

Monkwick Infant and Nursery School



Contact Details:

Monkwick Infant School & Nursery, School Road, Colchester co2 8nn

Telephone: 01206 573849

Website: www.monkwick-inf.essex.sch.uk **E-mail:**
talktoschool@monkwickinfant.school

Headteacher	Mrs Claire Holmes
Deputy Head / SENCO	Miss Melanie Atwell
Deputy Head	Mrs Lotte Cumming
Assistant Headteacher	Mrs Vicky Rhodes



Dear Parent/Carer

On behalf of the Trust and all staff I would like to take this opportunity to wish you a warm welcome to Monkwick Infant and Nursery school.

We are incredibly proud of our school and all that the children achieve here. We pride ourselves in providing a safe, happy and caring environment where pupils are given every opportunity to develop their potential to the full. We encourage and inspire creativity by making each and every day in school count and provide meaningful experiences so that learning is enjoyable and memorable.

I am proud to say we have a highly-skilled, committed and caring team of professionals who work across the school in all year groups and in all their various roles. They are all very much looking forward to working with your children. Every member of our team is committed to creating and maintaining the best possible conditions for learning within a vibrant and respectful environment.

We celebrate success in all of its various forms and develop resilience and self-esteem to enable our children to feel secure and confident.

We value working in partnership with our families and strongly believe that this positive relationship plays a major factor in your child reaching their full potential and we look forward to getting to know you and your children all as individuals.

Myself and all the team know only too well how special and unique every child is who becomes part of our school community and we will always look after them, keeping them safe and happy, whilst ensuring that we provide them with the highest possible standard of education possible. Please never hesitate to contact me directly, the door is always open.

Mrs C. Holmes
Headteacher

What is an Ofsted report?

Ofsted is the Office for Standards in Education, Children's Services and Skills. It **reports** directly to Parliament and is both independent and impartial. By law it must inspect schools with the aim of providing information to parents, promoting improvement and holding schools to account.

Inspectors spend most of their time observing lessons and gathering evidence to inform their judgements. Inspectors will talk to a range of pupils and staff about important aspects of the school's work. Inspectors will also take account of external views of the school's performance

Our latest Ofsted inspection took place in June 2019 where we were rated "Good"
A link to our full report can be found here: <https://reports.ofsted.gov.uk/>

Below are some quotes from the report

- *"Parents and carers are positive about the school"*
- *"The behaviour of pupils is good. Pupils are polite and respectful. They readily engage in conversations with adults"*
- *"The learning environment in the Nursery and Reception classes is stimulating and purposeful. Children show high levels of independence in the early years because routines are well established"*
- *"Pupils make strong progress in reading. Over time, they develop a secure knowledge of phonics, quickly go on to read with fluency and develop an ever-widening vocabulary"*
- *"The welfare and safety of all pupils in school is paramount to staff"*
- *"The school supports pupils' spiritual, moral, social and cultural development strongly"*

The Sigma Trust

About Us

The Sigma Trust is a local partnership of academies in North East Essex. Sigma was formally established in September 2016 and has grown to become the largest multi-academy trust working solely within Essex. The Trust has recently expanded to take on two additional primary schools and now consists of eight secondary schools, one primary, two junior schools and an infant and nursery school and an Initial Teacher Training Scheme.

The Sigma Trust now consists of over 11,000 pupils, approximately 1600 staff and an annual income of over £50 million and trains around 60 primary and secondary NQTs. The size of the Trust allows extensive joint working to take place and provides huge opportunities for staff and students alike. We have been able to build a wide range of secondment opportunities linked to staff development and can ensure students have equal curriculum entitlement regardless of the size of the school that they attend. The approach taken within The Sigma Trust is unique in this area. There is no lead school, the Trust is built around the belief that best practice becomes shared practice and that every school can become a giver and receiver of support.

Our belief is that achievement is for all and that no child should be left behind. Education should foster in its learners a curiosity to discover who they are and what they are capable of, together with developing the resilience for them to test the boundaries of their abilities and to build the skills necessary to face the future with confidence.

We have formed a joint governing body across both the Infant and Junior Schools to strengthen joint working and governance.



