



Chigwell Row Infant School



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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 & feels valued. We aim to ensure that children, parents, governors & school staff work together in partnership for the mutual benefit of all. **This ensures that we are an effective school where children are confident enough to 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 & set targets. We have a well qualified staff & small classes which allow for a high level of individual attention. Our expectations are high for all children & we have an excellent record of value added achievement. We take pride in ensuring that the size of the school doesn't limit the range of experiences our children are able to have.

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 & independence.

Welcome to our school.

Stephen Hale
Headteacher

Our School's Aims & 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 & achieve their potential"

We aim to:

- Provide a safe, secure, stimulating & happy environment where everybody is respected & valued as an individual.
- Encourage children to meet the challenges of life ahead by fostering positive attitudes, self esteem & confidence.
- Help our pupils develop self respect, a sense of responsibility for their own actions & respect for others.
- Encourage each child to fulfil his or her potential, to be capable of independent work & to be able to co-operate with others thus developing a life long enthusiasm for learning.
- Provide first hand experiences which will enhance pupils' learning.
- Help our children develop lively, enquiring minds with the ability to question & argue rationally.
- Provide a broad & balanced curriculum which meets the needs of individual pupils.
- Create high standards of learning experiences for all children by providing access to all areas of the National Curriculum & Early Learning Goals.
- Provide an environment that celebrates individual liberty, diversity, democracy & the rule of law.

We believe in building an educational partnership between the home, the school & 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 & 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 & 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 & 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 & Judaism & festivals. Children are encouraged to think about their relationships & feelings. They consider how we can help & care for each other & look after our environment. They learn about Christianity & other faiths through story & 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 & collective worship provided by the school. Pupils who are withdrawn will be under the supervision of a member of staff. One of our assemblies is an opportunity for children to share their learning from the week. Another assembly focuses on awarding certificates for 'Star of the week, 'Writer of the week' & 'Growth Mindset Champion'. We also present our attendance trophy at this assembly.



Each Christmas we perform our Nativity in All Saints Church

School Organisation

The number of children on roll at Autumn 2019 is 61. Our school is made up of three classes as follows:

Early Years	21 pupils
Year 1	21 pupils
Year 2	19 pupils

Our school session times are:

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

Morning club is between 8.30 a.m. & 8.50 a.m. Children are supervised & can have a drink & snack. The cost is £1 per day. At 8.50 a.m. the children are taken to the playground until 8.55 a.m. when the bell is rung.

Children & parents 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, & parents are 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. If you arrive at school after 9am please ring at the visitor's door. Once admitted to the building your child can go to class while you sign them in giving the time & reason for the lateness. It's particularly important that your child is signed in to ensure we can account for all children in case of fire or other emergency.

There's no need to bring snack since fruit is provided every day by the school. Lunchtime is 12.00pm- 1.00pm. At lunchtime the school hall is used for the children to eat a cooked meal or a packed lunch. Mid-day assistants look after the children during their meal time & in the playground. All staff have the relevant first aid training.

Parental Involvement

Great importance is placed on liaison between home & school, a working partnership with parents is a crucial factor in a child's education. The school welcomes visits from parents & aims to keep them fully informed of pupils' progress & school events. Parents also receive information & support in a variety of other ways, including telephone contact, our weekly newsletter, which we e-mail to parents & our blog & website.

We have a committed Parent Teacher Association which raises money for extras & treats for the children. All help is greatly appreciated by the team. Amongst the events they organise are Christmas & Summer Fayres, social events for parents, after school cake sales & coffee mornings.

We welcome parents as helpers in the classrooms. This kind of support is much needed & 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 & valued.**

Pastoral Care & Discipline

The school is a community in which behaviour is based on mutual respect & 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 & 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 & that they feel safe.

How our children learn

The Foundation Stage

The Reception class offers a caring & 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 & emotional development

Physical Development

Communication & language

The Specific Areas:

Literacy

Mathematics

Understanding the world

Expressive arts & design

Staff in reception use 'tapestry' to record each child's progress. This is an online learning journey which enables each parent to securely access details of their child's learning.



Key Stage 1

At Chigwell Row Infant School the curriculum is designed to meet & enhance all Learning Objectives required for English, Mathematics, Science, Art & Design,

Computing, Design & Technology, Geography, History, Music, Physical Education & PSHE. Pupils enjoy learning in a friendly warm, interactive & supportive environment.

