



“Serving the Community – committed to Excellence and Equality”

A 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, Surrey, 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 happy, purposeful, 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.

The personal well-being and care of all of our children is of paramount importance to us. We aim to foster caring attitudes, thoughtfulness, mutual respect, self-discipline and self-confidence.

We welcome visits from parents who would like to find out more about our school. If you wish to make a visit please call the School Office to make an appointment to visit us.

We look forward to welcoming you to Maple Infants' School.

Claire Barwell

Head Teacher

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
Head Teacher: Mrs Claire Barwell**



MISSION STATEMENT

Our caring ethos, relating to the specific needs of Nursery and Infant children, is at the heart of our aims and philosophy. As such, the team at Maple Infants, which includes the whole school community, will continue to work together to ensure that learning and teaching activities are of a very high standard for all pupils. We are, also, committed to the nurture and education of our pupils in a holistic sense and recognise the importance of working in partnership with parents, carers and the wider community to ensure that the uniqueness of every child is valued.

We aim to provide opportunities for both children and adults who are part of the Maple community to strive to become:

- Healthy, active, secure citizens making responsible choices
- Confident in ourselves yet appreciative, supportive and encouraging of the endeavours of others
- Able to accept challenges and believing that we can continue to achieve and learn as we move through life, making a real contribution
- Able to develop positive relations within the school and wider community being tolerant, respectful and caring
- Able to look to the future mindful of our responsibilities to the world and our environment, encouraging a positive attitude to sustainability

At Maple we work to create a welcoming, inclusive school with a stimulating learning environment by:

- Promoting positive self-esteem and showing respect for others
- Encouraging and rewarding effort, perseverance and celebrating achievement, however small
- Allowing pupils to take risks by providing challenges that are fun and thought provoking
- Recognising the importance of active, child-initiated learning that is based upon the need for play, creativity and imagination
- Providing a wide range of learning opportunities and experiences
- Using a variety of teaching resources and methods to meet specific needs
- Believing in the uniqueness of every child and that diversity is strength



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 240 and will be 270 from September 2016. In addition to this we currently offer 52 part-time Nursery places. As such, we specialise most specifically in the early education of children within the Early Years and Key Stage 1.

Our school is currently undergoing building work to expand our facilities to enable us to be able to permanently offer 3 forms of entry.

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

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, works closely with our Head Teacher to ensure that the particular needs of children, who require additional support to access the curriculum, are met. We also have a nominated Special Educational Needs Co-ordinator (SENCo) who works closely with families, the Senior Leadership Team and outside agencies to support the specific needs of individual pupils. 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.

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 Foundation Stage

Children in the Nursery and Reception classes follow the Early Years Foundation Stage (EYFS).

The EYFS requirements comprise of 7 areas of learning and development. These are identified as Prime and Specific areas:

- Prime Areas
 - Personal, social and emotional development
 - Physical Development
 - Communication and Language
- Specific Areas
 - Literacy
 - Mathematics
 - Understanding of the World
 - Expressive arts and design

Children's learning and development across all areas is underpinned by the way which children engage with other people and their environment and the following characteristics support children to be effective and motivated learners:

Characteristics of effective learning:

- playing and exploring
- active learning
- creating and thinking critically

Each area of learning and development is implemented through planned purposeful play and through a mixture of adult led and child initiated activities. The staff team continually assess the children to inform their next stage of learning and development. The EYFS profile will be completed for each child in the final term of their EYFS (summer term of Reception) and the child's level of development will be assessed against the Early Learning Goals. Parents and carers will be provided with a well-rounded picture of their child's knowledge, understanding and abilities.

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) 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.

Use of cameras

We ask that any photographs taken at Maple productions, concerts or events are taken discretely and focus only on your own child. We ask families to inform the school via a consent form whether they agree to photographs being taken of their child/children, some families do not wish to have their child's photograph taken for very particular reasons and we ask that parents respect this. Any photographs published on social networking sites relating to Maple Infants' School is not allowed, unless the photograph is of your child only.

