

CARLISLE INFANT SCHOOL

Federated with Hampton Hill Junior School



'Love Learning, Love Life'

Prospectus

Welcoming

Encouraging

Committed

Aspirational

Respectful

Enthusiastic

These are the values of the Federation.

Dear Parents and Carers,

A very warm welcome to Carlisle Infant School. We hope this prospectus gives you a flavour of our fantastic school.

Choosing the right school for your child is one of the most important decisions you will make. Carlisle offers a warm and caring environment into which children settle quickly and happily. We work hard to foster and promote a positive ethos and this is one of our strengths. We seek to provide a broad, exciting, creative and challenging curriculum and to aim for excellent attainment for all our children. We are committed to developing children's creativity and to providing opportunities for learning in an outdoor environment.

We aim to meet the needs of all our children through our curriculum and through the care, support and guidance we provide to ensure we meet the requirements set out in the Equality Duty Act 2010.

Staff work closely with parents and carers, governors and the local community and together everyone has an important part to play in the life of our thriving school.

I hope you find our prospectus helpful and that it gives you an insight into what Carlisle is like. To find out more please do come and visit us and see what we mean! If you phone the school office (020 8979 2770) we will be delighted to arrange an appointment.

Yours sincerely,

Karen Allum
Headteacher

OUR SCHOOL

Carlisle Infant School is a Community School with capacity for 270 children between the ages of 4 and 7 years. We are situated in Broad Lane, a short distance from the Uxbridge Road.

Opened in 1953, the school was extended and refurbished during a major rebuilding programme in 1995. The single storey building is set in lovely surroundings close to Bushy Park and the River Thames. There are nine classrooms, three shared areas, a teaching space, a Medical Room, an administration area, a courtyard and a cooking room. Children also have access to large outside spaces where there is a playground, a quiet area, a grassed area, 2 shelters and a large activity frame with trim trail and safety surface. We have 4 chickens at our school – Queenie, Rosie, Moonlight and Dandelion.

We have a fantastic resource with our exciting Outdoor Classroom, developed as part of a Golden Jubilee Project to celebrate the school's 50th anniversary in 2003. The Outdoor Classroom provides us with a wonderful learning opportunity for children to work across the curriculum on sketching, drawing, drama, creative writing, science and much more. We have recently developed the front of the school to become a sensory garden with a seating area for two classes.

Vision

We are proud of all the children at Carlisle Infant School and we value the individual contributions they make. We lay solid foundations from which children can grow and flourish. Learning is meaningful, active and creative so that all children leave with a love of learning for life. Through experience, children discover areas of strength, develop confidence and their sense of self-worth.

Staff work in partnership with parents, carers, governors and the local community to help all children develop as well balanced individuals to achieve their potential. We share the responsibility for preparing children to confidently succeed in a rapidly changing world.

Values

At Carlisle we strive to ensure that our children are:

Creative and curious
Independent
Kind and caring
Learning through play
Motivated
Enthusiastic
Responsible
Respectful

At Carlisle we believe that...

Good learning only takes place in the context of a happy relationship between children and staff and home and school, together with a stimulating environment.

Our shared values ensure that we place children at the core of our work. We want children to be:-

Creative	Responsible
Curious	Confident
Kind	Independent
Life long learners	Resilient

Our Aims

- To create within the school a secure and happy atmosphere where teaching and learning can be pleasurable
- To enable each child to acquire knowledge, skills and understanding required by the whole curriculum with the ability to use them
- To develop an interest in and understanding of the child's surroundings, encourage an awareness of the wider world and equip him/her to cope with life outside school
- To encourage the development of qualities of mind, body, feelings and imagination, self-awareness and awareness of others

WELCOMING PARENTS, CARERS AND CHILDREN

Parents and carers are very welcome to visit the school before making an application. Tours of the school are held termly with the Headteacher and Deputy Head of School and offer a great opportunity to see the school in action. Later, once firm offers of places have been made, children make a visit in their nursery groups.

Parents and carers are also invited to visit with their children to meet their teachers and the reception team and to visit their new classroom.

A comprehensive and substantial Starting School Information Pack provides all you need to know in readiness for your child starting school in September. Before your child actually begins you will be visited at home by the class teacher and one of the Reception teaching assistants. This will be time to have an in depth conversation about your child. After this, entry into school is staggered with younger children starting first.

