

# Prospectus

## Mission Statement

Together Everyone Achieves More

Emmbrook Infant School, Emmbrook Road, Wokingham, Berkshire, RG41 1JR  
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Email: [admin@emmbrook-inf.wokingham.sch.uk](mailto:admin@emmbrook-inf.wokingham.sch.uk)  
Website: [www.emmbrookinfantschool.co.uk](http://www.emmbrookinfantschool.co.uk)  
Head Teacher: Mrs Corrina Gillard





## EMMBROOK INFANT SCHOOL

Emmbrook Road, Wokingham, Berkshire, RG41 1JR

Telephone: 0118 9784259

Fax: 0118 9795004

[www.emmbrookinfantschool.co.uk](http://www.emmbrookinfantschool.co.uk)

Head Teacher: Mrs C Gillard (B.Ed Hons, Cert M.Ed, NPQH)

### **Message from our Head Teacher**

Dear Parents and Carers,

On behalf of all the staff and Governing Body may I welcome you to Emmbrook Infant School. Our school focuses on providing the children with excellent educational opportunities in a happy, secure environment. Our knowledgeable, hardworking staff aim to meet the needs of every individual child and help to develop each child's confidence and talents encouraging each one to have the best start in their learning journey.

You are welcome to visit our school where the staff will be happy to give you further information.

Best wishes

**Corrina Gillard**  
Head Teacher



## **Safeguarding and Child Protection** **at Emmbrook Infant school**

Designated lead for Safeguarding and Child Protection –  
Mrs Corrina Gillard, Head Teacher

Deputy designates –  
Mrs Jenny Wright, Deputy Head Teacher  
Grace Massarella, EYFS Lead

Designated governor for Safeguarding and Child Protection –  
Mrs Leah Earl

Our School is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment.

All staff undertake Level 1 Universal Safeguarding training as a minimum and receive regular updates and refreshers from the Head Teacher.

We are also committed to ensuring all our children remain safe while using the internet in school. Please read the relevant policies for further details of how we do this.

All Governors are also expected to undertake safeguarding training to the appropriate level.

This school holds the following relevant policies –

- ◆ Child protection and Safeguarding Policy
- ◆ Preventing Radicalisation Policy
- ◆ Behaviour Policy
- ◆ Staff Code of Conduct
- ◆ Whistle Blowing Policy
- ◆ Attendance Policy
- ◆ Medical Policy
- ◆ Mobile Phone Policy
- ◆ Home School Agreement
- ◆ All in One User Agreement and Policy



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## **1. Introduction**

Emmbrook Infant school is for children aged between 4 and 7 years old. The children are admitted to our foundation class at the start of Autumn term during the academic year in which they turn five years of age.

We share a pleasant site with Emmbrook Junior School and St Paul's Playgroup is situated in the Emmbrook Infant School building. The Emmbrook Secondary school is on the opposite side of the road. We also run The Willows after-school club situated within the school grounds which offers out of hours provision for our children before and after school.

Children are taught in classes of no more than 30, and we have 2 parallel classes in each year group. The Infant school teaches children in their foundation year, year 1 and year 2. Children transfer to Junior school at the age of 7 and to Secondary school at age 11.

Behaviour is outstanding, as reported in our last Ofsted report. If there are any behavioural difficulties they are dealt with by the Head Teacher and, where appropriate parents are contacted to discuss any problems.

A copy of the school Behaviour policy is available on the website, learning platform, or on request from the school office.

## **2. Admissions**

Our number of admissions is 60 children per year group. This is the number of children we admit into our foundation class each year. The Admissions team at Wokingham Borough Council deal with all of our admissions.

## **3. Children with Special Needs**

The Governors of our school believe very strongly in supporting children's individual needs.

We try to ensure that all children achieve their best in our school. We have a Hearing Impaired resource in our school, supporting children who are profoundly deaf. Our school is also physically accessible to all children; with ramps, stair lifts and disabled toilets.

A copy of the school Special Educational Needs policy is available on the website, learning platform or on request from the school office.



## **4. More Able and Talented**

There is a strong learning ethos in our school. We recognise, develop and celebrate the successful achievement of all our pupils.

High expectations are shared by all. Challenging and extending learning opportunities are a daily part of the curriculum. Monitoring, tracking and reviewing pupils learning targets and ensuring good levels of progress are high on the school's agenda.

We have a More Able & Talented subject leader who meets with the children on the school's More Able and Talented register on a regular basis.