The school

Our school is based across two buildings. The first building is called our 'Early years building' and it was officially opened on July 14th 2016.



The layout of the building is fairly traditional there are two classrooms based alongside the corridor and our school Library. Each classroom leads to an outdoor learning space. This is also where both our Nurseries are located with their own outdoor area and playground. The second building hosts six KS1 classes currently divided into two corridors which have three classrooms alongside each. This is also where our kitchen, dining hall area and the main office can be found.



Children attend our school for their reception year (4-5 years) and Key stage 1 (5-7 years). many will have also attended our school nursery. Most of our pupils then move to our Junior School which is situated opposite the school. Children are taught in their own year group where possible but occasionally classes may be mixed due to numbers in the year. In line with national legislation, there is a single admission point in September. Children will start full-time education the year in which they are five.

THE SCHOOL DAY

We have two entrances into the school one which leads to the Early years building and one by the main reception which leads to the KS1 building.



EYFS AND KS1 Timetable

Arriving at school	8:40 am – 8:55 pm (gates closed) We expect children to be in their classrooms for registration between these times. If you arrive after this time you must report to reception where you will be marked as being late.
Morning breaks	Between 10.30 and 11.15 staggered by year group
Reception lunchtime	12:00-12:50 pm
KS1 Lunchtime	Year 1 12:10-1:00pm Year 2 12:30-1.20pm
Gates open for collection	2:55pm children to leave at 3pm

At the start of and the end of the school day, please go to your child's classroom to drop off and collect your child. If someone different is collecting your child, **you must inform the school office. No child will be allowed to go unless this is authorised by you.** Children should not arrive at school before 8.40 am (unless they are signed into Early birds) we cannot be responsible for them before this time. We do expect all our children to be in class ready for registration which takes place at 8:55. Any family arriving after this time will need to enter the school via the main reception.

The playground

Our playtimes are a lot of fun! We are lucky enough to have a range of climbing equipment which the children enjoy using when the weather permits it. Our main playground also contains a scrapstore PlayPod. The playPod is designed to bring alive children's inventiveness and creativity. It enables all ages to play and socialise together.



Early bird club (Morning wrap around)

We run an Early Bird club in the morning from 8.10 am. These places must be booked in advance at a cost of £2.00 per session. We can offer up to 30 places and these are prioritised for working parents and those who are studying. It is not a breakfast club as all children have breakfast in the classrooms at the start of the day. We are part of the 'Kellogs Magic breakfast' scheme which ensures all children are given a breakfast.

What we do in school.....

Most importantly, we provide a safe atmosphere where children are valued; ensuring that this experience of school is a positive one. We believe that self-esteem plays a vital part in raising children's achievement. As part of this work, we recognise children's effort, enthusiasm, progress and achievement. See further information in our Behaviour Policy, on the website, it explains our whole school "Pivotal curriculum", Growth mindset and "Reflected" approach.

We respect



We achieve

We learn



Like all schools, we follow the National Curriculum which is delivered in a thematic way with lots of practical learning across all phases. This can be seen through the play-based learning of the EYFS curriculum to more formal lessons in KS1.



Nursery

We have a two-year Nursery class (for those children eligible for funded places) and a three-year Nursery class. The children can access half-day sessions of 3 hours, 5 sessions a week.

The Nursery Curriculum is based on play which for this age is the most appropriate way of learning. The children have a range of activities to choose from which gradually lead to more structured tasks as they develop and are ready to join the next stage of their education.

For more information on this provision please ask at the main reception for the Nursery brochure.

Safeguarding

Children need to feel safe and happy in order to learn. Safeguarding is our highest priority in school and all staff receive robust training on child protection procedures. There is a school policy available to parents – please ask at school reception and it can be found on the website.

Our designated leads for safeguarding are

C Holmes -Headteacher

M Atwell- Deputy Headteacher/SENCO

L Cumming- Deputy Headteacher

V Rhodes- Assistant Headteacher / Early years leader

A Mason- Family support worker

Support

We very much hope that we are able to resolve any problems or concerns on a daily basis and we are always here to listen. The Headteacher and teaching staff will work with you to ensure your child is happy and learning in school. We have an excellent Family Support worker, Amanda Mason who supports parents with a range of issues.