There is close liaison with our pre-school providers and they offer valuable information that helps class groupings.

INVOLVEMENT OF PARENTS AND CARERS

Carlisle's Home School Agreement is an integral part of a whole school approach to partnership with parents and carers. The Home School Agreement explains our aims and responsibilities, the responsibilities of parents and carers and what the school expects of the children. We believe that we will further develop and improve our existing partnership with parents and carers by clearly setting out the role of the school, parents and carers and children. We will ask all parents/carers to sign the agreement when your child begins school.

Carlisle encourages parents, carers and friends of the school to be involved as much as they can. This is such a valuable way to help and support the school. Help might include regularly listening to children read, changing reading and library books, helping with computer work, cooking, sewing, playing maths/language games, working with children on art activities or supporting aspects of the special needs work. This involvement and help is a very important part of school life and greatly enhances particular aspects of the curriculum. Parents and carers also assist on school outings and arrange classroom cake sales.

COMMUNICATIONS WITH PARENTS AND CARERS

Carlisle has an “open door” policy enabling us to discuss issues that may arise with parents and carers as quickly as possible. Teachers, the Deputy Head and the Headteacher are in the playground before and after school and are happy to speak with parents and carers. If you would like to make an appointment, please phone the school office.

There are formal parent & carer/teacher consultations during the autumn and spring terms when you are invited to discuss your child's progress. An annual report is sent home at the end of the summer term and parents and carers are given an opportunity to discuss the report with the class teacher.

THE CARLISLE SCHOOL ASSOCIATION (CSA)

Carlisle is extremely fortunate to have an active school association that is very involved in the life of the school. All parents and carers automatically become members of the association when their child enters school. The running of the Carlisle School Association is by a committee elected at the Annual General Meeting held in the summer term.

The CSA has an important fund-raising role and very successfully raises money each term. CSA meetings and events form an important social link for all who are involved in the school. Regular events in the school year include Fireworks Evening, Quiz Night, Sponsored Bunny Hop, Discos, Film Nights, ‘Carlisle Goes Camping’ and a Summer Fair. The committee is always pleased to receive any offers of help and expertise.

The C.S.A. operates a system of **Class Representatives**. Each class has a Class Rep. who acts as a link between the parents/carers of each class, the C.S.A. committee and the class teacher. Class Reps may pass on information, gather parents' and carers' views and generally help to maintain channels of communication.

SCHOOL UNIFORM

The school colours are grey and yellow. Uniform can be purchased from School Days & Just Dancing which is located at 94 High Street, Whitton, TW2 7LN. You can also contact them on 0208 898 4881, via email – [shop@schooldaysllp.co.uk](mailto:shop@ schooldaysllp.co.uk) and you can visit their online store at www.schooldaysllp.co.uk.

In addition, the following should be worn:

- black or grey shorts
- trousers
- skirts or pinafore dresses.

Children will need black shorts and a t-shirt for P.E. In Y1 & Y2, the children come to school in P.E. kit in days when they have P.E. These are also available from School Days. Plimsolls or trainers are required for outdoor P.E.

For outdoor activities and use of the activity frame at playtime, appropriate, sturdy footwear is required and, therefore, no ‘jellies’, sling-backed shoes or shoes with heels are allowed for health and safety reasons.

You must name all uniform and property that comes into the school.

JEWELLERY

We discourage the wearing of jewellery for health and safety reasons. Pin badges and hoop earrings must never be worn because of the risk of torn lobes. If your child has pierced ears please ensure that only small plain studs are worn.

LOST PROPERTY

Named items of lost property are put on children’s pegs when they are found. Unnamed items are put into the yellow wheelie bin at the front of the school and are re-cycled each term if they have not been claimed. The school is not responsible for items of property that are lost or damaged in school and expensive games or toys should not be brought in.

HEALTH AND WELFARE

If your child is unwell please do not send him/her back to school until fully recovered. With sickness and diarrhoea it is particularly important to wait until the symptoms have cleared to minimize it spreading (48 hours).

Our Welfare Assistant with other trained first aiders takes care of children who are unwell or injured. We will contact parents/carers if we consider that your child should be taken home and it is essential that we have up to date contact numbers. If a serious accident occurs an ambulance will be sent for and parents notified immediately.

