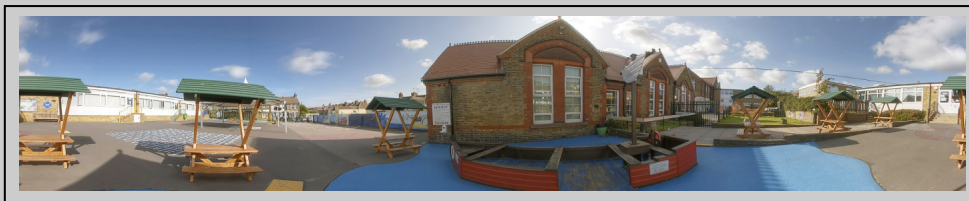


Gordon Infant School



Our Vision

Imagine a place that is continuously invented and reinvented by a community of people who are energetic, playful, responsible, caring and committed to learning.

See children progress, receive rewards and take part in special events that are a way of life.

Notice the presence of all age groups making connections with one another through the work they do, the problems they solve, and the experience, strength and hope they share.

Listen to the encouragement for experimentation with everyday technologies that shape your child's journey into the future.

Marvel at the guidance and support they receive as they meet, interact with and develop relationships with the wider community.

Witness the nurturing of creativity through the appreciation of music, art and drama.

Sense the presence of professionals committed to achieving extraordinary results in each moment of every ordinary day; children of all ages discovering the superstar within.

This is Gordon Infant School - a once in a life time experience - everyday!

**ONE PARENT QUOTED US AS THE
BEST INFANT AND PRIMARY
SCHOOL IN KENT!**

**GORDON INFANT SCHOOL
GORDON ROAD
STROOD
ROCHESTER
ME2 3HQ**

web site: www.gordoninf.medway.sch.uk
e-mail: office@gordoninf.medway.sch.uk

Gordon Infant School is maintained by Medway Council - Education, the Local Education Authority. The school was opened in 1893 and is a day, co-educational school for children from 4 to 7 years. Children are admitted as four-year-olds in September in order to offer a minimum of eighteen terms at infant level for each pupil. Our school adjoins Gordon Junior School to which children normally transfer in the September following their seventh birthday. The Headteacher of the Junior School will keep parents informed of the procedure to apply for places in that school at the end of Year 2 with us.

Director of Children and Adults
Ms Rose Collinson
Medway Council - Education and Leisure
Gun Wharf
Dock Road
Chatham
Kent ME4 4TR
Telephone 01634 306000

You are welcome to visit the school by prior arrangement with the Headteacher.
Please telephone for an appointment
(01634 717423).



Welcome to our school

Mission Statement.

The mission of Gordon Infant School is to provide a safe and nurturing community where diversity is celebrated, mutual respect among adults and children is practiced, and where parents and caregivers are seen as valued partners in layering the foundation of life long learning.

At Gordon Infants we consider it our responsibility to safe guard each and every child in accordance with the Every Child Matters Agenda, promoting keeping safe, being healthy, making a positive contribution, enjoying and achieving and achieving economic well being.

At Gordon Infants our focus is on learning. We are committed to improving standards and have high expectations of all our pupils. We use comprehensive tracking systems to ensure that children continuously achieve the challenging targets set.

It is our strong belief that children learn best through a thematic approach where curriculum areas are linked together to provide real life, first hand learning experiences.

At Gordon, we recognise the power and influence of technology in today's society and therefore encourage children to develop and use technological skills in all aspects of school life.

Our aim is to empower your child so they can excel through a lifetime of pathways that will lead them where they want to go.



Welcome to our school, we hope that we will soon get to know you and your child well.

We know that children cannot succeed on their own. They need to be taught, helped and guided by teachers and other adults in school, who in turn, need your co-operation and support. You understand your child better than anyone else and we would like to know them equally well, so we actively encourage a partnership between home and school. To meet a Government requirement, we have drawn up, in consultation with parents, a Home School Agreement. This is an undertaking by the school, the parents and the children to work together for the all round welfare and education of the children. Children have the Agreement explained to them during lesson time, but I am enclosing your parents' copy with this prospectus and inviting you to sign and return it to the School as soon as possible. The Headteacher and the Governors feel very much that this is just a formalisation of the way we work with parents and that our "open door" policy functions very successfully.



