

# Middlestown Junior and Infant School



## School Prospectus

## **WELCOME TO MIDDLESTOWN JUNIOR AND INFANT**

Dear Parents / Carers

The governors and staff hope that the information contained in this prospectus will be helpful to you and your children. It is published for those of you who are new to our school community but also for parents/carers who already have children attending this school.

We firmly believe that the child should be at the centre of everything we do and our broad, balanced and creative curriculum is tailored to ensure that children are engaged in their learning and enjoy coming to school. Our enthusiastic, caring and professional staff work hard to ensure this happens.

We have created a safe and welcome environment with a culture of learning in which we have high expectations of all children. This enables them to achieve through challenge and support. We want every child to reach their potential and our ultimate aim is to create a lifelong love of learning. We want to give them not only new skills, knowledge and understanding, but also the key learning attributes that will enable them to succeed as they begin their path in life.

As a school our primary aim is that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built upon mutual trust and respect for all. We feel that this will prepare our children to become respectful citizens in the future and that they will continue to show these same open and positive attitudes towards people they meet, regardless of their social or cultural background.

Our children are very well behaved and our behaviour policy is based upon a system of rewards and sanctions which aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

Please do not hesitate to contact us should you have any questions about the school or if you wish to arrange a visit.

Miss Julie Tomlinson

Headteacher

## **OUR SCHOOL**

Built in 1928, and set within expansive grounds, Middlestown Junior and Infant School is situated at the heart of a rural village close to the city of Wakefield. We pride ourselves on being at the heart of the community and enjoy good support from all our stakeholders.

The single building comprises a brand new foundation stage unit, single-aged classes in both key stages one and two and a multi-purpose hall.

A warm, family atmosphere is purposefully nurtured throughout the school within a positive learning environment. All children are encouraged to achieve their potential through a combination of an exciting, skill-based curriculum coupled with independent and collaborative learning skills.

Middlestown Junior and Infant School has capacity for 210 full-time pupils and 50 early years part-time places. The school is organised into three educational stages:

<b>Foundation Stage</b>	<b>Key Stage 1</b>	<b>Key Stage 2</b>
Lower Foundation	Year 1	Year 3 & Year 4
Upper Foundation	Year 2	Year 5 & Year 6

## **THE AIMS OF OUR SCHOOL**

Middlestown Junior and Infant School seeks to create a welcoming atmosphere where everyone is valued and is encouraged to achieve their potential. Excellent behaviour is engendered by positive strategies, which are clearly communicated and equitably delivered.

All stakeholders have a shared belief and a commitment to success. We endeavour to forge strong links between the school and the community in order to place the school firmly at its centre and to build a bright future for our pupils.

In addition we aim to:

- Ensure the health and safety of each pupil.
- Create a friendly, stimulating, exiting and supportive environment in which all are included, valued and supported, enabling them to achieve success.
- Provide an exciting, broad and balanced curriculum which displays continuity and progression. This will provide pupils with the knowledge, skills, understanding and qualifications to promote lifelong learning.
- Ensure that all children have equal opportunities to access all learning activities.
- Encourage children to have a positive approach to learning and to develop independency so they persist when challenges arise.

- Recognise and cater for any additional needs of those pupils with learning difficulties.
- Provide a learning environment which is well planned and resourced.
- Encourage children to develop a set of values including self-respect, self-discipline and respect for others.
- Provide pupils with a range of skills and attitudes to make a positive contribution and enable them to achieve economic well-being.
- To develop an awareness for the need to have a healthy life style, emotionally, socially and physically and the benefits of a balanced diet and exercise.

## **ETHOS AND VALUES**

The 'I CARE' hand which is our school logo reflects our ethos and values and this was a result of a large discussion between staff and children during an activity week when we imagined ourselves attempting to create a new life for ourselves on another planet. The activity involved children and staff thinking about the qualities we would need to succeed and survive!