Flexibility & professional judgement are key issues in ensuring that each child receives an education personalised to their needs. Classrooms are equipped with computers & a complete set of learning resources.

The children are offered a broad & balanced education in order to stimulate interest & imagination. We welcome visitors into the school to enhance the children's experiences & all children have the opportunity to learn from first-hand experience & extend their knowledge, skills & understanding through a range of activities including visitors into school & out of school visits.

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

Forest School, Horse riding & Swimming

Each class has a series of six sessions per term at our Forest School. We have an area within the forest which we have been given permission to use. Mrs Critchley is trained & qualified to take groups to undertake activities in the forest. All activities have been risk assessed. We aim to cover some aspect of the Science curriculum within the sessions e.g. species identification, the seasons & habitats.



In the Spring term Year 1 have the opportunity to go to High Beech Riding School for six sessions to learn about caring for horses & how to ride a horse. This is a unique experience which the children always enjoy.



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

Chigwell Row Opportunities

This is a general overview of some of the things we do at Chigwell Row.

Curriculum

Throughout the year our children visit the Forest as part of Forest School as well as part of their normal class work. Year 1 go horseriding & the whole school goes swimming. We have a teacher who comes to teach dance & gymnastics to Key Stage 1 & Year 2 use the gym equipment at Chigwell Primary Academy. As part of the West Essex Sports Partnership we take part in 3T's cricket as well as Sportshall Athletics & Aquasplash events. We have had visits from GCSE students from West Hatch teaching our children a variety of sporting skills, as well as visits from coaches at West Ham.

Our music teacher also leads a singing assembly & organises a visit from her wind quintet each year. Year 2 take part in the annual Infant Music Festival & songs from this form a part of the summer concert performed by the children in the playground. Children also take part in 'Chigwell Row's Got Talent' during the summer term.

Our 'house system' means that we sometimes group the children across the school for events e.g. our annual Easter egg hunt, Sports Day & World Book Day activities. Each class has representatives on School Council which meet each half term. We have additional dressing up clothes, new benches in the playground & additional games because of suggestions from School Council.

Each term we hold a theme week. Past weeks have had Kings & Queens, Space & the book 'The Tin Forest' as their focus. We have had author visits from Kes Grey, Chloe Inkpen & Avril McDonald. We also have a drama workshop twice a year, special assemblies e.g. the NSPCC as well as visits from Safari Pete, Mad Science & activities themed around Chinese New Year. We also celebrate national events e.g. Royal weddings, Commonwealth Day, the Olympics & the World Cup, to name a few. Our library is open after school for children to choose books with their parents.

Visits

All classes take part in local visits during the year as well as visits to attractions further afield. Year 2 always enjoy visiting The Royal Gunpowder Mills & Copped Hall. Transport is often paid for by the PTA who also organise a whole school prom at the end of the Year as one of our ways of marking Year 2's moving on. The PTA raise money throughout the year by means of cake stalls, non-uniform days, a Christmas Fayre & a Summer Fayre. They also hold gift stalls for Mother's Day & Father's Day as well as paying for the whole school to visit the pantomime.

Transition & other school links

As part of their transition into Chigwell Row children get two opportunities to visit before they start in September as well as staff visiting them at pre-school & at home. As a result of this we have strong links with a number of local pre-schools.

We have good links with schools that our children often move on to but particularly with Chigwell Primary Academy, which is where the majority of our children transition to. In

addition to a formal 'transition morning' children also have the opportunity of meeting & working with Year 2 at Chigwell Primary Academy for a morning. The children from Chigwell Primary Academy then visit us for a whole day & have the chance to take part in Forest School.

We are part of the 'Epping Forest Schools Partnership Trust', a group of local schools working closely together for the benefit of the children within our area.

Parents

Parents/carers are invited to join the children for lunch at various times during the year. Reception parents/carers are invited to join their children for lunch on Mother's Day & Father's Day. Parents are also invited into school for award celebrations & Christmas craft activity sessions. We have open evenings during the year where parents/carers have the opportunity to look at children's work & chat with the class teacher. Parents are invited to our summer concert & see Year 2 presented with a year book produced & paid for by the PTA.

