



A very warm welcome to Maple Infants' School



Our school is a community infants' school with a nursery for children between the ages of 3 and 7 years. We are situated in the heart of Surbiton which lies in the Royal Borough of Kingston-upon-Thames. We serve the vibrant community of Surbiton and are well-established in the locality, being culturally diverse, highly regarded and conveniently placed.

We know that a child's first years at school are to be treasured and our school strives to create a nurturing, happy, purposeful and stimulating learning environment in which your child can begin their learning journey.

We take pride in our diverse cultural community and value the uniqueness of each one of the pupils within our care.

We hope that our prospectus helps you to find out more about our school. If you have any questions, please contact the school office.

MAPLE INFANTS' SCHOOL
MAPLE ROAD,
SURBITON,
KT6 4AL

Tel: 020 8399 3341

email: office@maple.rbksch.org

www.mapleinfants.co.uk



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Designated Safeguarding Lead: Miss Helen Funnell

Our School Community

We have a dedicated team of staff who support our pupils in a variety of ways.

The Head Teacher and Deputy Head Teacher lead the strategic direction of the school and in addition to this most members of staff have responsibility for one or more specialist areas of the curriculum.

We have a number of Teaching Assistants who work closely with our teachers to support the learning of the children. Some have specific responsibility for supporting children with additional needs.

Some Teaching Assistants may, from time to time, be responsible for supervising classes under the direction of the class teacher depending upon their level of experience. Our School Business Manager, Office Staff and Site Manager support the day to day running of the school.

Staff Team

Senior Leadership Team

Head Teacher
Deputy Head Teacher and SENCo
EYFS Leader
KS1 Leader

Mrs Claire Barwell
Miss Helen Funnell
Miss Jess Dowd
Miss Frances Wood

Teaching Team

Teachers

Mrs Brookes
Miss Bunday
Miss Corfield
Miss Garcia
Mrs Gowers
Mr Hide

Mrs Kuhn
Mrs Miller
Miss Noakes
Miss Stoddart
Miss Wright

Higher Level Teaching Assistant

Mrs Smith

Teaching Assistants

Mrs Begum
Mrs Boi
Mrs Haines
Mrs Maclean
Ms Mischke
Mrs Mumford

Mrs O'Connell
Miss Stark
Mrs Taylor
Mrs Turland
Miss Tychoniuk
Miss Woolford

Administrative Team

School Business Manager
Office Manager
Administrative Officers

Mrs Arnold
Mrs Walker
Mrs Grandison
Miss Thompson

Site Team

Site Manager Cleaning Team

Mr Edwards
Regent SAMSIC

School Meals Supervisory Assistants

Mrs Boi
Mrs Jewers
Mrs Jones

Ms Kudrina
Mrs Moysey

Mrs Sparks
Mrs Wilkieson

Governing Body

Chair and Local Authority Governor

Margie Lindsay

Vice-Chair and Co-opted Governor

Efe Abebe-Heywood

Co-opted Governors (Co-opted Governors are appointed by the Governing Body)

Simon Bastian

Alix Coups

John Forgan

Erman Hassan

Cinthia Loial

Beryl Pooley

Parent Governors (Parents Governors are elected by current parents of Maple Infants' School)

Stuart Bennett

Staff Governor

Pete Hide

Head Teacher

Claire Barwell

The Head Teacher is Ex-officio which means they automatically become a School governor because of the office they hold. Head Teachers do not need to be elected.

Clerk to the Governing Body VACANCY

Associate Members:

Michael Straker

Jo Monk

Staff: Eleanor Arnold

Staff: Helen Funnell



Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Designated Safeguarding Lead:
Senior Deputy Safeguarding Lead:
Deputy Safeguarding Lead:

Miss Helen Funnell
Mrs Claire Barwell
Miss Jess Dowd

Our Mission

At Maple Infants' School it is our mission to nurture all children to be:



- **Successful lifelong learners** who love learning, make progress and achieve
- **Confident individuals** who are able to live safe, happy and active lives
- **Responsible citizens** who make a positive contribution to their community

School Organisation

Maple Infants' School is a three form entry community school set in the pleasant, tree lined Maple Road. We cater for children between the ages of 3 and 7 years.