This then led us to thinking about the key learning attributes we would need in order to become good learners enabling us to become successful people! From the huge lists of attributes we then narrowed it down to the five words we have on our hand.

**I** am **R**EFLECTIVE, **C**OLLABORATIVE, **A**MBITIOUS,  
**R**ESILIENT and **E**NTHUSIASTIC

These words embody everything that we do in school and are used by the children and staff on a regular basis. Children are rewarded for showing these attributes in Celebration Assembly on a Friday.

## **STARTING AT OUR SCHOOL**

### **Admissions to Main Stream School**

Children will be admitted into main stream school (Upper Foundation) from the September after their fourth birthday. Admissions into main stream school are controlled by Wakefield Local Authority and applications are made via the Authority. Full details and procedures for making an application are given on our school website or can be obtained from the admissions office at the Authority. On line applications can also be made via the Wakefield Local Authority Website.

### **Admissions to Lower Foundation Stage (Nursery)**

Children wishing to start in Lower Foundation will be admitted part time from the term after their third birthday. For example, if your child is 3:

- Between the 1<sup>st</sup> September and the 31<sup>st</sup> December they will start in January
- Between the 1<sup>st</sup> January and the 31<sup>st</sup> March they will start after Easter
- Between the 1<sup>st</sup> April and the 31<sup>st</sup> August they will start in September

Applications should be made direct to the school prior to your child reaching 3 years of age. Your child will then be placed on a waiting list held at the school and places are offered using the admissions policy provided by Wakefield Local Authority.

### **THE SCHOOL DAY**

#### **Upper Foundation(UF), Key Stage 1 and Key Stage 2**

Doors open		8.50am
Registration		8.55am
Registration Closes		9.05am
Morning Playtime		10.30 – 10.45am
Lunch Break	UF/KS1	12.00 – 1.10pm
	KS2	12.00 – 1.00pm
Afternoon Playtime (UF & KS1 only)		2.30 – 2.40pm
School Ends		3.20pm

<b>Lower Foundation</b>	Morning Session	8.45am to 11.45am
	Afternoon Session	12.15pm to 3.15pm

### **EXTENDED SCHOOL**

#### **Breakfast Club**

Middlestown Breakfast club operates from 8.00 am to 8.55 am on a Monday to Friday. Your child will be provided with breakfast during this time and each session costs £2.50.

#### **Early Years Flexible Childcare**

In Lower Foundation (Nursery) at Middlestown Junior and Infant School we are able to provide childcare over and above the 15 hours each child is entitled to. This service is

charged at £3.50 per hour which is invoiced in advance on a half termly basis. Places for the additional childcare are limited, if you are interested please contact the school office.

### **Extra-Curricular Activities (Clubs)**

Middlestown offers a wide range of after school activities (clubs) for both KS1 and KS2. All teaching staff are involved in the running of these clubs on a voluntary basis and we are very grateful for their goodwill and professional commitment. We do also offer clubs, which are organised by professional sports coaches or other professionals. The clubs on offer change each term and children are informed of these in advance. After school clubs do not run on the first or last week of term.

### **WORKING WITH PARENTS AND THE COMMUNITY**

Middlestown School is part of the Middlestown Village community and therefore enjoys a beneficial relationship with parents, members of the community and many more outside agencies whose contributions enhance the teaching programmes within school. Parents are invited to attend regular sessions to share information and discuss their children's progress.

We have a number of **parents and friends of the school** who come into school on a regular basis to share their experiences and skills, carrying out a variety of tasks to enrich the education of our children. At present their help involves listening to the children read, working with small groups and assisting on educational visits. Please contact the school office or your child's class teacher if you would like more information about becoming a 'voluntary helper in school'. All adults helping in school on a regular basis may be required to undertake a check by the Disclosure and Barring Service (formerly CRB).

### **FRIENDS OF MIDDLESTOWN SCHOOL (FOMs)**

FOMs is a PTA based group who meet together every half term to discuss ways of raising money for the school. The money raised is used to provide funds for a wide range of curriculum enrichment activities and equipment. The work of this informal organisation really makes a difference to what we are able to offer your child.

