



*Take care, aim high,  
enjoy learning and achieve success*

# Mousehold Infant and Nursery School



## Prospectus

2019 - 2020



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## Ofsted Said

Quotes appearing in boxes such as this are verbatim extracts from the Ofsted report published after the July 2013 inspection of Mousehold Infant and Nursery School

## Contacting Us

Should you wish to talk to us about anything in this prospectus please get in touch.

Mousehold Infant and Nursery School,  
Mousehold Avenue,  
Norwich, NR3 4RS

Tel. (01603) 427012

Fax (01603) 487922

[www.mouseholdinfants.com](http://www.mouseholdinfants.com)

Email:  
[office@mousehold.norfolk.sch.uk](mailto:office@mousehold.norfolk.sch.uk)

*A modernised building  
with up to date resources*



# Headteacher's Welcome

*A happy,  
calm and  
exciting  
place to  
learn.*

WELCOME to Mousehold Infant and Nursery School. Our school and nursery are happy, calm and exciting places to learn and we are proud of our children's positive and caring attitudes towards others, and the high standards they achieve during their time with us. We believe children make the best progress when they feel confident about what they can and want to do, their self-esteem is high and they are keen to learn. Our staff team work in close partnership with parents and carers to support each child in developing a love of learning and the skills, knowledge and understanding essential for future success. Each class has a full time teacher and a learning support assistant who work collaboratively together to provide teaching and learning experiences tailored to the children's varying needs and abilities.

Our positive approach to behaviour and discipline has been established for many years. It is strength of the school, and has been highlighted in all four of our Ofsted inspections. Our most recent inspection once again praised many aspects of the school, including the excellent behaviour, the outstanding quality of teaching and learning, and the high standards achieved by the children in all areas of the curriculum. We expect everyone to behave with respect and politeness, caring for one another and cooperating well together. This creates a climate in which children and staff enjoy their work and can achieve their best. From an early age the children are involved in discussing and contributing to a range of nursery, class and school issues through the class and school councils. These meet regularly to help set the rules, make decisions about school life and discuss how to make things better for everyone. This is an important way of helping the children to develop their understanding, experience and role as responsible and caring citizens.

We are committed to supporting all of our children to do well. We will do everything

we can to ensure our children are safeguarded & protected from harm. All parents & carers who join our school will be given information about safeguarding.

We have high expectations of ourselves and the children in relation to behaviour and academic and creative progress. In July

## Ofsted Said

This is an outstanding school.

The school has maintained the high standards seen at the time of the last inspection.

Children make outstanding progress in the Nursery and continue this in to the Reception class and in Key Stage 1.

2013 our school was judged to be 'Outstanding' in every area in our Ofsted inspection. This is very rarely achieved in schools, and makes our school and nursery one of the best in the country. Rich displays of the children's work in Art and Design, and all other curricular areas across the school and nursery, show clearly the broad and creative curriculum the children experience and the high quality of their work and achievements. The school and nursery are extremely well equipped for Information and Communication Technology (ICT) with interactive whiteboards and a bank of wirelessly networked laptop computers and iPads used for whole class teaching in all year groups. In addition the nursery and all classes have desktop computers, internet access, digital cameras, printers and software available for work in all areas of the curriculum.

Each week parents are provided with a year group homework learning sheet which describes what has been taught and learned that week, and how parents and carers can help to consolidate this learning at home.

Many clubs run at lunchtimes and after school at different times of the year, including football, dance, multi-skills, forest

school, cookery, gardening and recorder. In addition there are regular visits by artists, musicians, storytellers and theatre groups as well as outings to places of interest which link to topics being taught.

The school and nursery work very closely with the local community to provide after school facilities through Patchwork Childcare. We greatly value the important role that parents and carers can play in the life of our nursery and school, and you are warmly invited to become involved. Many parents, friends and relatives support the children by coming in to read, playing games which support learning, helping with computer work and school productions, joining us on trips and attending our Class Assemblies. Parents and staff collaboratively run the Friends Association, which organises social and fundraising activities for the children and their families.

The school has recently updated its website to include further information for parents and children. One the website, there is a link to the school's last Ofsted report

[www.mouseholdinfants.com](http://www.mouseholdinfants.com)

Children from many different combinations

“Our daughter has been constantly excited about school, and has responded very well to the teaching. She has gained a discipline and love of learning which we are confident will stay with her.”

### **Parents of a child in Reception**

of families and cultural backgrounds attend our school and nursery, and we value the unique contribution that this variety brings to enrich the life of the school community. Please come and have a look round our nursery and school if you haven't done so already. It's the only way to gain a real feel for what we do and how we do it. We look forward to meeting you and answering any questions you may have. I'm always pleased to talk with parents and carers so just phone or call in to arrange a mutually convenient time.

Children from many different combinations of families and cultural backgrounds attend our school and nursery, and we value the unique contribution that this variety brings to enrich the life of the school community. Please come and have a look round our nursery and school if you haven't done so already. It's the only way to gain a real feel for what we do and how we do it. We look forward to meeting you and answering any questions you may have. I'm always pleased to talk with parents and carers so just phone or call in to arrange a mutually convenient time.

Rebecca Westall  
Headteacher



*The school is extremely well equipped for information and communication technology*

# Introduction to Mousehold Infant and Nursery School

MOUSEHOLD INFANT and Nursery School is a co-educational Community Infant School catering for children from 3 to 7 years. The main school building was completed in 1936 and comprises the hall, eight classrooms and a library.

The Headteacher's office and the secretary's office are situated in the centre of this building. Mrs Belinda Manson, our school support manager, is available in the school office every day from 8:30 am - 3:30 pm from Monday to Friday and Mrs Sharon Mulhall, the school secretary, every morning and Monday, Tuesday, Thursday and Friday afternoons.

In 1972 the school was extended to create additional practical work areas, toilets and cloakrooms for each pair of classrooms. Subsequent building work included creating a new library and classroom space, upgrading all the toilet, cloakroom & practical areas, and cladding, insulating, re-roofing and double glazing the practical teaching and office areas and corridors. The school is spacious and provides a warm and inviting environment in which to work. Further building work to improve our office facilities was completed in September 2010 and the extended library was completed by the end of 2015.