A copy of the school's More Able and Talented policy can be found on our website or on request from the school office.

## **5. We are a healthy school**

We are a healthy school and aim to ensure children learn and grow in a school where the atmosphere and ethos promote a positive learning environment.

We promote our Golden Rules for behaviour, embedding our Core Values using circle time, Social & Emotional Aspects of Learning (SEAL), and we have peer mediators and School Council to give the children an important voice. We also encourage healthy choices when children bring a packed lunch to school.

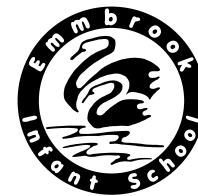
## **6. Parents and the school**

Information which maybe useful to parents is displayed in the entrance of the school.

Parents are invited to help in the school alongside teachers and we welcome help with our outside environment. If you are willing to offer your time and skills please let us know.

During the Autumn, Spring and Summer terms there are parents' meetings to outline the term ahead. Parents' evenings take place later in the Autumn, Spring and Summer (optional meeting) terms to discuss pupil progress and next steps. A written report is produced for parents every term detailing end of year expectation and individual targets in reading, writing and maths. The Head Teacher and staff are available at the end of the school day to see parents. If, however, you require more than a quick chat, it would be advisable to make an appointment.

There is a flourishing Parent and Teacher Association (PTA) which is run jointly with the Junior School. All parents are members of the PTA.



## **7. Parking**

If you bring your child to school by car, it is requested that you park at a safe distance from the school as we do not allow parents and carers to bring cars on to the school site as part of promoting a safer environment for the children.

We have received requests for considerate parking from local residents and ask you to respect their wishes.

Disabled drivers who need to drive on to the site must inform the school who will ensure parking is available. If you need to collect your child from school because they are unwell, we are happy for you to drive into the car park to do so.

## **8. Curriculum**

We endeavour to offer all children a rich, stimulating, varied, warm and caring environment where they are taught the National Curriculum and develop the skills necessary to play their part in our changing world.

The children are taught to show consideration, tolerance and respect for others and are encouraged to share and help one another.

We seek to achieve high standards of education for all children. Within a working week, the following subjects are covered:

English  
Mathematics  
Science  
Computing  
Religious Education  
Design & Technology

PE  
History  
Geography  
Personal & Social Health Education  
Music  
Art & Design

## **9. Monitoring and Evaluation**

Each curriculum area has a subject leader who is responsible for the schemes of work and annual action plan of the subject. Teachers write their lesson plans individually or in teams in order to meet the particular needs of the children in their care.

A separate scheme of work linked to the Early Years Foundation Stage (EYFS) is followed by the foundation stage pupils.

Children's work is monitored by continual assessment and as parents, you will be informed of your child's progress at the 1:1 Parents' Evenings.

If you have any concerns regarding the curriculum, in the first instance, please speak to your child's class teacher.



## **10. Subjects**

### **English**

Great emphasis is placed on developing each child's speaking and listening, and reading and writing skills, building on the wide knowledge that the child brings from home and following the requirements in the literacy framework.

Reading is taught in a sound structured environment, developing pre-reading skills, phonics and sight recognition of whole words. The children use a published reading scheme, which is supported and supplemented by other reading material. Children take their reading books home to share their new reading skills with their family and we request that you to hear your child read every day to practise the skills they have been taught in school.

Writing develops alongside reading. The children are taught letter formation and gradually learn to write in sentences. They have the opportunity to write for a variety of purposes, including story telling, research, chronological writing, invitations, recounts and thank you letters. During their time at our school they learn the basic rules of spelling, grammar, punctuation and presentation.

The children are given opportunities to develop their speaking and listening skills. Time is given to discussion, questioning and sharing information. Pupils are taught 'good listening skills'.

### **Mathematics**

During their Infant years, the children acquire the basic early skills, covering the knowledge and understanding of numbers, algebra, measures, shapes and data handling. From the beginning, our aim is to link maths with familiar situations for the children and to use a wide variety of apparatus including computers and games. Pupils are encouraged to do arithmetic in their heads and explain how they reach their answers.

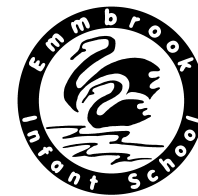
### **Science**

Our scheme of work, which covers the National Curriculum requirements, is taught explicitly as a subject in its own right but links are made to other curriculum areas where possible. The children are taught to make careful observations, to enquire and eventually begin to make a hypothesis. This is a practical subject where the children enjoy hands-on experiences.

