



# Sparrow Farm Infant & Nursery School



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Mrs. L. Weaver - Headteacher

**DfEE ACHIEVEMENT AWARD  
2000/1**

**BASIC SKILLS AWARD 4  
2008-11**

**INVESTORS IN PEOPLE AWARD  
2011**

**HEALTHY SCHOOLS**

**ECO SCHOOLS – SILVER**

Dear Parents,

On behalf of the staff, governors, pupils and parents it is my pleasure to welcome you and your family to our school

We aim to make the school a happy place where the children will be secure and confident. We also aim for them to get on well with other children, learn and make good progress. Regular opportunities are provided during the year for you to meet with staff and discuss matters relating to the activities of the school and the children. Our aim is that by working together as school and parents in partnership we shall ensure that your child has the best possible opportunity for progress.

We hope that you find the information in the prospectus useful. It is up to date at the time of publication but changes may occur during the year.

Everyone at school is looking forward to a happy association with you, your child and your family.

Yours sincerely

*Mrs L Weaver*

**Headteacher**



# SPARROW FARM INFANT & NURSERY SCHOOL



**Headteacher** - Mrs L Weaver

## **Director of Education**

Ms S Malik

Hounslow Education Department

Civic Centre, Lampton Road

TW3 4DN

Tel. 020 8583 2600

## **GOVERNING BODY**

LA Governors	Mr Omer Janjua Mr Andy Lee
Parent Governors	Mrs Jamila Hassanali Ms Kerry Clayburn Mr Nitin Kuchipudi Mr Ian Kelly
Community	Ms Sarah Winchester – Chair Mr Roger Ramm Ms Amy Croft
Staff	Miss Sarah Irons Miss Jenny Killick Mrs Amie Cella Mrs Lynette Weaver

Our Governors have been elected to oversee the school curriculum and to care for the general maintenance and running of the school. The Governing Body meets at least once a term. In addition the Governors offer an annual meeting when they report to the parents of the school.

## SCHOOL STAFF 2013/2014

	Teacher	Teaching Assistant(s)
Year 2	Mrs Amie Cella Mrs Faukia Khuram Miss Stephanie Kho	Mrs Alison Philips Mrs Pauline Stenning Ms Jo Herbert
Year 1	Mrs Anna Chalcraft Miss Jenny Davey Mrs Rebecca Skelton	Mrs Leigh Ann Fielder Mrs Nicky Farnden Mrs Naomi Light/ Mrs Naheed Khan
Reception	Miss Sarah Irons Miss Hannah Simpson Miss Clio Brown	Ms Debbie McGovern Mrs Shamin Choudhary Miss Jenny Killick
Nursery	Mrs Theresa Sugrue Mrs Daljit Pabla	Miss Jai Birdi Mrs Leigh Ann Fielder

**Head Teacher** Mrs L Weaver

**Deputy Head Teacher** Vacancy

### Support Staff

Mrs Sandra Davis	Senior Teacher
Mrs June King	Teacher
Mrs. Rajni Rajput	Language Support Teaching Assistant
Mrs Teresa Davies	1:1 Support
Mr Sam Eastmond	Music Teacher
Ms Ellen Wilson	Drama Teacher

**SENCO** Mrs L Weaver

### Welfare/Classroom Assistant

**Attendance Officer** Mrs Pauline Stenning

**Business Manager** Mrs Sarah Macrae

**Receptionist/Admin.** Mrs Tina Simmons

**Site Manager** Mr Martin Light

### School Meal Supervisors

Mrs Pauline Stenning	Mrs Frankie Wilder	Mrs Tracey Smith
Mrs Teresa Davies	Mrs Alison Philips	Mrs Vandana Agrawal
Mrs Kim Richardson	Mrs Joan Brooks	Mrs Faizana Mahmood
Mrs Hansa Pankhania (Relief)	Mrs Carole Bird (Relief)	

Closely attached to the school are:-

Ms T Kapasi	- Education Psychologist
Mr T Patter	- Education Welfare Officer
New Appointment	- Special Needs Support Teacher
Ms M Pitts	- Behaviour Support Teacher

## **OUR SCHOOL**

Sparrow Farm Infant & Nursery School is a county primary school in the London Borough of Hounslow and admits children from 3+ years in the Nursery to 7+ years in the Infant School. The Infant School is 3 form entry which means that 90 children may be admitted each year. There are approximately 335 children on roll at the present time.

## **AIMS**

1. To provide a secure and caring environment in which children can develop emotionally, socially, physically, morally, spiritually and intellectually.
2. To enable children to develop a positive self-image, become self confident and increasingly independent.
3. To enable children to learn through a wide range of educational experiences.
4. To provide experiences through which children learn to co-operate, respect and understand the values and customs of others.
5. To implement the Foundation Stage of learning and the National Curriculum supporting and guiding children to achieve high standards in all that they do, particularly in basic literacy and numeracy skills.