There will be occasions during the year when you will be invited into school to support your child and liaise with the Class Teachers. It is very important for children to see that home and school are working together, so we ask that you are as active as possible in supporting school activities.



We report children's progress to parents three times during the academic year. There are two Parent Consultation Evenings - the first one, in Term 1, is to discuss how your child has settled into his/her new class with their new teacher, and the second one during the Term 3, to discuss progress. In addition, at the end of terms 2 and 4, you will receive highlighted targets showing you the progress of your child. The end of year written report is sent to parents at the end of Term 6. There is an opportunity to discuss the report if required.

We do however, encourage you to come into school at any time if you have any concerns. The Headteacher is more than happy to discuss any problems you or your child may be encountering. You are asked to see Class Teachers at the end, rather than the beginning of the school day, when there are fewer demands on their time. If there is an important message for the teacher, please send a note in the contact book, see Mrs Divall, the School Secretary or Mrs Stevens in the Office; or one of the Leadership Team in the playground at the beginning of the day. If you need to see the Headteacher at any other time, please make an appointment, though we will deal with emergencies and really pressing matters straight away wherever possible.

Governors report on the school's progress through the school profile. This is available online (<http://schoolsfinder.direct.gov.uk>) or as a hard copy or on the website.

Subject to a compulsory Criminal Records Bureau check, we do welcome help from parents in school, both in supporting small groups of children during the school day in various activities, and in accompanying them on educational visits with their Class Teacher. We are always very grateful for any support that you can give. Please give your name to Mrs Divall or Mrs Stevens in the office if you are willing to help.



PARENT TEACHER ASSOCIATION

The PTA is a very supportive group that does much to raise funds to enhance the environment and materials in the school. Funds have helped to create a better learning environment for our children and enhance the resources that we offer. A representative committee plans fund-raising activities for parents. The Chairperson can be contacted via the school. Information about PTA activities is sent out in PTA newsletters via the School. When your child joins our school you automatically become a member of the PTA.



WAYS IN WHICH YOU CAN HELP YOUR CHILD

Parents are a vital link between home and school. We value and recognise the influence you have on your child's education and acknowledge that you can help him/her and the staff in the following ways:

Be enthusiastic about school and let your child know you support him/her.

Try not to question him/her too much at home time. Many children are reluctant to share their experiences or are too tired at first.

Use the curriculum newsletters to ask particular questions, as they will point you in the right direction.

Understand that children express their feelings through play. It is the way through which they discover new things about the world, develop thinking skills and build up relationships with friends. They are learning at the same time as playing.

Encourage your child's language development by talking with him/her about the things that interest him/her. Answer questions fully and encourage him/her to be curious.

Share books together regularly. Join the library and enjoy all variety of reading materials.

Talk "mathematically". Discuss door numbers, count cars, help recognise prices and numbers in shops. Maths is all around us.

Encourage "early nights" and bedtime stories.

Use recorded stories rather than TV and DVD last thing at night.

Get everything ready for school the night before to avoid your child getting upset in the morning with last minute "flaps". Avoid being late! This often distresses children when they miss the register or the first important part of a lesson.



Let your child start the day with a good breakfast and time to eat it. Hunger can make children sleepy; they need plenty of energy to do their best in school.

Encourage your child to be independent. Teach him/her to dress themselves, to look after their clothing and go into the classroom on their own as soon as they feel confident.



Put names on everything, all clothes and possessions.

THE CURRICULUM

We acknowledge that young children learn most effectively when subjects are linked together. We therefore operate a topic based curriculum where learning for nearly all subject areas relates to the chosen theme. Maths, English skills, PE and RE are taught discretely.



Children in the Foundation Stage follow a different curriculum - known as the Early Years Foundation Stage (EYFS) curriculum. This has five areas of learning besides Literacy and Numeracy. These are known as Knowledge and Understanding of the World (Science, History, Geography & ICT), Creative Development (Art, Design and Music), Physical Development (PE) and Personal and Social Development. Each Foundation Stage Teacher follows schemes of work within these areas, so that children have a consistent approach and they are ready for the appropriate teaching when they reach Year 1 classes.

