



# Prospectus

Together Everyone **Achieves More**

Emmbrook Infant School, Emmbrook Road, Wokingham, Berkshire, RG41 1JR

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Website: [www.emmbrookinfantschool.co.uk](http://www.emmbrookinfantschool.co.uk)

Head Teacher: Mrs Grace Massarella





# EMMBROOK INFANT SCHOOL

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Telephone: 0118 9784259

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Head Teacher: Mrs G Massarella (BA(Ed), SENCo)

## Message from our Head Teacher

Dear Parents and Carers,

On behalf of all the staff and Local Advisory Board may I welcome you to Emmbrook Infant School. Our school focuses on providing the children with excellent educational opportunities in a happy, secure environment. Our knowledgeable, hardworking staff aims to meet the needs of every individual child and help to develop each child's confidence and talents encouraging each one to have the best start in their learning journey.

Best wishes,

**Grace Massarella**  
Head Teacher



## **Safeguarding and Child Protection** **at Emmbrook Infant school**

Designated Lead for Safeguarding and Child Protection –  
Mrs Grace Massarella, Head Teacher

Deputy Designates –  
Mrs Jenny Wright, Deputy Head Teacher  
Miss Charlotte Riddell, Teacher  
Mrs Nerys Humphris, School Business Manager

Designated Safeguarding Link Advisor –  
Mr Sam Bennison

Our school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment.

All staff undertake annual Level 1 Universal Safeguarding training as a minimum and receive regular updates and refreshers from the Head Teacher.

We are also committed to ensuring all our children remain safe while using the internet in school. Please read the relevant policies for further details of how we do this.

All Governors are also expected to undertake safeguarding training to the appropriate level.

This school holds the following relevant policies –

- ◆ Child Protection and Safeguarding Policy
- ◆ Behaviour Policy
- ◆ Staff Code of Conduct
- ◆ Whistle Blowing Policy
- ◆ Attendance Policy
- ◆ Medical Policy
- ◆ Mobile Phone Policy
- ◆ Home School Agreement
- ◆ All in One User Agreement and Policy



## **Contents**

1. Introduction
2. Admissions
3. Children with Special Needs
4. More Able and Talented
5. We are a Healthy School
6. Parents and the School
7. Parking
8. Curriculum
9. Monitoring and Evaluation
10. Subjects
11. Curriculum Assessments
12. Collective Worship
13. Extra Curricular Activities
14. Library
15. Visits and Trips
16. School Times
17. Out of Hours Provision
18. School Uniform
19. Holidays
20. School Meals
21. Snacks and Milk
22. Health
23. School Medical Service
24. Medicines
25. Pupil Premium Grant
26. Requests for Staff to Complete External Paperwork
27. School Staff



## **1. Introduction**

Emmbrook Infant school is for children aged between 4 and 7 years old. The children are admitted to our foundation class at the start of Autumn term during the academic year in which they turn 5 years of age.

Emmbrook Infant school is an academy and part of The Circle Trust. We work closely with all the schools in the trust for the benefit of all children.

We share a pleasant site with Emmbrook Junior school, and Redwood Early Years is situated in the Emmbrook Infant school building. The Emmbrook Secondary school is on the opposite side of the road. There are breakfast and after-school clubs situated within the school grounds, run by Funtastic Kids, which offer out of hours provision for our children before and after school.

Children are taught in classes of 30, and we have 2 parallel classes in each year group. The Infant school teaches children in their foundation year, year 1 and year 2. Children transfer to Junior school at the age of 7 and to Secondary school at age of 11.

Behaviour is outstanding, as reported in our last Ofsted report. If there are any behavioural difficulties, they are dealt with by the Head Teacher and, where appropriate, parents are contacted to discuss any problems.

A copy of the school Behaviour policy is available on the website or on request from the school office.

## **2. Admissions**

Our number of admissions is 60 children per year group. This is the number of children we admit into our foundation class each year. The Admissions team at Wokingham Borough Council deal with all of our admissions for children entering reception year. After that all admissions are dealt with by The Circle Trust.

## **3. Children with Special Needs**

The Local Advisory Board of our school believe very strongly in supporting children's individual needs.

We try to ensure that all children achieve their best in our school. We have a Total Communication Base in our school, supporting children who are profoundly deaf. Our school is also physically accessible to all children, with ramps, stair lifts and disabled toilets.

A copy of the school Special Educational Needs and Disabilities policy is available on the website or on request from the school office.



