



SHEPTON MALLET COMMUNITY INFANTS' SCHOOL AND NURSERY

2023/2024

BROCHURE





**Shepton Mallet Community Infants' School
& Nursery**

Waterloo Road

Shepton Mallet

BA4 5HE

Tel: 01749 342322

Email: office@sheptoninfants.co.uk

Headteacher: Mrs Honoria Thompson

Chair of Governors: Mrs Kate Lovell



Our Web Site Address is: www.sheptonmalletinfants.co.uk



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Dear Parents/Carers

On behalf of the staff and governors of Shepton Mallet Community Infants' School & Nursery I would like to welcome you and your child.

We recognise and value the uniqueness of every child, helping all to achieve their best within a happy, secure and creative environment. We aim to teach children skills and knowledge and to develop concepts which will enable them to grow into positive, responsible people who can work and co-operate with others and who are well equipped for life in today's rapidly changing society.

This is a happy, family school in which we encourage all members of the school to have a caring and considerate attitude towards one another; this strong community spirit is fostered by everyone involved. The school provides a broad and balanced, challenging and creative environment, made possible by our highly committed team of teachers, support staff and governors. In our latest Ofsted report (February 2018), we were rated 'good' in all areas, and we were described as 'a school where pupils can thrive and learn'.

We believe in developing a strong partnership with parents and we actively encourage their help and involvement in the life of the school. If there is ever any aspect of your child's education that you wish to discuss, please come and talk to us.

This booklet is designed to give you a range of information about our school, which I hope you will find useful.

Yours sincerely

Honorina Thompson

Mrs. Honorina Thompson
Headteacher





Aims of the School

Together, the staff and governors aim to provide a safe, happy, caring, attractive and well-ordered environment in which children are encouraged to share the responsibility for their learning.

We value each child as an individual as well as an important member of the school. We aim to provide each child with the basic skills he/she needs for work and life.

To achieve this, the school aims to:

- promote enjoyment in learning
- help pupils develop lively, enquiring minds and the ability to question and to discuss rationally
- support each child in attaining a high personal standard in all aspects of school work and school life
- maintain a calm working atmosphere where high quality learning takes place
- develop children's awareness and appreciation of the world around them and the ability to make sound value judgements.

Nursery



We are very fortunate that our school includes our on-site Nursery run by our specialist Early Years' Teacher and Nursery Nurses who provide a high quality experience for children from three months of age until they are ready to start school. We were rated 'Outstanding' by Ofsted in our inspection of September 2016.

The Nursery is free for up to 30 hours per week for those children who are over three (and some 2 year olds) and open to all children in the Shepton Mallet area.





School & Nursery Staff as at June 2023

Headteacher:	Mrs Honoria Thompson		
Deputy Headteacher:	Mrs Hewitt		
Teaching staff:	Mr Atkinson		
	Mrs Glover		
	Mrs Maddaford		
	Mrs Boardman		
	Mrs Tomlinson		
	Mrs Brunslev		
SENDCO	Mrs Hewitt		
PFSA	Jen Lynch	Heather Pearce	
Nursery Teacher/Manager:	Mrs Dargie		
Deputy Child Care Manager:	Janet Harwood		
Nursery Nurse/Assistants:	Derryn Davies	Teresa Smith	Michaela Sormova
	Maddy Hill	Sophie Buck	Aleisha Baker
	Sofia Martins	Laura Conyard	Eva Lucas
School Administrator:	Ms Hayne		
Nursery Administrator:	Mrs Reeves		
Finance Assistant:	Mrs Reeves		
Support Staff:	Mrs Barham	Mrs Barnett	Mrs Jas
	Miss Gait	Mrs Hamblin	Mrs Laugharne
	Ms Mitchell	Mrs Bailey	Mrs Breeze
	Mrs Leadbeater	Mrs Bratton	Mrs Davies
	Mrs Ionescu	Mrs Cockle	Miss Chinnock
	Mrs Trippick	Miss Clements	
Lunchtime Supervisors:	Mrs Warren (Snr LTS)	Mrs Cox	Mrs Joce
	Mrs Cockle	Mrs Aldworth	Miss Clements
	Mrs Lucas		
Lunchtime Play Leader:	Ms Davies		
Cook:	Mrs Baker		
Caretaker	Mr Gisby		
Cleaners:	Mrs Carter	Mrs Warren	Mrs Jas