Activities are based around the areas of development and the emphasis is on practical activities to foster skills, knowledge and understanding. There is a part of each day when children will choose their activities and retell what they have done and what they have learnt. Our Early Years classrooms are purpose built with their own toilets. There is a covered outside soft-surface play area with play equipment where children enjoy additional play activities and opportunities to develop their physical skills. It is also used for large equipment in the teaching of mathematics and language. At the end of the Foundation Stage year children's learning is assessed using the "Foundation Stage Profile".

Additional to the curriculum, there is a daily act of worship, which for this school, is mainly Christian. Parents may, on religious grounds, withdraw their children from RE lessons or the

daily act of worship. A request to withdraw a child must be made in writing following a meeting with the Headteacher.

ENGLISH

The National Primary Framework forms the basis of the teaching of English throughout the School. There is a format to the lessons with a different emphasis for each day of the week. The three main elements for English are: Speaking and Listening, Reading, Writing, including handwriting and Spelling.

Guided Reading sessions provide opportunities for children to learn to read in a group situation. However, at our School, we endeavour to hear our children read on a one to one basis with an adult. We hope that parents will support their children's reading at home and you are invited to comment on your child's reading in a contact book which is used for liaison between school and home.



MATHEMATICS

With the implementation of the Primary Framework, the teaching of mathematics has an emphasis on mental maths with quick recall and teachers are required to teach lessons with a set format and focus for the day.

The main content areas are: Number systems, number facts, calculation, shape & space, using and applying, measure and handling data. Children are encouraged to link their knowledge and understanding to real situations to make their learning meaningful.

SCIENCE

Science for our children means investigating, discovering and explaining the world around them. Children undertake scientific enquiry into the areas of study of Life Processes and Living Things, Materials and their Properties and Physical Processes, to gather information needed to understand and explain the world in which they live.

RELIGIOUS EDUCATION

Under the 1988 Education Reform Act, Religious Education is taught in all schools according to each Local Education Authority's Agreed Syllabus for RE. It reflects the fact that religious traditions in Great Britain are mainly Christian, whilst taking due account of the teaching and practices of other world religions represented in this country and in this school in particular. We offer your child the experience of respect and care in our community in which people are important. We help him/her develop a moral responsibility and a sense of right and wrong as the result of being a trusted and valued member of the community. We encourage your child to value life in all its forms

INFORMATION COMMUNICATION TECHNOLOGY

We are privileged to have a good provision of computers in school. All children have access to two multimedia computers and a range of software in their classrooms. Six of seven classes have an interactive whiteboard to support the teaching and learning in all subject areas.

A Scheme of Work ensures progression and children's capability increases through the development of skills and understanding together with links between computer skills and curriculum subjects. Each class has a projector which is linked to a computer and used by the teacher to demonstrate and teach specific points.

The Computer Suite provides the opportunity for a whole class to use ICT in accessing all areas of the curriculum. The suite offers additional opportunities for learning using additional software and protected Internet sites. The computer suite is also used for staff training and sometimes offers training for parents and other members of the community. Children also use programmable toys and CD electronic machines in other areas of learning.

PE/ART/MUSIC/DRAMA

Children participate in various activities during PE sessions. Games and sport are often undertaken outdoors in the playground or on a shared playing field adjoining the playground during the spring and summer months. Your child will be encouraged to work co-operatively in team games, as well as competing against others. A spirit of participation and effort is celebrated and recognised as a significant element.

Your child will be helped to express him/herself creatively through play, art, music, drama and movement and dance. We encourage your child to share and celebrate with sensitivity other people's experiences, hopes, fears, joys, sorrows, failures and successes

HISTORY/GEOGRAPHY

In Geography the children look at maps and plans and learn how to find out about places and where things are located. They also learn how to care for the environment.

In History the children learn about the lives of people from the history of Britain and the wider world and to place events in chronological order. Artefacts and photographs are used to develop learning further.

COLLECTIVE WORSHIP

Daily assemblies, which are mainly Christian, offer children the opportunity to meet together as a whole school for a short time each day, to share, celebrate and reflect on things of worth and value. Stories, songs, music, special events, work and effort, birthdays and festivals all form part of our shared assembly times.