## **School Hours**

8.55 a.m. - 12.00 noon  
1.15 p.m. - 3.20 p.m.

## **Nursery Hours**

Morning session 8.45 am – 11.45 noon  
Afternoon session 12:20 pm - 3.20 p.m

## **ADMISSION TO NURSERY**

Numbers permitting children are normally admitted to the Nursery in the September following their 3<sup>rd</sup> birthday. They attend either a morning or an afternoon session during this first year. In July a meeting for parents of Nursery children starting the following September is held to explain the Nursery routine and discuss any issues that may be of concern to parents. The Nursery staff visit the children in their homes at the beginning of September just before the children come into school.

## **ADMISSION TO THE INFANTS**

Arrangements for admission to the Reception Year are handled by the Local Authority. Applications can only be considered in relation to the number of vacancies available. Children are admitted into a Reception Class in the September following their 4<sup>th</sup> birthday. Children new to our school will have a home visit.

## **TRANSFER TO SPARROW FARM JUNIOR SCHOOL**

Our school maintains close links with the Junior School. Before the children transfer in the September after their seventh birthday they will have visited the Junior School on several occasions to look round and to meet their new teachers who will also visit them in our school.

## **THE SCHOOL DAY**

8.55 a.m.	Registration & dinner money
10.30 - 10.45 a.m.	Outdoor playtime
Midday	Dinner time
1.15 p.m.	Registration
3.20 p.m.	Home time.

Please be prompt at bringing your child to school and in collecting at 3.20 p.m. Children should be collected by an adult (over 16 yrs.) Children will not be permitted to be collected by adults other than their parents unless you have given permission. It is important that children attend regularly. If your child is absent please inform us of the reason either by letter or telephone. Good attendance can have a dramatic effect on how your child progresses at school. Absence can only usually be authorised for sickness of the child. Any parent wishing to take their child out of school for any reason must make an appointment to see the Headteacher. Term-time holidays **will not** be authorised. If you change your address or telephone number, at work or home, please notify the school office immediately.

## SCHOOL MEALS

“Child friendly,” school meals are provided at a very reasonable price. A choice of meal is usually available to the children. You can either send in the week's money (£9.50) **each Monday** morning in a sealed envelope bearing the child's name, class and the amount enclosed. This can also be paid on-line. Families receiving Income Support, Income Based Job Seeker's Allowance, Child Tax Credit (income not exceeding £16,190 & not in receipt of Working Tax Credit) or who are asylum seekers qualify for free school meals. Application forms are available from the office and all claims are treated in the strictest confidence.

Some children prefer to bring packed lunches - we hope that they will contain a balanced diet. **These should be sent in at the beginning of the school day.** Please give us notice in writing or inform the school office if your child is going to change from dinners to packed lunch and vice versa. If your child is going to be late arriving at school, please let us know so that a dinner may be ordered.

## DRINKS & FRUIT

Milk is available, which is ordered on-line through Cool Milk. Milk is free to all Under 5s and for families in receipt of benefits (see above). Forms available in the office to register with Cool Milk. If your child does not drink milk, you may send in another drink but **NO FIZZY DRINKS AND NO FLASKS OR GLASS CONTAINERS PLEASE.** A carton or a small plastic bottle with a straw is ideal - please make sure it is named. Fruit is provided each day, funded by the National Lottery. Please do not send in biscuits, sweets etc.

## SCHOOL UNIFORM

This is optional but the Governors and Staff wish to encourage parents to take up the option.

The school colours are GREY & RED and the school dress consists of:

- Red jumper/cardigan/sweatshirt.
- Grey skirt/trousers/pinafore dress.
- White shirt/blouse.
- Red & white gingham dress for summer.

Sweatshirts, T-shirts, Fleeces, Waterproof Jackets, PE Bags, Book Bags with the school logo can be bought/ordered from the school office or on-line.

## **P.E. KIT**

All children need a pair of plimsolls, a pair of close fitting shorts and a T-shirt for P.E. They should be kept in school in a named P.E. bag and the plimsolls checked regularly for fit.

**Please ensure that all clothing and belongings are clearly labelled with your child's name.**

## **HOME/SCHOOL LINKS**

We encourage parents to take an interest in their child's education and also in the life of the school.

Each term parents are invited into the school to discuss their children's work. However, should you be particularly concerned or interested in any aspect of your child's progress, we shall be pleased to make an appointment for you to see the class teacher or Headteacher at a time convenient to all. We have a scheme whereby a team of volunteers are listening to children reading their books in the classroom.



