



# Thomas A'Becket Infant School Prospectus

Safe & Happy



# Thomas A'Becket Infant School

## School Values

- **Respect**
- **Effort**
- **Attitude**
- **Collaboration**
- **Honesty**



**Safe & Happy**

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## Thomas A Becket

Dear Parents and Carers,

Welcome to Thomas A' Becket Infant School! Choosing the right school for your child is an important milestone in your families life. Our aim is to create an environment where children and adults feel welcomed and supported within our school community.

Thomas A Becket Infant School is a Government Maintained infant school. We cater for children from 4-7 and have approximately 510 children on roll. There are 18 classes, six in each year group. This prospectus touches briefly on many important aspects of your child's Education. Come and visit us to find out more!

Developing children's self esteem and well-being is our highest priority. When children feel safe and happy (emotionally as well as physically) they will become fantastic learners. We want all of our children to develop positive attitudes to learning, delight in the excitement of acquiring new skills and work positively with and alongside others. We take pride in all their achievements .

Our highly skilled staff work closely together as a team to ensure we meet the needs of your children in the most effective manner. We are available to offer help or advice to ensure that your children are happy and excited about their learning and are making good progress.

We have a well-resourced library, two halls, a music studio, a hygiene room and a sensory room. We have developed the outside learning environment and all year groups now have their own growing areas as well as planned opportunities to use the conservation area.

Our most recent OFSTED inspection rating was 'Good' (July 2015) Particular strengths were highlighted including : 'teachers fire enthusiasm for learning'. 'attainment that is significantly above average' and 'children gain good attitudes to learning, they are kind to each other and play well together.' 'Pupils achieve well. Results at the end of Year 2 have been significantly above average for the past 3 years. It also commented very positively on our Forest School provision.

# Thomas A'Becket Infant School

## Contact Details

Thomas A' Becket Infant School  
Pelham Road,  
Worthing,

West Sussex BN13 1JB

email: [office@tabinfant.org.uk](mailto:office@tabinfant.org.uk)

Website address:

[www.thomasabecketinfant.org.uk](http://www.thomasabecketinfant.org.uk)

Telephone 01903 235386

Fax No 01903 215038

Head Teacher: Mrs. A. Dingwall

Chair of Governors Mr. M. Winstone



## The School Day

### **Start of School Day**

Gates open: 8:30

Year 1 & 2 - Classrooms open at 8:40 registration 8:50

Reception - Classrooms open at 8:45 registration 8:50

### **End of the school day**

Gates open 2:30

Year 1 & 2 - 2:50

Reception - 2:45

### **Lunch time**

12:00-1:00 - this includes time to play and a hot school meal

## **Security and Safeguarding**

Our playground gates open at 8:30am when parents may bring their children onto the school site. We request that you supervise your child **on** the school grounds until 8:40 when they can be dropped at the classroom door (Year 1 & Year 2) (8:45 for Reception). **All children must be in school by 8:50.**

At the end of the day children will be released into the care of their main parents/carers. If there are any changes to regular pick up the school must be informed. Children will not be released into the care of an unknown adult without prior arrangement.

We ask that parents support us in ensuring children adhere to our Behaviour Policy at all times at the start and end of the day

# Thomas A'Becket Infant School



## Safeguarding Statement

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.

Admission Office  
West Sussex County  
Council  
Admissions Department  
Education Office (South)  
Centenary House  
Durrington Lane  
Worthing, West Sussex  
BN 13 2QB  
Telephone:  
03330142903

We work in partnership with our families to help all child achieve their potential. On rare occasions our concerns about a child may mean that we have to consult with other agencies, before we contact you. This will only occur in extreme circumstances where a child's welfare is at risk.

The procedures which we follow have been laid down by the local Safeguarding Children Board of West Sussex and the schools Child Protection Policy is updated in line with these guidelines

## Admissions Policy

Thomas A' Becket Infant School is categorised as a Community School and admissions are the responsibility of the Local Education Authority. Applications must be made to the LEA electronically.

Children whose 5th birthday falls between 1st September 2017 to 31st August 2018 will be eligible for admission to school in September 2017. In line with the Admissions Code from September 2012, the decision concerning whether your child will start full time or part time is that of the parent/carer and not the Admission Authority.

Prospective parents are warmly invited to visit the school during the Autumn Term when tours are organised by the Senior Leadership Team. Please contact the school office for further details. If your child has an EHCP (Educational Health Care Plan) you should contact the County Special Needs Team on 033 022 26469 for further advice.

WSSC admissions policies and procedures are on our school website—or you can follow the link below:  
<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>

## Complaints procedure -

We will 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. If you feel that it requires further investigation, you should then arrange a meeting with 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, care of the school. There is a formal set of procedures that will be followed . For further information regarding this process and the Complaints Policy, please look on the schools website.