Our current PAN (Pupil Admissions Number) is 90 per year group (Reception – Year 2). In addition to this we currently offer 52 part-time Nursery places, 26 in the morning and 26 in the afternoon. As such, we specialise most specifically, in the early education of children within the Early Years and Key Stage 1.

Our session times, generally follow the following timings, however we are currently running staggered start and finish times due to the safety measures in place.

Session times	AM	PM
Nursery	8.45 – 11.45am	12.30 – 3.30pm
Reception	8.55am – 3.15pm (Lunch break 11.45am – 12.45pm)	
Year 1	8.55am – 3.15pm (Lunch break 12.00 – 1.00pm)	
Year 2	8.55am – 3.15pm (Lunch break 12.15 – 1.15pm)	

Equal Opportunities

At Maple Infants' School we are committed to developing and maintaining the highest standards of respect for all our pupils and their families. Our children, staff and governors come from varied ethnic backgrounds reflecting the diversity within the local community and this is something which we value and celebrate.

We do not tolerate racist, sexist or any other bullying behaviour that lowers the self-esteem of any individual or group of people and oppose discrimination on any basis. We endeavour to ensure that our resources, code of conduct, school organisation and recruitment policies reflect our determination to ensure equal opportunities for all.

Inclusion

At Maple Infants' School, we recognise the uniqueness of every one of our pupils and value the positive contribution that they make.

All children have a right to a high quality education and we want everyone to feel confident and to be able to make good progress. Our Inclusion Manager, who is also our Deputy Head Teacher and Special Educational Needs Co-ordinator (SENCo), works closely with our Head Teacher to ensure that the particular needs of children, who require additional support to access the curriculum, are met.

Children are identified as early as possible for additional support and strategies are developed in close discussion with parents to support and meet the individual needs of pupils.

We are committed to continuing our links with local special schools and to maintaining our positive relationships with outside agencies in order to support our pupils and their families.

Special Educational Needs Coordinator: Miss Helen Funnell

English as an Additional Language

A variety of languages are spoken within The Maple Community and we are proud of the richness of our diverse cultural background. Every pupil is unique and all of our staff are committed to supporting pupils and their families to ensure the best possible induction period for any members of our community.

Our school office staff would be happy to support, where possible, any parent who has difficulties understanding communications sent out.

Teaching and Learning and the Curriculum

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) provides a structure for learning, development and care and covers children from birth to five years of age.

The EYFS ensures that:

- ❖ children learn through play
- ❖ staff work closely with parents
- ❖ you are kept up to date on your child's progress
- ❖ the welfare, learning and all-round development of children with different backgrounds and levels of ability, including those with special educational needs and disabilities

Children come to Maple with a very wide range of skills and experiences. As we observe and record what they are doing we are able to assess how they are developing. We use this information to plan how to extend and develop each child's interests, skills and experience, and where to give sensitive support if necessary.

The Early Years Foundation Stage framework states that:

- ❖ There are 3 Characteristics of Effective Learning – Active Learning, Playing and Exploring, Creating and Thinking Critically.
- ❖ There are 3 Prime Areas of Learning – Personal, Social & Emotional Development, Communication & Language and Physical Development.
- ❖ There are 4 Specific Areas of Learning – Literacy, Mathematics, Expressive Art & Design and Understanding the World.

The **prime areas of learning** are fundamental in the EYFS and the **specific areas of learning** provide important contexts for experiences we provide. These areas of learning are taught together to support a rounded approach to your child's development.

In our Nursery and Reception settings all of the activities we present to the children are based on first hand experiences with the emphasis on play, as we believe that this is the best way in which young children learn. They are presented with a wide range of practical experiences, (adult-led, adult-framed and child-initiated) that are intended to motivate, stimulate and challenge. We promote learning through experience and by the encouragement of independence.