## **BREAKFAST CLUB/AFTERCARE**

An **extended day care scheme (Aftercare)** is run for children in full time schooling up to the age of 11. This starts at the end of the school day and finishes at 5.45 pm. Cost per session is £6.00 for regular booking/£7.00 for drop-in session.

Also available is **Sparrows Early Birds (Breakfast Club)**, which provides child care and breakfast from 7.45 a.m. until school starts. Cost per session is £3.00 for regular booking/£4.00 for drop-in session.

A **Holiday play-scheme** operates during most school holidays from 8.15 am. to 5.45 pm.

Parents wishing to register their child/children in these schemes should contact the schemes on **07761 73 00 54** during operating hours. A message can be left.

## **FUNDRAISING**

The school benefits from many fundraising events and initiatives. Meetings are held regularly and all parents (& relatives) are extremely welcome to come along.

## **WELFARE OF CHILDREN**

The school has one full time Welfare Assistant. All minor cuts and bruises are expertly and sensitively dealt with. Prescribed medicines may be administered, after consideration, upon completion of an authorisation form. If your child suffers from asthma it is requested that you obtain another inhaler to be kept at school.

Non-prescribed medicines, (ie calpol, piriton etc) cannot be given unless it has been prescribed by a doctor.

Hearing is tested in the Reception year by the Audiometrician. The services of the Borough Educational Psychologist are available to all. Reception children are weighed and measured as part of a national programme.

## **ATTENDANCE**

Regular attendance is vital to your child's education. Whilst we do not expect you to send in an obviously unwell child we do not expect your child to have days off for slight colds, shopping trips, family outings etc. The expected national minimum attendance is 95%. If your child's attendance falls below this without a very good reason you may receive a visit from the Borough Education Welfare Officer who monitors our attendance returns.

Term-time holidays are not permitted under any circumstances and will be marked as "unauthorised" absence. Persistent absences may result in your child's school place being withdrawn.

## **COMMON INFECTIOUS DISEASES**

Instructions from the Health Authority regarding minimum period of exclusion from school:

<b>Disease</b>	<b>Minimum period of exclusion</b>
Chicken Pox	5 days from the onset of rash
German Measles	5 days from the onset of rash
Measles	5 days from the onset of rash
Mumps	Until swelling has subsided - 5 days minimum
Whooping Cough	5 days from commencement of antibiotics
Vomiting & diarrhoea	24 hours from last attack

If your doctor says your child may return before the minimum time is up, please bring in a letter from him stating this.

## **CHARGES**

Children are given the opportunity to experience a variety of trips, visits and additional activities such as performances by theatre groups, as part of the school curriculum. These opportunities broaden the scope of the topic work undertaken and give the children relevant experience of the wider world. We try to keep the costs as low as possible and parents are asked to make voluntary contributions to pay for trips, visits and other activities. If voluntary contributions do not cover costs, we may have to cancel the arranged activity as school funds are not always sufficient to pay for it. Trips are free for families in receipt of Free School Meals.

## **COMPLAINTS PROCEDURE**

### **What should you do if you have a complaint?**

First come and talk to your child's class teacher about it. You will know then whether it is a misunderstanding which can be cleared up straight away or whether it is something which requires further investigation.

### **What should you do if you still feel unhappy?**

Come back and talk to the Headteacher outlining your continued areas of concern. The Headteacher will tell you what action has been taken so far to resolve your concern. After discussion with the Headteacher, further action may be necessary and another meeting to review progress on measures taken to date. If you are still not satisfied, consult the Chair of Governors who will see the Headteacher and report back to you or may consult the Governing Body.

## **BEHAVIOUR**

We look for and encourage good standards of behaviour to ensure the smooth running of the school. No form of corporal punishment is ever used. We do have a School Behaviour Policy which all parents are welcome to come into school and read.

**The staff model and teach a Code of Behaviour** as follows:

- To be polite to everyone.
- To treat everyone in school with kindness.
- To walk quietly and carefully round the school.
- To make it as easy as possible for everyone to learn and the teacher to teach.
- To respect others' property.
- To keep the school clean and tidy and help others to do the same.
- To make sure we know the safe and sensible places to play.

If any child experiences another child being unkind in any way the child is taught to say, "Please don't do it - I don't like it," If the unkindness continues the child should then report the incident to an adult.

We expect that any adult or child on school premises will abide by our school codes of behaviour. We expect all our staff will be treated with politeness, good manners and respect at all times. Any person not doing so will be asked to leave the premises.

## **TRAVEL TO & FROM SCHOOL**

The school has had a **School Travel Plan** in place since 2006 which is reviewed annually. The review for 2009 has a target of increasing the number of children riding a bicycle or scooter to school by 3%. Racks are provided for parking the bikes and scooters. The aim of the Travel Plan is to make the journey to school safer and healthier for both our families and the local environment.