# Thomas A'Becket Infant School

## Medical information

It is very important that the school have up to date medical information. Please let the office know of any changes in circumstance for your child(ren). If a child requires medication more than 3 x per day or has regular medication for a recognised condition you will need to complete a medicine consent form which enables us to administer this during the day. **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

If your child is asthmatic they **must** have 2 inhalers and spacers in school. One set is kept in the child's classroom with a spare in the main office. Please check dates regularly and inform us of any changes in your child's condition.

### Children with Allergies

We will require 2 epi-pens in school at all times. Please regularly check that they are in date 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 contact you using the emergency information that you have supplied. Please ensure that this is up to date and the named contact is able to take the calls during school hours.

## Accessibility

The school has wheelchair access into the school via all the gates. The main office is also Accessible (please ring the bell if the door is closed) as are all the classrooms and the two halls where the majority of our meetings and performances are held. There is a disabled parking space in the main car park.

## Extended After school Clubs & Activities

The school provides a variety of after school clubs and activities. Some are run by the school and others by external providers. Please look on the website for further information . We also send out letters via your child's book bag.

### **After School Club**

There is an Breakfast and After School Club on site run by the Thomas A' Becket Child Care Club. This is an external provider but information can be obtained from the main office.

## FABS

### Friends of Thomas A' Becket Infant School

FABS is a group of parents and staff whose aim is to enhance the children's school experiences, through fundraising and the organisation of a variety of social events. The group is a registered charity. All parents are most welcome at the meetings and are encouraged to become involved in helping with the various events.

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. Even if you can only help out at odd times, we still value your help and support.



## School Uniform

Our school uniform is available from various outlets including Broadwater Sports, First4Uniform and Tesco's.

### Boys

Grey trousers/shorts  
School sweatshirt (royal blue)  
White polo shirt  
Black school shoes

### Girls

Grey pinafore/skirt/trousers/shorts  
School sweatshirt/cardigan (royal blue)  
White polo shirt  
Black school shoes

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

Summer sandals and socks may be worn but they must have a back to them - crocs are not permitted.

### P.E. (for all children)

To be left in school in P.E. bag on peg

Indoor P.E. - plain white t-shirt, navy blue shorts

Outdoor P.E. - navy blue jogging bottoms and sweatshirt, plain white t-shirt and black pumps

We do encourage all children to be able to dress and undress themselves for P.E. although we are always on hand to help (maybe avoid tights on P.E. days!)

Jewellery is not permitted for health and safety reasons. The only exceptions to this are small stud earrings and jewellery worn for religious or cultural reasons. This must be discussed with the school to ensure we can manage the safety aspect of wearing of jewellery during P.E. Stud earrings must be covered with tape for all P.E. sessions. We ask that if parents want to have their child's ears pierced, they do so at the beginning of the Summer holidays to minimise discomfort to the child.

Long hair should be tied back at all times for health and safety reasons

Extreme hair styles are not permitted —if you are unsure about this, please check with the school before going ahead.

### All children will require

Water bottle with sports lid (available from the school office if you wish)

Waterproof jacket

Wellington boots



Please name ALL clothes and shoes!

You may wish to provide some spare clothes that can be kept in their P.E. bag for those little accidents! We do have a small supply ourselves just in case.



Please provide named sunhats and suncream in the summer.





## Behaviour & Values

### Attendance

As a school we ask you not to take your children out of school during term time unless it is an 'exceptional circumstance' Holidays taken during term time may incur a fine. Please remember that the school's aim is to continue to work positively in close partnership with all parents/carers and we truly do not wish to resort to the enforcement actions of 'Fixed Term Penalty Notices'.

If your child needs to be absent during term time A Request for Leave of Absence must be authorised by the Head Teacher.

At Thomas A' Becket Infant we aim to develop a rich Learning Environment. Our Values statement is as follows:

- R
- E
- A
- C
- H

We teach and praise children displaying our core values including responsibility, perseverance, resilience and collaboration, through a defined programme. We develop their understanding that this helps us maintain our safe and happy working and learning environment.

We support a 'Rights and Responsibilities' behaviour system which is designed to help children develop the ability to make **good choices**, and the language and confidence to accept responsibility for making **poor choices**'. Children are praised frequently referencing the schools British Values and certificates are sent home to share with their families.

Our **REACH** for the Stars system helps the children understand how to keep the school rules. It outlines our whole school expectations for behavior. These are referenced throughout the school.



# Safe & Happy



## Early Years Foundation Stage

We know that children learn best when they are secure, confident and motivated. They learn through being physically active, play and language. Early learning is particularly effective when children are involved in choosing their own activities.

