



Thomas A' Becket Infant School Prospectus





Thomas A' Becket Infant School

Contents

Page 3:	Welcome
Page 4:	Classes
Page 5:	Contact details
Page 6:	The school day
Page 7:	Admissions
Page 8:	Safeguarding
Page 9:	Medical Information
Page 10:	OFSTED
Page 11:	Early Years Curriculum
Page 12:	Key Stage 1 Curriculum
Page 13:	Children with Additional Needs, Home Learning, Enrichment Opportunities.
Page 14:	After School Clubs
Page 15:	Parents at Thomas A' Becket
Page 16:	Parents at Thomas A' Becket (FABS)
Page 17:	Behaviour and Values
Pages 18—21:	Uniform
Page 22:	Forest School
Pages 23—24:	Reporting to Parents
Page 25:	Complaints Procedures



Thomas A' Becket Infant School

Dear Parents and Carers,

Welcome to Thomas A' Becket Infant School. Choosing the right school for your child is an important milestone in your family's life and we hope that you will choose to become part of our friendly and supportive school community. We are a Government Maintained Infant School for children aged between four and seven with approximately 540 children on roll.

We are proud of our highly skilled and dedicated staff who work closely as a team to ensure we meet the needs of your children in the most effective manner. Our 'Safe, Happy and Ready to Learn' ethos is based on the importance of developing emotional literacy and we have five learning friends who help us to focus on the key values we believe help us all to be successful learners:

Reggie Respect



Ethel Effort



Agnes Attitude



Carlos Collaboration



Hermione Honesty



Developing children's self esteem and well-being is our highest priority. We want our children to develop positive attitudes to learning, delight in the excitement of acquiring new skills and work positively with others. We take pride in all their achievements.



Thomas A' Becket Infant School

We have six classes in each of our year groups:

Reception

Butterflies



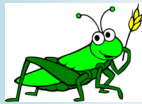
Beetles



Dragonflies



Grasshoppers



Honeybees



Ladybirds



Year 1

Badgers



Foxes



Hedgehogs



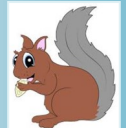
Owls



Rabbits



Squirrels



Year 2

Dolphins



Manta Rays



Octopus



Seahorses



Starfish



Turtles





Thomas A' Becket Infant School

Contact Details:

Head teacher: Amanda Dingwall

Thomas A' Becket Infant School

Pelham Road,

Worthing,

West Sussex BN13 1JB

email: office@tabinfant.org.uk

Website address: www.tabinfant.org.uk





Thomas A' Becket Infant School

The School Day

We operate a staggered start and pick up to reduce congestion in and around the school site.

Gates open: 8.35/8:40

Drop Off Times: 8.40—8.50

Pick Up Time: 2.40—2.50

Reception: Grasshopper, Beetle and Honeybee

Year 1: Hedgehog, Owl and Fox

Year 2: Octopus, Turtle and Dolphin

Drop Off Times: 8.50—9.00

Pick Up Time: 2.50—3.00

Reception: Ladybird, Butterfly,
Dragonfly

Year 1: Badger, Rabbit,
Squirrel

Year 2: Seahorse, Manta Ray,
Starfish



Security and Safeguarding

Morning Drop Off

- There are separate arrangements for each class depending on location within the grounds. For most year 1 & 2 classes parents/carers wait on the playground with their child until the whistle blows at 8:40am.
- Reception children wait in the outdoor Reception areas.

Afternoon Pick Up

- Children are released into the care of parents/carers from the classroom door.
- Please inform the class teacher or office if you or your named carer are not collecting your child.
- We will not release your child into the care of an adult that is unknown to us without prior arrangement.



Thomas A' Becket Infant School

Admissions

Admissions are decided on behalf of the school by the Local Education Authority. Applications are made online at:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>

Alternatively you can find the link on our school website.

www.tabinfant.org.uk

Prospective parents are warmly invited to visit the school during the Autumn Term when tours are organised by the Leadership Team.

Please contact the school office or look at the school website for further details.

If your child has an EHCP (Educational Health Care Plan) you may also contact the County Special Needs Team (SENAT) on 03330 142903 for further advice.