**All parents are warmly invited to join, please feel free to come along to meetings. We welcome all ideas and any support you can provide. We are always looking for new members.**

### **COMMUNICATION**

Regular school newsletters are sent home and are published on our school website; these give details of up and coming events, awards achieved, useful dates and other information. We also have a text messaging service giving prompts and messages to parents. In addition to this we have our 'life channel' TV in our playground which is used to display activities that the children have taken part in, information and important messages. All relevant school policies are available on request and can be found on the website.

## **SCHOOL CURRICULUM**

We are committed to offering our pupils a broad balanced curriculum that caters for the needs of the individual child at the different stages of their development. It also reflects the school ethos and aims and encompasses both statutory and locally agreed elements, and includes rich and memorable learning experiences.

It is our aim through ongoing curriculum development and review, with particular emphasis on creativity and personalisation, to provide all pupils with ever-increasing opportunities to thrive in an exciting, innovative, stimulating and challenging environment.

### **Early Years Education (Lower Foundation)**

This makes a positive contribution to the children's early development and provides a sound basis for lifelong learning. The areas of learning are focused on:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Numeracy
- Understanding of the World
- Expressive Arts

Children are observed and assessed against the age appropriate development and characteristics of learning.

### **Key Stage 1 and Key Stage 2**

Subjects taught are in accordance with requirements set out in the National Curriculum, which include the core subjects of numeracy, literacy, science and information and communications technology. These are supplemented by a range of other subjects which include art, design and technology, geography, history, cookery, music, PE and a foreign language.

### **Assessments**

Various assessment methods are used to monitor the progress of each child and these are reported to parents during parent consultations in the autumn and spring terms and a written report is provided in the summer term. There are also more formal assessments that measure our children's levels against national standards. If a member of staff is concerned about a child, parents are notified and may be invited into school to discuss this further. Parents are also welcome to make an appointment to come into school to discuss any concerns they may have.

## **EDUCATIONAL VISITS**

Educational visits are integrated into the curriculum. Visits are organised as part of themes being studied in the classroom, and through them we aim to provide opportunities for children to extend their knowledge and experience. Parents may be asked to make a voluntary contribution to the school funds to cover the cost of any visit, but no child will be excluded from a visit due to non-payment by parents. Nevertheless, it may be necessary to cancel a visit if insufficient money is donated.

## **Residential Visits**

In Year 6, children are given the opportunity to participate in a residential visit to an outdoor pursuits centre. These visits, as well as enhancing the PE curriculum, also provide opportunities for the children to develop independence, social interaction, self-esteem and team spirit.

## **RELIGIOUS EDUCATION**

We follow the Agreed Syllabus for Religious Education for Wakefield Schools, which includes the study of major religions other than Christianity and endeavour to instil respect of other religious and ethnic groups within our multicultural society.

## **COLLECTIVE WORSHIP**

In this school non-denominational, but broadly Christian assemblies take place daily. Usually members of staff lead worship however we do enjoy regular visits from the vicar of St Luke's – Reverend Lesley Anne and occasionally there are contributions from leading members of the community. Each class is responsible for leading the worship once per term.

Children of other faiths may be withdrawn from Christian acts of worship and from religious education. They are, however, encouraged to participate in assemblies where general moral issues are considered and on occasions when the presence of other faiths in the school and community is acknowledged.

## **SEX EDUCATION**

Health Education is an integral part of the ethos of the school. We aim to equip our children with the skills and knowledge to develop an awareness of the functions and needs of their own bodies and to develop responsible attitudes towards themselves, other and the world around them. When a topic covers aspects of Sex Education, parents will be fully informed and invited into school to view material being used, and to be made aware of the content of the work. Parents may exercise their right to withdraw children from Sex Education.



