

## **Ethos Statement**

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church at parish and diocesan level. The school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values in particular Friendship, Justice, Forgiveness and Thankfulness through the experience it offers all its pupils.

## **Mission Statement**

Our school is a caring place in which everyone is valued. As a Church of England School our children grow in knowledge and understanding of what it means to be a Christian. We are a friendly, welcoming community, offering equal opportunities to everyone regardless of race, colour, religion or ability. In our school children are encouraged to grow in knowledge and self esteem in order that they develop the skills as learners that will equip them for adult life and will enable them to be active citizens in the 21<sup>st</sup> century.

## **Safeguarding**

St Nicholas Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Aims in Education**

At St. Nicholas Church of England Voluntary Controlled Infant School we are committed to providing a Christian education that includes:

- ❖ Developing Christian attitudes and values and encouraging children to grow in self-esteem, independence and respect for one another
- ❖ Creating an inclusive school where everyone is valued, where achievements are celebrated and in which everyone is able to achieve their full potential
- ❖ Raising standards through effective teaching and learning by delivering a broad, balanced and relevant curriculum, differentiated to meet the needs of all pupils.
- ❖ Promoting a healthy lifestyle and positive attitude to personal well being.
- ❖ Establishing and maintaining positive partnerships with parents and the local community
- ❖ Providing a safe, secure and pleasant learning environment.

## **Administrative Information**

St Nicholas Church of England Voluntary Controlled Infants School  
London Road, Strood  
Rochester, Kent ME2 3HU

Telephone : 01634 717120  
Email [office@st-nicholas.medway.sch.uk](mailto:office@st-nicholas.medway.sch.uk)  
Web Site: [www.st\\_nicholas.medway.sch.uk](http://www.st_nicholas.medway.sch.uk)

Headteacher: Mrs G Johnson BSc Hons, PGCE,

### **School Sessions:**

Morning: 9 a.m - 12.05 p.m Afternoon: 1.15 p.m - 3.05 p.m.

Children should be brought onto the playground for the morning session and can be collected from there at the end of the day. A teacher is on duty from 8.50 a.m.

## **THE GOVERNING BODY**

St Nicholas is a Church of England Voluntary Controlled school. It was established as a Church School in 1849. Rochester Diocese and Medway Council now play a part in administering the school.

The Governing Body is made up of 11 people elected for a period of four years. The Church of England appoints 3 Foundation Governors – 1 is the incumbent (Vicar) of St Nicholas with St Mary, Strood and 1 from the Diocese of Rochester. The Local Authority nominates 1 governor. There are 2 Parents and 2 staff Governors, this includes the Head teacher. Additionally we have 3 Co-Opted Governors who are appointed for specific skills or experience.

The Governing Body meets once in every term. The Governors are responsible for the school and oversee all aspects of education and management.

Committees of the Governors meet at least termly, to review school policies, improvement plans, standards, curriculum, finance and personnel.

The Headteacher makes a formal report to Governors each term. A copy of the report can be requested by parents after the meeting.

## **Governors**

Dr B. Davis	Chair of Governors Foundation Governor
Mrs P Jennings	Foundation Governor
Rev D. Green	Foundation Governor

Mrs S. Griffin	Local Authority
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Mrs L. Prudence	Co-Opted Governor
Mrs H. Crampton	Co-Opted Governor
Ms M McAllister	Co-Opted Governor

Mrs S Phillipson	Parent Governor
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Mrs J Smith	Vice-Chair
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Mrs R. Gooch	Staff Governor
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Mrs G Johnson	Headteacher / Staff Governor
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### **Teaching Staff:**

Mrs R. Gooch	Deputy Headteacher
Mrs C. Coleman	
Mrs M. Lee	
Mrs J. Harris	
Mrs J. Fitton	(Senco)
Mrs Y. Beaver	
Mrs A. Watts	

### **Administration**

Mrs M. Wells
Mrs E. Emm

### **Cleaner in Charge**

Mr K. Gates
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### **Teaching Assistants**

Mrs T. Francis
Mrs A Bruford
Mrs P. Jennings
Mrs H. Noonan
Miss G. Dean
Mrs C. Marshman
Mrs B. Mortley
Mrs T Norman
Mrs K Stephenson

### **Midday Supervisors**

Mrs C. Wooding
Mrs G Allen
Mrs K Stephenson
Mrs M Walkinshaw
Miss G Dean
Mrs D Edkins

### **Breakfast Club**

Miss G. Dean
Mrs P Parker

## **Admissions and Transfer**

### **Admissions**

All children who reach the age of 5 years between September 1<sup>st</sup> and 31<sup>st</sup> August are admitted during September, initially on a part-time basis as we have found this an effective induction into school. They then attend full time if they are settled. Parents have the option of continuing with a part time placement for part of or all of the first term, if they so wish.