No child is allowed to bring tablets or medicine into school and we are unable to administer over the counter medicines. Other medication prescribed by your doctor can only be administered by special arrangement with the Welfare Assistant and then only if:

- An adult gives the medication to the Welfare Assistant in a clearly labelled container
- An adult completes a written authorisation allowing the Welfare Assistant to administer the medication

The only exceptions to the rule are for children needing to take special drugs. Arrangements for the administration of these should be made with the Head of School and then the Welfare Assistant.

We strongly suggest that you check your child's hair regularly for head lice and treat any infestations immediately. You should also inform the school so that we can let other parents know that a case of head lice exists in their child's class

SCHOOL MEDICAL SERVICE

A School Nurse is attached to Carlisle and a child may be referred for her to undertake a routine health check. The nurse will visit regularly to discuss any medical or health concerns and to give advice. Dental inspections and hearing tests are also carried out.

ATTENDANCE

It is a parent/carer's legal responsibility to ensure that their child attends school and that the school is properly informed of the reason for any break in attendance. Contact on the first day of absence is expected. There are very strict regulations regarding your child's attendance at the school and the Governing Body is required to publish absence data annually. Please note the following:

1. Any absence not explained by a letter is counted as an unauthorised absence.
2. Authorised absence for holidays will now only be given in exceptional circumstances such as attending funerals and weddings within the immediate family. Parents/Carers are strongly urged not to take any holidays during term time.
3. School starts at 9.00 a.m. It is parents/carers responsibility to make sure their child is at school on time. Any child arriving 15 minutes after the close of register is marked as an unauthorised absence. We operate a late book and if your child arrives after 9.00 a.m. you must fill in the late book, including a reason for the lateness, which can be found at the office hatch. Lateness is recorded in the register and will be followed up.
4. The Education Welfare Officer checks the registers regularly and will follow up incidents of lateness, unauthorised absence and persistent absence.

SICKNESS

If your child has been unwell s/he should not return to school until fully recovered. With sickness and diarrhoea it is very important that your child is completely clear of symptoms for at least 48 hours (i.e. do not bring your child in to school for 48 hours. from the last bout of vomiting or diarrhoea) in order to minimise the spread of infection and risk to other children and adults. This is in line with guidance from the Health Protection Agency. We appreciate your cooperation with this.

ABSENCE DUE TO APPOINTMENTS

Please ensure all dental and hospital appointments are made outside school times, if in exceptional circumstances, this is not possible, then we must have written advance warning of any appointments and proof of hospital, dental etc... appointments.

LUNCHTIME ARRANGEMENTS

School lunches are available free of charge for children aged 4-7 years under the Universal Free School Meals scheme. If your child has any allergies or special dietary requirements, you will need to contact ISS, our school meals provider so their dietician can give your child a special menu. Until this is done, your child will not be able to have a school meal.

You must let the school know if your child is having a meal or if they will be bringing in their own packed lunch. If you wish to alter your child's lunch arrangements, i.e. change from packed lunch to a school meal, **1 weeks' notice** is required from the Monday morning.

Packed lunches may be brought in and should be in a proper container marked with your child's name. Drinks must be in an unbreakable container – no glass bottles, thermos flasks or pressurised tins are allowed. Carlisle is a health promoting school and packed lunches should not contain fizzy drinks, chocolate or sweets. **In the interests of the welfare of children with nut allergies, you must not include nuts or food containing nuts in your child's packed lunch.**

COOL MILK SCHEME

Parents/carers can register with the Cool Milk Scheme if they wish their child to have milk to drink mid-morning. Details of the scheme are explained in the Starting School Information Pack.

FRUIT

Carlisle is part of a National Fruit Scheme where each child is provided with a piece of fruit (free of charge) as a healthy mid-morning snack. No other mid-morning snacks are permitted.

ORGANISATION

Carlisle is organised into three year groups each with three parallel mixed ability classes (classes have a maximum of 30 children).

Classes work in a range of different ways and may be organised for whole class teaching, mixed ability groups, ability groups, friendship or interest groups, in pairs or individually according to their needs and the activities they are doing. There are many different learning situations in all the classrooms and staff work closely together to plan, differentiate work and provide an exciting learning environment. Topic information for each year group is on our website.