Community

We have strong links with All Saints Church where we celebrate Harvest Festival, Armistice Day, Christmas, Easter & our Year 2 leavers. Rev Paula visits to take assemblies during the year. Children have taken part in singing at a local home as well as enjoying links with the Woodland Trust & using the facilities of other local schools.

Charity

We support a number of charities as a school community. There's the opportunity for parents to meet up at the 'Macmillan Coffee Morning' & we support 'Jeans for Genes', 'red Nose Day', 'sports relief', 'Race or life', 'Children in Need' & 'Marie Curie'.

Special Educational Needs.

Sometimes children may experience difficulties in learning & 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 & work closely with Essex County agencies.

Parents are informed immediately if we have any concerns & 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.



Learning at Chigwell Row happens everywhere!

School Uniform

Wearing a school uniform helps to create a feeling of belonging to the school & 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 & MUST BE REMOVED AT HOME OR BY THE CHILD.**

The following clothing is expected:

FOOTWEAR- Black low heeled shoes that fasten securely for cooler weather. Sandals that fasten with a strap are essential for safety. Wellies are needed for Forest School & other off site visits, these stay in school.

OUTERWEAR- Children should have a suitable jacket, coat or warm waterproof. Our weather is very changeable &, even on a sunny day, the playground can be quite cool.

PE KIT:

Black shorts, white or navy t. shirts, plimsolls (pull on type or Velcro fastening, no laces), grey tracksuit & trainers (for outside PE in winter months) **NO FOOTBALL KITS**

WINTER

- Shoes 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 & white
- short trousers in plain navy or grey
- sandals can be red or white but must have secure straps

Hair accessories should be kept simple & in school colours. Parents are asked to ensure that all items of clothing are labelled clearly with their child's name.

Book bags with the school logo can be purchased from the school secretary.

School Meals

All our school meals are prepared from fresh in our on-site school kitchen. The food is sourced as locally as possible, particularly with reference to local suppliers. School lunches are very popular with our children with a very high uptake. This is a testimony to their quality and value for money. The menus operate on a 3 week cycle, the meals being chosen by our cook Mrs Gibbs. The choices come from Government and local authority guidelines where the emphasis is on healthy eating.

Because of the Universal Free School Meals, school lunches are free to Reception and Key Stage 1. This means all of our children qualify for free school meals. Mrs Gibbs also prepares packed lunches for children when out of school on class visits. She organises our party food too, for example at the end of term or special celebration days like The Royal Wedding. She also creates specially tailored menus for our theme weeks such as World Cup Week. Look out for dates of special lunches such as Fathers and Mother's day.

If your child has any food allergies, intolerances or cultural dietary requirements, please inform our cook. She can meet with parents individually to ensure their child has the correct food choices and explain the adjustments she makes to the menu.



Mother's Day Lunch is when we invite the Mums of the Reception class children to share lunch.

Staff List

Teaching Staff

Headteacher/Child Protection Officer		Mr Stephen Hale
Year 2	21 children	Mrs Joanne Hammond
Year 1	21 children	Miss Marianthi Gramatikakis
Reception	19 children	Miss Amy Dowling
SENCO		Mrs Rachel Radmore
Music Teacher		Mrs Diane DaCosta
Support teacher		Mrs Anne Vear
Chinese Language Assistant		Xuefei Zhang (Slandy)

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
Administrative Assistants		Mrs Janine Sweeting
		Miss Sandra Bowtell
Midday Assistants		Mrs Sarah Brown
		Mrs Carolyn Jones
		Mrs Sheniz Mehmet
		Mrs Jenny McDonald
		Miss Anna Jane Shoulder
Cook		Mrs Jill Gibbs
Cleaner		Mrs Linda Catlin
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 2017/2018: Chigwell Row Infant School

The following tables show the percentages Year 2 achieved in 2018

Rows might not total 100% because of rounding up.

2018 TEACHER ASSESSMENT: Percentage at each level

	Working at expected standard	Working at greater depth than the expected standard
ENGLISH		
Reading	52	33
Writing	52	33
MATHEMATICS	48	33

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 & 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 & 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 & 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 & secure environment for all its pupils.

All fire & security systems meet Health & 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.

Emergency evacuation drills/Fire drills are practiced 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 & 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 & community members who are approachable & always willing to listen to parents' views.

Parent Governor		Mrs Lindsey Goldie
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 Janet Bunyard

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' & '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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