A brand new nursery unit opened in October 1996 providing a maximum of 52 part-time nursery places for our 3 - 4 year old children. We have an extensive library containing fiction and reference books which every class uses regularly. There is an additional room for educational resources and for small group work. The school is surrounded by a large lawned area lined with shrubs and trees and includes an adventure play area which is used as an additional play and work area. There is also an organic allotment and forest school area. Separate from the main building and overlooking the playground are the dining room and kitchen.

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A sculpture created by Year One children based on the work of Alberto Giacometti

## Ofsted Said

Pupils have exemplary attitudes to learning. The variety of tasks and approaches used in lessons ensures that they are invariably absorbed in their learning.

Pupils respect the right of others to work and learn.

# Curriculum Policy Statement

The school follows the NEW NATIONAL CURRICULUM.

The Governing Body's role is to oversee the development of the curriculum and to monitor its delivery, whilst the major role of curriculum development lies with the staff, which plan and implement it.

The school aims to provide as broad, balanced and stimulating a curriculum as possible.

Consequently we aim to ensure:

- Equality of opportunity and regard for all our pupils through the encouragement of positive self-esteem and the provision of an appropriate and differentiated curriculum
- That pupils learn through an active curriculum with involvement in practical and meaningful activities
- That pupils are encouraged to think for themselves and become increasingly independent and responsible for their own learning
- That pupils have opportunities to co-operate and work with others as well as by themselves
- That everyone in the school community develops an understanding of and sensitivity to the rights, responsibilities and respect of others as well as themselves
- That pupils experience a curriculum which is differentiated, with continuity and progression maintained as they pass through the school
- That the curriculum we provide is linked across subjects, as and when appropriate, through year group and whole school themes
- That we monitor the progress and achievements of pupils throughout their time at our school and report this to parents on a regular basis.



*Pupils are encouraged to think for themselves and become increasingly independent and responsible for their own learning*

*The school  
aims to  
provide as  
broad,*

# School Staff

School  
staff and  
governors  
regularly  
review  
curriculum  
policies and  
working  
practices

## Leadership Team

Headteacher .....Mrs Rebecca Westall  
Deputy Headteacher ..... Mr Ian Tolson  
Foundation Stage Leader....Miss Zoë Wood  
KS1 Leader.....Miss Tessa Humphrey  
SENCO.....Mrs Julie Bright  
Parent Support Advisor.....Ellie Jackman  
Literacy Lead.....Miss Tessa Humphrey  
Maths Lead.....Mrs Freya Conway/  
Mrs Clare Allen

## Teachers

Miss Dhinasha Balanchandre..... Nursery  
Miss Zoë Wood ..... Reception  
Mr Stuart Hillman.....Reception  
Miss Holly Dowsing.....Reception  
Mrs Barbara Woodward (0.6) ..... Year 1  
Miss Tessa Humphrey..... Year 1  
Mrs Verity Graham (0.4) ..... Year 1  
Mrs Clare Allen.....Year 1  
Mrs Hannah Beaumont-Brown.....Year 1  
Mr Ian Tolson..... Year 2  
Mrs Freya Conway..... Year 2  
Mrs Jo Jenkins ..... Year 2  
Mrs Jodi  
Coatup.....Year 2  
Mrs Becki Jennings (0.4) . Year 1/Reception  
Mr Raul Alvarez-conte  
(0.2).....EAL

## Teaching Assistants

Mrs Angie Symon ..... Nursery  
Miss Nicola Wood.....Nursery  
Mrs Custodia Colorado..... Nursery  
Miss Helen Cozens..... Reception  
Mrs Holly Hamling .....Reception  
Mrs Joanne Yallop.....Reception  
Miss Gail Smith ..... Reception  
Mrs Louise Webster ..... Reception  
Miss Gemma Moore..... Reception  
Mrs Tracy Desouky..... Reception  
Mrs Alison Lilley ..... Year 1  
Mrs Pauline Zych-Bazarnicka..... Year 1  
Miss Sophia Spurling ..... Year 1  
Mr Jonathan Seaman.....Year 1  
Miss Deanne Bale.....Year 1

Mrs Kate Oliver..... Year 2  
Mrs Louise Gardiner..... Year 2  
Mrs Thelma Horth ..... Year 2  
Mrs Dawn Furness ..... Year 2  
Mrs Sheila Baikie..... Year 2  
Mrs Elizabeth Seaman.....Intervention  
Mrs Teresa Briggs.....Intervention  
Mrs Katie Severson.....Intervention

## Support Staff

Mrs Belinda Manson  
..... School Support Manager  
Mrs Michelle Rayner .....School Secretary  
Mr Gary Tame ..... Site Manager

## Midday Supervisors

Miss Kelly Blaxter  
Mrs Paula Whiting Ms Rachel Walker  
Mrs Zoe Whiting Ms Alison Ellis  
Miss Tianna Allman-Briggs  
Miss Jasmine Blake Ms Heidi Johnson  
Ms Kelly Cork  
Ms Stacey Shipman  
Ms Aimee Westcott

## Cleaning Staff

Mrs Louise Gardiner Mrs Sandra Fleet  
Mrs Luma Dubovci

## The Governing Body

Mrs Maureen Hanke ....Chair/Co-opted Gov  
Mrs Isabel Horner..... Vice Chair  
Mrs Melanie White .....Clerk  
Mrs Rebecca Westall ..... Headteacher  
Mr Simon Morley .....LA Governor  
Mr Chris Jefferson ..... Co-opted Governor  
Miss Tessa Humphrey ..... School Governor  
Mrs Yvonne Gaul.....Co-opted Governor  
Mr Graham Furness ..... Co-opted Governor  
Miss Mandy Lowe ..... Co-opted Governor  
Mrs Emily Mann..... Co-opted Governor  
Mr Ian Tolson.....Associate Governor

The school office  
is open every day  
from 8:30am -  
3:30pm from  
Monday to Friday.

# Term Dates and the School Day

## Ofsted Said

Pupils are very well behaved in lessons and around the school.

Pupils feel safe. Parents and carers share this view.