Within the Early Years Foundation Stage we aim for all children to develop positive attitudes and dispositions towards learning - in particular an enthusiasm and knowledge for learning and a confidence in their ability to be successful learners.

For development and progress to occur children need to have strong emotional well-being, develop positive relationships with adults and peers and achieve high levels of engagement.

Styles of teaching will vary according to task: they may be teacher led or child led and they will involve the indoor and outdoor environment.

### Base Line and On Going Assessment

In the Reception Year children are assessed on entry using a Base Line assessment tool. This involves the class teacher finding out where your child is developmentally. They do this by talking to them and observing them within the school environment. Information that you give the teacher can also be used to build a picture of your child.

Throughout the year the teacher will continue to assess your child to plot their development. This information is used to plan appropriately and ensure breadth and challenge is maintained.

At the end of the Reception Year children are assessed against the Early Learning Goals. This is a National statutory requirement and within school is used to enable us to plan for your child in Year 1.

## Foundation Stage Curriculum

The Curriculum is divided into **7 Areas of Learning and Development**.

**Children will develop skills in the 3 Prime Areas** initially. These Prime Areas enable them to more successfully develop in the other areas. However, all children are unique, as is their development and we are committed to adapting our planning for all our children to meet and their individual need.

### Prime Areas

Communication and Language  
Physical Development  
Personal, Social and Emotional Development

These Prime Areas are those most essential for your child's healthy development and future learning.

### Specific Areas

Literacy  
Mathematics  
Understanding the World  
Expressive Arts and Design

These areas are used to plan your child's learning and activities long with termly topics.



For more information on the Early Years Planning please see our website. Non statutory information regarding the Prime and Specific Areas can be found the in Development Matters document following this link:  
<https://early-education.org.uk/development-matters>





## National Curriculum

At Thomas A' Becket Infant School we aim to offer an inclusive and accessible creative curriculum for all of our children (regardless of race, disability, gender and social background). Within our curriculum planning we personalise learning to meet the needs of the children's individual needs and stage of development wherever possible.



In accordance with the Government's directives and guidelines, the school offers the children the following:

Core curriculum subjects:

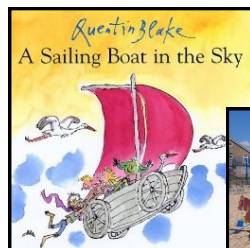
English, Maths, Science, Religious Education

Foundations Curriculum Subjects:

Geography, History, Art, Music, P.E. Design Technology, Computing and PSHE/citizenship

Details of individual year groups planning can be found on our website.

The National Curriculum is followed by all children in Key Stage 1 (Years 1 & 2). This provides a broad and balanced curriculum in terms of subject teaching. We also endeavor to ensure the children learn about the important aspects of living positive social, emotional and healthy lifestyles. Some aspects of the curriculum are taught discreetly such as P.E and R.E, however, we make every effort to plan learning that is relevant and motivating for the children by linking them to the topics.



## Reading & Phonics

The early stages of reading and writing have their foundation in speaking and listening. From Reception we encourage the children to talk confidently and purposefully. We use Talk Partners to enable them to form their thoughts and share ideas; this is when children talk together in pairs.

All topics are linked to high quality texts. Children are encouraged to read widely for pleasure both at school and at home. We have a wonderful library that the children can access weekly and there are many books within the classrooms.

## Reading and phonics schemes

At Thomas A' Becket Infant school we have a combination of a 'Free Reading' scheme and 'Read, Write Inc.', our Synthetics phonics scheme. They work together to give the children a range of reading, writing and spelling experiences. The Free Reading Scheme includes 'real' books that have been levelled. Children chose a reading book to take home to share - some of these they may be challenging and in the early years you are encouraged to read these books to your child if appropriate. Books are changed by the child as often as required. We also actively encourage our families to read frequently.

Within 'Read, Write Inc.' there is a range of 'Reading and Spelling Books' that are linked to their phonetic ability. The children will have read these books at least three times before bringing them home and should be **fluent as they read**. This is intentional; they are sharing their skills with you and applying what they have learnt. As you learn with them and compliment their learning, so their confidence will grow.

## English

English is taught throughout the school and curriculum and involves the development of Reading and Writing (Spelling, Punctuation and Grammar) and Speaking and Listening.

We plan a *topic based creative curriculum* that inspires the children to develop the basic skills required in Years 1 & 2 whilst immersing them in topics that interest them or are familiar to them. For example in Year 2 within the topic Into the Huddle the children learn about the Antarctic, penguins and their habitats, become 'explorers' in our outside areas using Forest School skills to support their learning and research the history of prominent people linked to Antarctica.

All our topics are centered around quality texts and the children have access not only to mini libraries within their classroom but also to our School Library where they are able to take books out and return them on a weekly basis.