### **Computing**

The children have the opportunity to develop their computing capability skills and techniques using hardware and software. Computing skills are used and developed in most curriculum areas using our computer suite and interactive whiteboards. A variety of computing is used in the classrooms including digital cameras, bee-bots, i-pads and talking books.





## **Religious Education, Personal, Social and Health Education (PSHE) and Relationships and Sex Education (RSE).**

We follow guidelines set out in the Local Education Authority's syllabus for our Religious Education and follow the Discovery RE Scheme of Work. Parents may, if they wish, request that their child be withdrawn on those occasions when religious worship or religious teaching is taking place.

At Key Stage 1, Sex Education focuses on friendships, family relationships and raising self-esteem, which are included in topics such as science and PSHE. We use the Jigsaw Programme to deliver the statutory elements of RSE.

A copy of the school Life Education policy (Sex Education) can be found on the website or is available from the school office on request.

PSHE is underpinned through our Core Values and taught explicitly and through all subjects and assemblies. We use the Jigsaw scheme of work to deliver this curriculum.

## **History/Geography**

The aim of these studies is to develop the child's understanding of people and places. We begin by looking at the school and local area, and later, at other areas of Britain and the World. The children learn about famous people and historical events, and begin to develop an understanding of chronology. They also begin to learn about their family history, finding out about changes and comparing their Grandparents' childhood with their own.

## **Design Technology and Art**

Design and Technology involves the children in practical design and planning and construction. Our scheme uses advice from the Department for Education Scheme of work. Activities such as sewing, model making, woodwork and cooking are a part of this subject.

The Art scheme of work following the National Curriculum guidelines offers children the opportunity to use a wide range of materials and techniques to develop their visual perception and creativity. The children learn about different types of art from different cultures and traditions as well as looking at the work of influential artists.

## **Music**

The children have the opportunity to listen to a variety of music, both recorded and live. In music lessons the children sing and learn new songs and use percussion instruments to reinforce their appreciation of pattern and rhythm and learn simple composing skills.

## **PE**

This subject includes games, gymnastic skills, dance and orienteering. The children are encouraged to perform a range of simple actions and linked movements. They are taught to work safely on apparatus and develop the skills for games and working as part of a team.



## **11. Curriculum Assessments**

### **Baseline assessment**

During the foundation stage school staff complete the EYFS (Early Years Foundation Stage) profile to identify the children's levels of development.

### **Year 1 and Year 2 assessments**

We have a regular assessment programme for children in Years 1 and 2. A statutory phonics test is taken by Year 1 children in June.

### **Standard Assessment Tasks and Tests (SATs)**

SATs are taken by Year 2 children during May and June in accordance with DfES regulations.

A copy of last year's results can be found on the school website.

The Assessment policy can be found on the website or is available from the school office on request.

## **12. Collective Worship**

Assembly is held in the school hall three times a week and includes a story, hymns, discussions, drama and visitors. On Friday we hold our celebration assembly. Parents may request that their child is withdrawn from collective workshop.

## **13. Extra Curricular Activities**

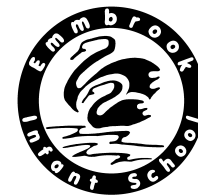
We offer a variety of clubs which run during lunchtimes and after school. The clubs on offer vary from term to term and further details can be obtained from the school office.

## **14. Library**

We encourage the children to use the school library regularly and as part of this they take home a library book each week.

## **15. Visits and Trips**

At appropriate times during the year the children take part in organised educational visits. There are opportunities for the children to participate in special events and days in school. These include sports skills development, music and drama workshops and visits from authors. Anyone who wishes to share their skills, experiences or talents with us are warmly welcomed. Where possible, links within the local community are promoted within the school.



## **16. School times**

The school day starts at 8.50am after the bell has rung at 8:45am. Parents are responsible for their children until they enter the school building. Lunchtime is between 12pm and 1.15pm. The school day finishes at 3.20pm

If children arrive after the start of the school day they must report to the school office, and will be recorded as late in the register. If pupils arrive after the close of register at 9.20am or 1.50pm, then they are recorded as absent for that session.

Pupils are collected at the end of the day from their outside classroom door.

## **17. Out of Hours Provision**

Our on-site breakfast and after school club 'The Willows' is managed by Emmbrook Infant School, *on behalf of both Emmbrook Infant and Emmbrook Junior schools.*

Emmbrook Infant School maintain the waiting list for sessions that are requested but not available and when a place becomes available, this will be offered to the next child on the list.

