

Maidstone Infant School
and
Nursery

General Information



'learning together to understand the world'

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General Information

Maidstone Infant School and Nursery is a Community Primary School, providing an education for the children in the 3 - 7 age range (Nursery, Reception and Key Stage 1).

The organisation of our school is organised at present with three Reception classes starting at the beginning of each term, four Year 1/2 classes, and a mixed age group Specialist Support Centre.

The 52-place Nursery class caters for children attending either for five mornings or five afternoons per week. The Nursery is staffed by a Nursery Teacher and a Nursery Nurse and a Nursery Teaching Assistant.

Having completed Year 2 at Maidstone Infant School, the majority of children transfer to Causton Junior School. This transition is made as smooth as possible by regular liaison and planned visits. Staff from both schools meet to discuss and plan curriculum and pastoral organisation.

Childcare

There are a number of childcare providers in the locality that can provide 'out of school care'. We can signpost you to them but are not recommending them to you as that will always be your decision. We have implemented the Suffolk Schools childminding Scheme, this ultimately gives a list of registered childminders in the area who have vacancies, a copy of this list can be obtained from the school office.

It is the responsibility of the parent/guardian to confirm that the childcare provider is registered with OFSTED, to confirm registration details and obtain further advice contact the Suffolk Childcare Information Service on 0845 60 800 33. Information can also be found on their website www.suffolkcc.gov.uk/childcare here you will be able to read about the service the childcare provider offers.

Visiting the School

The Headteacher and staff will try to discuss any urgent problems but if the matter is not so urgent, a telephone call or note requesting an appointment would be appreciated.

Two consultation weeks are held per year, one in the autumn term and one in the spring term. Consultation evenings are arranged in the summer term for our Summer term reception children.

The nursery holds regular open days and Nursery parents are invited to read and respond to their child's Learning.

Reporting to Parents

An annual report will be written for every full time child during the summer term. The Early Years Foundation Stage children's report includes assessment relating to the six areas of learning in the curriculum of the Early Years Foundation Stage. The Key Stage 1 report will include reference to all the core and foundation subjects within the National Curriculum and an assessment of each Year 1 and Year 2 child's personal and social development. In Year 2 we will also report on the level of their attainment by recording a Teacher Assessment.

Holidays

Please take annual holidays during the school holidays this minimises the disruption to your child's education. If you have to take your annual holiday during term time, please inform the Headteacher in writing. You will be required to fill in a holiday request form.

You should also remember the new guidance issued by Director of Young People and Families on fixed penalty notices for unauthorised holidays.

Attendance

It is important that you inform us of the reason for absence by telephone on the first day and follow up with a note on your child's return to school. If we do not hear from you, we will contact you on the first day of absence.

School Uniform

Our school uniform is compulsory. The children look very smart and they are proud to belong to Maidstone Infant School. Sweatshirts, PE shorts and t-shirts, book bags and PE bags can be purchased from school office.

Shirts, blouses, polo shirts - pale blue or white

Skirts, tunics, trousers - plain grey

Socks, tights - plain grey, white or navy blue

Sweatshirts, jumpers, cardigans - items with school logo, navy blue

Summer dresses - dark blue and white check

PE kit: plimsolls, blue t-shirt and blue shorts

Children are not allowed to wear jewellery at school . For their own safety, **children are not allowed to wear earrings during physical education.**

Parent Teacher Association

All parents automatically belong to this most supportive group when their children join the school. Social and fund-raising activities are held throughout the year. Newsletters regularly inform parents of forthcoming events. An Annual General Meeting is held at the beginning of the autumn term.

Discipline and Behaviour

It is important that parents and teachers work closely together to ensure that the children behave appropriately in school and in the playground.

The children, staff and governors have worked together to draw up a list of six school rules to help us all work and play together, happily.

They are: -

Always try and do our best.

Listen carefully and follow instructions.

Keep our hands, feet and objects to ourselves.

Walk quietly around the school.

Use a quiet voice in school.

Be polite and kind to each other.

We operate a positive praise system and there are a variety of reward systems in school including individual class rewards and Headteacher's certificates, which are presented in a weekly achievement assembly.

Learning Difficulties & Disabilities

Children who have learning difficulties, are given support, individually or in small groups. Some children have speech and communication difficulties and they have small group sessions every week for specific sound work and speaking and listening skills. For children who have co-ordination difficulties, we run a gym trail programme that consists of several sessions, concentrating on activities to improve balance and co-ordination.

Specialist Support Class (SSC)

We are fortunate to have the Key Stage 1 SSC, which serves the whole of the Felixstowe area. This is a ten-place unit for children with complex or moderate learning difficulties. Children in the SSC are part of the school and join

mainstream classes when appropriate but also benefit from working with a high proportion of experienced adult support.

Able, Gifted and Talented

We continually seek to improve the outcomes of all our children and recognise that some are capable of reaching very high standards. It is the responsibility of all the staff in our school to identify children with specific talents and provide them with opportunities to excel. We do this by offering extension activities within the classroom, differentiating lesson plans for the more able and providing specific support beyond the mainstream lessons.

Complaints Procedures

The Governing body has adopted two complaints procedures.

1) Curriculum Complaints Procedure

2) General Complaints Procedure for Parents and Others

Copies of these procedures are available in school or from the Area Education Office.

Parents should note that it is the wish of the Governing body to deal with all complaints quickly, efficiently and as informally as possible. Parents are asked therefore in the first instance, to refer any concerns or complaints directly to the Headteacher or, as appropriate, other teaching staff.

Local Authority Information

The Local Education Authority is Suffolk County Council.

Any matters of concern should first of all be raised with the school by contacting the class teacher, headteacher or school governors. If parents wish to bring any matters to the attention of the local authority, we would suggest that the Area Education Manager be contacted first.

Director of Children's Services

Mr Simon White Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX

Southern Area Education Manager

Mrs Janice Lee Southern Area Education Manger Suffolk County Council, St Edmund House, Rope Walk Ipswich, Suffolk IP4 1LJ

The telephone number for St Edmund House is: 01473 583000