The school day is divided up into teaching time, registration, assembly and break times for play and lunch.

We set high standards and know that children learn best when they are engaged and excited. Our mission is to foster “Love Learning’ Love Life” through a broad, balanced and enriched curriculum. We place great importance too on developing and promoting children’s creativity with rich and varied activities and this is very much a strength of our school.

THE EARLY YEARS FOUNDATION STAGE

In Reception children follow the Early Years Foundation Stage curriculum where there is a balance between adult led and child initiated learning together with an organisation which fosters independence. Play underpins children’s learning and they gain experiences both inside and outside of the classroom.

The Early Learning Goals set out what children are expected to achieve by the end of the Reception Year and cover six areas of learning and development:

Areas of Learning & Development	Aspect
<u>Prime Areas</u>	
Personal, Social & Emotional Development	Making Relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
Physical Development	Moving and handling
	Health and self-care
Communication & Language	Listening and attention
	Understanding
	Speaking
<u>Specific Areas</u>	
Literacy	Reading
	Writing
Mathematics	Numbers
	Space, shape and measure
Understanding the World	People and communities
	The World
	Technology
Expressive Arts and Design	Exploring and using media and materials
	Being imaginative

Each area is connected and of equal importance.

At Carlisle we provide a safe and secure environment so that children can learn, play, explore, experiment, and develop independence and self-confidence.

TRANSITION FROM THE FOUNDATION STAGE TO KEY STAGE 1

A smooth transition from one class to another ensures that moving from reception into Year 1 is a positive experience for each child. At the beginning of Year 1 many aspects of the Early Years Foundation Stage practice remain an integral part of Year 1. There is then a gradual move towards the more formal elements of literacy and numeracy and the other National Curriculum subjects.

KEY STAGE 1

Children in Y1 and Y2 follow the National Curriculum programmes of learning to secure the essential skills of English and Maths. They develop Computing capacity through the use of technology to enhance teaching and learning

ENGLISH

- Children learn how to listen attentively and carefully to others. They learn how to talk clearly and confidently and express themselves effectively
- Children learn how to read accurately and fluently. They have access to a range of different texts
- During the first half term of school we invite Reception parents and carers to attend a meeting when we explain and discuss the literacy programme at Carlisle. Throughout the school we use a programme called Read, Write Inc. which combines a structured and systematic approach to teaching phonic knowledge and skills. All children are grouped in terms of their reading ability. This means that they are working at their own level each day. Children who are progressing faster or more slowly than others move quickly to another group
- Parents and carers are encouraged to be actively involved in their child's reading development. Reading books are taken home regularly and you are asked to read with your child. Our core reading scheme is made up of a selection of books from different reading schemes supported by a wide range of picture books, storybooks, plays and poetry and other reading material

- Children learn how to write and communicate their ideas
- Bug Club is an exciting online reading scheme which complements the reading books children bring home. It is an engaging and accessible way for parents and carers to become involved and encourage reading practice at home

MATHEMATICS

In numeracy our aim is to stimulate and develop the mathematical thinking of all children. We encourage our children to be curious about the fascinating world in which they live and an emphasis is placed on practical problem solving in real and meaningful contexts such as the outdoor environment. Children learn how to use numbers and measurement for accurate calculation, giving children the opportunity to reason mathematically and solve problems by applying their learning.

COMPUTING

Computing is an important feature of all areas of the curriculum and plays a significant role in the broad and balanced provision we offer. Each classroom is equipped with their own computers which are used across the school for computing lessons. We offer a wide range of computer software targeted to cover the infant curriculum and develop appropriate skills. Interactive whiteboards are used throughout the school to enhance lessons. We have a variety of hardware to enrich lessons and engage pupils, for example, digital cameras, programmable floor robots, visualisers, digi microphones and hand held microscopes.

SCIENCE

Our aims in teaching science are that children will develop an interest and enjoyment in understanding their surroundings; retain, develop and organise their natural sense of curiosity and enquiry about the world around them; begin to acquire investigative skills and scientific understanding; be encouraged to think logically and independently and to show respect for living things.

DESIGN & TECHNOLOGY

Design and Technology is practical problem solving which develops and exercises skills of designing, modelling, construction and evaluation. We aim to develop the children's knowledge and understanding of how

things work by giving opportunities for observation and exploration. They will be able to draw upon a range of taught techniques and skills, through which the children will have the confidence to try out their own ideas for designing and making.