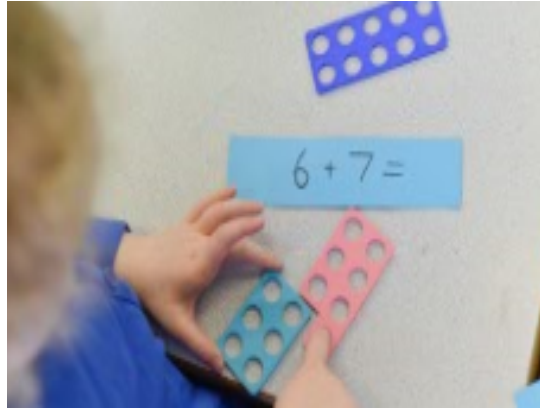
If for any reason you cannot resolve a concern with one of our staff our formal complaints procedure is on the website.

All our policies are reviewed regularly and are available for you to read on the school website, and curriculum meetings will be held to support your further understanding.

After-school clubs

During your child's time at Monkwick Infants, they have the opportunity to attend extra-curricular activities, these can include Football, Basketball, Multisports and Dance. Children are given the opportunity to participate in sports tournaments throughout the year. We have been fortunate to secure a sporting partnership with Cannons Basketball and SCS sporting coaching specialists who help our children build resilience and confidence not only in sports but also in challenges, teamwork, and health. They collaborate closely with us to ensure that we provide the best opportunities for all of our children.





What you can do?

Helping your child settle into school takes time, support and patience. Making sure that you arrive at school on time with everything he/she needs ensures a calm beginning to the school day. We encourage Year1 and Year2 children to come into the classrooms on their own after the initial settling-in period.

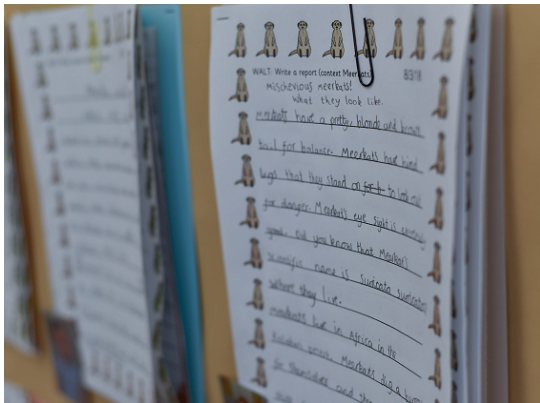
We ask that when you are on our school premises you act kindly and respectfully to all the school community, we are role models to our children. There is no smoking or vaping on the premises and we ask that you avoid using a mobile phone until you are off site.

Mornings can often be a busy time for teachers and we know that you often need to speak to the class teacher. If it is **urgent** the teacher will always make time for you however when it is not can we ask that you either message via dojo, or email or you can ring the office.

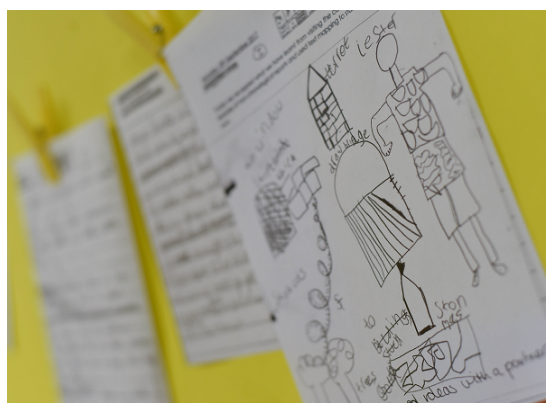
We hope you will be able to attend termly parent interviews and open afternoons. We will always be happy to make appointments to see you about your child and will give you plenty of notice about when these will happen. During parent interviews, we share with you their books and learning for the term, and we discuss how well they have settled. We will also share with you what they have recently achieved and what they are working on next. This approach allows us to work together to ensure that your child is receiving the best support they can to achieve success.