## **4. More Able and Talented**

There is a strong learning ethos in our school. We recognise, develop and celebrate the successful achievement of all our pupils.

High expectations are shared by all. Extending and deepening learning opportunities are a daily part of the curriculum. Monitoring, tracking and reviewing pupils learning targets and ensuring good levels of progress are high on the school's agenda.

All staff identify and plan for the continued development in learning of pupils recognised as showing higher levels of understanding and attainment in different areas.

## **5. We are a Healthy School**

We are a healthy school and aim to ensure children learn and grow in a school where the atmosphere and ethos promote a positive learning environment.

We promote our Golden Rules for behaviour, embedding our Core Values using Circle Time, Social & Emotional Aspects of Learning (SEAL), and we have peer mediators and School Council to give the children an important voice. We also encourage healthy choices when children bring a packed lunch to school, and all our children are able to enjoy a hot school dinner from Dolce, our caterers.

## **6. Parents and the School**

Information which maybe useful to parents is displayed in the entrance of the school and on the school website.

Parents are invited to help in the school alongside teachers and we welcome help with our outside environment. If you are willing to offer your time and skills please let us know.

Parents' evenings take place in the Autumn and Spring terms to discuss pupil progress and next steps. There is an end of year report to celebrate your child's progress and achievements, with an optional meeting to discuss this in the Summer term. Individual targets relating to end of year expectation are shared with parents, in reading, writing and maths. The Head Teacher and staff are available at the end of the school day to see parents. However, if you require more than a quick chat, it would be advisable to make an appointment.

There is a flourishing Parent and Teacher Association (PTA) which is run jointly with the Junior School. All parents are members of the PTA and encouraged to join the committee.



## **7. Parking**

If you bring your child to school by car, it is requested that you park at a safe distance from the school as we do not allow parents and carers to bring cars on to the school site as part of promoting a safer environment for the children.

We have received requests for considerate parking from local residents and ask you to respect their wishes.

Disabled drivers who need to drive on to the site must inform the school who will ensure parking is available. If you need to collect your child from school because they are unwell during the school day, we are happy for you to drive into the car park to do so.

## **8. Curriculum**

We offer all children a rich, stimulating, varied, warm and caring environment where they are taught the National Curriculum and develop the skills necessary to play their part in our changing world.

The children are taught to show consideration, tolerance and respect for others and are encouraged to share and help one another.

We seek to achieve high standards of education for all children. Within a working week, the following subjects are covered:

English  
Mathematics  
Science  
Computing  
Religious Education  
Design & Technology  
Relationships & Sex Education

PE  
History  
Geography  
Personal & Social Health Education  
Music  
Art & Design

## **9. Monitoring and Evaluation**

Each curriculum area has a subject leader who is responsible for the schemes of work and annual action plan of the subject. Teachers write their lesson plans individually or in teams in order to meet the particular needs of the children in their care.

A separate scheme of work linked to the Early Years Foundation Stage (EYFS) is followed by the Foundation Stage pupils.

Children's work is monitored by continual assessment and as parents, you will be informed of your child's progress at the 1:1 parents' evenings.

If you have any concerns regarding the curriculum, please speak to your child's class teacher in the first instance.



## **10. Subjects**

### **English**

Great emphasis is placed on developing each child's speaking and listening, and reading and writing skills, building on the wide knowledge that the child brings from home and following the requirements in the literacy framework.

Reading is taught through a Systematic Phonics program (Read, Write, Inc) in a structured teaching environment, developing pre-reading skills, phonics and sight recognition of whole words, comprehension, vocabulary and fluency. The children use a phonetically based published reading scheme, which is supported by wider reading materials as the children move from the initial phonetic scheme resources. Children take reading books home to share and practise their new reading skills with their family and we request that you support your child rehearse their growing reading skills every day so that they build quickly on the reading skills that they have been taught in school.

Writing develops alongside reading. The children are taught a cursive letter formation and gradually learn to write in sentences. They have the opportunity to write for a variety of purposes, including story telling, research, chronological writing, invitations, recounts and thank you letters. During their time at our school they learn the basic rules of spelling, grammar, punctuation and presentation. As an oracy school, the children follow a planned scheme of vocabulary development, progressively widening their vocabularies with ambitious tier two-word choices; meeting three new words a week.

The children are given opportunities to develop their speaking and listening skills. Time is given to develop discussion, questioning and sharing of information. Pupils are taught 'good listening skills', as well as speaking for different purposes.