HISTORY

Our aims in teaching history are to encourage a natural interest in the past and to help children to understand themselves and the wider world outside the home and school. Children will be helped to develop a sense of chronology and explore and foster an awareness of continuity and change. They find out about the past using different sources of information and artefacts. They learn about events in the past and famous people.

GEOGRAPHY

Our aims in teaching geography are to encourage a child's natural interest in their local environment and the wider world and its peoples. Children will be helped to develop early geographical skills and terminology.

PHYSICAL EDUCATION

P.E. is divided into three strands: games, gymnastics and dance. Through these we aim to improve the children's fitness, help them to develop their skills and to teach them why P.E. is so important to their overall health. We are an Active Mark school in recognition of the work we do. In addition, Year 2 children have six swimming lessons to gain water confidence and improve their swimming skills.

ART

Our aims in teaching art are that all children will enjoy and feel confident in art and design; explore possibilities through use of a wide variety of media, tools and techniques; develop fine motor skills and powers of observation and develop appreciation and a critical awareness of art from different times and cultures. We are an Artsmark Gold school in recognition of our excellent provision.

MUSIC

Our emphasis is on enjoyment and creativity, co-operation, confidence, valuing music from other countries, listening and self-expression. In addition to class music activities children participate in weekly music sessions with a music specialist and pianist. These sessions focus on practical musical activities learning and understanding music through the experience of singing. Singing games and rhymes encourage each child to develop a singing voice and to experience music firsthand. Children also explore cross curricular themes, listen to and investigate a wide range of music and experiment with composing and notating sounds. Children enjoy concerts and workshops from visiting musicians. We have a very successful School Choir who perform in school and within the community. Each year we take part in the Richmond Singing Festival and a joint summer concert with our link junior school Hampton Hill. We are a 'Sing Up' Gold school in recognition of our excellent provision.

INCLUSION

At Carlisle we aim to meet the needs of every child including children with special needs and disability, English as an additional language, race, religion, gender and our gifted and talented learners. All children have equal access to a broad and balanced curriculum.

We aim:

- To teach every child at Carlisle School according to their needs with the expectation that they will ultimately fulfil their potential
- To use the school assessment policy for early identification of needs
- To identify and respond to the special educational needs of all pupils
- To work in partnership with parents and carers
- To liaise with outside agencies

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

Our Special Needs Coordinator provides additional support and help for children encountering problems which may be learning, behavioural, emotional or social difficulties. These children need additional support to enable them to have full access to a broad and balanced curriculum and at this time would be deemed as having a special educational need.

At Carlisle we aim to be inclusive in our policies, outlook and practices. We recognise that all children make a valuable contribution to the community. Our school will promote the development of all children and adults in an inclusive manner where the teaching and learning, achievements and well being of every person matters.

ABLE CHILDREN

Carlisle recognises that able children, as with all children, should have access to a broad, balanced and differentiated curriculum. We aim to provide work which is enjoyable, exciting, worthwhile and challenging and this may be through the use of extension and/or enrichment activities. Work should move an able child forward at a pace reflecting his/her ability and understanding. Open-ended tasks are particularly relevant and can enable children to demonstrate originality of thought, creativity and inventiveness.

SPIRITUAL, MORAL, SOCIAL CULTURAL (SMSC)

At Carlisle Infant School we recognise that the personal development of children, spiritually, morally, socially and culturally plays a significant role in their learning and achievement. Our aim is to promote high standards of personal behaviour. Through the Golden Rules and Golden Time we provide an opportunity for children to explore and develop their own beliefs and values, spiritual awareness and gain an understanding of their social and cultural tradition with an appreciation of the diversity of other cultures.

Opportunities for SMSC development are planned across the curriculum. Activities to promote SMSC include:

- ~ Golden Rules & Golden Time.
- ~ Participation in a range of different educational visits.
- ~ Participation in National Anti-Bullying Week.

