



Little Missenden Infant School

Prospectus



Little Missenden School

Little Missenden

Amersham

HP7 0RA



Little Missenden Church of England Infant School

**Little Missenden
Buckinghamshire HP7 0RA
Telephone 01494 862021**

Email: office@littlemissenden.bucks.sch.uk

www.littlemissendenschool.co.uk

Headteacher: Mrs M Green BA (Hons), PGCE, NPQH

Welcome to Little Missenden CE Infant School!

“Little Missenden Church of England Infant School is a little school with a huge heart” (Outstanding SIAMS Report 2016).

We believe that a child’s early years are a crucial part of education where the foundations of success are laid.

We welcome the involvement of parents and carers and appreciate this partnership greatly. We look forward to meeting you on informal and formal occasions and working with you to give your child the perfect start.

If you would like to know more, then please phone or email the school. We will be happy to make an appointment to meet with you.



Staff

Headteacher

Mrs M Green

Teaching Staff

Mrs J Fortune

Mrs C Marsh

Mrs L Stockdale

Mrs F Hardman

Mrs L Rippon

Teaching Assistants

Mrs L Brogan

Mrs B Hiles

Mrs P Hester

Office Staff

Mrs J Strømme

Mrs B Harrison

Cleaner/Caretaker

Mr S Davies

Midday Supervisors

Mrs L Brogan

Mrs B Hiles

Mrs P Hester

Mrs J Strømme

Governors

| | | |
|-----------------|------------------|------------------------|
| Chairman | Mrs J Elkins | Foundation |
| | Mr M Bates | Parent |
| | Mrs K Pritchard | Parent |
| | Dr K Elphinstone | Foundation |
| | Mrs V Garnham | Foundation |
| | Mrs M Gibson | Foundation |
| | Mr H Lloyd | Foundation |
| | Mr J Ollivier | Foundation |
| | Mrs J Fortune | Teacher Representative |
| | Mrs M Green | Headteacher |
| | Rev J Simpson | Ex Officio |



Our Christian faith emphasises the value and worth of everyone with their own distinctive character, abilities and needs. Our belief that we should all respect and help each other provides the foundation for our school and everything we aim to achieve.

Our Vision and Aims

We are a Church of England Infant School committed to offering children a safe and secure learning environment where they can develop morally, spiritually and academically. Our Christian foundation is at the centre of all that we do. We achieve this by :

- Creating an enjoyment of learning
- Encouraging children to become self confident and independent
- Offering a broad curriculum that provides stimulating and challenging opportunities
- Providing opportunities for all children to reach their full potential
- Celebrating each child's achievement
- Involving families in the life of the school and the education of their children
- Helping our children appreciate the value of equality between individuals regardless of sex, race, culture, etc.
- Promoting the Christian faith, whilst sustaining a respect for other faiths and beliefs



School Organisation

The school is split into two classes, Reception and a mixed Year 1 and Year 2 class. Children may be taught in mixed age groups, individual year groups or smaller groups.

Our School Day

| | |
|-------------------------|---------------------------|
| 8.45am | Doors open |
| 9.00am | Register |
| 10.30-10.45am | Playtime |
| 12noon | Lunchtime |
| 1.00pm | Afternoon Register |
| 1.10pm or 2.30pm | School Worship |
| 3.00pm | School Finishes |

Our school day begins at 9.00 am. Doors open at 8.45am. We encourage children to bring their own coats and book bags in to school and then go to the classroom where there are activities ready for them.

If parents need to speak to their child's teacher, we prefer if possible for it to be left until the end of the day. However, if it is urgent we are always happy to speak with them. Teaching assistants will often be able to help too.

Attendance

Parents are asked to inform the school, either by letter or telephone if their child is going to be absent. We will also require a written note for our records on your child's return to school.

It is expected that parents will take their holidays during recognised school holiday periods. In exceptional circumstances Headteachers are permitted to authorise leave of absence. In these circumstances parents must complete an official permission request form at least 4 weeks before departure explaining the exceptional reasons for their application.