We very much welcome any feedback you have on your child's learning.

We respect



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We learn

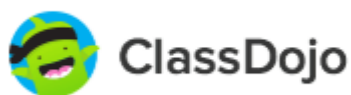


Communication

Contacting school has never been easier below you will find the ways that you can reach school. Please feel free to contact us via email, telephone, dojo or Tapestry.

Email: talktoschool@monkwickinfant.school

Phone: 01206 573849



ClassDojo



In the early years teachers use an online platform called 'Tapestry'. This allows teachers and parents to share children's learning from home and school. Each class has its own Dojo page where messages are shared and this also allows you to contact the teacher directly. More information about this will be shared with you at the beginning of each academic year. Lots of other important information can be found on the website under the parent tab.

As mentioned before we offer an open door policy and we work in partnership with you and your family. We will occasionally ask you for your opinion of school life and may send out home school surveys via google forms. These are very simple forms that can be filled in using your tablets or mobile phones.

Absences

Your child's attendance at school is very important to their education. We would draw your attention to the following guidelines:

- All children are expected to attend school and it is a parent's responsibility to ensure they do. If a child has irregular attendance you will be asked to attend a school attendance meeting.
- However, please do not send your child to school if they are too ill to be able to cope with the school day or have an infectious disease e.g. chickenpox.
- If your child has been physically sick or has diarrhoea, keep them at home for 48 hours after the last symptom, these are guidelines issued to all schools by the Health Protection Agency.
- **If your child is late or absent for any reason please inform the school before 9.00 am, telephone 01206 573849.** Messages can be left on the out-of-hour message service before 8.30 am. Unexplained absences are followed up by Mr Harvey, our Attendance Officer. He will also support you to improve any attendance concerns.
- We will contact you by telephone on your child's first day of absence if we do not hear from you, to ensure your child is safe with you.
- Please try and book dental/doctor appointments out of school hours unless it is urgent. If your child has an appointment during school hours the office will need to see the appointment letter/card to copy for the register.



Did you know how much learning children miss out on?		Poor attendance:
Minutes late per day during the school year	Equal days' worth of teaching lost in a year	90% = 19 days of learning missed 85% = 28.5 days of learning missed
5 mins	3.4 days	Very poor attendance: 80% = 38 days of learning missed
10 mins	6.9 days	
15 mins	10.3 days	
20 mins	13.8 days	
30 mins	20.7 days	

Thinking of taking your children out of school for a family holiday?

From September 2015 due to changes in the leave of absence guidelines from the Attendance Compliance Team at Essex County Council, the school will not authorise any holidays during term time. Unauthorised absences in term time may result in Penalty Notices being issued to all parents/carers. These will be issued in consultation with our trust attendance partners 'Aquinnos'.

Repeated absence because of illness may require medical evidence to be provided or it will be recorded as an unauthorised absence.

Medicines

All inhalers and other medication must be clearly marked with the child's name. Parents are required to complete a form (available from the school office) before medication can be administered by staff.

School lunches

We are fortunate to have kitchen facilities on-site with a wonderful catering team who provide freshly prepared hot and cold dinners. Infant-aged children are all eligible for free meals. We run a two-week rolling menu. These menus are displayed on our website so that you can choose if you would like your child to have a school meal or if you would prefer for them to have a packed lunch from home. We recommend that you let them experience school meals as often they will try new things and enjoy this with their peers.

During lunchtime, the children are assisted by a team of highly experienced Midday supervisors. This team also includes support staff so a familiar adult is always available for our children. Children in the reception classes have their lunch earlier than the rest of the school in order to get used to the dining experience. We will support your child with routine and guidance. We know that this experience can be daunting for many of our children but lunchtimes are a time of fun and enjoyment.



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Copies of the menu are available from the school office and are displayed in the classroom and on the school website.

The school will operate a NO NUT policy in school if, and when we have a child with an allergy. We ask for your help to provide the children with a safe school environment and to work with us. As allergies can develop at any time and can be severe, we advise that you do not send your child to school with snacks or a packed lunch containing nuts or nut products. We also ask that lunch boxes do not include sweets or chocolate. We are trying to promote balanced and healthy meals. Water is always available at all times. Your child can bring their own named water bottle.