## *The School Day*

### *Reception*

Doors open..... 8:50 am  
School starts..... 8:55 am  
Assembly ..... 9:05 – 10:15 am  
First session ..... 10:15 – 10:35 am  
Mid-morning break ..... 10:35 – 10:50 am  
Second session ..... 10:50 – 12:00pm  
Lunch break ..... 12:00 – 1:00 pm  
Third session..... 1:00pm– 3pm  
School ends ..... 3:00 pm

### *Years 1 and 2*

Doors open..... 8:50 am  
School starts..... 8:55 am  
Assembly ..... 9:05 – 10:15 am  
First session ..... 10:15 – 10:35 am  
Mid-morning break ..... 10:35 – 10:50 am  
Second session ..... 10:50 – 12.30pm  
Lunch break ..... 12.30 – 1.30 pm  
Third session..... 1.30 - 3pm  
School ends ..... 3:00 pm

### *Nursery*

Morning session..... 8.15 – 11.15am  
Afternoon session..... 12 – 3pm

### **Class Assembly**

We have a class assembly on most Fridays. If you would like to attend, please come to the school hall at 9:15 am on the morning of

your child's class assembly.



# School Uniform

*We are proud  
of the  
achievements  
of our school  
and believe  
that having a  
uniform will  
help to  
promote that  
sense of pride  
in the school*

## **Our policy on school uniform**

**O**ur Policy on school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school
- engenders a sense of community and belonging towards the school
- is practical and smart
- identifies the children with the school
- makes children feel equal to their peers in terms of appearance
- is regarded as suitable wear for school and good value for money by most parents
- is designed with practicality, health and safety in mind

## **The school uniform**

All pupils are expected to wear our school uniform that has been approved by the Governing Body.

## **Red sweatshirt with Mousehold logo**

### **White or red polo shirt**

### **Charcoal grey trousers, shorts, skirt or pinafore dress**

### **Red book bag (with logo available from school)**

### **Girls may choose to wear a red checked dress during the summer term**

The red sweatshirt can be purchased from school or from Stevensons on Ber Street. Book bags can be purchased from school. Polo shirts and trousers/short/skirts are easily available from most superstores such as ASDA, Tesco and Sainsburys

## **Jewellery**

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are ear-ring studs in pierced ears. We ask the children not to wear ear-rings on the days they have PE or in the event of newly pierced ears, for the parent/carer to cover them with a plaster to prevent them from causing injury.

## **The role of parents**

We ask all parents who send their children to our school to support the school uniform policy. We believe that parents have a duty to send their children to school correctly dressed and ready for their daily school work. One of the responsibilities of parents is to ensure that their child has the correct uniform and that it is clean and in good repair.

The complete school's uniform policy can be found on our website.

[www.mouseholdinfants.com](http://www.mouseholdinfants.com)

# The Foundation Stage

*All new reception pupils are encouraged to spend an afternoon in a reception class prior to starting school*

## Admission of Four Year Olds

All children are offered a **full time** place from the beginning of the September term following a child's fourth Birthday.

The school adheres to the nationally agreed admissions code, which allows parents to defer entrance to school until the child reaches compulsory school age in that school year (compulsory school age is reached the term after the child's fifth birthday). Parents can request that their child attends part time until the child reaches compulsory school age, and this is something that would need to be discussed with the school on an individual basis.

## The Mousehold Experience

We feel we are providing an appropriate and high quality experience for our youngest pupils. Research shows that early opportunities for children to learn in such an environment can have long-term educational and personal benefits.

Currently we have three reception classes. The classes are close to each other and have practical and cloakroom areas. As well as the nursery children, the three reception classes also use the enclosed, purpose-built, outside play area. This means that they are able to enjoy and benefit from the range of outdoor play equipment available. We provide teaching and learning experiences tailored to children's varying needs and abilities.

## Pre-school visits

### Pre-school visits

Potential new entrants are invited to visit the school with their parent/s or carer/s, to meet the Headteacher and be shown around the school. All new reception pupils and their parent/s or carer/s are encouraged to spend an afternoon in a reception class prior to starting school, to meet the teacher and experience an afternoon's school together.

*We provide teaching and learning experiences tailored to children's varying needs and abilities*

## Staggered Entry

To make the transition from home to school as smooth and easy as possible for the new reception children, we arrange a staggered entry at the beginning of each academic year. Over a period of a week or so the children attend school part-time in groups of approximately fifteen. This enables the children to come into a quiet and uncrowded environment where pupils and teachers can get to know each other and explore the classroom together. This is a valuable time for the teachers to observe and assess individual pupil's stages of development in order to "match" future work and experiences appropriately.



# Before your Child Starts at Mousehold Infant and Nursery School

IF YOU ARE POSITIVE and enthusiastic, then your child is likely to feel the same way. Many children attend our nursery unit as well as other pre-school groups and nurseries which provide valuable learning experiences before starting school. We have close links with our local pre-school providers, particularly Patchwork Childcare which runs daily at St Mary Magdalene Church Hall in Silver Road.

There is a great deal that parents and carers can do at home to prepare their child for school. Your attitude is very important and will affect how your child approaches school. To make your child's first few sessions at Nursery and/or main school as trouble free as possible, may we suggest the following:

**Try to help your child to:**

**Try to help your child to:**

- Pour drinks
- Go to the toilet and wash their hands
- Tidy up toys
- Put on and take off a coat
- Use a knife and fork (main school)
- Dress and undress them. Children need to be able to do this fairly independently before and after PE lessons

Teaching your child the names of colours, to count everyday objects, to sing nursery rhymes, to listen to a simple story and to enjoy looking at books, will help your child with their early learning. Sharing books together at home is invaluable for children's learning.

*If you are positive and enthusiastic, then your child is likely to feel the same way*



*Sharing books together at home is invaluable for children's learning*

# Mousehold Nursery

*Much of the learning at this stage takes place through practical play activities*

CHILDREN WHO HAVE their fourth birthday between 1 September and the following 31 August can apply to be considered for a place in Mousehold Nursery, starting in September, if places are available. There are two part-time sessions, one in the morning and the other in the afternoon, with a total of 52 part-time places available. Both sessions have a mixture of children born in each month of the year, and most children allocated a place will receive a full year's education in the nursery.

## **Nursery Staff**

Miss Dhinasha Balanchandre the nursery teacher, is a qualified teacher with early years training and considerable experience of working with young children. Mrs Tracy DeSouky, Mrs Angie Symon and Miss Sheila Baikie are Foundation Stage Assistants. They are important members of the school staff team, attending training sessions and meetings along with their colleagues.

*Nursery children have the opportunity to work alone, as part of small groups as well as part of the whole group.*

## **Aims of the Nursery**

### **Aims of the Nursery**

These are the same as for the main school, with the emphasis upon helping the children to learn through their own actions and interactions and to have control over their own learning. Much of their learning at this stage takes place through practical play activities.