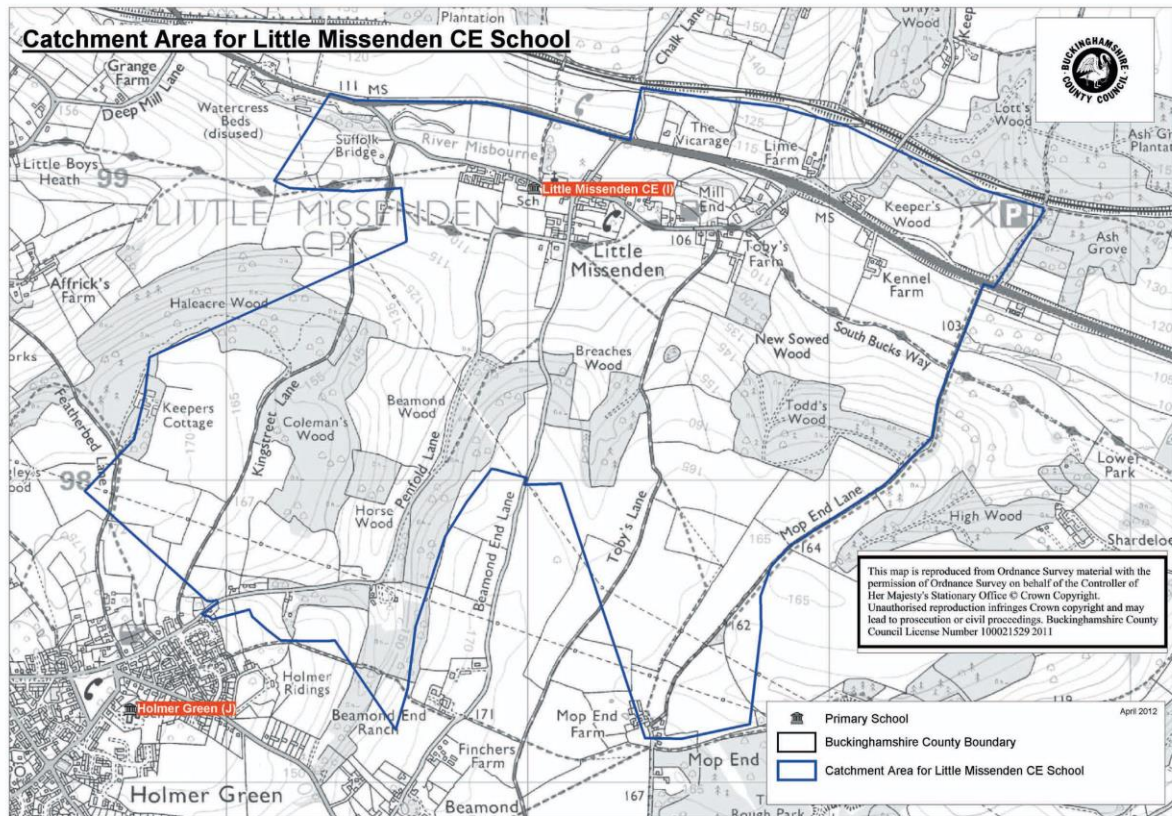
The school does not provide extra work for pupils whose parents choose to take them out of school in term time. However, if pupils are away from school due to long term medical needs we will support parents with learning activities.

Admissions

Our school caters for a maximum of 45 pupils, 15 in each year group. Children are admitted into the Reception Class at the beginning of the academic year in which they become five years old. Applications are dealt with by the LA according to our admissions policy which is available from the school office on request. Admissions criteria can also be found in the admissions booklet, 'Admissions to Buckinghamshire Schools, Guide for Parents' which is

also available from the office or online. We invite new children to join us for a morning in the term before they start school.