School cameras are used within school and during enrichment activities to capture and record learning throughout each school year.

The Golden Rules

Positive behaviour is encouraged at all times with praise and celebration and all children are made aware of the Maple Infants' Golden Rules which are:

- 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

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

Our School Community

The Staff

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 Assistant who work closely with our teacher to support the learning of the children. Some have specific responsibility for supporting children with specific 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 Caretaker support the day to day running of the school.

STAFF LIST 2015-16

Head Teacher
Deputy Head Teacher

Mrs C Barwell
Miss H Funnell

Teaching Staff

Mrs A Brackenbury
Miss V Garcia
Mr P Hide
Miss Majurey
Mrs S Orchard

Miss K Billingham
Mrs C Gowers
Mrs M Maclean
Miss K Nichlou
Mr D Wells – **KS1 Leader**

Music specialist

Mrs R Wright

Nursery Nurse

Miss D Wiffen

Teaching Assistants

Mrs P Smith (HLTA)
Mrs S Limalia
Miss A Maynard
Mrs C Mumford
Ms B Schneegass
Miss C Sykes
Mr W Titterton

Mrs A Begum
Mrs N MacLean
Ms S Mischke
Mrs V Murtaza
Miss E Stark
Mrs G Taylor
Miss M Tychoniuk

Business Manager
Secretary
Clerical Assistants

Mrs N Bramble/Mrs E Arnold
Mrs S Newsom
Mrs G Grandison

Mrs M Thompson

SMSAs

Mrs E Boi
Mrs C Jones
Mrs C Moysey
Ms T Wasling

Mrs A Houghton
Mrs L King
Mrs Smith

Caretaker

Mr M Knivett

Caterer

Cygnat

Governing Body

Chair and Co-opted Governor	Geoff Hilliard
Vice-Chair and Parent Governor	Alasdair Reisner
Parent Governors	Colin Philp <i>Parents Governors are elected by current parents of Maple Infants School</i>
Local Authority	Jane Pringle <i>Authority Governors are appointed by the local authority Co-opted Governors</i>
Co-opted Governors	Beryl Pooley Jo Monk Jonathan Morris Efe Abebe-Heywood <i>Co-opted Governors are appointed by the Governing Body.</i>
Staff Governors	Kristina Majurey
Head Teacher	Claire Barwell
Clerk to the Governing Body	Jan Jenner

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.

The Friends of Maple Infants' School

The Friends of Maple Infants' School is a committee which meets regularly to organise events to raise funds for the school. 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.

Partnership with Parents

We wholeheartedly believe that a close partnership between home and school is the key to successful learning and encourage positive relations from the outset.

Parents receive regular newsletters and meetings are held throughout the year to update and inform. The Parents' Information Boards provide local and school-based information and emails, the web-site and texting systems enable further communication to be on going and up to date.

At the beginning of each school year, parents are invited to a welcome meeting by all year groups and Parent Consultations are held three times a year. An end of year Record of Achievement documents pupil progress in detail.

Parents and carers are occasionally asked to accompany classes on outings and we are always appreciative of any voluntary support that may be given, providing the necessary DBS checks are carried out.

School Fund

Every year we ask for voluntary contributions towards the School Fund of £25 per family. These donations support many of the extra-curricular activities that take place throughout the school year and serve to maintain good resources over and above that which is basically required. We ask for these contributions in September and are always very grateful for your kind support. We are proud of the curriculum enrichment opportunities that take place at Maple as a result of parent contributions and fund raising events.

School Uniform

The Nursery children are encouraged to wear the school sweatshirts or T-shirts. The school colours are red and grey and uniform is available from the School Office. Order forms are accessible on the web-site and orders should be made in advance to collection.

Boys: Infants

- Grey trousers or shorts
- Red school sweatshirt
- Red 3-button polo T-shirt

Girls: Infants

- Grey skirt/tunic/trousers/pinafore dress
- Red school sweatshirt
- Red and white striped or check dress

All clothes should be clearly marked with your child's name.