## **SPECIAL EDUCATIONAL NEEDS (SEN) AND INCLUSION**

At Middlestown we believe inclusion is a basic value that extends to all: everyone belongs and everyone is welcome. Educational and social inclusion is about equal opportunities for all learners whatever their age, gender, ethnicity, impairment, attainment, background or sexual orientation.

We believe a healthy school is one that works to develop a whole school ethos, environment and curriculum that enable pupils to recognise personal qualities, build on achievements, do their best and manage their health and well-being.

School plays a pivotal role in children's lives and at our school, every reasonable effort will always be made to provide equal access for all children to curricular and extra-curricular provision ensuring excellence through enjoyment and the fulfilment for all.

Some children have barriers to learning that mean they have special needs and require particular action by the school. Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them. The SEN policy includes all curriculum policies in the school and includes more details about the processes and procedures. The SEN Policy is available on request and can be found on our school website.

## **CHILD PROTECTION / SAFEGUARDING**

Through our day-to-day contact with pupils and direct work with families, we have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore that where it appears to a member of staff that a child may have been abused, the school is required, as part of local child protection procedures to report their concerns to social services immediately.

We have a duty to safeguard and promote the welfare of our pupils and through our day to day contact with pupils and families. The school follows the Local Authority Safeguarding procedures to protect and promote the welfare of children. Comprehensive risk assessments and health and safety guidance is considered when planning or undertaking any activity. All Personnel working with children are asked to submit checks with the Disclosure and Barring Service. The designated person is the headteacher and the deputy designated person is the deputy headteacher.

## **CONFIDENTIALITY**

All data about your child is strictly confidential and is handled in compliance with the Data Protection Act 1998.

## **SWIMMING**

Swimming is part of the National PE Curriculum for junior children and the expectation is that all will participate. Y4 and Y5 go swimming once a week. Please ensure your child has

the correct kit on swimming days (trunks for boys – not shorts and all-in-one costume for girls). There is no charge for swimming.

### **ACHIEVEMENT ASSEMBLIES**

We celebrate children's achievement in and out of school in our Friday achievement assemblies. Each week we have a different subject focus and once a month we have golden pupil assembly. These assemblies celebrate success as well as effort and good learning attributes. Children also share certificates, sports awards and medals from a wide range of out of school activities.

### **SPORT IN THE CURRICULUM**

At Middlestown School we recognise the positive contribution that children's participation in sporting activities can make to their educational experience. A healthy competitive spirit is promoted where fair play and a responsible approach to winning and losing are the aims.

Two hours per week is allocated to individual activity and team sports within the formal physical education curriculum. Games, gymnastics, movement/dance, swimming and outdoor activities are taught within the legal framework of the national curriculum.

We are members of the School Sports Co-ordinator programme, which seeks to encourage healthy and active lifestyles through the development of sporting activities. Children of all ages take part in competitive sport within school and against other schools within the Horbury pyramid of schools.

### **SCHOOL COUNCIL**

We have an active school council at Middlestown. In September, nominees go through a voting process. One girl and one boy from each class (Y1 to Y6) are then elected to represent their class for the coming year. The School Council meets on a regular basis to discuss relevant issues who then provide regular feedback to their class, to the whole school, to governors and to parents.

### **ECO COUNCIL**

The Eco Group is made up of a representative from each year group. They meet regularly to discuss ways to champion eco and green issues within our school.

### **HEAD GIRL/HEAD BOY**

Again, through a voting process, nominees are selected to represent the school for the year.

### **SCHOOL HOUSES**

On entry to school, each child is allocated a 'house' (ruby, topaz, emerald or sapphire) which is vertically grouped. Sports Day events can be organised by house teams and children are

awarded house points by staff. House points are then collected every Friday with the winner being announced in Achievement Assembly.