Snack (reception year)

The children in the Reception classes continue to have snacks as they did in the Nursery. We ask parents for £1.00 per week as a voluntary contribution.

Fruit and vegetables

Under the Government fruit and vegetable scheme every child is given a free piece of fruit or vegetable each day. In addition children in Years 1 and 2 are also provided with Kellogg's Magic Breakfast of bagels, cereal and additional fruit. This ensures that all children start the day with breakfast and are ready to learn.

School Council

Our school council is run by our PSHE lead Miss Locksmith. At the beginning of each academic year, children are asked to submit reasons why they think they would be good school council leaders for their class. Each child shares their reasons with their peers and then they hold a secret vote to agree on who will become their leader. Meetings are held monthly where the children put forward their ideas for improving the school environment and school practices. These are then shared with the staff so that children's views are shared. Each year two of the older children in year 2 represent our school at our Consortium School Council where they discuss issues with children from 13 schools.



By giving the children the opportunity to vote we are helping them to understand about the British value of democracy. Children get lots of opportunities to learn about British values throughout their time with us.

ECO Team

We have recently set up an Eco team at school. This is run by Mrs Pennell, a year two teacher. Much like the school council, children who would like to be part of the eco team explain to the class why they would be a good representative, and the children have a secret vote to elect their representatives. The eco team have enjoyed taking part in various activities so far including helping the council to plant trees, and entering the Colchester Schools in Bloom competition where we were very pleased to be awarded third place with a special award for 'being a good eco school'. The members of the eco team visited the town hall and were presented with the trophy by the Mayor. This was a very proud moment for the team.



Special Educational Needs (SEND)

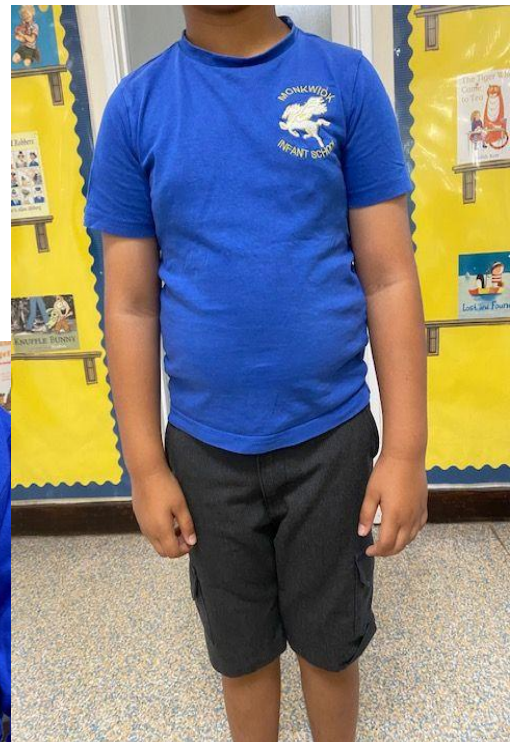
Children may have, or may develop an additional need during their time in school. These may be learning needs, physical, communication or social and emotional. Often due to the age of our children this is only just becoming apparent or maybe a developmental stage. We will work with you to ensure any additional needs are addressed. Miss Atwell is our Deputy Headteacher and also our Special Educational Needs and Disabilities Coordinator. We have a policy of early intervention for children with special educational needs and our SENCO and Learning Support Assistants work either in the child's own classroom or in another area of the school which has access to relevant resources. The school has close liaisons with paediatrics, educational psychologists, speech and language therapists and lots of relevant external agencies according to the child's needs. An annual report on special needs is agreed upon by the Governing Body which also has agreed with the SEN Policy. More information about SEN provision can be found on the school's website in the SEN Information Report.

National curriculum assessments

Parents are given all assessment results related to their individual children. Teacher Assessments at the end of Foundation Stage (Early Years), phonics testing in year 1 and end of Key Stage 1 are reported to the Local Authority and Department of Education as required by law.