### **Behaviour**

The school's behaviour policy also applies to nursery children, staff and parents. This is an important document within our school, as it describes how we expect everyone to behave, and every parent or carer is given a copy of the Behaviour Booklet for Parents when their child starts nursery or school.

### **Ofsted Said**

Children make outstanding progress in the Nursery.



*The  
nursery  
is well  
equipped  
and  
organised  
into distinct  
work areas*

## Mousehold Nursery

### Nursery Organisation

The nursery is well equipped and organised into distinct activity areas. Equipment, resources and materials are accessible to the children, and they are encouraged to get things out for themselves as well as helping to tidy up. The session times are divided up to give the children a routine with which they are familiar. Within this time they will have opportunities to initiate their own activities, to work alone, to be part of small groups as well as part of the whole group. All places are free to children attending the school and in nursery where we offer the full 15 government funded hours.

### Nursery Times

#### Morning Session

8.15 - 11.15am

#### Afternoon Session

12.00 - 3pm

During these sessions, the children will experience outdoor and indoor learning and will have opportunities to take part in the following:

- Independent play activities
- Adult led activities
- Listening and learning times, stories
- Music
- Letters and sounds
- Basic number and shape activities
- Physical development activities
- Key worker activities

### Before Starting Nursery

#### -Home visits

### Before Starting Nursery

#### -Home visits

During the Summer term before the children start at the Nursery, the staff like to visit children at home. They find it invaluable to meet the children where they feel comfortable, and can chat informally, hear about the nursery and have time for the children to show them their toys etc. It is also a time for each parent or carer to talk about their child and what they like and don't like to do, as well as being a time to ask any questions. The children remember these visits for a long time afterwards.

There is also an opportunity for new nursery children to visit and spend some time in the nursery during the July before they start.

### Staggered Entry

The children start nursery in small groups. Having the children in small numbers gives the teacher and assistant's quality time in which to get to know, talk to and observe the children, in a calm and quiet setting. This is also important for establishing the routines and expected behaviour in the nursery. The staggered entry process takes approximately one week. After this, the children can then attend every day during their allocated morning or afternoon slot.

# Mousehold Nursery

*Nursery and Reception staff liaise closely to ensure as smooth a transition as possible into the main school*

## Working in Partnership

We firmly believe in working in partnership with the parents and carers of our nursery children, and value a parent's vital role as the child's first educator. Stay and Play sessions are held termly and parents and carers are encouraged to stay at these times to work and play alongside your child. Staff are always available at the beginning and end of every session to share any brief news or concerns and longer appointments can be arranged if needed.

## Mid-Session Snack

The children are offered a snack during each session, which usually consists of a selection of fruits and vegetables and a choice of water or milk. The children cook on a regular basis and enjoy eating this at snack time. To cover the cost of all this, as well as cooking and photography, there is a weekly contribution of £1.00 payable on Mondays.

## The Foundation Curriculum

Our Nursery children work within the new Early Years Foundation Stage Framework which covers the following areas: Personal, social and emotional development, Physical Development, Communication and Language, Literacy, Maths, Understanding the World and Expressive Arts and Design.

Young children learn by taking part in practical tasks and interacting with each other. Many of the learning activities look like play, but the teachers will have planned all the experiences so that the above areas are covered. There is a mix of adult led activities and those initiated by the children. Every week you will receive a newsletter telling you about the things we are learning. The Reception curriculum builds upon and extends the Foundation Stage experiences and learning that has taken place in the nursery. Nursery and Reception staff liaises closely to ensure as smooth a transition as possible into the main school.

## Creative Learning Journeys

Each child has a Creative Learning Journey to record progress and achievement throughout their time at Nursery. These are available for parents and carers to look at and we encourage you to add your own contributions.

## Notices and Information

There is a notice board outside and in the cloakroom area where copies of newsletters and general information about the nursery and school are displayed. Please check these daily to keep up to date.

## The Next Steps

Children in the local catchment area of Mousehold Infant and Nursery School have first priority for places in the main school, although children from outside the area are also welcomed and admitted depending on space available. Places are allocated by the Admissions Department of Norfolk County Council.



# The Reception Classes

THE RECEPTION CLASSES are organised along similar lines, with structured learning through play and first hand experiences being the central focus for the children's experience. The classes are richly resourced with equipment appropriate for four and five year olds, including play with natural materials, construction materials and opportunities for large apparatus and make-believe play within the area. The children are encouraged to explore and engage with the variety of activities provided in a practical and purposeful way. They are encouraged to become increasingly independent and to work and communicate cooperatively with others. They are taught how to handle and use resources with care and to take responsibility for ensuring that equipment is returned to its appropriate place. The teachers lay the foundations for later learning by extending and developing the childrens' vocabulary and listening skills as well as providing regular opportunities to share and handle books, listen to stories and learn rhymes and songs. The children follow the Government programme for learning letters and sounds, which is taught daily.



# The Reception Classes

Literacy and numeracy are taught at appropriate times throughout each school day. The teachers help pupils to develop mathematical language, think about how to solve problems, and become familiar with sorting, matching and counting in ways which are enjoyable and meaningful. Similarly, the children are introduced to scientific, technological and creative activities through the exploration of themes which link to their personal experience. We feel that our Reception classes are welcoming and secure places for young children and provide a stimulating and challenging environment in which they can grow and flourish. The Reception classes and Nursery were praised by the Ofsted inspectors for the consistently high quality of work and standards achieved.

Literacy and numeracy are taught at appropriate times throughout each school day. The teachers help pupils to develop mathematical language, think about how to solve problems, and become familiar with sorting, matching and counting in ways which are enjoyable and meaningful. Similarly, the children are introduced to scientific, technological and creative activities through the exploration of themes which link to their personal experience. We feel that our Reception classes are welcoming and secure places for young children and provide a stimulating and challenging environment in which they can grow and flourish. The Reception classes and Nursery were praised by the Ofsted inspectors for the consistently high quality of work and standards achieved.

## Ofsted Said

Literacy and numeracy are very well taught because of the strong emphasis on 'doing'...

The teaching of reading is outstanding. Pupils become independent readers very rapidly.

*In Reception classes pupils learn how to recognise letters and symbols and to write, draw and paint with increasing control*

# Aims of the School and Nursery

*Take care  
aim high,  
enjoy  
learning  
and achieve  
success*

TAKE CARE, aim high, enjoy learning and achieve success. Our broad aim is to create a safe, caring and stimulating environment in which every child has the opportunity to reach the highest levels of achievement of which they are capable in all aspects of learning.