Thomas A' Becket Infant School

Safeguarding

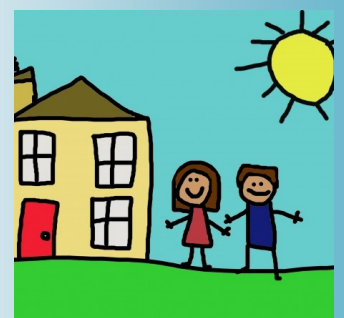
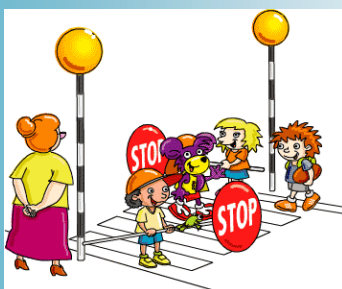
At our school, the health, safety and well-being of every child is our primary concern. We listen to our pupils carefully and always take what they say seriously. We want our children to enjoy their time with us and feel confident to share any worries they may have.

We work in partnership with our families to help all children achieve their potential. We keep the needs of the child at the centre of all our decision making and work closely with other agencies to support our families.

Our Designated Safeguarding Lead is the Head teacher, and there is a team of staff including the deputy safeguarding leads (Deputy Head teacher and SENDCo) working to ensure all potential safeguarding issues are dealt with quickly and sensitively.

All staff are asked to report any cause for concern directly to the Designated Safeguarding Lead in accordance with our school policy which is linked to the guidelines detailed by the Safeguarding Children's Board of West Sussex.

We will share any concerns raised with parents as soon as possible but there may be occasions where we have to consult with other agencies, before we contact you.





Thomas A' Becket Infant School

Medical Information

It is vital we have up to date medical information for your child. Please inform the office of any changes in circumstance for your child. If your child requires medication more than 3 x per day or has regular medication for a recognised condition we require a Medicine Consent form which enables us to administer medicines.

Children must not take medicines into the classroom.

All medicines must be clearly labelled and in the prescribed container from the doctor.



Health Care Plans for children with ongoing medical issues:

Children with Asthma/Allergies

We require two inhalers and spacers or two epi-pens depending on your child's needs. One set stays with your child in the classroom and a spare is kept in the office. Please check dates regularly and inform us of any changes in your child's condition.

Please let the school know in advance of any medical appointments that occur during the school day.

If your child is ill or has an accident in school we will need to contact you so please ensure that your contact phone numbers are up to date and the named contact is able to take calls during school hours.

Accessibility

There is wheelchair access into the school via all the gates. The main office is also accessible as are all the classrooms and the two halls where the majority of our meetings and performances are held. Disabled facilities are available within the school.



Thomas A' Becket Infant School

The National Curriculum and Early Years Foundation Stage at Thomas A' Becket

We know that children learn best when they feel happy, secure, confident and motivated.

Our aim is for all children to develop positive attitudes and dispositions towards learning

Our most recent OFSTED inspection (July 2019) highlighted the following strengths:

- A caring, community-friendly school, where pupils are at the centre of all that they do.
- The school staff are a strong team. They are proud to be part of the school community and they are committed to continuing to improve teaching and learning for the pupils.
- Pupils are articulate and happy. They enjoy and appreciate school. One pupil expressed the views of many, saying, 'Our school is the best school in the world.'
- They know that teachers expect them to work hard but say that they 'put in the effort'. Pupils enjoy the challenges that staff give them in their lessons and recognise that they make progress in their learning.
- The school is inclusive and pupils with special educational needs and/or disabilities (SEND) are well provided for, educationally, socially and emotionally.
- Pupils are keen to keep the rules and earn stars in the recently revised behaviour policy. They behave well in class and play cooperatively at playtime. They say that they make friends easily.
- Parents are overwhelmingly supportive of the school; 100% of parents who replied to Ofsted's online questionnaire, Parent View, would recommend the school to others. This is a very large school, but parents say that it feels small and friendly despite its size.

All children are unique, and we are committed to adapting our planning and teaching to meet children's individual needs.





Thomas A' Becket Infant School

Early Years Foundation Stage

The Early Years curriculum is divided into 7 Areas of Learning and Development:

Prime Areas

Communication and Language
Physical Development
Personal, Social and Emotional Development

Specific Areas

Literacy
Mathematics
Understanding the World
Expressive Arts and Design



Base Line and On-Going Assessment

In Reception, children are assessed on entry through talk and observation; information that you provide is also used to build a picture of your child.

Throughout the year the teacher will continue to assess your child. This information is used to plan effectively for the needs of all children within the class.

At the end of the Reception Year children are assessed against the Early Learning Goals. This is a National statutory requirement and is used to enable us to plan for your child as they move into a new phase of learning in Key Stage 1.