Our catchment area can be seen on the map below, however, a large number of our children in the school come from outside the catchment area.



Our Curriculum

We believe that learning should provide fun, relevant and stimulating experiences for the children: our aim is to develop children's curiosity and their enthusiasm for learning.

Foundation stage children begin with a curriculum based on the Statutory Framework for the Early Years Foundation Stage. They are then gradually introduced to the National Curriculum through a carefully stepped programme.

At Little Missenden School the majority of our lessons are based around creative themes. This means that pupils are taught a range of skills and knowledge across subjects within a topic that is designed to engage and stimulate them. The exceptions to this are mathematics and phonics, which are taught as stand-alone lessons.

An outline of the teaching programme for the current topic is issued to parents at the beginning of each term so that parents are aware of what their children are doing in school and can support their children's education at home.

English

Children are encouraged to become articulate confident speakers and careful listeners. At Little Missenden, helping the children express themselves with fluency and clarity goes hand in hand with developing their ability to listen with attention, courtesy and understanding. They also have the opportunity to take part in a range of drama activities and experience theatre both from groups coming into school and also visiting a theatre for different productions.



With an emphasis on structured learning, we aim to help children use and understand English effectively. We use the Oxford Reading Tree Scheme as our main resource for independent reading, supplemented by other schemes and books. We balance individual reading with guided reading in groups when we use the Lighthouse Scheme. We use a range of strategies in the teaching of reading in order that children can not only decode words, but can understand and make sense of text. One element of this is the teaching of systematic synthetic phonics, in line with the current Government's priorities: our main scheme for the teaching of systematic synthetic phonics is 'Jolly Phonics'.

We want children to be successful writers, to enjoy the process of writing and to experience success. They are encouraged to write from the earliest opportunity with mark making and emergent writing in the reception class, up to poetry writing, extended stories and creating their own non-fiction books in Year 2. Children are taught the mechanics of writing, how to form letters correctly, how to create grammatically correct sentences and - most importantly – they are supported to express their ideas confidently and independently.

Mathematics

At Little Missenden we want all children to develop a broad range of skills that allows them to use and apply mathematics in a wide range of real life contexts. Our approach is one that is based on using practical experience and resources that support the children to understand underlying mathematical concepts rather than simply 'do sums': this will encourage them to become confident problem-solvers when applying their knowledge in new situations.



It is vital to lay secure foundations in the Early Years Foundation Stage. Here, there is a strong focus on number and counting: we want children to engage with numbers and to see how to use them in their everyday environment for labelling, quantifying and calculating: in other words, giving children the tools to help them to develop a better understanding of the world in which they live.

In KS1, children's skills knowledge and understanding are extended to include understanding numbers, knowing and using number facts, calculating, understanding shape, measuring and handling data. All the concepts are rooted within problem-solving contexts which allow the children to see the links between mathematics and other subjects and with mathematics beyond the classroom.

Science

We believe the best way for children to experience science is through developing enquiring minds and curiosity for the surroundings using first hand experiences. We encourage children to pose questions, to investigate and solve problems, to form and test hypotheses and to derive conclusions from their discoveries.

Computing

ICT is an essential part of children's education. Computers and Tablets are used to support and enrich all areas of the curriculum. Children experience a wide variety of software and apps that enables them to develop confidence, skills and knowledge.



RE and Collective Worship

Little Missenden CE Infant School is a Voluntary Aided Church of England School. The Christian ethos permeates everything we do. We hold a daily act of worship as a whole school and attend church on a regular basis. The vicar of St John the Baptist Church leads our worship once a week.

Weekly religious education lessons are held as part of the curriculum and we follow the Buckinghamshire Agreed Syllabus. Our aim is to develop an appreciation for Christian values while respecting the moral and religious beliefs of other societies through stories, festivals, family ceremonies and celebrations.