Organisation of the School

The organisation of our classes is governed by the number of children in each year group and a class limit of no more than 30 children. This year we will have seven classes.

They are as follows:

- Nursery
- Reception
- Reception
- Year 1
- Year 1
- Year 2
- Year 2

The reception children are taught together in Key Worker groups under the supervision of the class teacher. All other classes have a class teacher and at least one teaching assistant supporting the children in their learning.

Parents and other helpers are always very welcome, and we ensure all volunteers are DBS checked. If you wish to volunteer, please see the School Administrator to collect the necessary forms.



The School Day

- 8.40 am - School doors open
- 8.50 am – Doors close
- 8.50 am - 12 noon (morning session)
- 10.30 am – 10.45 am (break time)
- 12 noon - 1.00 pm (lunch break)
- 1 pm - 3.20 pm (afternoon session)



The school day begins at **8.50 am**. Please stay with your child until he/she enters the school for registration. Until the register is taken there is no record of which children are present and which are absent.

Please do not come into the school building in the morning. If you have an urgent matter to discuss with your child's class teacher, please tell the staff in the office and they will immediately inform them.

Please be on time! If you arrive late, i.e. after 8.50 am, please take your child directly to the office where his/her lateness is recorded. If your child arrives after 9.00 am this will be marked as an unauthorised absence unless it is due to either a pre-arranged appointment or exceptional circumstances.

At the end of the day please wait outside in the playground. Once staff in your child's class have seen you, they will direct your child to you. Please be patient as your child is responsible for collecting his/her belongings, e.g. book bag, coat, letters, etc. before coming to you. If you are later than 3.20pm to collect your child, you may get charged for this time.

If you need someone else to pick up your child, please inform us because, in line with our policy, we will not allow children to go home with people we don't know. We take the safeguarding of your child very seriously.

If there is an emergency and you are delayed, please notify the school as soon as possible. Remember – young children become anxious very quickly!

Before Starting School

How you can help your child

Social skills such as consideration of other children's and adults' needs, turn taking, appropriate ways of approaching other children, are all very important skills to be learned.

When opportunities arise, reinforcement of appropriate behaviour would be appreciated. You may also like to do some activities with your child before he/she starts school:

- Settling in at school will be a lot easier if your child can dress and undress easily, blow his/her nose and go to the toilet alone.
- Let your child cut out pictures from magazines, cards, etc. They may like to stick them into a book.
- Talk and read together. Discuss the pictures in the book and ask what is going to happen next. Ask your child which bit was the most enjoyable.
- You could shop together, talk about money, sing songs, make up rhymes, paint, and draw.
- Young children learn a lot from sand and water play; they love to tip water from one pot to another. Perhaps you could encourage this in the bath.
- Children love to count. Try counting the ducks on the pond or the flowers in the vase.
- Measure your child and talk about "big" and "little", "heavy", "long" and "short".
- When you are chatting, mention colours and the days of the week. If children are familiar with these concepts, they will not find school such a different place.
- Give your child opportunities to write. Praise all their efforts. Although this writing may not be legible to an adult, it will have great meaning and value to your child.



School Uniform

All schools in Shepton Mallet expect children to wear uniform to School every day. It is important that your child wears the recommended styles and colours so that they feel part of our school community.