For more information on the Early Years Planning please see our website and the Development Matters document following this link:
<https://early-education.org.uk/development-matters>





Thomas A' Becket Infant School

National Curriculum Key Stage 1 (Years 1 & 2)

We offer an inclusive and accessible creative curriculum for all of our children. Within our curriculum planning we personalise learning where possible, to meet children's individual needs and stages of development.

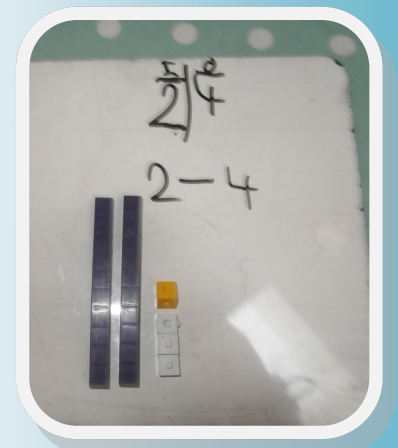
The National Curriculum provides a broad and balanced curriculum. Children learn about the important aspects of living positive social, emotional and healthy lifestyles. We plan learning that is relevant and motivating for the children by linking it to a variety of exciting topics.

Throughout the Key Stage the teacher will continue to assess your child and the information is used to plan appropriately for the needs of the class.

At the end of the two years children are assessed in accordance with the DfE requirements.

Details of planning for each half term can be found on our website.

Further information about the National Curriculum can be found on the Department for Education website





Thomas A' Becket Infant School

Children with Additional Needs

Our SEND Policy supports high quality inclusion for all; our aim is for all to children make good progress according to their ability, based on their starting points.

For children requiring additional provision we access further support through WSCC Special Education Needs and Disability procedures and, if necessary, through Statutory Assessment in line with the DfE guidelines. For further information please contact our SENDCo, Carole Thomson via the school office.

Home Learning



Due to the diverse needs of our parents and families we have developed a programme of Home Learning that allows children to complete a range of activities to support and celebrate their learning; information will be sent out regularly to help you support your child's home learning.

Our main Home Learning priority for all year groups is a daily reading session with an adult. You can find ideas to support your child's reading at home on our website and of course your child's teacher will be able to give you further guidance.

Enrichment

Trips and visitors to the school are organised to extend and consolidate learning. We regularly use our local area including our Forest School area, the beach, and organise trips further afield to places that link with our topics.

The school asks parents for a voluntary contribution towards the cost of these activities. The school will not exclude any child from participating in the event a contribution is not made, but if insufficient financial support is received visitors and trips may be cancelled. There are also many opportunities for children to be involved in sporting activities within the local area.





Thomas A' Becket Infant School

Extended After School Clubs & Activities

We have a variety of after school clubs and activities, most of which are run by external providers; they contact parents/carers directly through letters which are sent home in your child's book bag. Further information about current clubs can be found on the school website.



After School Club

There are also breakfast, after school and holiday clubs on site run by **The Child Care Club.**

This is an external provider and information can be found at:
<https://www.thechildcareclubworthing.co.uk/thomas-a-becket-infant.html>

This website provides details of both clubs including session fees.





Thomas A' Becket Infant School

Parents/Carers at Thomas A' Becket

We welcome parents and carers into our school and value the help they can provide to children individually or as part of a small group.

We have opportunities for you to help children with activities in class or as a reading buddy working with children individually.

Our Forest School Instructor welcomes regular volunteers into our conservation area and many of our Forest School volunteers return year after year.



All volunteers are required to attend a safeguarding induction session and for those who wish to support our Forest School there is an additional Forest School induction session to ensure you are familiar with the safety aspects of working within this area of the school.

Induction dates can be obtained from the school office.



Thomas A' Becket Infant School

Parents at Thomas A' Becket continued.....

FABS

Friends of Thomas A' Becket Infant School

FABS is a group of parents, carers and staff whose aim is to enhance the children's school experiences, through fundraising and providing a variety of social events. The group is a registered charity.

All parents are welcome at the meetings, details of which can be found on school newsletters and the FABS Facebook page.

Membership of the group is a great way to make friends with other parents, have some fun and support your child's education. Please look out for Newsletters from FABS and 'like them' on Facebook to keep up to date with events and opportunities to volunteer.

FABS appreciates all support from parents and carers and does not require a regular weekly commitment. Whatever you can do to support the events, activities and general fundraising makes a huge difference to the school and your child.





Thomas A' Becket Infant School

Behaviour & Values

At Thomas A'Becket Infant School we want all our children to be 'Safe, Respectful and Ready to Learn'. We know that children who are happy and feel emotionally and physically safe are able to access learning successfully and become positive members of the school community.