In addition to this, much of the work within our Reception classes is topic-based and we have a theme that runs for each half term, we follow the interests of the children to ensure they remain motivated, inspired and enthused by their learning. We share details of these topics with families over the year.

What are adult-led activities?

These are activities that children will carry out with a member of staff in both indoor and outdoor environments. The children are asked to come either individually or in small groups to complete them, which may introduce new skills or concepts, or encourage practice or extension of other skills.

What are adult-framed activities?

These are activities that the staff have planned for the children, but are not led by an adult. The children can access them independently, staying at them for as long as they like. These activities are chosen to either develop or consolidate skills and are often linked to the topic or theme.

What are child-initiated activities?

These are activities completely chosen by the children themselves. The children select the resources they need, carry out their play and put them away, without the support of an adult. They are encouraged to make decisions and solve problems independently. We also encourage the children to lead their own learning and we respond to the interests of the children to promote intrinsic motivation and active learning

Key Stage 1

Children in Years 1 and 2 are within key stage one and our curriculum teaches skills and knowledge and follows the National Curriculum.

The National Curriculum consists of 3 core subjects and 7 foundation subjects.

Core Subjects:

- ❖ English (spoken language, reading, writing, spelling, vocabulary, grammar and punctuation)
- ❖ Mathematics
- ❖ Science

Foundation Subjects:

- ❖ Art and Design
- ❖ Computing
- ❖ Design and Technology
- ❖ Geography
- ❖ History
- ❖ Music
- ❖ PE

In addition to this we also teach PSHE (Personal, Social, Health and Economic Education, which also includes Relationships Education) and follow the statutory requirements of teach Religious Education*.

(* parents have the right to withdraw their child/children from this subject area)

Each class follows a topic-based curriculum and we provide first hand experiences throughout the year to support these topics. At Maple Infants' School we arrange many activities externally and within school which supports and enriches our curriculum from theatre workshops, visiting performers and specialists (e.g. poets, musicians, scientists) and external visits. This is often made possible via the fund raising contributions made by The Friends of Maple Infants' School throughout the year.

Collective Worship

Collective worship is an educational activity which, whilst recognising diversity, seeks to bring differences together for a common purpose. It is an occasion that contributes to the school's sense of identity and general ethos and is considered a time to express, celebrate and reflect on the values of the school. Parents have a right to withdraw their child/children from collective worship.

Behaviour

At Maple Infants' School we seek to promote positive behaviour based on mutual respect between all members of the school community. The ethos of the school supports the belief that

A child's personal and social development is a fundamental aspect of the education of the whole child.

Positive behaviour is encouraged at all times alongside, praise and celebration.

Our Golden Rules promote moral values and are visible in all classrooms and often referred to in assemblies or when reminding children of what we aspire to as a whole school group.

THE GOLDEN RULES

- ❖ We are gentle, we don't hurt others
- ❖ We are kind and helpful, we don't hurt anybody's feelings
 - ❖ We listen, we don't interrupt
- ❖ We are honest, we don't cover up the truth
- ❖ We work hard, we don't waste our own or others' time
- ❖ We look after property, we don't waste or damage things

School Uniform

Our school uniform plays a valuable role in contributing to the ethos of our school. It establishes a clear sense of inclusion and belonging, promotes a sense of pride and helps to encourage positive behaviour and self-discipline. Parents are able to purchase our uniform from PMG Schoolwear www.pmg-schoolwear.co.uk (020 8786 2211).

Nursery

Nursery children are encouraged to wear the school sweatshirts or T-shirts.

Reception and KS1

- Grey trousers/shorts/skirt/tunic/pinafore dress
- Red and white striped or check dress
- Red school v-neck sweatshirt or cardigan
- White polo t-shirt – with or without logo

Plain red beanie hats and legionnaire caps may be worn for sun protection in the summer months. This is preferable to baseball caps or straw hats. We ask that families ensure that their child has a coat or jacket in cold conditions as the children take part in learning inside and outside of their classrooms all year round. The children also need sensible black shoes for school.