The school's colours are royal blue, which consists of, royal blue polo tops (Not white or pale blue), sweatshirts or cardigans with the school logo on with grey or black skirts, pinafores or trousers. Shoes should be black and sensible with no branding and should be velcro if your child is unable to tie up laces. The only bag your child will need is a school bookbag and not a rucksack as they are very bulky, and we do not have space on the coat racks.

For PE we ask that the children come to school in their PE kit which comprises of a plain T-shirt, plain blue or black shorts and plimsolls, daps, or pumps with velcro if your child is unable to tie up laces.

Please name all items of clothing. It helps reduce the pile of unclaimed lost property!

For more information please see our website or your parent information pack and if you have any questions please do not hesitate to contact the school office: 01749 342322

Starting School

It is our intention to give all eligible children the opportunity to become part of the school from September. We are determined that starting school will be a happy experience for all children.

Admission to School

In accordance with the County Admissions Policy, children are entitled to start school from 1st September following their fourth birthday. If you require further information, please contact our School office Manager who will be pleased to help.

Entry to School

The Department for Education's admission code states that schools should offer full-time school hours to pupils starting in Reception classes.

Somerset County Council have informed schools that this offer should be made to parents, but schools may still promote their part-time induction programmes.

The group of schools in the Sheppey Valley CLP are continuing to promote their part-time induction programme because it gradually introduces children to the different elements of the school day. It enables children to become familiar with the environment, new members of staff and routines over a period. Even when children have attended nursery or pre-schools full-time, starting school introduces new experiences, an increase in expectation and children have to do this with a lower adult to child ratio.

Entry to Reception class is staggered over the first few weeks with new entrants starting school part-time and gradually building up to full-time. We aim to have an initial one week induction, when the children will attend for half days. After that, they will stay for lunch and then work up to full days.

Further details of times and dates are given at the meeting of new parents which is held in June. Please do let us have any information which you think may help us to settle your child into school life with ease. If you have any anxieties, please do not hesitate to see the class teacher. We are a friendly team and very approachable!

Our Golden Rules

Always...

Be kind to each other with words and actions.



Look after equipment and tidy up.

Do as you are asked by grownups straight away.



**Show good listening and looking.
Move around the school in a sensible and calm way.**



Healthy Eating

We encourage healthy eating and drinking. The children have a piece of fruit each day and are allowed to bring in extra fruit/vegetables from home. Sweets or crisps are not allowed at morning break. Our School provides a free milk scheme that is available to all our pupils.

We ask you to provide a water bottle so that your child can have access to water throughout the day. If your child has a packed lunch from home, please ensure that it is healthy with only small treats. Please note as we have Healthy School Plus status, we ask you not to put biscuits and sweets into lunch boxes. We are also a 'Nut' free site due to allergies and therefore ask that food containing chocolate is also not in lunch boxes. This is because many chocolate items cannot be guaranteed as 'Nut Free', please see our website for information.



School Meals



Children use up a great deal of energy during a full school day they need to concentrate during lessons, let off steam at break times and then recharge their energy for the afternoon.

A nutritionally balanced school lunch will help your child to prepare for the afternoon ahead. As you may be aware, the Children and Families Act includes provision for all children in Reception and Key Stage One (Yrs 1 and 2) to have a free school lunch. This is not dependent on income; it is a right for all children up to 7 years old.

BAM is our catering provider and we cook all our meals on site using fresh produce. This enables us to meet the National Nutritional Standards set by the Government, which require a nutritionally balanced meal to be provided each day. We offer a choice of menu with a main, sandwich or vegetarian option, and parents will be asked to order the meals termly.

We hope that as many children as possible will take up this option.



Wraparound Care



TLE offer breakfast club from 7.30 am and after school club until 5.00 pm for all children. These are very popular and need to be booked and paid for in advance. Please contact the school office for more information.

Safeguarding

All schools have a legal duty to ensure the safety and well-being of all the children in the school.

They are required to appoint a Governor and a member of staff with responsibility for Child Protection and to have child protection policies and procedures in place.