Parents have the right to withdraw their children from religious education and Collective Worship. Any parent wishing to exercise this right should please contact the Head Teacher, who will discuss alternative provisions for children not participating in religious education and/or Collective Worship.

History and Geography

History and Geography are taught through our topics. Children are encouraged to handle artefacts, study photographs, use role-play and listen to stories. The lives of important people and events are studied where appropriate. Children also visit places of interest to support their learning.

Art



Art is taught with an emphasis on the development of observational skills, creativity, imagination and self expression. The children are encouraged to explore a variety of techniques and media, creating different effects and developing an awareness of colour, pattern, texture and form. They learn to appreciate the work of both their peers and known artists and begin to evaluate their work.

Music

Music involves a range of musical activities that include appreciation of different types of music, singing and music-making using pitched and non-pitched instruments. The KS1 children work with a music specialist on a weekly basis on a range of tasks including learning how to read musical script. Music is also an integral part of our assemblies, services and productions with our children take part in a range of performances such as our own Christmas Nativity and The Little Missenden Festival.



Design Technology

Through design and technology our children develop confidence and proficiency in identifying, examining and solving practical problems using a variety of materials, methods and scientific principles. Tasks are designed to develop safe working practice with a variety of tools and materials. Each activity is framed to use materials and environments that will develop enquiry and observational skills, along with the application of concepts learned and knowledge acquired.

Physical Education

Physical education is a very important part of life at Little Missenden School. We aim to develop physical competence and participation in worthwhile physical activities, both now and for the future. We encourage children to appreciate the benefits of sustained physical activity being part of a healthy life style. We promote both co-operative and self-competitive activities. We offer physical activities through the programmes of study under the headings games, gymnastics and dance. Many of these are led by a qualified sports coach.



Little Missenden school enjoys links with a variety of sports clubs.

PSHE

Children are taught about values and behaviour and are encouraged to be aware of their own behaviour and how it affects other people.

What other activities do we offer?

Educational Visits

School staff members plan visits to support and further enrich the curriculum. Often the school PTA called 'PSALMS' will fund these events but sometimes we ask parents to make a voluntary contribution towards the cost of school visits. While no child will be excluded from an activity, that activity may be cancelled if sufficient contributions are not received to make it financially viable for the school.



Visits to the School

Visitors are invited into the school to enhance topic work covered by our children, for example, visits from theatre workshops, sports groups and dance groups.



Extra-Curricular Activities

In addition to the above the curriculum is further enriched for our children through a range of additional activities, for example, each child takes part in cooking and environmental based 'Forest School' activities throughout the year.



After School Clubs

Many clubs are organised after school. Activities throughout the year vary and may include football, tennis, and French.

The school takes part in many activities including the Little Missenden Music Festival, the village show and the area country dancing festival.

Homework

At Little Missenden School we believe it is important and of educational benefit for the children to complete some homework on a regular basis. We set approximately one hour of homework a week for Year 1 and 2. This is mainly in the form of reading but also includes other activities such as a maths task. Occasionally children are asked to carry out some research on a topic that they might be covering in school. The role of the parent in supporting the child's learning is essential to our 'team approach' in educating the children we have in our care.

Community Links

Children are encouraged to support our local and world community and are taught about children and families in different situations. Each year the children decide on a charity to raise funds for throughout the year. Additionally, we support local and national charities such as Children in Need, Sports Relief, Comic Relief and Sign2Sing.

Communication

We believe it is very important for there to be a clear communication link between home and school. Of course you are free to come into school to raise any issues with us at the beginning of the school day, but it may be more convenient to make an appointment with the teacher to guarantee an uninterrupted time if necessary.

Regular newsletters will be sent home with dates and information on the coming term. These are distributed by email.

We hold Parent Consultation Evenings in the Autumn and Spring Terms when you are invited into school to discuss your child's progress. A 10 minute appointment with the teacher is arranged and the Headteacher is also available if you wish to consult with her.