We understand the importance of reading to the children as well as listening to them read. Staff read stories to the children on a daily basis and this is a special time that our children and staff really enjoy.



## R.E

Thomas A' Becket Infant School follows the agreed West Sussex syllabus for R.E. Children are taught facts and information about the five major religions with a focus on respect, tolerance and understanding. Parents wishing to withdraw their children from R.E and collective worship should discuss their requirements with the Head Teacher.

## Mathematics

Mathematics is taught throughout the school with a strong emphasis on learning through practical experiences. The basis skills of number are very important at this early stage of learning and these skills are practised daily. Children are encouraged to use and apply these skills to a range of problem solving activities. A programme of *divergent thinking* threads its way through the planning to develop children's understanding of mathematical concepts in real life

Specific mathematical equipment is used within the classrooms designed to enable all learners to access the curriculum and this reflects our multi sensory approach to learning.

Maths skills are taught within the topic where possible but may also be taught discretely if necessary. For example whilst learning about measure and length the children organise their Stickmen in order of size during their 'Wild Things' topic but the adding of different amounts of money may be taught discretely that term.



Details and over views of our *Creative Curriculum Topics* can be found on our website. Detailed information of statutory requirements within the National Curriculum can be found on the DfE website following the link below

<https://www.gov.uk/government/collections/national-curriculum>



Forest School - 'Encouraging and inspiring individuals through positive outdoor experiences'

### Forest School & Outdoor Learning

We are passionate about outdoor learning at Thomas A' Becket. OFSTED recognised our Forest School as an 'exceptional resource' and of this we are very proud. Within the school grounds we have a large playground, field, quiet garden and Conservation Area including a pond, vegetable patch and wild areas. The children will have timetabled Forest Schools and Eco days when they will be able to develop life skills and build knowledge, respect and

understanding for the environment. Skills include collaboration, patience, resilience, respect, independence and investigation. These values and skills feed back into every aspect of the children's life and learning at the school and assist them in fulfilling their potential.



### 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 that supports and celebrates their learning.

Our main priority for Home Learning in all year groups is that the children read daily with an adult.

Clear guidance on how to support your child in their Reading and Home Learning can be found on our website but please do not hesitate to ask your child's teacher for any information or support.

### Enrichment

Trips and visitors to the school are organised to extend and consolidate learning. We use our local area as much as possible including the beach, South Downs and Tarring Village. Occasionally we organise trips further afield e.g. The Weald and Downland Museum.

### Charging Policy

The school will ask parents for a voluntary contribution towards the cost of outing, visitors and trips. The school will not exclude any child from participating in the event a contribution is not offered, however we do reserve the right to cancel a trip if insufficient financial support is received.

If you think you may be are entitled to Free School Meals (e.g. in receipt of certain benefits and tax credits) assistance is available.



Please contact Alison Weeks in the school office for information



### Children with Additional Needs

Our School Inclusion Policy supports high quality inclusion for all. We aim to ensure all children to make good progress according to their ability and based on their starting points.

It is the aim of the Governors that all children recognised by school staff, parents or other agencies as requiring additional provision will access further support through WSCC Special Education Needs and Disability procedures and, if necessary, through Statutory Assessment in line with the DfE (Department of Education).

## 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.thomasabecketinfant.org.uk>

Our website is updated regularly. It includes:

- \* Two weekly planning letters from each year group to keep you up to date with planning within the classroom. It also includes Home Learning and Challenges for the children to complete at home.
- \* All letters for that term available to download
- \* The school Calendar with term dates, trips, parents evenings etc.
- \* Key school policies and procedures for your information
- \* Our latest OFSTED report
- \* Contact details
- \* Links to useful websites and

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



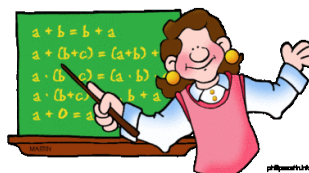
2. Email the school office and they will endeavor to assist you. [office@tabinfant.org.uk](mailto:office@tabinfant.org.uk)



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

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

5. You will be able to see your class teacher at drop off and pick up every day for quick messages. If you need longer, just make an appointment.



6. Call and leave a message on the answering machine or follow the directions to speak to a member of staff



7. Call in at the front desk and our friendly office staff will be able to point you in the right direction.



## Reporting on your Child's Progress

Throughout the year you will be invited to Welcome Meetings, Open Days and Parents Evening in order to discuss and celebrate your child's learning.

During the year you will also receive a written report from your child's teacher detailing their attainment and progress across the curriculum.

You are always welcome to make more frequent arrangements to meet with the class teacher, Year Leader, Assistant Head Teacher or Head Teacher.