As a school we work hard to support parents and children whose families are experiencing difficulties and we work closely with support agencies to access help where parents request support. We currently have available a part-time Parent and Family Support Advisor who will offer help to families who need support.

We will also discuss any concerns we have about a child's well-being and safety with their parents unless doing so would endanger the child. In the latter case we have a legal duty to follow the advice of Social Services.

The School's Behaviour Policy, which is endorsed by the Governors, is available in the school. As a School we seek to create a supportive environment for all children, and we do not tolerate racist or bullying behaviour. We are a 'telling' school where children are encouraged to tell an adult if they are hurt or unhappy.

Safeguarding Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection, and justice. The Senior Designated Safeguarding Officer (SDO) is the Headteacher, Mrs Thompson. For a copy of the School's Child Protection and Safeguarding Policy, please see our website. The procedures contained in this policy apply to all staff and governors and are consistent with those of the Somerset Safeguarding Children Board (SSCB).

Report a concern

If you are worried about a vulnerable child and would like help, please don't stay silent.

Children's Social Care on: 0300 123 2224

E: childrens@somerset.gov.uk

Attendance

We celebrate good attendance each week and give out certificates & prizes.

We have a legal requirement to record and report all absence, so it is imperative that **parents telephone the school or send a message on the first day of absence** to tell us why their child is away. We need to keep a record of the reason so it is helpful if you can send a signed note to either the class teacher or directly to the Headteacher or via the School Administrator. If no explanation is given for absence, then it is recorded as unauthorised.

Poor attendance is often associated with poor achievement at school as children miss key lessons and struggle to understand further work. As a school we place a very high priority on maximizing attendance and we work closely with parents to ensure that any difficulties are addressed.

All registers are monitored by the Education Welfare Officer whose job it is to investigate when a child's attendance record is less than 90%. We write to parents when a child's absence is causing concern. Parents are encouraged to come and discuss any problems regarding attendance with the school. **Unauthorised absences may incur a fine.**

The information below shows how attendance can affect your child's future progression.

Above 97%: Less than 6 days absence a year Excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
95%: 10 days absence a year These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.
90%: 19 days absence a year The Government classes pupils in this group as "Persistent Absentees", pupils in this group are missing a month of school per year; it will be difficult for them to achieve their best.
85%: 29 days absence a year Pupils in this group are missing six weeks of school per year; it will be very difficult for them to keep up with work and they are unlikely to do their best.
80%: 38 days absence a year It will be almost impossible to keep up with work. Parents of pupils in this group could also face the possibility of legal action being taken by the Local Authority.

The School Curriculum

Children come to Shepton Mallet Community Infants School

with a desire and enthusiasm to learn.

As a staff and school community, it is our role to capture this and to develop their enquiring minds. We respond to our children's needs by having a curriculum in place, which supports, encourages, excites and challenges them!

The curriculum at Shepton Mallet Community Infants' School & Nursery provides a broad and balanced education that meets the needs of all pupils and gives them the skills, knowledge and understanding to prepare them for their future lives.

It ensures that academic success, creativity and problem solving, reliability, responsibility and resilience, as well as physical development, well-being and mental health are key elements that support the development of the whole child, promote a positive attitude to learning, and encourage them to aspire to achieve without limits.

Leaders and staff have revised the whole curriculum to help ensure that it is coherently planned and sequenced towards the acquisition and development of knowledge and skills, and to ensure that gaps in learning due to the pandemic are addressed. (CPD sessions and curriculum planning). It is ambitious, sequenced and coherent and provides children with the knowledge, skills and cultural capital they require to be successful lifelong learners and happy productive citizens.

It is a curriculum which is the vehicle for our passion, as early educators, that in order for all of our children to be successful readers, writers and mathematicians, they should first be given the opportunities, be taught specific skills and be allowed to embed the areas of:

- Communication and Language,
- PSED (Personal, Social and Emotional Development) and
- Health and Well-being.