### **Mathematics**

During their infant years, the children acquire the basic early skills, covering the knowledge and understanding of numbers, algebra, measures, shapes and data handling. From the beginning, our aim is to link maths with familiar situations for the children and to use a wide variety of apparatus including computers and games. Pupils are encouraged to do arithmetic in their heads and explain how they reach their answers.

### **Science**

Our scheme of work, which covers the National Curriculum requirements, is taught explicitly as a subject in its own right but links are made to other curriculum areas where possible. The children are taught to make careful observations, to enquire and eventually begin to make a hypothesis. This is a practical subject where the children enjoy hands-on experiences.

### **Computing**

The children have the opportunity to develop their computing capability skills and techniques using hardware and software. Computing skills are used and developed in most curriculum areas using our computer suite and interactive whiteboards. A variety of computing is used in the classrooms including digital cameras, bee-bots, iPads and talking books.





## **Religious Education, Personal, Social and Health Education (PSHE) and Relationships and Sex Education (RSE).**

We follow guidelines set out in the Local Education Authority's syllabus for our Religious Education and follow the Discovery RE Scheme of Work. Parents may, if they wish, request that their child be withdrawn on those occasions when religious worship or religious teaching is taking place.

At Key Stage 1, Relationships and Sex Education focuses on friendships, family relationships, different families and raising self-esteem, which are included in topics such as science and PSHE. We use the Jigsaw programme to deliver the statutory elements of RSE.

PSHE is underpinned through our Core Values and taught explicitly and through all subjects and assemblies. We use the Jigsaw programme to deliver this curriculum.

## **History/Geography**

The aim of these studies is to develop the child's understanding of people and places. We begin by looking at the school and local area, and later, at other areas of Britain and the World. The children learn about significant people and historical events, and begin to develop an understanding of chronology. They also begin to learn about their family history, finding out about changes and comparing their grandparents' childhood with their own.

## **Design Technology and Art**

Design and Technology involves the children in practical design and planning and construction. Our scheme uses advice from the Department for Education Scheme of work. Activities such as sewing, model making, woodwork and cooking are a part of this subject.

The Art scheme of work following the National Curriculum guidelines offers children the opportunity to use a wide range of materials and techniques to develop their visual perception and creativity. The children learn about different types of art from different cultures and traditions, as well as looking at the work of influential artists.

## **Music**

The children have the opportunity to listen to a variety of music, both recorded and live. In music lessons the children sing and learn new songs and use percussion instruments to reinforce their appreciation of pattern and rhythm and learn simple composing skills.

## **PE**

This subject includes team games, gymnastic skills, dance and orienteering. The children are encouraged to perform a range of simple actions and linked movements. They are taught to work safely on apparatus and develop the skills for games and working as part of a team.



## **11. Curriculum Assessments**

### **Baseline assessment**

During the foundation stage school staff complete the EYFS Statutory baseline and complete the EYFS profile to identify the children's levels of development.

### **Year 1 and Year 2 assessments**

We have a regular assessment programme for children in Years 1 and 2. A statutory phonics test is taken by Year 1 children in June.

The Assessment policy can be found on the website or is available from the school office on request.

## **12. Collective Worship**

Assembly is held in the school hall three times a week and includes a story, hymns, discussions, drama and visitors. On Fridays, we hold our celebration assembly. Parents may request that their child is withdrawn from collective workshop. Children have time for reflection in class every day.

## **13. Extra Curricular Activities**

We offer a variety of clubs which run during lunchtimes and after school. The clubs on offer vary from term to term and further details can be obtained from the school office. Cygnets are able to start extra curricular clubs from the Spring term.

## **14. Library**

We encourage the children to use the school library regularly and as part of this they take home a library book each week.

## **15. Visits and Trips**

At appropriate times during the year, the children take part in organised educational visits. There are opportunities for the children to participate in special events and days in school. These include sports skills development, music and drama workshops and visits from authors. Anyone who wishes to share their skills, experiences or talents with us are warmly welcomed. Where possible, links within the local community are promoted within the school.

## **16. School Times**

The school day starts at 8.50am after the bell has rung at 8:45am. Parents are responsible for their children until they enter the school building. Lunchtime is between 12pm and 1.15pm. The



school day finishes at 3.20pm. Please do not allow your child to play on any school equipment before or after school.

If children arrive after the start of the school day at 8.50am they must report to the school office, and will be recorded as late in the register.

Pupils are collected at the end of the day from outside their classroom door.