## **In order to do this we aim to:**

- Create a welcoming and co-operative school community in which relationships are based upon mutual support, respect and trust and where everyone feels valued
- Foster the positive social and emotional development of each child to enable them to grow personally as well as intellectually, and to feel valuable members of their community and society
- Foster the children's self esteem and confidence through encouragement and positive feedback, and so becoming increasingly independent as learners
- Ensure that each child makes good progress in relation to their attainment on entry to the school
- Provide the children with teaching of high quality, and a broad and balanced curriculum including the National Curriculum and the Early Years Foundation Stage curriculum.
- Manage the available resources efficiently and effectively to ensure good value for money and to maximise the children's learning

Provide a secure and enriching environment where learning can take place with enjoyment

- Provide opportunities that encourage the children to work co-operatively together
- Provide practical experiences and activities that challenge the children to solve problems, ask questions and persevere as they learn
- Develop the children's awareness and sensitivity towards living things and the world in which we live
- Value each child for themselves so that they can develop and extend their own special strengths and interests
- Welcome parents and people from the local community into the school and work together to develop an effective partnership between the school and its community.



*We offer a broad and balanced curriculum that emphasises learning through practical and first hand experiences.*

# The Curriculum at Mousehold

**T**EACHERS CONTINUOUSLY MONITOR and assess pupils' progress and achievement as they pass through the school.

Infant schools refer to the year groups as follows:

- Year 0   Nursery, 3 - 4 years  
(Foundation Stage)
- Year R   Reception, 4 - 5 years  
(Foundation Stage)
- Year 1   5 - 6 years (Key Stage 1)
- Year 2   6 - 7 years (Key Stage 1)

In Nursery and Reception, the children will be following the Foundation Stage Curriculum as outlined on page 14. After the Foundation stage, the children follow the National Curriculum, which includes:  
**The Core Subjects** - English, Mathematics, Science and Information and Communication Technology (ICT).

**The Foundation Subjects** - , Art, History, Geography, Music, Design Technology, PE and RE

Teachers plan their work together to ensure that they are covering the National Curriculum effectively and providing a broad and balanced curriculum. The school adopts a creative approach to planning, trying to introduce cross curricular links where possible to ensure meaningful learning.

## Literacy and Numeracy

### Literacy and Numeracy

The school teaches literacy (English) and numeracy (Mathematics) through the revised National Curriculum which includes daily opportunities for whole class shared reading or writing sessions led by the teacher, as well as guided reading and writing sessions for small groups of children with their teacher. The National Curriculum is based upon the most effective practices for teaching speaking and listening, reading,

### Ofsted Said

The school offers a broad and well-balanced range of subjects. Teachers plan a careful blend of visual, written and spoken prompts so that pupils are always engaged by their learning and have many opportunities to be creative.

writing and Mathematics to children.

## Religious Education

Religious Education is provided for all pupils as part of the basic curriculum. This is in accordance with the Norfolk Religious Education Agreed Syllabus, a copy of which can be seen at the school, on request. Parents wishing to withdraw their children from Religious Education or morning assembly are invited to discuss the matter with the Headteacher. The morning assembly is mainly of a broadly Christian character. The school's Ofsted inspection report states that, "the quality of the pupil's spiritual, moral, cultural and social development is an outstanding feature of the school."

# The Curriculum at Mousehold

## Physical Education

Children in main school have two sessions of Physical Education per week. For health and safety purposes, children need to wear appropriate clothing for these lessons.

### Teachers

Please could you provide your child with the following kit for P.E.

- T-shirt
- Shorts
- Tracksuit in cold weather
- Plimsolls/trainers (bare feet are usually fine for indoor lessons)

Please ensure that this kit is individually named, and is placed in a named bag on your child's peg so that it is available for your child to use at any point during the week. Children are not permitted to wear any jewellery including watches for P.E. sessions. Long hair should be tied back to prevent it being entangled in any form of apparatus. We want all of our children to be as safe as possible in school, and we thank you for your help and co-operation in this matter.

## Assessment and Testing

The teachers continuously monitor and assess the pupils' progress and achievement as they pass through the nursery and school. This individual progress is reported to parents/carers twice a year at parent - teacher interviews and in an annual written record of achievement. Additional testing and teacher assessment English and Maths take place each year for children who will be seven years old during the school year.

Copies of all policies relating to the curriculum can be obtained from school on request.



*We provide a secure and enriching environment where learning can take place with enjoyment. We want to help every one of our children achieve success*

## More Able Gifted and Talented

At Mousehold Infant and Nursery School, we believe the education of more able, gifted and talented (MAGAT) learners is a whole-school endeavour to be embraced by all school leaders. We believe that addressing the needs of more able learners will raise achievement for a much wider group of learners in our school. Providing for MAGAT learners is not about labelling, but about creating a diverse curriculum and learning opportunities, which allow all children to flourish. Ability can be discovered across a range of areas and not only in traditional academic subjects. At Mousehold Infant and Nursery School, we have an ethos of high expectations and aspirations for all. Our teachers and support staff are central to providing challenging and enriching education, and their professional development is paramount. Ability is a fluid concept: it can be developed through challenge, opportunity and self-belief; this is why we value our Growth Mindset culture so highly.

*continuously  
monitor and  
assess pupils'  
progress and  
achievement  
as they pass  
through the  
school*

# Special Educational Needs and Disability

*Children with Special Educational Needs share in everyday activities and the mainstream curriculum alongside the other children*

A PROPORTION OF OUR BUDGET IS allocated to help us support pupils with Special Educational Needs who may need additional help at some stage of their time in our school or nursery. We use this funding to provide additional school assistant support within classrooms.

The Local Authority Children's Services Department provides a school support team who are available to help us with children who may have Special Educational Needs at any time. Our team includes: an Educational Psychologist, Rita Adair, who assesses pupils undergoing the formal Education, Health and care plan process. Liaison with neighbouring Junior schools takes place throughout the year, enabling smooth transfer of children with special needs. If you have any particular concerns about your child's progress, please contact your child's teacher, or make an appointment to see the school's Special Educational Needs Co-ordinator.