In the summer term you will be given a written progress report. This will summarise the progress that your child has made over the year in all areas of school life. There will be an opportunity for you to request a discussion on your child's end of year report.

We also hold regular information evenings to help you understand the way we teach. We value the regular focus groups we have with parents to gain your views on the school.

What is the School Uniform?

All uniform can be ordered at www.tesco.com/ues

| Boys | Girls |
|---|--|
| Red Polo Shirt with logo Red Sweatshirt logo Grey trousers or shorts Grey or black socks Black shoes (not trainer type) | Red Polo Shirt with logo Red Sweatshirt or red cardigan with logo Grey trousers/skirt or pinafore Grey / white socks or red / grey tights Black shoes (not trainer type) Summer dress – red check |
| <u>For PE</u> White shirt with logo Black shorts Black plimsolls (plain trainers optional for outside PE) | <u>For PE</u> White shirt with logo Black shorts Black plimsolls (plain trainers optional for outside PE) |
| A plain black tracksuit can be worn for outside PE in the cold weather | A plain black tracksuit can be worn for outside PE in the cold weather |

Other items available include school waterproof fleece jackets, book bags, legionnaire style hats for the summer and woolly hats for the winter.

As part of the uniform policy we ask that children with long hair have it tied back during the day using an elastic type of band.

Jewellery should not be worn for reasons of safety and security. Children with pierced ears may wear studs, which must be removed for PE.

What to do if your child has an allergy or illness.

It is very important that any serious illnesses and allergies are clearly indicated on the admission form. It is also vital that the school has an up-to-date address and telephone number where you, or someone of your choice, can be reached in an emergency.

We will always administer or oversee asthma medication or medication for on-going conditions, such as epilepsy, etc. However, this requires special procedures and the completion of a treatment plan. Please discuss this with the Headteacher. We do not administer non-prescribed medication and there are specific guidelines on this matter. Please contact the school office if you require any further information.

Many members of staff have relevant first aid qualifications and are able to deal with minor injuries. In an emergency, we will contact a doctor or hospital immediately. We will always endeavour to contact you on such occasions and make suitable arrangements to enable you to be with your child as soon as possible. Please do not send a child to school if he/she is ill. If your child has been sick or had a stomach upset, we ask you to please keep them at home for 48 hours before returning them to school.

What happens if the school is shut for unforeseen reasons?

Every effort will always be made to keep the school open but sometimes that isn't possible because of:

- Extreme weather conditions
- No heating and no prospect of heating being returned in reasonable time
- Inadequate adult supervision (i.e. staff can't get to school because of snow etc)

If the school does have to close, we will notify parents by use of a 'telephone cascade'. Information will also be posted on the Buckinghamshire County Council website.

Parental Involvement

Parental Help

We believe that learning is a partnership between the school and the home and we welcome members of the community and parents who can help in school. For instance, they might help with guided reading or run a school club but we are always open to new ideas. We ask all volunteer helpers to have DBS clearance.

PSALMS

PSALMS is the name of our parent and friends organisation and it plays an invaluable role in school life. PSALMS stands for Parents and supporters at Little Missenden School. It is a very active group and organises a wide range of fund-raising events which significantly support the educational opportunities of the children in the school by funding trips and purchasing additional equipment and facilities.

Behaviour

At Little Missenden Infant School we believe in working together as a team. The children, staff, parents and governors work together to build and maintain a positive environment in which caring and responsible attitudes can develop and flourish. Through carefully planned opportunities and guidance we provide a framework for our children on which they can build an understanding of the boundaries of acceptable behaviour. We expect and

encourage all members of our learning community to conduct themselves in a responsible manner demonstrating self-control, consideration, courtesy and respect for others at all times.

We encourage our children to show respect for the school building and property by helping them create an environment of which they feel proud.

We work on the premise of providing positive incentives, rewarding good behaviour with praise, stickers, smiley faces, merit certificates and golden time. The school has a code of conduct rather than a list of rules. In this way we aim to instil values and understanding in the children as opposed to just obedience.