## **17. Out of Hours Provision**

Our on-site breakfast and after school club is run and managed by Funtastic Kids, on behalf of both Emmbrook Infant and Emmbrook Junior schools.

For more information on our wrap around care provision, please visit the Funtastic Kids website - <https://funtastickids.co.uk/clubs/emmbrook-infant-and-junior-schools/> or contact Funtastic Kids directly on 077156 434412.

## **18. School Uniform**

Our school uniform consists of the following and can be purchased online at Earth Uniform: <https://www.earthuniform.com/collections/emmbrook-infant-school>

Non logoed uniform is also widely available from all major supermarkets and stores.

Grey trousers, skirts, pinafores or shorts (summer)

White polo shirt

Forest green v-neck jumper or v-neck or crew neck sweatshirt (preferably with the school logo)

Forest green cardigan (preferably with the school logo)

Grey tights

Grey, black or white socks

Black school shoes

### **PE kit**

Forest green t-shirt (preferably with the school logo)

Black or forest green shorts

Tracksuit bottoms/joggers (no hoods please)

Trainers (no plimsolls)

Small rucksack to keep the kit in school

We respect the choices of our students to dress how they wish, from the items listed above.

### **Other items:**

Forest green school book bag (also available with the school logo on the school online shop)

Water bottle and sun hat

**Please label all items.**



Jewellery should not be worn in school - only a basic NAMED watch (no smart watches please) is permitted. If a child has pierced ears, plain gold or silver studs only should be worn. For safety, these should be removed during PE.

If the earrings cannot be removed by the child, protective tape will be provided and applied for PE lessons. Religious adornments are permitted to be worn during the school day but must be removed for PE lessons. The school does not accept any responsibility for looking after religious adornments or jewellery.

Extreme hairstyles are not acceptable in school and only natural colours are suitable for the children. Please support us in this by not allowing your child to attend school with inappropriate hairstyles (including tramlines) and colours. Hair accessories, slides, scrunchies and bands are to be plain in nature, dark green, black or white and long hair should be tied back at all times, and especially for PE lessons.

Holiday braids and friendship bracelets are not appropriate for school and we ask that they be removed when returning to school.

Nail Varnish should not be worn at school.

## **19. Holidays**

We strongly recommend that parents arrange holidays during school holiday time. In accordance with DfE guidelines, holidays are no longer authorised in term time unless under exceptional circumstances. Please see our Attendance policy for information regarding Fixed Penalty Notices, which can be found on the school website or is available from the school office on request.

## **20. School Meals**

School meals are cooked in the junior school kitchen and are served in the infant school hall. A hot main meal is available daily, with a vegetarian option, which includes a drink of water. Packed lunches may be brought from home and are also eaten in the school hall. All children in Reception, Year 1 and Year 2 are entitled to a Universal Free School Meal.

## **21. Snacks and Milk**

The school provides a daily, healthy fruit or vegetable snack for the children in the morning. Fresh water is available for the children throughout the day. Children should have their own, named drinking bottle in school every day, as the school cannot provide cups for everyone.

All children under 5 are eligible for free school milk every day. Once children are 5, parents can choose to pay for their child to have milk in school. Milk is ordered by parents via the Cool Milk website <http://www.coolmilk.com/> For further information please contact the school office.



## **22. Health**

Your child should have had the pre-school booster vaccinations. Please ensure that this is done before your child starts school.

## **23. School Medical Service**

Children will have their sight and hearing checked during their first year at school by the school nursing team. Parents may request a health interview during their first year in school and these are arranged by the community school nurse. Further height and weight checks are carried out with your permission.

## **24. Medicines**

We are able to administer **prescribed** medicines only. These must be in their original packaging with the correct size spoon. We only have capacity to administer medication between 12pm and 1.15pm when staff are not teaching. A request form is available from the school office.

## **25. Pupil Premium Grant**

The school receives a grant from the Government for all pupils listed below to support their learning and ensure they reach their full potential:

- Looked After Children
- Special Guardianship Order
- Residency Order
- Adopted from Care
- Parents who meet the previous threshold for Free School Meals

## **26. Requests for Staff to Complete External Paperwork**

Parents may submit a request for external paperwork to be completed by staff, to the Head Teacher. Each application should be accompanied by either a requesting letter or email and each application will be considered on an individual basis. Applications **may be turned down**, but if successful the paperwork will be completed within 10 school days.

Requests for the verification of parental identity on a child's or parent's passport will be charged at £25 per application and will be completed within 5 school days.

## **27. School Staff**

A list of current school staff can be viewed on our website.