- ~ Participation in workshops and live performances with dance and music from other cultures including English Country dancing, African Djembe drumming and Diwali dance.
- ~ Opportunities to learn songs, play instruments and listen to music from other cultures.
- ~ Studying art from other countries.
- ~ Reading literature from other cultures and countries.
- ~ Participation in charitable events e.g. Bunny Hop, and support for the work of local charities such as Shooting Star Hospice.
- ~ Use of assembly themes to explore other cultures e.g. festivals, Chinese New Year, Eid and Diwali.
- ~ Links with St James's Church and church visit in Year 1.
- ~ Use of focus weeks e.g. Creative Arts Week to foster an appreciation of art from different cultures.
- ~ Lunchtime Helpers Scheme.
- ~ Bug Buddies Eco Team.
- ~ School Council.

RELIGIOUS EDUCATION

Our religious education programme is based on the Richmond Upon Thames agreed programme. We develop children's understanding of the nature of religion and beliefs. They gain knowledge and understanding of Christianity together with aspects of Judaism and Islam. A range of themes are covered including important dates and times, buildings and places and living the faith. Children explore a range of religions and moral stories and talk about their meanings. We encourage tolerance, caring and sharing between all children.

Any parent/carer who wishes to withdraw their child from R.E. should make this known to the Headteacher.

COLLECTIVE WORSHIP

Collective worship supports children's spiritual and moral development and assemblies take place daily but vary in group size.

Assemblies are broadly Christian in emphasis whilst also developing an awareness of other religious beliefs and festivals to help all children gain a wider understanding of the world around them.

There are whole school assemblies when all children are given an opportunity to sing together, celebrate their successes and share their learning with the rest of the school.

Any parent/carer who wishes to withdraw their child from assembly should make this known to the Headteacher.

EQUAL OPPORTUNITIES

We believe that equal opportunities is about helping all children to fulfil their potential regardless of race, religious beliefs, gender, social class, ability or disability. Classrooms are organised in such a way that will determine equal access and opportunity for all children. Resources and displays avoid stereotyping and are regularly audited and reviewed.

COMMUNITY COHESION

The school recognises and complies with its duties under the Equality Duties Act 2010.

At Carlisle we strive to make a major contribution to community cohesion. We promote an integrated and cohesive community where there is a sense of belonging with strong and positive relationships between people from different backgrounds together with a recognition of the value of diversity.

SEX AND RELATIONSHIP EDUCATION

It is our intention to ensure that sex education is an integral part of the school programme of personal, social and health education. It will build on children's existing knowledge of their bodies, relationships and the world around them and provide a sound foundation for further work at junior school. We recognise we have a duty to respond to individual children's questions should they arise. This will be a considered, truthful and reassuring approach appropriate to this stage of development.

HOME-SCHOOL PARTNERSHIP AND HOME LEARNING

We acknowledge and understand the role of parents and carers as a child's first educators.

We recognise the crucial importance of a well developed, informed and active partnership between school and home and will work to establish and enhance successful home-school relationships.

From Reception onwards children are encouraged to take their reading books home regularly to share with parents and carers and to promote children's enjoyment of books and reading.

All children are provided with a Carlisle School Reading Diary as part of the school reading scheme at the beginning of the school year. Class teachers help the children keep their diaries up to date and parents/carers are encouraged to work together with their children on the books children take home. The home-school reading scheme is systematic and continuous from the early weeks of reception to the end of Year 2 and carries on through to Hampton Hill Junior School and forms an important part of the reading development support for all children.

GENERAL SKILLS

Detailed information about topics and skills is made available to all parents/carers via the website. Information is sent termly to parents and carers giving a forecast of work to be covered.

SCHOOL COUNCIL

Our School Council gives children an opportunity for some of the decision making about certain school matters. The School Council is made up of representatives from Year 2 and they hold regular meetings. Recent School Council projects have included designs for Golden Rules posters, attendance at a governing body meeting to outline their role, designs for governor badges to be worn on visits to school, leading assemblies and seeking children's views about the theme for our Creative Arts Week.

BUG BUDDIES

The Bug Buddies are our Eco-Team which is made up of representatives across the whole school. The Bug Buddies work on environmental projects such as 'Switch Off Fortnight' to raise awareness and promote a sustainable way of living.

YEAR 2 TO YEAR 3 TRANSITION

At the end of Year 2 your child transfers to a junior school. Carlisle Infant School is federated with Hampton Hill Junior School and the majority of children transfer there. Links and liaison between the two schools are strong as a result of the Federation and prior to transfer there are opportunities for parents/carers and children to visit the junior school.