In order for this to happen children need to be able to recognise and manage their feelings effectively, feel confident in themselves, develop positive relationships and have good interpersonal skills in order to understand their own and others needs and feelings.

We aim to develop the emotional health of every child by building on four constructs:

Appropriate expectations.

Empathy.

Positive discipline and praise.

Encouraging self-awareness and self-esteem.

At TAB we believe that:

Being 'fair' is not about everyone getting the same (equality) but about everyone getting what they need (equity) This is in line with the change in terminology in the 2014 Code of Practice of Special Educational Needs (SEN) which replaces the Behaviour and Emotional Social Difficulties (BESD) with Social, Emotional and Mental Health (SEMH) difficulties. This promotes viewing behaviour as a communication of an emotional need (whether conscious or unconscious) and responding accordingly.

Developing positive relationships between staff, children and their parents/carers is key. It also relies on creating a positive school culture and climate that fosters connection, inclusion, respect and value for all

Setting and maintaining clear boundaries and expectations around behavior is paramount in order to help children feel safe. This includes developing predictable routines, expectations and responses to behaviour which is modelled by all.

Developing emotional literacy and self-regulation helps young children make sense of their feelings and manage them effectively. Our '**REACH**' values support this alongside children supporting each other with their behavior; both socially and within the learning environments.



Thomas A' Becket Infant School

Our policy is based on the following principles:

Calm Consistent Adult Behaviour

Positive Reinforcement

Routine, Routine, Routine

Scripted Conversations at the point of need

Restorative and supportive Follow Ups

Our '**REACH**'* for the Stars' behaviour system helps the children understand how to follow the school rules. It encourages collaboration as the children can earn stars individually or collectively and then receive a class reward on reaching 100 stars

***REACH:**
Respect
Effort
Attitude
Collaboration
Honesty



Recognition and rewards for effort:

We recognise and reward learners who go 'Above and Beyond' our expected standards.

'It is not what you give but the way that you give it that counts.'

The use of praise in developing a positive atmosphere in the classroom cannot be underestimated. It is the key to developing positive relationships, including with those children who are the hardest to reach. We will reward those children who demonstrate positive behaviours in and around school through verbal praise, being awarded the Stars for our Reach for the Stars Charts, putting names on the Above and Beyond boards, and sending postcards home to share with parents.



Thomas A' Becket Infant School

School Uniform

Our school uniform is available from various outlets including Broadwater Sports and Tesco, however you are not obliged to buy from these suppliers.

We also sell a range of good quality second hand uniform in the office.

Grey trousers/shorts/pinafore/skirt
School sweatshirt /cardigan (royal blue)

White polo shirt

Blue & white summer dress

Black school shoes

In Reception children may wear black or dark blue jogging bottoms.

Summer sandals with socks may be worn but they **must** have a back to them - cros are not permitted.



All children will require

- ◇ Water bottle with sports lid (which you can purchase from the school office if you wish)
- ◇ Waterproof jacket
- ◇ Wellington boots (kept in school for Forest School and Eco activities)
- ◇ Book Bag (which should be brought into school every day)

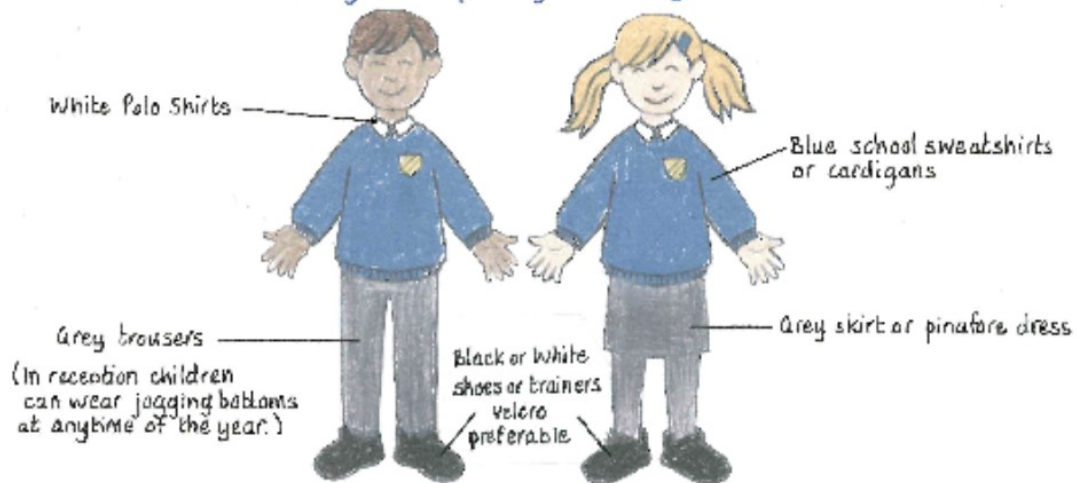


Thomas A' Becket Infant School

School Uniform

School Uniform

All items of clothing **MUST** be named as they are easily lost especially on P.E. days!