Parents also have the right to defer entry until January, without affecting their right to a place at the school.

Medway Local Authority is responsible for allocating all school places. In the event of over subscription, admissions criteria will be applied according to LA requirements:-

- i) Children in public care for whom the school is the nearest appropriate;
- ii) Attendance at the 'paired' infant school or schools (for those junior schools marked with an asterisk on the schools' list in the 'Medway Primary Education' brochure);
- iii) Denominational preference (for church controlled schools);
- iv) Current family association (a brother or sister in the school or 'paired' school(s) at the time of application);
- v) Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend the preferred school;
- vi) Nearness of children's homes and ease of access to schools. (see note in the Medway Primary Education brochure)

### **Admissions Policy**

This school follows the Medway admissions policy .  
Admissions are made in accordance with LA policy.  
Admissions at other times are considered if places are available and the same authority admission criteria apply.

### **Disabled pupils and staff**

Where disabled pupils or staff join the school they will be treated favourably and in accordance with the Disability Discrimination Act 1995 SEN and Disability Act 2001. Reasonable steps will be taken to ensure that disabled pupils and staff are not disadvantaged in comparison to other pupils and staff. For further information the school's Accessibility Action Plan is available on request from the office.

### **Transfer at age 7**

Children are allocated places at Gordon Junior school and parents are automatically sent application forms. Parents who wish may seek places at other local schools but may not be guaranteed that their child will be admitted.

# Teaching and Learning

## Organisation

Children are placed in 4 class groups mainly according to age. Opportunities are also provided for children to be taught in small groups and individually to ensure that teaching meets all learning needs.

The school day is from 9 a.m to 3.05 pm. There is a total teaching time of twenty one hours and twenty minutes a week. There is a daily Act of Worship.

## Early Learning

Children in the Early Years Foundation stage follow The Early Years Foundation Curriculum. This encompasses 3 prime areas of learning. Communication & Language, Physical Development and Personal, Social, Emotional Development and four specific areas of learning: Literacy, Mathematics, Understanding of the World and Expressive Arts and Design.

Opportunities are provided to learn through practical activities and structured play and for the children to learn to work together and develop confidence and independence.

During their EYFS Year children's abilities are closely tracked and the Early Years Foundation Stage Profile is completed as a record, at the end of the year.

## National Curriculum

In Year 1 and Year 2 the children are taught according to the programmes of study of the National Curriculum.

These are:

Mathematics	English	Science
Computing	History	
Design Technology	Art & Design	Geography
Physical Education	Music	

The National Curriculum is delivered through topics as detailed in Appendix 2.

A broad and balanced education will be achieved by –

- considering each child as an individual.
- making provision for children with special educational needs

- working towards raising standards
- creating a pleasant and welcoming atmosphere and a stimulating working environment.
- encouraging each child to be a self-motivated and responsible member of the community.
- encouraging each child to be tolerant of a multi-cultural society.

Although not statutory to have targets at Key Stage 1, the Staff and Governors set targets for the end of this Key Stage in Maths and English.

It is also the Governors aim to provide, to the best of their ability, the resources required by the school to meet these objectives.

### **Act of Worship**

Religious education is provided in accordance with the Local Education Authority's Agreed Syllabus. The syllabus is broadly Christian in content.

A daily denominational Act of Worship is held this is seen as an important part of the school day, particularly as we are a Church school. This helps children to develop and grow in Christian attitudes and values. The pattern of worship varies through the week but all assemblies offer a chance for the children to reflect and share experiences. As we are a Church of England School the incumbent of St Nicholas Church visits weekly to conduct one Act of Worship.

Under Section 25 of the Education Act 1944 parents have the right to withdraw children from Religious Education and the Act of Worship, if they wish. If you wish to exercise this right, please would you discuss it with the Head Teacher.

## **Physical Activity**

Physical exercise is essential to help growing children develop fitness, stamina and co-ordination and in encouraging pupils to adopt an active healthy lifestyle in the future. Gymnastic activities develop control and balance. Work with small apparatus builds skills such as throwing, catching and aiming needed when playing team games. Through dance children learn to express imaginative ideas and to interpret music. Children also have the opportunity to join after school clubs, such as Football Club and Dance Club. All classes have 3 PE sessions a week including an outdoor session.

## **Equal Opportunities**

At St Nicholas School we aim to offer equal opportunities for all of our pupils whatever their age, gender, ethnicity, ability and background. In order to achieve this aim we endeavor to ensure that progress and attainment are equal for all. As a Christian School we believe that every child has unique characteristics, abilities and learning needs. Every child has a fundamental right to an education system designed to value and take into account a wide diversity of need and culture. We do not tolerate discrimination of any kind against our pupils, parents or staff.