**PLEASE DO NOT PARK IN DENHAM ROAD** as cars reversing and manoeuvring in such a confined space is extremely dangerous for children entering and leaving school. Please park in Carlton Avenue and walk the short distance to the school entrance. **Parking on the DOUBLE YELLOW LINES outside the school will incur parking tickets.**

## **GUIDELINES FOR PARENTS**

- Children should not bring toys or sweets into school.
- Children should not wear jewellery to school except for religious reasons.
- Stud earrings may be worn but must be removed before school on P.E. days.
- Please do not let children play on the playground apparatus before or after school - for their own safety. The apparatus must only be used under staff supervision during school hours.
- Sling back and heeled shoes should not be worn to school as they are dangerous on the climbing frames.
- The school is anxious to be good neighbours to the local residents - please be considerate and encourage your children not to drop litter or be a nuisance.
- The alleyway skirting the field is for resident access to garages and is not officially a public right of way. Please be careful of cars and treat the residents with courtesy.
- For safety in the sun children should wear T-shirts/dresses with sleeves and hats.

## **EQUAL OPPORTUNITIES**

Sparrow Farm Infant and Nursery School respects and follows the policy of the London Borough of Hounslow to provide equal opportunities for all its pupils regardless of sex, social or ethnic background or disability.

## **SEX EDUCATION**

The school has a sex education policy which is available on request. Our approach to sex education is through topic work and takes into account the children's level of experience and understanding.

## **OUR SCHOOL'S APPROACH TO THE CURRICULUM**

All classes are mixed ability and are organised into year groupings with 3 classes in each year group.

We aim to provide a broad and balanced enriched curriculum for all pupils that provides equal opportunities and meets the needs of individual pupils, whilst ensuring continuity and progress through each developmental stage.

The curriculum is based upon the National Curriculum and the Foundation Stage of Learning for the Nursery and start of Reception. It is planned on a termly basis and appropriate to the age and interest of the children concerned. In planning it is recognised that each child comes to school with a different set of experiences and knowledge and there is a need for a variety of learning opportunities.

English and Mathematics are taught through daily Literacy and Numeracy lessons. Daily systematic, synthetic phonic sessions are also taught. Science, ICT, Design Technology, History, Geography, Art, Music, PE, RE and PHSE are also taught by using the school schemes of work. These subjects are often taught as part of a creative curriculum which is topic based. Learning objectives are taught to the whole class but children will work independently on follow-up tasks sometimes in ability groups, and sometimes in mixed ability groups. The class will come together again at the end of each session to share their learning.

We are proud to offer a quality learning environment. Classrooms have identified areas for different activities with the intention that pupils are encouraged to develop responsibility for their learning. In line with government directives there is an increasing focus on IT skills and all classes including the nursery have 4 computers and the use of an interactive whiteboard. The school also has a computer suite. Outside the classroom other facilities are available e.g. P.E. apparatus & musical instruments.

A **home/school contract** has been in place since September 1999. The contribution parents make to their children's education is important. The school has a **Homework Policy**. Children take their reading books home on a regular basis, all children have Maths homework and older children will also take spellings home to learn - parents' help with homework is greatly valued.

## **SPECIAL EDUCATIONAL NEEDS**

Sparrow Farm Infant & Nursery School follows the code of practice for Special Educational Needs outlined in the Education Act 1993. Special Needs can include behaviour, learning and emotional difficulties, speech, language, medical and physical difficulties. Exceptionally able children are also classed as having special needs.

It is important that we identify each child's specific needs as soon as possible in order to develop a structural programme of support for as long or as short a period as necessary. The staged approach to identification and support outlined in the Code of Practice can then be implemented.

The school is able to liaise with a number of outside agencies including the speech therapist, school nurse and the West Area Early Intervention Team.

A copy of the school's Special Educational Needs Policy is available to any parent on request.

## **GIFTED & TALENTED CHILDREN**

At Sparrow Farm Infant & Nursery School we provide a differentiated, enriched curriculum to develop the abilities of all children. We recognise that some children may have exceptional abilities and talents and we aim to nurture these abilities to enable children to reach their full potential.

## **LOCAL AUTHORITY ISSUE - CHILD ABUSE**

Schools have an important part to play in the detection and prevention of child abuse. Parents should be aware therefore that where it appears to a member of the school staff that a child has been abused the school is required to report the matter to Social Services immediately. Consequently, in such situations it is likely that a social worker will contact the parents.

***Finally:***

- Every child is different.
- They look different.
- They behave differently.
- They develop at different times and at different rates.
- They learn at different times and in different ways.

We are delighted to have your family with us - We hope you will all be happy in our school.

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