In Summer



Our school uniform providers are: Broadwater Sports, First4Uniform & Tesco Online.

You will also need:



A book bag. The book bag will go home daily and is essential for carrying letters, any work your child may want to bring home to share and, of course their reading books.

Each child will need a named pair of wellies for outdoor learning. These remain in school all the time as the children will spend a lot of time in the outdoor environment.

A raincoat that can stay at school so we can use our outside area even in bad weather.

A water bottle, (any type) and we ask that you fill it with fresh water each day. Your child will be encouraged to drink regularly throughout the day.



Thomas A' Becket Infant School

School Uniform

P.E. (for all children) PE kits to be worn to school on PE days.

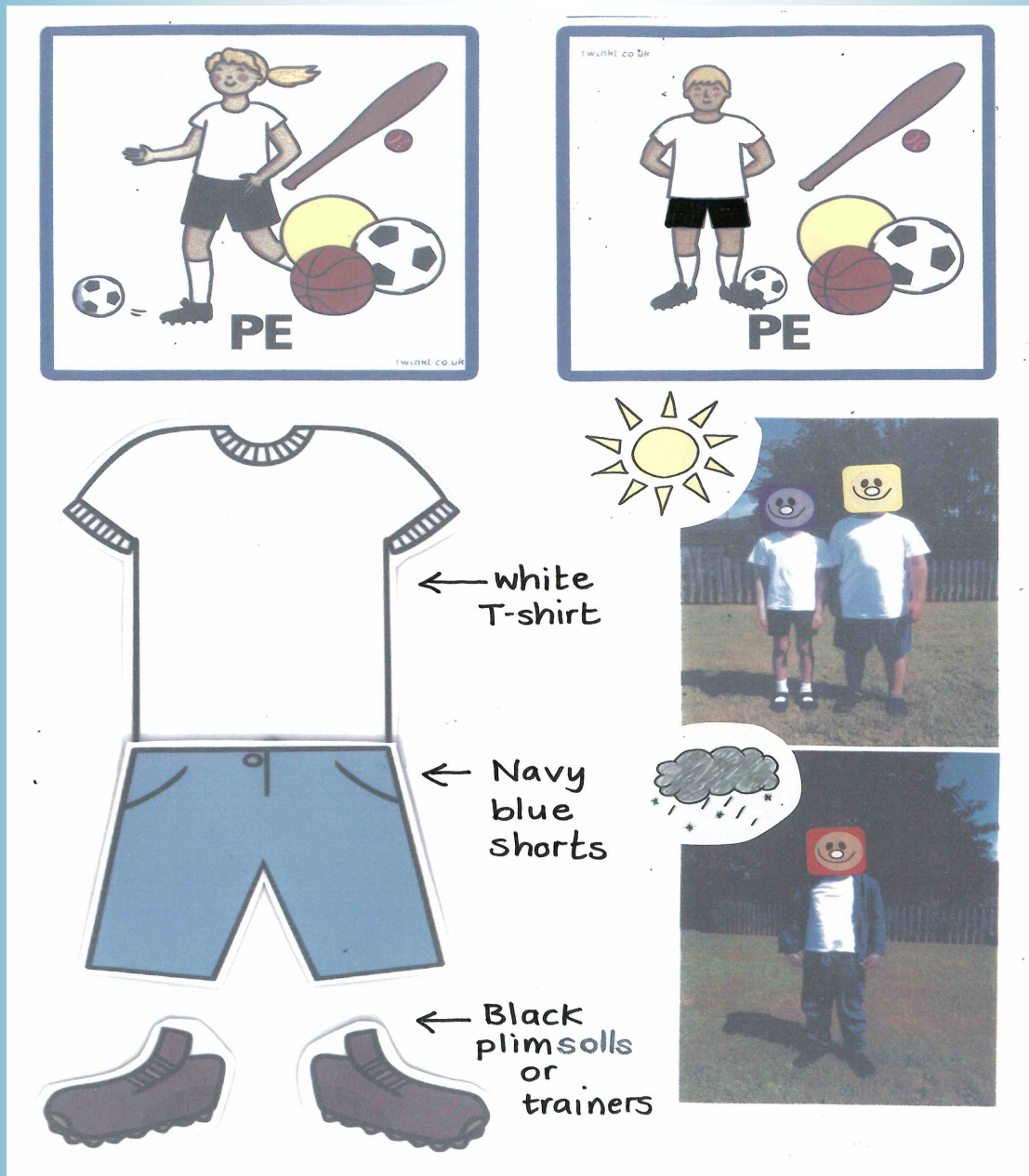
plain white t-shirt

navy blue shorts

navy blue jogging bottoms and sweatshirt (School sweatshirts may be worn also)

black pumps , plain black or white trainers

All children are encouraged to dress and undress independently.





Thomas A' Becket Infant School

School Uniform

Jewellery and Hair Styles

- Jewellery is not permitted for health and safety reasons. The only exceptions are small stud earrings or jewellery worn for religious or cultural reasons. Please discuss this with the school to ensure we can manage the safety aspect of wearing jewellery during P.E.
- Stud earrings must be either removed prior to school or covered with tape for all P.E. sessions.
- Long hair should be tied back at all times for health and safety reasons.
- You may wish to keep a roll of tape or an additional hair band in your child's P.E. bag.
- Extreme hair styles (including tram lines/shaved heads) are not permitted —if you are unsure whether a style may be considered extreme, please check with the school.





Thomas A' Becket Infant School

Forest School

We are passionate about outdoor learning at Thomas A' Becket.

OFSTED recognised our Forest School as an 'exceptional resource' and we are very proud of this. Within the school grounds we have a large playground, field, quiet garden, vegetable patches and a Conservation Area which includes a pond, meadow and wild areas.

The children have regular Forest School days during which they develop life skills and build knowledge, respect and understanding for the environment. The values and skills they learn within these days feed into every aspect of life and learning at the school and assist the children in fulfilling their potential.

There are some simple rules about safe clothing which you can find in the picture below:





Thomas A' Becket Infant School

Reporting on your Child's Progress