## **Safeguarding/Child Protection**

The school follows the Norfolk Safeguarding Board procedures, and within the school there are three designated teachers and a named governor for safeguarding/child protection

**Rebecca Westall (Headteacher)**

**Ian Tolson (Deputy Headteacher)**

**Zoe Wood (EYFS Lead)**

## **Special Educational Needs Disability Discrimination Accessibility Plan**

At Mousehold we are committed to including all current and prospective pupils with disabilities and Special Educational Needs in all aspects of school life. Through our Disabilities Discrimination Accessibility Plan, we are continually improving their access to a broad and balanced curriculum, to written information in a form which suits them best and to enable independent movement into and around the school.

## **Ofsted Said**

Disabled pupils and those who have special educational needs make excellent progress because they are very well supported by highly trained and effective teaching assistants.

## **Special Educational Needs Policy**

The school's Information Report can be found on the website and is linked to the Norfolk Local offer, which tells you about the support and services on offer in Norfolk to children and young people with Special Educational Needs and Disabilities (SEND). In accordance with the 2014 Code of Practice we aim to identify those children who may have special educational needs as early as possible. We can then plan a programme of support which is regularly reviewed. As a parent, you will be kept fully informed of the action taken to support your child's learning and there will be opportunities to discuss this throughout the year. If you have any concerns about your child's education, please do not hesitate to contact the class teacher in the first instance. It is important that we work in partnership with parents/carers to support children with special educational needs to ensure that their needs are met and that they make the best possible progress. The school's SENDCo works with class teachers, teaching assistants, parents, other school and outside agencies to ensure that appropriate support and resources are provided.

# Sex and Relationships Education

**W**HILST WE RECOGNISE that sex and relationship education is the prime responsibility of parents, we agree with Norfolk's statement that "the aim should be to develop in children a sensible and factual basis of knowledge, attitudes and interpersonal skills upon which they might build a healthy regard for human sexuality, as future adults and, perhaps, as parents and sex educators in their turn". Our sex and relationship education policy has been developed by staff and governors and is part of our policy for Personal, Social, Health Education and Citizenship. The complete policy can be seen at the school by any parent who is interested.

Sex and relationship education is learning about other people: how to develop loving, caring relationships as friends, parents, members of a family and sexual partners. It should encourage respect for other people's feelings.

## **Aims of sex education in the school:**

- To be an integral part of the learning process for all our children, with appropriate information being given within a supportive moral and social context
- To encourage the exploration of values and moral issues, consideration of sexuality and personal relationships and the development of communication and decision making skills
- To foster self-esteem, self-awareness, a sense of moral responsibility and the skills to avoid unwanted sexual experience
- To ensure that sex and relationship education is taught in a way which is, as far as possible sensitive to the cultures, beliefs and attitudes of parents and society and promotes equality of regard and opportunity

- To teach aspects of sex education mainly through Personal and Social Education and Health education and Citizenship whilst using other relevant opportunities within the curriculum as a whole.
- To teach aspects of sex education mainly through Personal and Social Education and Health education and Citizenship whilst using other relevant opportunities within the curriculum as a whole.

We hope that at our school the children will learn about society and begin to develop an understanding of religious, cultural and moral view points.

*"I looked carefully in the mirror and did my picture." Self awareness and a positive self esteem are vital for healthy relationships*



# Information & Communication Technology (ICT)

*Every  
classroom is  
linked to the  
Internet*

THE SCHOOL IS WELL EQUIPPED for teaching ICT across the curriculum with MacBook laptop computers and Apple iMac computers and iPads all of which are used throughout the school and nursery. Every classroom in the school and the nursery is wirelessly linked to the Internet. Each class has access to colour laser printers, interactive whiteboards, video and digital cameras which the children and teachers use regularly. Teachers integrate ICT across the curriculum, using computers and other advanced technology and devices to enhance learning and teaching and ensure the children become confident users of ICT.

*Every classroom is linked to the Internet. Every child has regular opportunities to use the ICT equipment for purposeful, supervised activities in every area of the curriculum*

*Below Left & Right. Two examples of pupil's writing show the progression we strive to help children achieve. On the left is an example of emergent writing from a child in the first term of a Reception class. On the right is a piece of writing from an older child writing about the Victorians*



Computers and hardware are replaced and updated as funding allows. Children have opportunities to explore and develop their knowledge and understanding of all the National Curriculum subjects through an ever expanding number of educational computer programs in many different subject areas.

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As part of the ICT curriculum the children are taught how to use items of equipment such as programmable toys and remote controlled devices. Children in Year 2 are introduced to the schools Virtual Learning Environment which allows learning to take place outside the classroom.



## Home/School Links

**T**HE MORE YOU ARE INVOLVED and show an interest in your child's learning and pleasure in books, reading and writing, then the more likely it is that your child will want to read and write both at school and at home.

Sometimes your child will bring home something to do. It may be words to learn, a book to read, a maths activity or it might involve your child bringing something to school the following day.

Your child will bring home a book or two from the classroom in their book bag. This is for you to read with your child at home. Please ensure that the book is returned promptly to school in its container so that the child can select a new one regularly. You are welcome to browse and choose books with your child to take home and read, from those available in the classroom.

Each Autumn term we organise year group reading meetings for parents and carers during the day. At these meetings the teachers will talk about how you can support your child with learning to read during that year, as helping a reception child is very different from a Year 2 child. A leaflet included with the book bag will give some guidance on how to enjoy sharing books with your child at home, but parents tell us that the meetings are particularly useful. If you have any queries or concerns please see your child's teacher who will be pleased to help.

### **Patchwork Childcare**

Patchwork Childcare, a local charity closely associated with the school, provides after school facilities for local families with children from 5 - 12.

The After School Club runs at St Mary Magdalene Church Hall in Silver Road. A walking bus takes children from our school at the end of the day to the church hall. For Patchwork enquiries phone Sharon on 01603 400647 or 07975 738751.

### **Charging for School Activities** **Charging for School Activities**

From time to time visits to places of interest in connection with the on-going curriculum, will be arranged by the school during school time. These activities are voluntary and parents will be invited to make a voluntary contribution to help cover the costs. The same policy of voluntary contributions applies to the visits made to the school by performing artists. In the event of an overcharge parents will be notified and asked if they would either like a refund or for the money to go into the school fund. No pupil can be excluded from an activity on the grounds that parents will not pay, but if there are insufficient funds, the activity may have to be cancelled. We are sure that you will appreciate that without voluntary contributions it would be financially impossible for us to continue with such activities. We hope that you will feel able to support us as we feel that the children benefit enormously from these enriching experiences. On some occasions our Friends Association generously contributes towards the costs of these activities. For further details of charges for school activities, please refer to the school charging policy (a copy of which can be obtained on request).