THE GOVERNING BODY

The Federated Governing Body has wide reaching responsibilities and is actively involved in many different areas of the school. Governors meet twice termly and various committees also meet regularly. All governors can be contacted for help or advice and all parent governors are happy to discuss matters that are of interest or concern to parents/carers. A list of governors can be obtained from the School Office.

BEHAVIOUR AND DISCIPLINE

We have an agreed code for promoting good behaviour through our 'Golden Rules'. The Golden Rules are displayed prominently in all classrooms and around the school. We also have rules for promoting good behaviour in the playground and the dining hall.

The Golden Rules are discussed with the children in class and in assemblies and referred to by staff when dealing with behaviour issues. Children are encouraged to take responsibility for their behaviour and make positive choices.

Very occasionally children need to be excluded from school. This is a rare occurrence and would happen only as a last resort after every avenue had been explored with parents, carers, child and school governing body.

HEALTHY SCHOOLS

Carlisle has been accredited with 'Healthy Schools' Gold standard and as part of this initiative we encourage all children to walk to school. Over the last 5 years the number of children walking, scooting or cycling to school has steadily increased. Where distance from school prevents parents, carers and children from walking to school, we encourage families to park and stride, walking the last 10 minutes to the school gate. This also reduces congestion around the school which can be dangerous. Car sharing is also a healthy option and in our September newsletter we ask parents who do come by car if they would be willing to share.

EXTENDED SCHOOLS

Extra-Curricular Activities

England Sports Group – Multisports, Tennis & Gymnastics	After school	Y1 & Y2
Team Mates – Football	After school	Y1 & Y2
Boundless Dance	After school	Y1 & Y2
Boundless Dance	Before school	Y1 & Y2
Jumblorama - Drama	After school	Y1 & Y2
Spanish	After school	One for Y1 & One for Y2
Street Dance	After school	Y1 & Y2
Art House	After school	Y2
Coding Club	After school	Y2
Basketball	After school	Y2
Recorder	During school	Y2
The Choir	Before school	Y2

CONTRIBUTIONS TO SCHOOL CURRICULAR ACTIVITIES

Introduction:

The school organises and provides activities in connection with the curriculum towards enriching the learning experience of the children.

The school also organises and provides activities as a part of the extended schools programme.

These activities may be provided either directly by the school or via third parties either on school premises or at other locations.

Covering the cost of these activities:

The school may charge for these activities in full or invite contributions from parents and others towards their cost.

The school will ensure that activities which are provided as an integral part of the curriculum will be available to all pupils regardless of their parents' or carers' ability or willingness to pay towards the cost however the school will cancel proposed activities if insufficient monies are available to fund the activity.

The school may invite contributions for the general benefit of the school or in general support of activities organized by the school.

The school or Governing Body may support the funding of certain activities.

In practice this means:

The school will normally request a contribution towards the cost of school trips, e.g. to Bird world or the National Gallery or for activities provided via third parties e.g. dance workshops.

The school will normally request a contribution towards the cost of ingredients or materials for design and technology lessons.

The school will normally charge in full for activities provided as a part of the extended schools programme e.g. after schools clubs or instrument tuition.

The school may provide free activities as a part of the extended schools programme.

If and when the school or Governing Body supports the funding of activities these subsidies will be authorized by the Head of School in consultation with the Chair of Governors.

SAFEGUARDING CHILDREN

Parents and carers can feel confident that careful procedures are in place to ensure that **all** staff appointed are suitable to work with children. Procedures also apply to voluntary helpers, contractors etc. If it is necessary to use de-escalation of conflict to protect a child from injury or from harming others, or if a child is injured accidentally, parents/carers will be informed. Children will not be punished in school by any form of hitting, slapping, shaking or other degrading treatment.

Our Child Protection Policy is available to parents and carers on request and is available on our website.

MAKING A COMPLAINT

We really hope that anything causing concern can be dealt with informally at school as it arises. Please do not hesitate to contact us should you wish to discuss anything. Details of how to make a formal complaint are available from the school office.

CARLISLE INFANT SCHOOL WEBSITE

You can find out more information about the School and the Federation, Carlisle School Association and any events on our website which is www.carlisleandhamptonhillfed.richmond.sch.uk

CARLISLE INFANT SCHOOL

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