## **MUSIC**

Music is an important and popular subject in our school curriculum and we endeavour to give our children the opportunity to experience a range of musical activities. We sing regularly in school, as a class and as a school and we also have a choir after school club who perform in competitions (Young Voices) and at gala's. Our pupils are encouraged to perform individually or in small groups. They all participate in at least two concerts or productions during their time at the school. Peripatetic music teachers offer instrumental tuition for a range of instruments, for children from Year 3 upwards. This is charged for and subject to demand and availability.

## **WATER IN SCHOOLS**

We have two water dispensers in school and the children are able to have water in the classroom with them and in the dining hall at lunchtime. By ensuring free access to water and promoting a regular water intake throughout the school day, we are keen to provide a healthy learning environment for our children. Middlestown School was awarded a Healthy Schools Certificate in 2007.

To enable this to work efficiently, each child needs a named sports cap bottle in which they will be able to carry water without the risk of spillage and yet be able to drink regularly. Suitable bottles can be purchased from the school office at £1.00.

## **BEHAVIOUR AND DISCIPLINE**

Our policy is based on the assumption that the vast majority of our pupils are happy to behave responsibly and can be trusted to do so. We set out to achieve a positive ethos and great value is placed on home-school links so that the education of our children is a co-operative venture involving pupils, parents, teachers and governors. Golden Time operates in all classes to encourage good behaviour. The School has a separate behaviour policy and an anti-bullying policy, which are available on request and can be found on the school website.

Where there is a concern about behaviour we will contact parents to discuss this where necessary and will always be prepared to discuss any concerns which parents bring to our attention.

## **ATTENDANCE**

Regular attendance is essential if a child is to make normal progress. Irregular attendance is monitored by the school and may be referred to the Education Welfare Officer, this also includes persistent lateness. Please inform school as soon as possible if your child is unable

to attend school on the morning of their absence. Any child not arriving at school on time must register with the school office on arrival. Children leaving early for appointments must also be collected from the school office where they will be signed out.

### **Term Time Holidays**

Government legislation does not allow headteachers to authorise holidays to be taken in term time unless there are exceptional circumstances. Exceptional circumstances will be considered in line with Government guidelines.

Where a family is refused authorisation for a leave of absence such as a holiday request, but continues to take their child out of school, or where a parent makes no request of the school prior to the leave of absence, the school will request that the Educational Welfare Service issue a Fixed Penalty Notice to the parents/carers and the child's register will be marked as unauthorised. This will be for £60 per child per parent.

### **Absence from School due to illness**

If your child is absent due to sickness, school must be notified by telephone or in writing by 9.30 am on the first morning of absence. If your child is absent from school, and notification has not been received, then, for child protection/health and safety reasons, school will contact you the parent/carer to ascertain the reason for absence. The administrative staff will normally make this telephone call. If no reason is provided or obtained the child's register will be marked as unauthorised.

Doctor/dentist/hospital appointments will be authorised in school times although we would prefer, where possible, for these to be made outside school hours. **School must receive notification of any planned absence from school in advance and written confirmation of hospital appointments must be provided.**

### **What happens if your child becomes ill whilst at school?**

If your child is unwell and clearly needs care and attention, parents/carers will be contacted and asked to collect him/her from school.

First Aid is given for minor cuts and bruises. If injuries/conditions are more severe, parents/carers will be contacted and medical assistance sought. **It is vital that the school has the correct addresses and contact numbers so that parents/carers can be contacted quickly should the need arise.**

### **MEDICATION**

If your child has to take regular medication a permission form must be completed by parents/carers. If medication needs to be completed after an illness this can be administered at school if the dose is for four times a day, anything less than this should be

administered before and after school. All medication must be prescribed by a Doctor and must have the original details on the packaging.

### **HOMEWORK.**

As children progress through the school they will be asked to complete tasks at home. One of the key purposes of homework tasks is to help develop effective partnership with parents by involving them in their children's work. Children and parents are asked to sign a Home School Child Agreement which sets out in simple terms the basis of the partnership we seek to establish between home, school and child.

