutually convenient time for a visit can be arranged.

Welcome to our school.

Stephen Hale
Headteacher

Our School's Aims and Values

Chigwell Row Infants is a unique village school whose aim is;

"To make a positive difference to every child's life by providing opportunities to develop and achieve their potential"

We aim to provide a safe, secure, stimulating and happy environment where everybody is respected and valued as an individual.

We aim to encourage children to meet the challenges of life ahead by fostering positive attitudes, self esteem and confidence.

We aim to help our pupils develop self respect, a sense of responsibility for their own actions and respect for others.

We aim to encourage each child to fulfil his or her potential, to be capable of independent work and to be able to co-operate with others thus developing a life long enthusiasm for learning.

We aim to provide first hand experiences which will enhance pupils' learning.

We aim to help our children develop lively, enquiring minds with the ability to question and argue rationally.

We aim to provide a broad and balanced curriculum which meets the needs of individual pupils.

We aim to create high standards of learning experiences for all children by providing access to all areas of the National Curriculum and Early Learning Goals.

We believe in building an educational partnership between the home, the school and the wider community.

Admission Procedure

Parents who wish their children to be admitted to Chigwell Row Infant School should apply directly to Essex County Council Planning and Admissions office. Applications close on the 1st December each year with places being allocated from 1st of April.

The school can admit up to 30 pupils in each group.

Essex County Council allocate places based on the following criteria:

- Looked after children
- Children with a sibling attending the school
- Children living in the priority admission area
- Remaining applications

Children whose fifth birthday falls between 1st September and 31st August will be admitted fulltime in September. Children are integrated into the Reception class for half a day for the first two weeks of the Autumn term before attending fulltime.

Transfer to the Junior School

At the end of their Infant Education at Chigwell Row Infant School, as a parent you have the freedom to apply to the Junior/Primary school of your choice. However, our pupils often transfer to either Chigwell Primary School, Lambourne Primary School or Stapleford Abbots Primary School. The LEA will distribute the relevant forms to you in the middle of the Autumn term when your child is in Year 2.

Collective Worship and Religious Education

We follow the Essex Agreed Syllabus for Religious Education. The basis of our teaching is mainly Christian, however the children also learn about other religions - Hinduism and Judaism and festivals. Children are encouraged to think about their relationships and feelings. They consider how we can help and care for each other and look after our environment. They learn about Christianity and other faiths through story and celebration. The act of Collective Worship is held each day as part of our assemblies. Parents can withdraw their children from all or part of the

religious education and collective worship provided by the school. Pupils who are withdrawn will be under the supervision of a member of staff.



Each Christmas we perform our Nativity in All Saints Church

School Organisation

The number of children on roll at Autumn 2015 is 76. Our school is made up of three classes as follows:

Early Years	24 pupils
Year 1	25 pupils
Year 2	25 pupils

Our school session times are:

Morning	8.55am-12.00pm
Afternoon	1.00pm-3.00pm
Morning Break	10.35am-10.50am

Children and parents can enter the playground when the school gate is opened at 8.50am. Children are not permitted to enter the school building until the bell has been rung at 8.55am, and parents are actively dissuaded from entering the school with their children. Access to the main school building by parents is by the front entrance. Camera entry ensures the safety of all children.

Children have no need to bring snack since fruit is provided every day by the school.

Lunchtime 12.00pm- 1.00pm

At lunchtime the school hall is used for the children to eat a cooked meal or a packed lunch. If children go home for lunch, they must return to school by 12.55pm. Mid-day assistants look after the children during their meal time and in the playground during their break.

Parental Involvement

Great importance is placed upon liaisons between home and school, as a working partnership with parents is a crucial factor in the child's education. The school welcomes visits from parents and aims to keep them fully informed of pupils' progress and school events. Parents also receive information and support in a variety of other ways, including telephone contact. Our weekly newsletter helps to provide closer links between home and school.

We welcome parents as helpers in the classrooms. This kind of support is much needed and valued, often enabling us to offer a wider range of activities to children. An extra pair of hands on school visits is welcomed. There are many practical ways in which you can be involved. Everyone has a special talent to offer, we would love to hear about yours. **All help is appreciated and valued.**

Pastoral Care and Discipline

The school is a community in which behaviour is based on mutual respect and consideration for others. The class teacher, who knows each child well, is responsible for the care of the children in her class. If a child displays persistent anti-social behaviour, particularly in relation to the eight protected groups in the Equality Act 2012, consultation is arranged between the parents and the teacher so that a combined effort can be made to sort out the problem. In everything we do we aim to ensure that our children are safe and that they feel safe.