The clubs operate as follows:

Breakfast Club	8.00am - 8.45am	£5.75	Mon – Fri	Term Time only
After School Club	3.15pm - 6.00pm	£12.00	Mon – Fri	Term Time only

(Excluding all bank holidays and inset days)

All payments must be made in advance using the online payment system. No cash/cheque payments will be accepted, but we do accept Childcare Vouchers.

As part of the child care provision, children are offered breakfast before school and a healthy snack after school.

## **18. School Uniform**

Our school uniform consists of the following and from February 2021 can be purchased online at Marks and Spencer. The website address is <https://www.mandsyourschooluniform.com/>

Grey trousers, skirts, pinafores and shorts

White Polo Shirt

Bottle Green V Neck Pullovers (also available with the school logo on the school online shop)

Bottle Green Cardigan (also available from the school online shop)

Grey tights

Grey, Black or White socks

Black School shoes

### **PE kit**

Bottle green t-shirt (also available with the school logo on the school online shop)



Black/Bottle green shorts  
Tracksuit bottoms/Joggers (no hoods please)  
Trainers (no Plimsolls)  
Small rucksack to keep the kit in school

**Other items:**

Bottle green school book bag (also available with the school logo on the school online shop)  
Water bottle  
Sun Hat

Jewellery should not be worn in school - only a basic watch (no smart watches please) is permitted. If a child has pierced ears, plain gold or silver studs only should be worn. For safety, they should be removed during PE.

If the earrings cannot be removed by the child, protective tape will be provided and applied for PE lessons. Religious adornments are permitted to be worn during the school day but must be removed for PE lessons. The school does not accept any responsibility for looking after religious adornments or jewellery.

Extreme hairstyles are not acceptable in school and only natural colours are suitable for the children. Please support us in this by not allowing your child to attend school with inappropriate hairstyles (tramlines) and colours. Hair accessories; slides, scrunchies and bands are to be plain in nature, dark green, black or white and long hair should be tied back at all times, and especially for PE lessons.

Hair braids should be temporary and of a similar colour to the natural hair and should not have beads or other adornments.

Nail Varnish should not be worn at school.

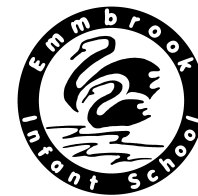
## **19. Holidays**

We strongly recommend that parents arrange holidays during school holiday time. In accordance with DfE guidelines, holidays are no longer authorised in term time unless under exceptional circumstances. Please see our Policy for information regarding Fixed Penalty Notices.

The school Absence policy can be found on the school website or is available from the school office on request.

## **20. School Meals**

School meals are cooked in the Junior School kitchen and are served in the Infant school hall. A hot main meal is available daily with a vegetarian option which includes a drink of water. Packed lunches may be brought from home and are also eaten in the school hall. All children in Reception, Year 1 and Year 2 are entitled to a Free School Meal.



## **21. Snacks and Milk**

The school provides a daily, healthy fruit or vegetable snack for the children in the morning. Fresh water is available for the children throughout the day. Children should have their own, named drinking bottle in school every day, as the school cannot provide cups for everyone.

All children under 5 are eligible for free school milk every day. Once children are 5, parents can choose to pay for their child to have milk in school. Milk is ordered by parents via the Cool Milk website <http://www.coolmilk.com/> For further information please contact the school office.

## **22. Health**

Your child should have had the pre-school booster vaccinations. Please ensure that this is done before your child starts school.

## **23. School Medical Service**

Children will have their sight and hearing checked during their first year at school. Parents may request a health interview during their first year in school and these are arranged by the community school nurse. Further height and weight checks are carried out with your permission.

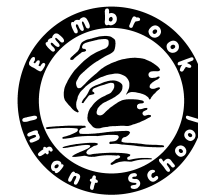
## **24. Pupil Premium Grant**

The school receives a grant from the Government for all pupils listed below to support their learning and ensure they reach their full potential.

- Looked After Children
- Special Guardianship Order
- Residency Order
- Adopted from Care
- Parents who meet the previous threshold for Free School Meals

## **25. School Staff**

A list of current school staff can be viewed on our website.