We ask that the children come to school wearing sensible shoes or sandals. Trainers, boots, flip-flops or fashion footwear are not permitted. Choose clothing to suit the weather conditions and footwear that your child can cope with independently, if possible.

All infants require plimsolls for outside games and PE activities. These are also useful if a child's shoes get wet or fastenings break. Plimsolls should be checked regularly because often when they are needed they do not fit! PE T-shirts may be ordered and should be worn with black or navy shorts (elasticated waistband). These should be kept in school during the week in the drawstring Maple PE bag and taken home every half-term for washing.

Staff will ask for track suits and trainers to be brought to school for particular training sessions or events.

Plain red or white beanie hats and legionnaire caps may be worn for sun protection in the summer months. This is preferable to baseball caps or straw hats.

Please ensure that your child has a coat or jacket in cold conditions as outdoor play can be very uncomfortable if the children do not have adequate clothing. Children will be going outside at playtimes and lunchtimes everyday, weather permitting.

Chair bags and book bags are also required and may be purchased with the uniform.

Admissions

Nursery Place

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 and Junior School Places

Children commence the Reception classes in the school year in which they become 5 years of age and a further application into the main school is required. If you live within in the borough, you can apply for a school place online using the eAdmissions system(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.

After receiving an offer of a place, parents will be invited to a welcome meeting during the evening prior to your child commencing school or Nursery. During this time, there will be the opportunity to meet your child's new teachers, ask any questions and receive important information.

General Information

Attendance and Punctuality

Attendance to school every day is important and every lesson counts. Following DfE and School Census guidance, persistent absence is now defined when a child's absence reaches 10%.

It is also very important that children have good punctuality each day. Children who arrive late miss valuable learning time. Likewise, it is essential that children are picked up promptly at the end of the day.

Illness and Absence

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.

A child who has vomited or had a bout of diarrhoea must not return to school for at least 48 hours to ensure that any infection does not spread to the school community.

The school must have up to date telephone numbers and other relevant information in case of an emergency.

If a child is absent, parents should inform the School Office by telephone and, upon the child's return, should send in a letter of explanation to be put in the red trays, available in each class.

Any requests for leave of absence should be addressed to the Head Teacher for authorisation via a form obtainable from the school office. Any requests not deemed exceptional circumstances or lengthy will be marked down as unauthorised. We strongly urge you to avoid taking holidays during term time.

We do not administer medicines in school that have been prescribed by doctors, unless in extreme circumstances. Inhalers should be brought to school office, labelled clearly and stored in the medical room for availability as required. Please advise us of any particular medical conditions or requirements your child may have and we will work with you to ensure that the children are cared for as appropriate.

Communications

We have an active website (www.mapleinfants.co.uk), newsletters from the Head Teacher are sent out every month and notices and information are available in the class notice boards and parents' notice boards in the playground. We also have a Teachers 2 Parents texting system to inform and remind parents of important communications, and an email system.

Lunch Time Arrangements

We are a health promoting school and have been awarded The Healthy Schools' Bronze Award. We do prefer all children to take up the school meals service because it is a real chance to encourage children to adopt good table manners, try new menus and access a meal that meets healthy dietary recommendations. Currently all children in Reception, Year 1 and Year 2 will be entitled to a free school meal. Any parent who still prefers to send in homemade packed lunch option should be advised that it is recommended that packed lunch boxes have a cooler facility and that food with a high fat or sugar content are to be discouraged. There is no need to provide drinks in packed lunches because water is available for all children throughout the day, including lunchtime.

SWEETS, CHOCOLATE, CRISPS AND BISCUITS ARE NOT RECOMMENDED. WE PREFER CHILDREN TO DRINK WATER AND AVOID FIZZY DRINKS.

We strongly encourage families to continue to register their entitlement to Free School Meals even though this will be automatic for all children of infant age. Free School Meals registration triggers government Pupil Premium funding for children who are eligible. If your household income is less than £16,190 per year, then it is highly likely that your school-aged children are entitled to access the benefits this funding makes available. This may include having all school trips funded and support with financing after school clubs and uniform.