Short activities of different kinds, spelling and number facts, learning key words and reading together provide a very important opportunity for children to talk about what they are learning to an interested adult and to practise key learning skills in a supportive environment. Homework also allows the children to reinforce and consolidate school work whilst fostering independence and responsibility for their own learning.

### **SCHOOL DRESS**

We expect all children to wear the school uniform which should be clearly labelled with their name. The uniform for Middlestown School pupils is:

- Red sweatshirt with school logo or plain red jumper/cardigan
- White polo shirt with school logo
- Navy, grey or black trousers / Shorts / Skirts
- Summer dresses (red check)
- School fleece
- White or navy socks
- Sensible dark shoes [non scuff soles only]

Sweatshirts, cardigans, polo shirts, fleeces and coats all with school logo are available from Rawcliffes The Schoolwear Specialists, 18a Crackenedge Lane, Dewsbury, Tel: 01924 465510. Further details of how to purchase these are available on the school website.

### **DRESS FOR PE**

Dark shorts / tracksuit bottoms and plain white T-shirt, girls may wear black leotards (indoor only). Footwear is not worn for gymnastics or dance, except for medical reasons, suitable footwear (pumps or trainers) are required for other sports and for outdoor use. For health and hygiene reasons, we recommend a change of footwear for games.

**PE Kits should be kept in a PE bag and be available for use everyday. All items of clothing and footwear must be clearly labelled with your child's name.**

## **JEWELLERY**

As part of our Health & Safety Policy children are only allowed to wear a watch and stud earrings which must be removed or covered for PE. This policy avoids difficulties that arise through losses, damage and accidents. Children in Year 4 and Year 5 will have to remove earrings before going swimming.

## **BREAKAGES OR DAMAGE TO PREMISES/EQUIPMENT**

If it is proved that a child wilfully damages property or equipment, the governors may ask the parents of that child to pay, fully or partly, towards the cost of repair or replacement. This will also include losing a library book or reading book.

## **LUNCHTIMES**

Our school meals are provided by ISS who offer a valued service, providing many healthy options and a range of choices for your child. School meals are prepared and cooked on site and weekly menus are displayed in the hall and can be found on the school website. If children have special dietary requirements please contact school for further information.

Children make their meal selection at morning registration and wear a colour-coded rubber wrist-band which is handed in on receipt of their school meal.

Alternatively children may bring a packed lunch from home, these should be brought in rigid containers and we recommend that a cool pack is included, especially during the summer months. Lunch boxes are collected at the beginning of the day and stored until lunchtime, sweets are not allowed in lunch boxes. No drinks should be brought as water is provided for all children.

## **SCHOOL FRUIT AND VEGETABLE SCHEME**

In Key Stage 1 the school is participating in the 5-a-day scheme, where a different fresh fruit or vegetable is provided as a snack each day.

## **MILK**

Milk is provided free of charge each day to all children in lower foundation.

## **COMPLAINTS PROCEDURE**

If you have any concerns about your child's education, you should contact the Headteacher who will arrange an appointment with you. Information about the Governing Body's procedure for handling complaints can be found on the school website.

## **CAR PARKING**

The school car park is for the use of staff and official visitors only. Parents must not use it for delivering and collecting children at the beginning and end of the school day. Parents must also refrain from parking on the yellow ziz-zags outside school as this is an offence as indicated in the Highway Code.

We have a 'Park and Stride' facility which operates in Middlestown Working Mens' Club. Parents may park in their car park and come into school by the rear gates.

Information within this prospectus is correct at the time of publication (September 2014).

## **Contact Details**

**School Address:** Middlestown Junior & Infant School  
Cross Road  
Middlestown  
Wakefield  
WF4 4QE

**Telephone:** 01924 302820

**Email:** [admin@middlestown.wakefield.sch.uk](mailto:admin@middlestown.wakefield.sch.uk)

**Website:** [www.middlestown.wakefield.sch.uk](http://www.middlestown.wakefield.sch.uk)