YOUR RIGHT TO WITHDRAW YOUR CHILD

You may request that your child be wholly or partly excused from RE or Assembly time. The Local Education Authority has published a leaflet explaining what you should do if you have a complaint about the curriculum or religious worship in your child's school. The leaflet emphasises that you should talk to the Headteacher, or other senior members of Staff, in the first instance. Copies are available from Medway Council - Education and Leisure at Gun Wharf, Dock Road, Chatham, Kent. ME4 4TR

. Any request to withdraw your child from Assembly or RE must be made in writing after you have met and discussed your needs with the Headteacher. As alternative arrangements will then need to be made for your child, we would appreciate it if you could provide booklets or sheets that your child could work from and any information about your religious beliefs.

EQUAL OPPORTUNITIES



The school is committed to an inclusive policy of equal opportunities for all regardless of gender, race or disability. Every child has equal access to the National Curriculum and we have an Access Plan which itemises improvements to be undertaken in order to improve facilities and remove barriers to learning for any children with additional disabilities. This operates in accordance with the Disability Discrimination Act 1995 SEN and Disability Act 2001 (and any subsequent legislation that is passed).

SPECIAL EDUCATIONAL NEEDS

At Gordon Infants we are focussed on finding solutions rather than identifying problems. Our school ethos fully supports children developing as individuals and we are intent on moving barriers to learning right from the start. Children identified as having additional needs are dealt with according to the Code of Practice. The Class Teacher writes individual targets for every child identified as having Special Educational Needs. There is close liaison with the Special Educational Needs Co-ordinator (SENCO), parents and outside agencies, where appropriate. If your child has Special Needs before starting school, please advise the School as early as possible.

BEHAVIOUR

At Gordon Infants we encourage children to talk through their problems to resolve differences. We have very few rules and these are mostly concerned with general good behaviour, consideration for others, and safety. Our philosophy to promote good behaviour and discipline is very much based on a positive approach. Good behaviour is recognised and celebrated whilst loss of playtimes, withdrawal of privileges and "time out" are used as sanctions.

Children are encouraged to follow three "Golden Rules" and are rewarded with Golden Time for keeping them. Children who lose Golden Time are encouraged to earn it back by fulfilling the broken rule on another occasion. If your child is experiencing ongoing problems, we will ask you to discuss them with us and work in partnership in overcoming them.

Our three golden rules are:

*We work quietly and hard to
produce good work*

*We keep the school
environment tidy*

*We are kind, helpful, honest
and thoughtful*

CHILD PROTECTION

Gordon Infant School implements the safeguarding of children in line with Medway Council guidelines. Our first priority is your child's welfare and our school, as all schools, has a duty to safeguard and promote the welfare of the children, and this responsibility necessitates a Child Protection Policy and Procedures. We may also need to share information and work in partnership with other agencies when there are concerns about a child's welfare. The procedures we follow have been laid down by the Medway Safeguarding Children Board and parents and carers may view our Child Protection Policy upon request.

The Class Teacher will deal with children's anxieties and problems in the first instance. The Headteacher encourages parents to talk to her and share concerns in order to resolve any difficulties and to manage any issues of concern. Your child's education, welfare and happiness is our major concern and we welcome the support of parents in order to ensure that your child's school life is as productive and happy as it can possibly be. The Educational Welfare Officer visits homes if required by the school to investigate excessive or unreported absence. Other outside agencies can be called in to help where necessary. Our designated Child Protection Officer and Deputy are the Headteacher and Deputy Headteacher respectively.

SEX EDUCATION

No formal Sex Education is taught but questions are answered honestly and within your child's understanding.

AFTER SCHOOL COLLECTION ARRANGEMENTS

At the end of the school day, children are collected at staggered times from the playground and leave by the gate in Minerva Road.

Leaving times: Penguins, Huskies, & Polar Bears
3:00 pm
Snowy Owls, Snow Leopards & Arctic Fox
3:05 pm

Children are lined up and wait to be collected by parents/carers. They should not be expected to leave the line until they have identified their known adult who is collecting them, to the teacher/TA.

Children must be collected after school by a known adult who has been previously notified to the school.

LATE ARRIVAL & APPOINTMENTS

If children arrive at the class door after the line has already gone into class, their names must be entered in the appropriate book outside the Office. If children are removed for, or returned from, an appointment, the same procedure must be followed. If a child has a medical appointment of any sort and has to leave school during the day, parents must notify the School Office so that the removal from school is sanctioned. Medway Educational Welfare Officers (EWOs) are very active. Usually, all late arrivals are acknowledged by a letter home.