## School Term Dates 2020-2022

### Autumn Term 2020

*Staff In-Service Training Day*  
*Staff In-Service Training Day*  
**Start of Pupil term (Year 1 & 2 Only)**  
**Half Term**  
*Staff In-Service Training Day*  
**End of Pupil Term**

*Tuesday 1<sup>st</sup> September*  
*Wednesday 2<sup>nd</sup> September*  
**Thursday 3<sup>rd</sup> September**  
**Monday 26<sup>th</sup> – Friday 30<sup>th</sup> October**  
*Monday 2<sup>nd</sup> November*  
**Friday 18<sup>th</sup> December at 2pm**

### Spring Term 2021

*Staff In-Service Training Day*  
**Start of Pupil Term**  
**Half Term**  
**End of Pupil Term**

*Monday 4<sup>th</sup> January*  
**Tuesday 5<sup>th</sup> January**  
**Monday 15<sup>th</sup>- Friday 19<sup>th</sup> February**  
**Thursday 1<sup>st</sup> April at 2pm**

### Summer Term 2021

**Start of Pupil Term**  
Bank Holiday Closure  
**Half Term**  
*Staff In-Service Training Day*  
**End of Pupil Term**

**Monday 19<sup>th</sup> April**  
Monday 3<sup>rd</sup> May  
**Monday 31<sup>st</sup> May – Friday 4<sup>th</sup> June**  
*Monday 7<sup>th</sup> June*  
**Wednesday 21<sup>st</sup> July at 2pm**

### Autumn Term 2021

*Staff In-Service Training Day*  
**Start of Pupil term (Year 1 & 2 Only)**  
**Half Term**  
*Staff In-Service Training Day*  
**End of Pupil Term**

*Wednesday 1<sup>st</sup> September*  
**Thursday 2<sup>nd</sup> September**  
**Monday 25<sup>th</sup> – Friday 29<sup>th</sup> October**  
*Monday 1<sup>st</sup> November*  
**Friday 17<sup>th</sup> December at 2pm**

### Spring Term 2022

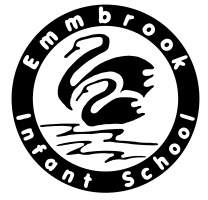
*Staff In-Service Training Day*  
**Start of Pupil Term**  
**Half Term**  
**End of Pupil Term**

*Tuesday 4<sup>th</sup> January*  
**Wednesday 5<sup>th</sup> January**  
**Monday 21<sup>st</sup> – Friday 25<sup>th</sup> February**  
**Friday 8<sup>th</sup> April at 2pm**

### Summer Term 2022

**Start of Pupil Term**  
Bank Holiday Closure  
**Half Term**  
*Staff In-Service Training Day*  
**End of Pupil Term**

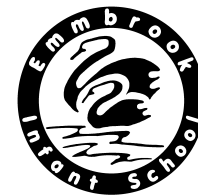
**Monday 25<sup>th</sup> April**  
Monday 2<sup>nd</sup> May  
**Monday 30<sup>th</sup> May – Friday 3<sup>rd</sup> June**  
*Monday 6<sup>th</sup> June*  
**Thursday 21<sup>st</sup> July at 2pm**



# Emmbrook Infant School

## Our Golden Rules

- ◆ Listen to every adult in school-Show me Ten
- ◆ Remember to say please, thank you and excuse me
- ◆ Always sit calmly and sensibly on the carpet
- ◆ Always walk around school
- ◆ Look after your own things carefully and tidily
- ◆ Remember to wait your turn
- ◆ Use your inside voice in school
- ◆ Respect and think of others
- ◆ Keep your school clean and tidy
- ◆ Behave sensibly and play safely outside



## Emmbrook Infant School Core Values

**Respect  
(September)**

*I understand that people's feelings and their belongings are important and we must take care of them.*

**Resilience  
(October)**

*I will keep trying when I find things difficult in my work and play.*

**Empathy  
(November)**

*I understand that everyone is different and I am always kind to everyone.*

**Patience  
(December)**

*I can wait for my turn without getting angry.*

**Independence  
(January)**

*I can do things on my own and think for myself.*

**Curiosity  
(February)**

*I like to ask question and want to find out more.*

**Honesty  
(March)**

*I will always tell the truth, play fairly and not take things that do not belong to me.*

**Self-Discipline  
(April & June)**

*I know what to do in different situations and I will make the right choices.*

**Confidence  
(May)**

*I am happy to be me and not afraid to have a go.*

**Teamwork  
(July)**

*I can join in with other children, listen, use and share my ideas.*