Any allergies should be reported to the School Office on entry. Please note that Maple Infants' School is a **NUT FREE ZONE**. Please do not include any foods containing nuts in packed lunches as they can trigger an allergic reaction when in close proximity to other children.

Mid-morning/Afternoon Snacks

Our school accesses the Government Free Fruit Scheme which means that fresh fruit is delivered twice a week. Fruit bowls are available in each class and children are able to have a fruit snack during breaks throughout the school day, although we do ask Nursery parents to donate more fruit each week in order to provide a wider range of choices. Free milk is available for the Nursery children and water is accessible at all times for the whole school.

Children in the main school are encouraged to bring a pop-top bottle of water each day to have refreshment readily available at all times. These should be labelled, re-filled daily and returned to school.

Before and After School

Please note that no children should be left unattended in the playground before and after school when the gates are open. Children must be delivered to the class door by a responsible adult and likewise at the end of the school day. **Children must not play on the play equipment at such times because there is no staff supervision at that time.** We expect our children to respect their environment, walk their scooters on entry and follow the playground rules. Also, children should not be allowed to play on St. Andrew's & St. Mark's play equipment and we do appreciate your co-operation in this.

Road Safety and Car Parking

We encourage all of our families to walk to school each day and find safe places to cross the nearby roads. Parents should never use our car park as the parking space is very limited, Cygnet vans are often delivering food and there are significant dangers re: overcrowding and safety. Children and adults should never walk through the car park and children must be supervised when crossing the car park entrance. There is no cycling or scooter riding allowed on the premises for health & safety reasons. Scooters may be left in the scooter park within the playground and these may be left, but at your own risk.

Dogs and Bicycles

Dogs are not allowed on the school premises (even if carried or on a leash) and bicycles must be 'walked' at all times. Please avoid leaving bicycles chained to the railings directly outside the front of the school as this area becomes congested and crowded. Likewise, the fire exits at Maple Road and St James Road, should be left clear at all times.

No Smoking

The school is a smoke free zone and smoking is strictly forbidden inside the building or within the school grounds at all times even during social events.

Finally

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



MAPLE INFANTS' SCHOOL COMPLAINTS PROCEDURE FOR PARENTS

INTRODUCTION

We believe that our school provides a very good education for all our children and that the head teacher and other staff work very hard to build positive relationships with all the parents. However, the school is obliged to have procedures in place in case there are complaints from parents. This statement below sets out the procedure that you should follow in such cases and relates to our Complaints Policy Document.

Complaints are not always easy to define and it is therefore important to bear in mind what may initially be presented, as a complaint may, in fact, be a problem or concern. If you are unhappy with the education that your child is receiving, or have any concerns relating to school, we encourage you to talk to the child's teacher at the earliest opportunity.

What to do if you have a concern or a complaint

Please talk to us about it. Do not think that your concern is unimportant. If you are worried about anything, speak to someone at school, and we can help to resolve the problem.

Raising Concerns and Resolving Complaints

From time to time parents, and others connected with the school, will become aware of matters that cause them concern. To encourage resolution of such situations the Governing Body has adopted a 'General Complaints Procedure'.

The procedure is devised with the intention that it will:

Usually be possible to resolve problems by informal means:

Be simple to use and understand

Be non-adversarial

Provide confidentially

Allow problems to be handed swiftly

Address all the points at issue

Inform future practice so that the problem is unlikely to recur

Full details of the procedure may be obtained from the School or from the Clerk to the Governing Body.

Term dates for academic year 2015 to 2016

Autumn term 2015

- Wednesday 2 September to Friday 23 October
- Monday 2 November to Friday 18 December

Spring term 2016

- Monday 4 January to Friday 12 February
- Monday 22 February to Thursday 24 March

Note: Good Friday is on 25 March and Easter Monday is on 28 March 2016

Summer term 2016

- Monday 11 April to Friday 27 May (including bank holiday on 2 May)
- Monday 6 June to Thursday 21 July

Contact details

Please do contact us for any further information or to visit our school

MAPLE INFANTS' SCHOOL

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