## **Special Educational Needs Policy**

At St Nicholas Church of England Voluntary Controlled Infants School we will endeavour to meet the needs of all of our children. Some children will enter school having been identified by outside specialists as having Special Educational Needs (SEN), other children may be identified through our school approach to monitoring the progress and development of all children.

A pupil is identified as having SEN if their learning difficulty or disability calls for special educational provision; that is provision different from, or additional to, that which is normally available to pupils of the same age. Following discussion with parents we may draw on more specialised assessments from external agencies and professions for higher level of need.

In school we have a designated teacher who is responsible for co-ordinating SEN provision; this is our Special Educational Needs Co-ordinator (SENCO). Our SENCO will have a record of all of our children with SEN and will ensure that information is shared with parents and that teachers and those who work with the child are aware of their needs and how best to meet them.

Children's progress is regularly assessed and where there are weaknesses extra support is given and the response to such support can help to identify particular needs. We take a graduated approach of identifying and supporting children with SEN, using a four-part cycle of: assess, plan, do and review. Each cycle of review draws on a detailed approach and better understanding of the child's needs. Where the child has not made expected progress despite having taken relevant and purposeful action to identify, assess and meet their SEN, a request to the Local Authority can be made for an Educational Health and Care assessment. Parents will always be involved in decision making for the identification and support their child receives.

We follow the guidance of the revised SEN code of practice and continually review our expertise and resources to address SEN. Information about SEN can be found within our SEN policy and Local Offer, both of which are available on our website or copies can be requested.

### **Able Children**

Children who are identified as being able in one or more area of the curriculum are supported through an individual learning programme. Withdrawal from class with a small group of children allows work to be set at an appropriate level. The school has a policy for supporting gifted and talented children.

### **Child Protection**

Mrs Johnson and Mrs Gooch are the designated child Protection Co-ordinators (DCPC). They ensure that the school's procedures for safeguarding children are in line with Medway Child Protection Procedures. A copy of the Child Protection Policy is available on request from the office. St Nicholas CE Infants School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Internet Safety**

Computers are used as part of our daily teaching. Children are always supervised by an adult if they are using the internet in school. The schools internet provision is protected by a firewall and ensures that children cannot access inappropriate sites. For further information a copy of the schools internet policy is available in the office.

### **Freedom of Information Act 2000**

Under the requirements of this act the school governors have a Publication Scheme. The scheme is available in full from the office. It tells you of the documents and policies held in school and about your right to see or purchase a copy. The sort of documents included are things like the school prospectus, curriculum policies, procedures and action plans.



## **Complaints about the Curriculum and Religious Worship**

If parents have complaints about the curriculum, RE or Collective Worship they should in the first instance discuss the matter with The Headteacher. A leaflet detailing any further action is available from the Medway Education Office.

The school complaints policy is included in the appendices of this prospectus.

### **Charging Policy**

St Nicholas offers curriculum enrichment activities such as educational visits to places of interest or visits to the school by theatre groups. In accordance with the Education Reform Act 1988:

- there is a right to free school education
- activities during normal teaching time are available to all children regardless of the parents ability or willingness to pay
- voluntary contributions towards the cost of activities may be invited.

The School's Governors have adopted the LA's policy on charging and a full copy of the document is available and may be inspected on request.

Governors hope that Parents will voluntarily support the additional curriculum activities which the School is in no way obligated to provide, other than for the reasons listed above, and for which no money is provided within the Education System.

No child will be excluded from the activity and parents who are experiencing financial difficulties should inform the Headteacher in confidence.

## **Church and Christian Links**

There is a daily act of worship. The vicar from St Nicholas with St Mary, Strood, leads the worship once a week. Twice a year our pupils and their families are invited to the All Age Worship service at the Church. The children usually participate in the service. Special worship times are arranged at appropriate times in the year including Harvest, Christingle, and Mothering Sunday, Easter, Family Day and St Nicholas Day. Sometimes school worship takes place at St Nicholas Church. When the children are in Year 2 they participate in a Spring Festival or Lenten Pilgrimage at Rochester Cathedral.

### **Spiritual, Moral, Social and Cultural Development**

The school has strong links with the local community. At Harvest time the parents send in donations of food which are delivered to local elderly people and Care in the Community Projects.

St Nicholas children also visit the elderly at St Nicholas Day Care Centre and Grafton Lodge Nursing Home where they often sing or talk to the residents.

During the year the school participates in charitable events for the wider community. These events raise money for charities such as The Children's Society, Christian Aid, MacMillan Mary's Meals, Jeans for Genes and the Unicef Day For Change. The children also make links with schools from other parts of the UK and other continents to learn about similarities and differences between cultures.

Opportunities for children to develop spiritually are built in to many aspects of school life. Children are provided with time and space for quiet reflection. Teachers use the Arts subjects and the environment to develop in children a sense of awe and wonder. Through these experiences our pupils learn about and grow nearer to God.