Should a child's behaviour be a cause for concern parents will be contacted at the earliest opportunity. An action plan will be devised in full consultation with the parents and the child. This co-operation between parties is very important; parental support is invaluable in addressing any behavioural problems that may arise. If a serious incident should occur then the school will adhere to the behaviour policy adopted by the governors. This is available on request from the school office.

Equal Opportunities

It is our policy that all children regardless of gender, race, creed, culture or ability have equal access to the curriculum and are presented with as full a range as possible of exciting and engaging learning activities to help them develop their full potential.

Our school aims to be accessible to all and will do everything reasonable to enable access by those with a specific disability.

Special Educational Needs

At Little Missenden School our starting point is that all children are entitled to receive high quality learning and teaching. We respect the fact that different children:

- Have different educational and behavioural needs and aspirations
- Require different strategies for learning
- Acquire, assimilate and communicate information at different rates
- Need a range of different teaching approaches and experiences

We also know that, at different points in a child's career, he/she may have additional needs that require support beyond this provision - needs such as special educational needs, gifted and talented needs, bereavement, physical needs, sensory needs, etc. For all these pupils, we make special individual provision as required.

The class teacher or Headteacher will consult parents if their child is thought to have special needs. After a referral from the Headteacher – and with the parents' written consent – the

child is then assessed by an Educational Psychologist assigned to the school.

Children with a special need may then be given a 'support plan', which involves setting attainable targets with progress then monitored against the targets.

Little Missenden follows the SEN Code of Practice 2001 and will implement plans to secure the necessary provision for any child who requires it.

Able, Gifted and Talented

Children found to have a particular strength will be placed on the Able, Gifted and Talented pupil register which aims to identify pupils who are excelling in academic subjects and children showing potential in a specific area including music and sports. Support is provided by the use of differentiation in curriculum work and additional work within the class group.

Complaints Procedure

Little Missenden School strives to provide the best care and education for its pupils and works hard to build positive relationships with their parents. However, should a parent want to make a complaint about school there are procedures in place. Initial concerns should be raised with the class teacher and then the Headteacher. If matters cannot be resolved by them, the problem should be raised - in writing - to the Chair of Governors and finally the Secretary of State for Education if a resolution is not achieved. A copy of our complaints procedure is available from the office.

'Looked After' Children

Children and young people become 'Looked After' if they have either been taken into care, or accommodated, by the local authority (a voluntary care arrangement). We work in close partnership with carers and appropriate authorities to ensure that any 'looked after child' attending the school receives the best possible support.

Safeguarding Children

At this school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is for children to enjoy their time as pupils in this school. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution.

To promote a safe environment for pupils, our selection and recruitment policy includes all checks on staff and regular volunteers' suitability, including Criminal Records Bureau checks, as recommended by Buckinghamshire County Council in accordance with current legislation.

In accordance with our responsibilities under section 175/157 of the Education Act 2002, we have a Designated Person for Child Protection (the Headteacher) who has received appropriate training for this role. It is their responsibility to ensure that all staff in contact with children receive child protection awareness training on a regular basis.

There are occasions that our concern about a child may mean that we have to consult other agencies. Whilst we would always aim to work in partnership with parents there may be exceptions to this when concerns are raised for the protection of a child.

On very rare occasions Social Care, whilst undertaking an investigation under s47 of the Children Act 1989, may want to speak to a child without parents' knowledge. This would be a decision made in collaboration with partner agencies and would only be done in situations where a child might be at immediate risk. To gain consent at this point may increase the level of risk to the child or cause evidence of a crime to be lost.

The procedures, which we follow, have been laid down by the Local Safeguarding Children's Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to the Headteacher.

Our designated persons for child protection are:

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| Mrs M Green | Headteacher Little Missenden School |
| Mrs C Taylor | Deputy Headteacher Gt Missenden School |