### **Mousehold Book Club**

Since November 1991, we have run the Mousehold Book Club with the assistance of Mrs Marilyn Brocklehurst from the Norfolk Children's Book Centre. Each term Mrs Brocklehurst brings hundreds of beautiful children's books to our school for a day, so that the children can browse and read them. Later in the day, they can select books to buy. If you wish your child to join the book club, simply tell your child's teacher. He or she will give your child a card on which they can collect special book stamps each time they bring some book money to school. They can use this to buy books on book club day.

*The more  
you show  
an interest  
and  
pleasure in  
books and  
writing, the  
more likely  
it is that  
your child  
will want to  
read and  
write*

# Behaviour and Attendance

We expect reasonable and polite behaviour from the children and encourage them to be caring, sensitive and co-operative. Through their interactions with the children and each other, staff provide good models of behaviour from which the children can learn. When things go wrong we try to be constructive, but occasionally it is necessary to correct inappropriate behaviour by withdrawing a child from an activity or privilege. We encourage the children to solve their own problems through discussion and negotiation. With our support we help them to develop the ability to take responsibility for their own actions. Any serious problem will be discussed with the child's parents. A child is not excluded from school unless no other course of action is possible, except on grounds of ill health.

We have a whole school Behaviour Policy which gives further details on our approach to behaviour and discipline throughout the school. Every parent should be given a copy of the Behaviour Policy Summary Booklet for parents. If you have not received yours, please ask at the school office. Please find the time to read this as it is important that all parents understand our approach.

## Home/School Agreement

On entry to the school or nursery each parent or carer, teacher and child is invited to sign the school's Home/School Agreement. This document describes the expectations and responsibilities we aim to achieve whilst the child attends the school. We expect reasonable and polite behaviour from the children and encourage them to be caring, sensitive and co-operative.

## Attendance & Absences

**We are constantly trying to improve the attendance of all our children as we know they make far greater progress when they attend school regularly and on time.**

We ask you to arrange your holidays to coincide with the school holidays as we are not able to authorize holiday in term time. Any requests for authorised absence need to be given to the Headteacher. Please complete the appropriate form and arrange

## Ofsted Said

Pupils have exemplary attitudes to learning. Pupils are very well behaved in lessons and around the school.

Behaviour is always very well and consistently managed.

*We*

*reasonable*

*and polite*

*behaviour*

*from the*

*children*

*and*

*encourage*

*them to be*

*caring,*

*sensitive*

*and co-*

*operative*

to see the Headteacher.

If your child is absent from school for any reason:

illness, a doctor's appointment, a holiday, or for any other unforeseen circumstance, then the school must be notified.

Please telephone the school office before 9.30 am on the first day of absence. If you know in advance,

please tell the Secretary in the school office. If we are not told, then we have no alternative but to record the absence as unauthorised.

By law we have to record these for each pupil and publish the figures with your child's report. If your child is late for a morning or afternoon session, this is considered an unauthorised absence in the eyes of the law.

School doors open at 8:50 am with registration followed by lessons starting

# Behaviour and Attendance

at 8:55 am and the Practical Area doors are locked for the children's security at 9:00 am. If you arrive after this time you will need to enter the school by the main security door and report your child's arrival at the office.

*All visitors to  
the school  
need to  
report to the  
school office,  
and will be  
admitted  
through the  
security door*

## Health and Safety at School

**O**UR SCHOOL AND NURSERY has earned the National Healthy Schools Award for our work to ensure the children learn how to keep healthy, active, fit and safe as well as helping to re-cycle materials and look after our school and local environment. We hope you will help by supporting us with this work.

All visitors to the school need to report to the school office, and will be admitted through the security door. We are concerned that the children should arrive at school and return home safely. For this reason, please ensure that your child is brought to and collected from school by someone older. At the end of the day you are asked to meet your child outside the classroom door on the playground, so that teachers can make sure each child is met safely.

In the event of an emergency please leave at least one and preferably two emergency telephone numbers, and the name and address of a relative or neighbour who we can contact easily during the school day.

These must be updated if your circumstances change.

### Your Child's Health

Unfortunately we do not have facilities at school for caring for children who are ill, so please see that your child is in good health before bringing them to school in the morning. Medicines are not normally brought to school and never without asking the Headteacher. Please note that as part of our school's Health and Safety Policy neither smoking nor dogs are permitted on any part of the school premises. We encourage the children to eat a healthy diet and would ask you please not to send children to school with sweets, even in packed lunch boxes.

### Entering the School Building

### Entering the School Building

Please use the pedestrian footpaths and not the entrance for cars when entering the school from Mousehold Avenue. Please close all gates behind you. For the security of the children and staff, during the school working day there is only one entrance to the school, which is by the school office, accessed from Mousehold Avenue. All visitors and late arrivals to the school need to report to the school office, and will be admitted to the school through the security door and accompanying security system. Visitors are expected to sign in and wear a security pass.

### Walking to School and Car Parking

As walking is such good exercise we hope that parents and children who live close to the school will walk to and from school each day. Parking within the school is very limited and therefore the main school car park is not for use by parents and carers.

If for some reason you do need to drive to school, for the safety of all our children, please do not stop or park your cars on the traffic calming table on Mousehold Avenue. There have been major traffic jams and risk to life created by such thoughtlessness. There is a short stay parking bay on Mousehold Avenue as well as parking bays either side of the traffic calming table. Please do not park in front of a car parked in a resident's drive.



*In science Year 2 children compared the properties of man made and natural materials*

# The Care of Your Child at School

*If you have concerns about your child please let the school know*

YOUR CHILD'S CLASS TEACHER has the responsibility for their well being during the day. If you have concerns about your child or if there are any problems or upheavals in the family, please let the school know. We can help a child through a difficult time if we know about it and you can be assured of our confidentiality. Please let us know about any particular medical condition your child may have, for example asthma, diabetes, epilepsy or allergies. Should your child need medication during the day please complete the required form from the office.



*Each class teacher is supported by a Learning Support Assistant and together they provide individual learning experiences for children*

If your child uses an inhaler, please see your child's teacher, the Headteacher or the office concerning the instructions for use. All inhalers must be clearly marked with the child's name and stored in the basket provided in the child's classroom. Our school nurse works closely with us on issues of children's health and welfare. Your child will meet her during the first year when she calls to check height, weight, vision and hearing. If you have concerns about your child please let the school know.