SCHOOL UNIFORM

We encourage the wearing of uniform. All items are readily available in most department stores and the National Schoolwear Centre in Chatham stocks Gordon Infants' reversible shower-proof jackets, school sweatshirts, sweat cardigans, fleeces, polo shirts, reading book bags and PE bags all embroidered with the School logo. Book bags and PE bags are also available from the School Office.

UNIFORM: Bottle green V necked jumper embroidered or plain
sweatshirt or cardigan
School fleece & School shower proof jacket
Grey or white shirt/blouse or polo shirt
Grey shorts or trousers
White or grey socks, grey,
Green or white tights
Grey skirt or pinafore dress
Summer dress in bottle green with white check or stripe
Suitable dark coloured flat shoes



No trainers, laced boots or high-heeled shoes are to be worn. If it is necessary for your child to wear trainers for a short period of time, please advise the School Office or Headteacher. For PE lessons children will need a pair of shorts, 'T' shirt and easily managed plimsolls in a drawstring bag. Plimsolls will only be worn for outside PE and games. We provide aprons for Art, however you can also provide an old shirt to cover clothes and long sleeves for painting. A named clothes peg will hold Wellington boots together. A loop in a coat will make it easier to stay on the coat peg.



STATUTORY COMPLAINTS

Any complaints should be made to the Headteacher in the first instance, then in writing to the Governing Body. If the issue is not resolved the complaint should be referred to the Assistant Director, Parent, Pupil and Student Services at Gun Wharf, Dock Road, Chatham, Kent. ME4 4TR

ADMISSION POLICY

Your child can have his/her name entered on the admissions list from birth. We will contact you in the Autumn before their September start and send the Medway Admission Form for you to complete. Children are admitted according to the criteria stated in the accompanying booklet from Medway Council. Our planned admission number is 60.

You have a right to appeal to the Local Education Authority against a decision not to admit your child to the School of your choice.

Our Planned Admission Number set by the LA will be 60 pupils.

EDUCATIONAL VISITS AND CHARGING POLICY



When educational visits are arranged, permission from parents or carers has to be sought to take children out of school. We ask parents/carers to complete a Blanket Consent Form when their child joins us. This gives permission for emergency medical treatment including anaesthetic in the event of an accident. (You have the right to withdraw this Blanket Consent at any time.) Children CANNOT be taken out of school on a visit unless the form is returned. Please ensure that you return the form so that we can include your child in the visit. In addition to this, each time a trip or visit is planned, the children bring home a letter giving details of the day.

Under the Education Reform Act we ask for a voluntary contribution to help cover the costs, which are kept as low as possible, for these visits. Help with these voluntary contributions is available and treated with discretion, so please ask.

If you do not wish your child to participate in educational visits you must inform us and your child must attend School as normal.

ATTENDANCE, ABSENCES AND HOLIDAYS

Your child can only be excused from school for illness, health treatment or for authorised reasons, such as religious occasions, or special circumstances. If an absence is necessary the school must be informed of the reason by letter or telephone on the first day of absence. If your child has a medical appointment, e.g. doctor or dentist, A PUPIL PASS MUST BE OBTAINED from the school office (unless you have a letter from the doctor/dentist/hospital) to authorise the temporary absence from school. This document will specify the reason and times for being out of school. Prolonged, unexplained, spasmodic or unauthorised absences will be reported to the Education Welfare Officer and investigated. Medway set a target attendance figure of 95% for every school. Last year Gordon Infant School achieved 95.9% and our objective is to maintain this figure in the future.

Holidays may be requested for not more than ten school days during each school year (September - July). A holiday form, obtained from the office, must be completed and the absence approved by the Headteacher on behalf of the Governors. Holidays can only be approved if the child has attendance of 95% or above, 2 weeks prior to the holiday. Parents are requested, wherever possible, to arrange annual holidays out of term time. It is not possible to authorise any holiday during May or June due to tests and assessments.