PE Kit

- Red shorts
- Black/Navy jogging bottoms
- White T-shirt
- Black Plimsolls or trainers

We ask that PE kits are kept in school during the week in the drawstring Maple PE bag and taken home every half-term for washing.

Lunch Time Arrangements

As an infant school, every child in Reception, Year 1 and Year 2 is entitled to a free school meal. Our school meals are freshly cooked on site and menus are available online so that parents can choose and book their child's meal in advance. The catering team is also able to accommodate for a range of dietary requirements and parents are able to discuss any needs directly with them.

Our lunchtimes are a very sociable event and we encourage the children to sit with their friends during this time. This supports their social development as well as encouraging the children to use cutlery when eating, adopt good table manners, try new menus and access a meal that meets healthy dietary recommendations.

Although we do prefer all children to take up the school meals service, we also understand that some families may prefer to send in a homemade packed lunch option. We are a healthy school, and as such, expect packed lunches to reflect this - chocolate, sweets and fizzy drinks are not allowed in lunch boxes.

Any allergies should be reported to the School Office on entry. Maple Infants' School is strictly a **NUT FREE ZONE**. No foods containing nuts must be brought into school as they can trigger an allergic reaction when in close proximity to other children.

Snack Time

The children are offered a mid-morning snack of apple, pear, carrot or orange etc, as part of the government incentive for children to eat more fresh fruit. They have access to a drink of water whenever they require it during the day but all children should bring their own named water bottles to school every day.

In our Nursery setting we ask parents to donate additional fruit each week in order to provide a wider range of choices. Free milk is also available for the Nursery children and as with the rest of the school, water is accessible at all times.

The Pupil Premium Grant

The Pupil Premium Grant (PPG) is additional funding provided to schools for children living in households on lower incomes. In the past, eligibility was based on claiming free school meals but from September 2014 all infant children were entitled to a free meal at school. As well as the automatic right to a meal, Maple Infants' also offer any eligible families a "getting started at school kit" which includes the school logo items of uniform your child will need, the choice of two after school clubs and free school trips. Entitlement to PPG is about supporting your child by embracing everything that our school has to offer and to help you avoid making difficult choices.

This additional support is available if you are receiving certain benefits or tax credits (for example income support or income-based job seekers allowance or child tax credits and have an annual income of less than £16,190). If you are receiving Universal credit and you apply after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get). Full details can be found on the Council website:-

https://www.kingston.gov.uk/info/200130/education_schools_and_nurseries/366/free_school_meals

Partnership with Parents

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about. We regularly send communications and newsletters via Parentmail to keep families well informed. In addition to this, families receive a weekly communication from our key stage leaders, which outlines the learning and any special events which will be taking place in the week ahead.

We wholeheartedly believe that a close partnership between home and school is the key to successful learning and encourage positive relations from the outset. We therefore encourage families to ask any questions which they may have or discuss any concerns at the earliest opportunity so that we can work together to help your child to reach their full potential.

Attendance and Punctuality

At Maple Infants' School we promote **excellent attendance** for **all** pupils in order to ensure that they reach their full potential. We encourage all of our pupils and families to share this ethos and we work together with parents in order to achieve high levels of attendance and punctuality throughout our school. School attendance and punctuality is also monitored as part of the school's safeguarding procedures. In some cases, concerns regarding attendance and punctuality may be referred to the Single Point of Access team within the Local Authority.

EVERY DAY IS IMPORTANT

Pupils need to attend school regularly to benefit from their education. Poor school attendance leaves pupils vulnerable to falling behind and children with poor attendance often achieve less in school

Illness and Absence

We do understand that from time to time children may be unwell. We have identified members of staff who are trained in first aid to support pupils who may require attention. If a child becomes ill or injured during the day and requires collecting, parents/carers will be contacted immediately.