## Complaints Procedure

If you are unhappy about any aspect of your child's education or experience at school, you should make an appointment to see the class teacher. We hope that this discussion will be enough to resolve any problems. However, if you are still unhappy and wish to take a matter further, you should make an appointment to see the Headteacher.

If, after discussion with the Headteacher, the matter remains unresolved you may tell her that you wish to make a formal complaint. The Headteacher will give you a copy of the Complaints Procedure, the name and address of the Clerk to the Governors of the school and the name of the person to write to in the Childrens Services Department at County Hall.

You will be asked to make your complaint in writing, but if you wish, you will be able to attend a meeting either of the School Governors or of Members and Officers of the County Council, when your complaint is considered and explained to them.

It will be for the County Council or the Governors to decide whether the complaint is justified and what should be done about it. If you are still not satisfied when you are told of their decision, you may complain to the Secretary of State for Education.

When you wish to see the Headteacher, please either call at the office or phone for an appointment. However, in urgent cases, please do not hesitate to call in. We will always be glad to see you.

## School Meals

*Free fruit is provided daily for all children from Nursery to Year Two*

FREE FRUIT IS PROVIDED DAILY for all children from Nursery to Year Two. Lunch is taken in two sessions in our dining room. Hot dinners are freshly prepared on the premises by our cook Debbie Horth and her assistant. All school meals are nutritionally balanced using fresh ingredients whenever possible and meals for vegetarians or those needing special diets are available. Please enquire at the school office. If you would like your child to have a drink from home with their hot meal, this must be in a sealed, disposable carton which they bring to the classroom each morning and label with their name.

### Free School Meals

From September 2014 all Infant School children will be able to have a free school meal.

### Packed Meals

Children bringing a packed lunch should have their lunch box clearly marked with their name. Inside this, they will need a plastic beaker for a drink of water and a spoon if they have a yoghurt or similar dessert. If you include a drink for your child this must be in a sealed disposable carton. Please note that re-usable bottles, and cans and bottles of drink are not allowed, as we have had problems with spillage and leakage.



### Supervision

#### Supervision

A team of experienced midday supervisors look after the children during the lunch break, both in the dining room and on the playground. Children have available a range of outdoor play equipment from skipping ropes and hoops to scooters and bikes. The school playground has a superb adventure climbing area which the children use on a rota basis.

#### Mid-Morning Break

In addition to the free fruit, children may also bring a piece of fruit from home to eat at the mid-morning break. If you would like your child to have a drink of milk at break time this is available from Cool Milk and a letter will be sent to all new parents. Cool Milk provide free milk to all under 5's.



*"I made a poppy for Remembrance day using card, tissue paper and a button"*

# Equality and Diversity at Mousehold

At Mousehold, we strive to ensure that all pupils can participate fully, are treated fairly, and that there is no discrimination or bullying on the grounds of race, gender, religion, colour, language, culture, social circumstances, sexuality or disability.

The school has a single equality scheme, which outlines what we are doing to make sure that everyone in the school is treated fairly and with respect. The policy makes reference to how the school is meeting the requirements of the following Acts:

- Race Relations Act 1976
- Disability Discrimination Act 1995
- Sex Discrimination Act 1975

*Displays around school celebrating the diversity of our School Community and the work of the School Council*



We value individual differences, and take every opportunity to celebrate the diversity of our school community. We are active in promoting Community Cohesion within the school whereby everyone's differences are valued and appreciated and positive relationships are encouraged in school and the wider community.



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There is an active School and Eco Council operating in school, allowing all children to have their opinions heard concerning school and the wider community. If you would like out more about the school's Single Equality Scheme or how we promote Community Cohesion, please contact the Headteacher, Mrs Rebecca Westall.

## School Council

'It is important to treat everyone fairly, as otherwise they will not want to come to our school. If you leave people out, they would feel sad and upset and feel that no-one likes them'



# Conclusion

WE HOPE THAT EVERY CHILD who passes through Mousehold Infant and Nursery School will find it a happy and stimulating experience. We intend that each child should achieve as much as is possible for them in every way. We hope the friendly and supportive approach of all those involved with the school, along with the dedication of the staff, will ensure that your child's time with us will be a success.

## The Role of the Governors

Governors are involved in making and reviewing policy, interviewing and selecting staff as well as school management and development.

Governors sit on one or more committees who deal with issues such as premises, finance, staffing and pay, and discipline.

The school is responsible for administering its own budget. The governors meet regularly each term and take an active interest in the life of the school. There are four elected parent governors who hold office for four years.

## Parents and Carers in School

We have many parents and carers who help us in school on a regular basis. They share books with the children, help with craft work, cooking, sewing and on the computers as well as assisting with daily tasks such as sharpening pencils and cutting paper. Parents also accompany classes on walks onto Mousehold Heath and to places of local interest. Any time you may be able to spend helping in the school will be appreciated. Please contact your child's teacher or the Headteacher if you are interested. Grandparents are also very welcome.

Each term we arrange consultations for parents to discuss children's progress with class teachers. If there is any other matter concerning your child which you need to discuss, please contact your child's teacher to arrange a convenient time after school hours.

## Mousehold Infant and Nursery School Friends Association

We have an active Friends Association to which parents and carers automatically belong when their children join the school and Nursery. It organises both fund raising and social events for children and adults.

We have

## Ofsted Said

The headteacher has worked successfully with her eye constantly on the pursuit of excellence so that pupils' attainment and the quality of teaching have been maintained at the high level seen at the time of the last inspection.

organised some very successful events including, discos, Christmas parties, coffee mornings and Easter and Summer Fayres. The Association is always interested to hear from parents and carers about the kind of events they would like to see. If you would like to be actively involved, please let us know by telling your child's teacher. We would be delighted to see you at the regular meetings and events held at the school. The Annual General Meeting is held in the Autumn term when we are always looking for fresh faces to join us.

## Moving On...

Most of the children transfer at seven years of age to George White or Angel Road Junior Schools, with a few choosing other local junior schools. We have close links with the Junior Schools and together we try to ensure that the move to a new school is as smooth and positive as possible.

## School Policies

Copies of any of the school's policies, or further information about these, can be obtained on request to the Headteacher.

*The information in this brochure is correct at Sep 2018. Amendments may be made as necessary at any time during the school year*