SCHOOL INDUCTION ARRANGEMENTS

Before your child starts school, an induction meeting is arranged for parents when they meet some of the people connected to the school, and information is shared about starting school and some of our routines and procedures are discussed. There is an opportunity to ask questions, seek clarification on any points, order uniform and have a cup of tea or coffee. During this meeting your child will visit their new classroom, meet their Class Teacher and Teaching Assistant and undertake some enjoyable activities. Children come into School on two further occasions to spend time in their new classrooms.



TRANSFERRING TO JUNIOR EDUCATION

During the last term of Year 2 in the Infant School, your child will visit Gordon Junior School to which they will normally transfer, to look around the School and meet their Class Teachers. We have close links with the Junior School and try to make the transfer as smooth as possible. The Junior School will provide any necessary documentation for completion during the term before your child transfers to that School.

SCHOOL MEALS

Your child may eat a school dinner, a school packed lunch or bring a packed lunch from home to eat in school. Water and beakers are provided for drinks if necessary. If you wish to send a packed lunch, please provide a good range of food, some savoury and some sweet. Fruit is encouraged. If you send yoghurt, please remember the spoon too! No sweets are allowed. Chocolate is only permissible if it is on a biscuit base. e.g. Kit Kat or Penguin, not confectionery such as Milky Way, Mars or Maltesers. Please ensure that drinks are not fizzy: they often leak causing problems and spoiling the rest of the food in the lunchbox. Drinks should be in an appropriate plastic container which children can manage themselves. Please name all lunch boxes clearly on the OUTSIDE. For children eating a cooked or packed school meal - all dinner money must be paid on Mondays or the first day the children return after absence.

Parents decide which meal they wish their children to have for a whole term (6 weeks). If parents wish to change their child's type of meal at the start of a new term, please notify the office. Free school hot meals or packed lunches are available for those who qualify according to current regulations. Please ask in the office for forms and more details.



FIRST AID

All wounds are cleaned with lint free gauze and water. Ice and cold compresses are applied to bumps and bruises. You will be informed if we feel that the extent of the accident warrants explanation, especially head bumps, but obviously cannot tell you of every minor wound. Head bumps are reported to the Class Teacher and parents are notified by letter.

We ask for contact numbers for you and for relatives or neighbours who we can contact if your child is unwell or needs emergency treatment. If your child becomes ill during the day, every effort is made to contact parents/carers first followed by one of these people. There are qualified First Aiders on the staff, and most staff have undertaken some form of First Aid training.

MEDICALS

You are encouraged to attend the medical examination carried out by the School Nurse and share any concerns you may have. When your child is 5 or 6 years old the nurse will carry out, with your consent, eye tests, hearing tests and height and weight measurements. If there are any matters that require further investigation, your child may be checked again at a later date. You may withdraw your consent at any time by writing to the Headteacher.

MEDICINES

Medicine, creams and tablets cannot be administered by staff. As a general rule any children requiring medication should be at home. However, if a child has completely recovered from illness but needs to finish a course of medication, you may come into school to give the medicine at the appropriate time. Exceptions are made with long standing asthma conditions where inhalers can be left for the First Aid post via the Office with permission.

Information regarding times and doses should be given with the inhaler. Children are responsible for remembering and administering their "puffers" but will be supervised whilst inhaling.

HEAD INFESTATION

There is no routine inspection of heads by the Area Health Authority. It is **ESSENTIAL** that you check your child's head every night for signs of infestation - eggs, empty egg cases or lice. Wet conditioned hair should be combed with a fine toothed dust comb to remove any forms of infestation. The Class Teacher must be informed if your child has any eggs or lice. She will then send out a letter to all parents of children in the class asking them to check their child's hair. In this way we may be able to help stem the spread and control of this national nuisance!

SCHOOL FUND

There are various activities/trips which take place in school requiring additional funding. You will always be given details of what the money is to be used for and all contributions are voluntary.

However, if sufficient contributions are not received, activities/trips may have to be cancelled.

EMERGENCY CLOSURE

Should the School be closed suddenly in an emergency, i.e. bad weather, please listen to Medway FM, Radio Kent or Invicta Radio for information. No child will be allowed to leave school without a responsible adult whose has been previously notified to us.

Thank you for sending your child to Gordon Infants. We are truly committed to doing our very best for each and everyone of them and as our vision states:

This is a once in a life time experience - everyday!