Throughout the year you will be invited to Welcome Meetings, Curriculum Workshops and Parents Evenings.

At the end of the academic year, you will also receive a written report from your child's teacher detailing attainment and progress across the curriculum.

You are also welcome to make arrangements to meet with the class teacher, Year Leader, SENDCo, Deputy Head teacher or Head Teacher to discuss additional issues.

Our website is updated regularly. It includes:

- * Planning from each year group to keep you up to date with what your child is learning within the classroom.
- * Home Learning and Challenges for the children to complete.
- * All letters issued for the term (available to download).
- * The school calendar with term dates including parents evenings and trips and other events.
- * Key school policies and procedures for your information.
- * Our latest OFSTED report.
- * Contact details.
- * Links to useful websites and information.





Thomas A' Becket Infant School

Reporting to Parents

We are committed to maintaining good communication with our parents. Here are a number of ways in which we keep in touch with you and you can get in touch with us!

Our website: <http://www.tabinfant.org.uk>



1. Our Newsflash is sent out every two weeks. You can have an email alert or check it out on our website



2. Email the school office:
office@tabinfant.org.uk

3. We text you urgent or last minute information using our *Schoolcomms* system. Please ensure your contact details are up to date.



4. From time to time we send out questionnaires to find out what is going well and how we can make further improvements.

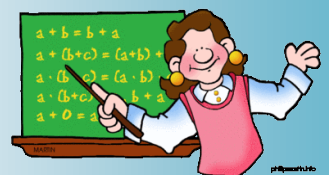


6. Call and leave a message. We will get back to you promptly

7. Call in at the front desk and speak to our friendly office staff.



5. You will be able to see your class teacher at drop off and pick up every day and can pass on brief messages then. If you need longer, just make an appointment. Teachers will also provide their email address for you to contact them directly.





Thomas A' Becket Infant School

Complaints Procedure

We always want to work with you to resolve any problems or difficulties that arise. If you have a concern, the first step is to speak with your child's class teacher as soon as the issue arises. If you feel that it requires further investigation, you should then arrange a meeting with the Year Leader, the Deputy Head teacher or the Head teacher. If after discussion with the Head teacher you are still dissatisfied, you can make a written formal complaint to the Chair of Governors via the school. There is a formal set of procedures that will be followed.

For further information regarding this process and the Complaints Policy, please refer to the school website.