We believe as a school that these key prime areas do not just underpin learning in the Early Years Foundation Stage (EYFS), but are also essential to our children in Key Stage 1 (KS1) Leaders and staff have an underlying belief, which drives all aspects of their work, that every pupil reaches his or her full potential.

Collective Worship

Collective worship takes place every day. Once a week we have our “Celebration” assembly where we talk about behaviour, kind deeds and academic achievements.

Personal, Social and Moral Education also takes place during this time and at other appropriate times such as PHSE sessions. Although not a ‘church’ school, we invite members of the local clergy in to lead our Collective Worship on occasion.

Collective Worship of a multicultural nature takes place regularly.

Provision for withdrawal from Collective Worship.

Under the provisions of the Education Reform Act 1988 all parents have the right to withdraw their children from the school’s daily act of Collective Worship. Any parent wishing to withdraw his/her child from the religious elements of the curriculum should make a written request through the Headteacher.

Enrichment Forest School

Forest School builds on a child’s innate motivation and positive attitude to learning, offering them the opportunities to take risks, make choices and initiate their own learning experiences.



Shepton Mallet Infant School and Nursery’s Forest School is designed to enhance and complement our day to day curriculum in both Foundation Stage and Key Stage One. It offers all our children opportunities to develop confidence and self-esteem, and to experience challenge and achievement in our Forest School garden.

Our Forest School sessions are about exploring and experiencing the natural world through practical activities. The children go out in all weathers, all year round (safety permitting), exploring and learning from the four seasons and environment changes.



The children’s interest along with the varied natural resources in our Forest School Garden are used to stimulate creative thinking, problem solving and ‘real life’ skill development, all in the guise of play.

During the sessions the children have the chance to develop their confidence, social and emotional skills, language and communication, teamwork and independence, motivation and concentration as well as greatly enhancing their knowledge of the world around them.

The children develop these skills through completing a range of activities including shelter building, whittling, making mud bugs, collecting their favourite nature bits in their own ‘treasure chest’, making nature collages, creating ‘magic carpets’ and going on journeys to other lands. The possibilities are endless!



Tai Chi



All classes have the opportunity to take part in regular sessions of Tai Chi with a local mental health and wellbeing teacher.

She uses Tai Chi, breath work and mindfulness in her lessons to bring about a mind- body balance in our children and young people. Each session also includes a mental health focus and opportunities to practise coping strategies that they can then use in their daily lives.

Educational Visits

We aim for all our children to take part in organised visits, appropriate to their year group, some examples are below:

- All classes have regular visits to the local library.
- Key Stage 1 children (yrs. 1 & 2) go to the cinema in the Autumn term.
- Our summer trip is for all our children and in the past, we have been to Longleat, Weston-super-Mare and Folly Farm.

Homework

Reading

Children in Reception are given 'key words' to take home and practise reading. These are the essential set of words that your child needs to learn to be able to read simple texts. We teach them to recognise them as soon as possible so they can get pace and accuracy into their reading at an early stage.

Once children begin to read they are given a reading book and reading diary to take home every day. We expect them to read at least four times a week and ask that you sign the reading diary to say that they have done this. Diaries are checked on a regular basis and can be used as a message book between home and school.

Spelling

Children in year Two are given regular spelling lists to take home to learn. These lists will often relate to work being done in class.

Topic

Every half term children are given a 'Homework Challenge'. These challenges are open ended and linked to the topic they are learning about. Children are encouraged to be creative and meet the brief in their own way. For example, during our topic on Dinosaurs they were asked to invent a dinosaur of their own and present it any way they chose. We encourage parents to get involved with the challenge and welcome their input.