Uniform

Our Monkwick Infant and Nursery branded logo includes Sweatshirts, Cardigans, PE T-shirt & book bags and can be purchased from www.myclothing.com



We ask that no jewellery is worn to easily get lost or swapped! It could with lots of children running around.

school as this can also cause injury

We do ask politely to adhere to our chosen uniform as it has been selected carefully to be suitable for all the activities the children take part in each day. It also makes our children

We respect

feel part of a team. Children should not wear jeans or shoes which are unsuitable for running around in the playground.

We achieve

We learn

Each day we need your child to bring to school a book bag and a water bottle. PE kits are to be brought in by the end of the first week back to school and can remain in school. Class teachers will send PE kits home at the end of each half term so that you can check the clothing still fits.

It is **vital** that your child has a PE kit in school. The class teacher will let you know what days the class has PE. On these days Long hair must be tied up and earrings removed. We cannot remove earrings or tape them.

PE Kit -

A tee shirt with our logo is available

A plain white or navy tee shirt
Blue/ Black/ shorts
Black or white Plimsolls
Trainers for outdoor PE
A tracksuit for PE outside.

Winter uniform

White polo shirt/blouse.
Royal blue sweatshirt with Logo/no logo.
Royal Blue cardigan with logo/no logo.
White/ grey/ black socks
Grey/ Black skirt
Grey/Black trousers
Appropriate shoes for being safe and active in school.

Summer uniform

White polo shirt blouse
Grey shorts
White/ grey/ black socks
Blue check dress or all in one.
Appropriate shoes for being safe and active at school.

We do have a link with the Colchester second hand uniform scheme and so this is available. We also keep some in school so that we can help you if needed.

PLEASE ENSURE THAT ITEMS OF CLOTHING ARE CLEARLY MARKED WITH YOUR CHILD'S NAME. With lots of children in the same uniform, it is very difficult to find lost property. The children grow very quickly so please check that plimsolls or trainers are the correct sizes. Lost property is kept in the entrance hall and can be accessed daily.

It is our policy that earrings should not be worn for PE. Earrings **Must** be removed **Before** school on the day that the children have PE. This is to safeguard children against injury. In very exceptional circumstances a parent may give permission for newly pierced ears to be covered protectively with medical tape.

Water

Children can bring small sports top bottles of water to drink during the day. Please label the bottles with your child's name. There are also water fountains around the classrooms and in the corridors in the main building. Please **DO NOT** send juice so that we support a healthy approach for children's teeth.

Personal Possessions

Please do not let your child bring their own toys, games or equipment into school unless specifically agreed with the teacher for a set reason. Small children are easily upset if these get lost, broken or can be distracting when learning.

Staff List

Headteacher:	Mrs C Holmes	Deputy Headteacher/SENCO	Miss M Atwell
Teachers:	Mrs L Cumming (Sigma Deputy Headteacher) Mrs V Rhodes (Assistant Headteacher EYFS) Miss L Beales Ms L Havell Miss M Hughes Miss P Locksmith Mrs C Newell Mrs B Pennell Miss B Stoker Mrs K Sutton Miss E.Jamieson	Family/School Family Support Assistant: Administration Staff: Attendance Officer: Site Manager:	Ms A Mason Miss L Ashdown (Office manager) Mrs C Sutton Mrs S Joseph Mr M Harvey Mr D Buckingham
Nursery Nurse/Support Staff:	Mrs T Anderton Mrs K Brett Mrs C Bugg Mrs W Smith Mrs T Stubbs	Senior Midday Assistant: Midday Assistants:	Mrs R Cattaneo Mrs T Anderton Miss L Barrell

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Learning Support Assistants:	Mrs C Sutton Mrs W Whitmore Mrs L Donnachie (HLTA) Mrs G Gooch Ms S Holloway Mrs S Joseph Mrs D Martin Mrs L Sheehy Mrs J Wade Mrs L Wyeth Mrs L O'Hagan		Mrs P Clark Mrs P Fry Mrs G Gooch Ms S Holloway Mrs W Smith Mrs H Cook
Catering Staff:	Mrs L Richmond Mrs K Dove	Cleaners:	Miss L Barrell Mrs D Sage Mrs W Smith