How our children learn

The Foundation Stage

The Reception class offers a caring and supportive learning environment which is important in fostering an early appreciation of learning. The Foundation Stage Profile is an important part of the implementation of the Early Learning Goals which comprise of the following areas of learning:

The Prime Areas:

Person, social and emotional development

Physical Development

Communication and language

The Specific Areas:

Literacy

Mathematics

Understanding the world

Expressive arts & design



Key Stage 1

At Chigwell Row Infant School the curriculum is designed to meet and enhance all Learning Objectives required for English, Mathematics, Science, Art and Design, Computing, Design and Technology, Geography, History, Music, Physical Education and PSHE. Pupils enjoy learning in a friendly warm, interactive and supportive atmosphere.

Flexibility and professional judgement are key issues in ensuring that each child receives an education personalised to his or her needs. Classrooms are equipped with computers and an excellent range of learning resources.

The children are offered a broad and balanced education in order to stimulate interest and imagination. We welcome visitors into the school to

enhance the children's experiences and all children have the opportunity to learn from first hand experience and extend their knowledge, skills and understanding through a range of activities including visitors into school and out of school visits.

Each term we send letters home containing information about the curriculum and information regarding areas of study is available for all parents and other interested parties.

Forest School, Horse riding & Swimming

Each class has a series of six afternoons per term at our Forest School. We have an area within the forest which we have been given permission to use. Mrs Critchley is appropriately trained and qualified to take groups to undertake activities in the forest.



Each Spring term Year 1 have the opportunity to go to Woodredon Hill Equestrian Centre for six sessions to learn about caring for horses and how to ride a horse.



During the Summer term all our children have the opportunity to take part in swimming lessons. We use a qualified coach and hire a local pool.

Special Educational Needs.

Sometimes children may experience difficulties in learning and do not make as much progress as we feel they should.

We have a system of assessment to enable us to identify any learning difficulties as soon as possible. We offer carefully planned support for children with special needs and work closely with Essex County agencies.

Parents are informed immediately if we have any concerns and are then kept fully up to date with any action which we may have taken. If you are worried about your child's development please come to see us so we can work together to help your child.

School Uniform

Wearing a school uniform helps to create a feeling of belonging to the school and sets the tone for a good work place atmosphere.

JEWELLERY: If a child has pierced ears then studs may be worn to school. **NO OTHER FORM OF JEWELLERY IS PERMITTED UNLESS IT IS A BANGLE FOR RELIGIOUS REASONS. EARRINGS ARE NOT ALLOWED WHEN PARTICIPATING IN PE LESSONS.**

The following clothing is expected:

FOOTWEAR- low heeled shoes that are suitable for all activities. Fashion shoes cause accidents and are not suitable for school.

WINTER

- Shoes/sandals or trainers are black
- Pinafore dress/skirt/trousers either plain navy or grey
- Polo shirts/blouse white or navy
- Sweatshirt/cardigan red with the school logo

SUMMER

- as above or
- checked /striped dresses in red and white
- short trousers in plain navy or grey
- sandals can be red or white but must have secure straps

Hair accessories such as slides, ribbons, bobbles etc should be fairly simple and if possible in school colours. Parents are asked to ensure that all items of clothing are labelled clearly with their child's name.

Above items which have the school logo are obtainable from the school secretary.

Our uniform for PE is as follows:

Black shorts

White or Navy T. shirts

Plimsolls (pull on type, no laces)

Grey tracksuit and trainers (for outside PE in winter months) **NO**

FOOTBALL KITS

P.E. bags with the school logo & water bottles can be purchased from the school secretary.

School Meals

All our meals are cooked from scratch in our school kitchen. School dinners are very popular with our children, school meal uptake is currently over 80%. This is a testimony to their quality and value for money. The menus operate on a three weekly cycle but, on Wednesday, there is always a roast meal. As a result of the Universal Free School Meals initiative school dinners are free to all children in Reception and Key Stage 1.