Further Information

Medical Facilities

If a child is injured during the school day then first aid will be applied and appropriate action taken. If a child bumps his/her head the parents will be informed as soon as possible. If a child is sick or unfit for school during the day, a parent or contact person will be telephoned. Please keep us up to date with changes of address or telephone number. Children who are taking prescription medicines such as antibiotics should have these administered by a parent/guardian unless permission has been agreed by the Headteacher. Parents should administer doses of medicine in frequencies which enable them to be taken outside school hours wherever possible. Asthma medications are carried out under supervision by school staff who keep a register of medication administered.

Jewellery/Toys

In the interests of health and safety, one pair of stud earrings is the only jewellery allowed in school. (All Shepton Mallet Schools have agreed this policy). No toys should be brought to school UNLESS they are required for a class activity.

Sweets and Crisps

Sweets or crisps are not allowed at morning break and sweets should not be included in packed lunches. We are trying to teach children about healthy lifestyles, so children are encouraged to bring fruit as a healthy alternative. An additional piece of free fruit is also available as we are part of the National Free Fruit Scheme.

Routine County Medical Arrangements

Children's height, weight, vision, and hearing are checked during their time at school. We ask you to complete slips when your child starts school to give your consent for the above checks. From time to time the School Dental Service visit us and you will be informed if that affects your child.

Car Parking

The school car park is for staff members only. Car parking is available in the local streets but please remember not to trouble our long-suffering neighbours! Please do not park on the yellow zigzag lines outside school or block the school gate.

Dogs



In accordance with County regulations and for the health and safety of our children please do not bring dogs on to the school grounds.

No Smoking Zone

Please note that for the benefit of your child's health and safety, the whole of the School and Nursery and its grounds are a **No Smoking Area**. This also applies to electronic cigarettes.



Mobile Phones



Please do not use your mobile phone on School and Nursery premises.

Adverse Weather Conditions

Adverse weather conditions such as heavy snowfalls or floods occasionally cause problems. Although we try to keep the school open whenever possible, it may be necessary to close without prior notice. If it is necessary to close during the school day all parents who have supplied school with a mobile number or email address will receive a message informing them of the school closure. Alternatively, parents who have not provided us with this information should contact the school. Please be patient with our office staff. Should conditions deteriorate while the children are in school, you may be asked to collect the early. However, children will NOT be released unaccompanied from school earlier than the normal closing time. Details are announced on local radio stations.



Complaints

We hope that the school can resolve any complaints that parents may have. Therefore, any complaints, in the first instance, should normally be made to the class teacher or the Headteacher, and it is hoped that in most cases they will be dealt with at this level either informally or through our formal school procedure.

If the complaint cannot be resolved at local level (i.e. with the Headteacher), then the parent should submit his/her complaint, in writing, to the Clerk of the Governors, who will acknowledge receipt of it and inform the Governing Body that a complaint has been received. If the Governing Body cannot resolve the matter, the complaint can be referred in writing to the Department for Education, who will arrange for an investigation to take place.

Further information can be found on our website and that of the Department of Education. www.education.gov.uk/

Policies and Procedure

For further information about our policies please see our website www.sheptonmalletinfants.co.uk to see our policies, if you require paper copies, please contact the school office.

Parents and Friends Association (PFA)

All parents, staff, governors and friends of the school are automatically members of the PFA. The purpose of the association is to help the children of the school. This can include such things as helping in the classroom, hearing readers, arranging fun days, face painting, baking cakes, painting walls, putting up shelves plus lots of fundraising!



All parents are welcome to come to any of the meetings and help with any of the activities. Any communications from meetings are sent out on the Newsletter. We currently have a very enthusiastic group of committee members who are busy fundraising for initiatives to enhance the curriculum.

New members/helpers are always welcome please contact the school office for more information.

Your Child's Next School

Your child will transfer to a Junior School in the September after his or her seventh birthday. Most of our children go to St. Paul's V.C. Junior School. We have an extensive transition procedure and maintain a close liaison with this Junior School so that your child progresses on to the next stage of his or her education with ease. The Local Authority will send details of all the schools available to you at the beginning of your child's last infant year.