The safety and welfare of your child is of paramount importance to us, so we ask families to inform school of any absence by 9am on the first day of unplanned absence. The school will follow up **any** absences via telephone call, email or face to face to ascertain the reason for the absence. The school will also ensure that proper safeguarding action is taken where necessary, and will identify whether the absence is approved or not and identify the correct attendance code to use.

School Voluntary Donations

At Maple Infants' School, we wholeheartedly believe that early years' education sets the scene for the children's learning journey as they begin their school life. These early years play a crucial role in igniting and inspiring learning from an early age and our mission statement 'together we learn and grow' reflects the importance of establishing that learning is a journey which continues as we grow. It is therefore crucially important for us to be able to provide the children with rich experiences that not only broadens their understanding, knowledge and skills but also supports their own personal development and enables them to extend their own cultural capital. We strive to provide a rich programme of experiences and events that would not be possible without additional financial support. We have a number of ways families can financially support our school and in turn enhance the experiences of their child.

Maple Infants' School Voluntary Fund Registration Number is 1179348

You can see full details on the Charity Commission's website:

<http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx>

Our Governing Body has set up a School Voluntary Fund that welcomes regular donations, as well as those given on a more ad hoc basis. The money raised by this fund is used to enhance our children's education by contributing, for instance, to the improvement of recreational and teaching facilities or to provide added value to the curriculum beyond what is funded by the government.

Our requested donation is £60 per year per child or £5 per month. If half of our families made this regular donation, it would provide the school with approximately an additional £10,000.

The Friends of Maple Infants' School

The Friends of Maple Infants is the school's equivalent of a PTA and all parents and carers of pupils at the school are automatically members, alongside teaching and non-teaching staff.

The Friends support Maple Infants by promoting closer links between home and school and providing enrichment activities to enhance the educational experiences of pupils.

The Friends Committee and other volunteers work incredibly hard to organise a selection of social and fund raising activities for the Maple community throughout the year. Any parent or carer who has a child attending Maple nursery or the main school is automatically a Friend of Maple Infants' School. Everyone is invited to come forward and help out at any of the social or fund-raising events which they hold. The Friends' support is greatly valued and appreciated and helps to maintain our lively, supportive community. The events organised are very enjoyable and in the past have included Quiz Nights, Fairs, BBQs and multi-cultural events.

Admissions

We recognise that starting school and choosing the right environment for your child is an important decision for any parent to make and we look forward to meeting prospective parents through our Prospective Parent Meetings.

Nursery Places

If you wish to apply for a Nursery place, please ask for an application form from the School Office any time after your child is 2 years of age in order for them to be considered for a place during the school year in which they will be 4 years old.

All admissions are dealt with in accordance with the Local Authority criteria as set down in the booklets.

Reception School Places

Children commence the Reception classes in the school year in which they become 5 years of age.

Please note: you must still apply for reception class even if your child already attends the nursery at your preferred primary school.

If you live within in the borough, you can apply for a school place online using the eAdmissions system (<http://www.eadmissions.org.uk>)

If you don't live in the borough, you need to apply through your own council and you can include Kingston schools on your application form.

Kingston Primary School Admissions Brochure will guide you through the process - you should read this before making your online application. Please let the office know if you would like any support with your application.

https://www.kingston.gov.uk/info/200342/apply_for_a_school_place/209/apply_for_an_infant_junior_or_primary_school_place_september_intake

After receiving an offer of a place, parents will be invited to a welcome meeting. During this time, there will be the opportunity to meet your child's new teachers, ask any questions and receive important information. We also carefully plan transition activities

for your child to help them to become familiar with their new school before they begin in September.

Further information

Further information about our school can be found on our school website. Please also feel free to contact a member of our school office team if you have any further questions and they will be happy to direct you to a member of staff who can help.

Finally

This prospectus is just a taste of life at Maple Infants' School. We are really proud of our school and we hope that you will want to be a part of our special community.