Dad's eating with their children on Father's Day

Staff List

Teaching Staff

Headteacher/Child Protection Officer		Mr Stephen Hale
Year 2	25 children	Mr Scott Ferris
Year 1	25 children	Miss Marianthi Gramatikakis
Reception	24 children	Miss Amy Dowling
SENCO		Mrs Rachel Radmore
Music Teacher		Mrs Diane DaCosta
Support teacher		Mrs Anne Vear

Non teaching staff :

Higher Level Teaching Assistant		Mrs Catherine Critchley
Learning Support Assistants		Mrs Wendy Thorpe
		Mrs Sarah Brown
		Miss Gemma Shoulder
		Miss Carlyjo Buckley
		Mrs Sheniz Mehmet
		Mrs Rebecca Naismith
Schools Direct Trainee Teacher		Mrs Joanne Hammond
Administrative Assistants		Mrs Janine Sweeting
		Miss Sandra Bowtell
Midday Assistants		Mrs Sarah Brown
		Mrs Carolyn Jones
		Mrs Sheniz Mehmet
		Mrs Jenny McDonald
		Mrs Susanna Omuri
		Miss Carol Li
Cook		Mrs Jill Gibbs
Cleaner		Miss Kelly Leigh St John
Caretaker		Mr Gary Gibbs
Financial Support Manager		Mrs Sharon Freeman

Absences

Should your child not be in school, please inform us on the morning of their first day of absence. If no call has been received by 12.00 o'clock then the administrative assistant will phone to make enquiries. A covering note to the school is still required when your child returns. All unexplained absences are interpreted as unauthorised absences. Absence for anything other than illness during term time is counted as unauthorised unless there are extremely special circumstances. Absence for anything other than illness or medical appointments should be notified using the appropriate form. An attendance record will be attached to your child's report. Specific details of unauthorised absences are published each year. If your child has a medical appointment the school must be informed prior to their absence.

End of Key Stage 1 Results

Key Stage 1 2016/2017: Chigwell Row Infant School

The following tables show the percentages Year 2 achieved in 2017

Rows might not total 100% because of rounding up.

2017 TEACHER ASSESSMENT: Percentage at each level

	Working at expected standard	Working at greater depth than the expected standard
ENGLISH		
Reading	70	35
Writing	70	40
MATHEMATICS	80	40

Medicines

If your child requires medication to be administered you must complete the form which is available from the School Office or the School's Website. It states the dosage and the frequency with which the medication is to be administered. Whenever medication is administered the member of staff administering it completes the school's pro forma as a record. Items such as 'Locketts' should be left with the classteacher.

Security

The main gate is locked at 9.00am and is not opened again until 2.50pm.

All visitors must report to the main entrance where they press the buzzer to gain access to the main school building. If visitors are staying for a period of time then the Visitors Book must be signed when they arrive and depart. This is located at the front door. Parents who are helping within the school building should also sign the book.

The school does its best to ensure that it is a safe and secure environment for all its pupils.

All fire and security systems meet Health and Safety regulations. The Fire Inspector from the local Fire Brigade inspects the school annually in accordance with the DfES regulations. All fire extinguishers are checked annually by a reputable company which complies with Health & Safety Regulations.

Fire drills are performed termly.

Child Protection

The Headteacher is the Child Protection Officer & Mr Stephen Young the Governor with responsibility for Child Protection. The Child Protection Officer has received training and provided training for members of staff. A copy of the policy can be viewed at the school.

Governors of Chigwell Row Infant School

The Governing Body has a significant part to play in the overall management of the school. It is made up of, parents, teachers and community members who are approachable and always willing to listen to parents' views.

Local Education Authority

Vacancy

Community Governor

Rev Paula Preston

Parent Governor

(Vice Chair)

Mrs Alexandra Rowe

Parent Governor

Mrs Alison Fortington Neave

Community Governor

(Chair)

Mr Steve Young

Staff Governor

Miss Amy Dowling

Clerk to the Governors

Mrs Jayne Cootes

All Governors, as well as the Governors Clerk may be contacted via the school office. The Governing Body work along with the Head Teacher to ensure that our children continue to be 'happy in school' and 'benefit from a curriculum which gives them many memorable experiences' commented upon in the OFSTED (Office for Standards in Education) inspection. 2010. The OFSTED inspection 2012 commented, 'Governance & Governor understanding has improved significantly since the last inspection'.

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