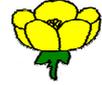




GOLDFIELD INFANTS' AND NURSERY SCHOOL
Christchurch Road, Tring, Herts. HP23 4EE
Tel: 01442 823551



Headteacher: Mrs Debora Stevens



Useful Information

School Times

Morning: 8.55 – 12.00
Afternoon: 1.30 – 3.15

Last day of each full term school finishes at 1.45 p.m.

Office Hours

Morning: 8.45 – 12.15
Afternoon: 1.15 – 3.30

Teaching and Learning

The School aims and objectives guide the members of the school community towards achieving **"excellence in education"**.

"The principle goal of education is to create men and women who are capable of doing new things, not simply repeating what other generations have done."
Jean Piaget

We aim: To maximise every learners potential.

The staff at Goldfield strive to:

- Set high expectations of learners at school that clearly define the effort and behaviours that pupils should put into learning in lessons.
- Communicate optimism by using positive language and designing challenging tasks.
- Demonstrate a commitment to every learner's success, making him or her feel included, secure and valued.
- Create an environment where learners feel able to make mistakes and comfortable to learn from them, without feeling inadequate or foolish.

- Create opportunities for learners to develop personal qualities such as considerate behaviour and positive and tolerant attitudes that will enable them to contribute effectively to the community.
- Set high expectations of learners at home - engaging parents in their child's learning in partnership with the school. Parental involvement and support in the home is critically important.
- Provide a clear moral code as a basis of behaviour which is promoted consistently through all aspects of the school that will enable them to be role models within the wider community.
- Create a 'high challenge-low stress' environment for learning in which pupils are relaxed, believe that they can learn (high self-esteem) and want to learn (motivated).
- Create opportunities for pupils to enjoy themselves or have fun: this is when pupils learn best, because their emotional state is fundamental to learning.

Learning objectives and targets are shared with the children so that they are fully aware of expectations and feel ownership of their own learning. There are opportunities each term for you to meet with your child's class teacher to discuss development and progress. We have an 'open door' policy which encourages open dialogue between home and school. Please come and speak to the class teacher, or Headteacher, at any time if you have a question or concern regarding your child's learning. There are opportunities to contribute to the development of the school through surveys and questionnaires. It is vital that the school moves forward as a community and all stakeholders are engaged in the process of innovation and development. The school's full policy for teaching and learning is available from the office.

All teachers in schools now have an entitlement to have 10% of their working hours set aside for planning, preparation and assessment (known as PPA); enormous areas of every teacher's role. This means that for one session a week (usually an afternoon) another member of staff will take the class. At Goldfield we ensure that the staff providing PPA cover are members of our team, familiar with all classroom procedures and curriculum planning. They are fully involved with life in each classroom making the transition from one member of staff to another a smooth one.

Security/Safety Issues

The classroom doors can only be opened from the inside. There is an audio entry system at the main school entrance and access is through this door only for visitors and parents during the school day. All staff wear identification, and parents and visitors must please remember to sign the 'Visitor Book' in the entrance hall when helping in school, collect a Visitor badge from the school office. Always remember to **close all pedestrian gates** when entering or leaving the site.



Children must be met at the classroom door.

The drive in Christchurch Road is for use by staff, traders vehicles and for drop off and collection **only** if your child is attending Buttercup club (in which case please exercise extreme supervision and care).

We welcome parent's involvement in the life of the school and there are many opportunities for helping e.g. supporting curriculum activities, cooking, reading stories or helping FROGS with fund raising activities.

All parents who wish to help regularly will require valid Disclosure and Barring (DBS) clearance – please speak with Mrs Pierpoint in the school office if you feel that you could be a regular helper. There may be occasional events, such a school trip, where those without DBS clearance can support the class under the supervision of the class teacher.

Parents who are helping are not able to bring pre-school children with them.

School Uniform

The uniform is the same as in the Nursery except no jogging bottoms or trainers please. Goldfield sweatshirts, cardigans, t-shirts and book bags are available upon completion of the 'uniform order' from the office. Please label everything clearly. Children require a P.E. kit (shorts, t-shirt and plimsolls or trainers in Reception from the start of the spring term and a tracksuit and trainers, shorts, t-shirt in Years 1 and 2) in a drawstring bag. Please ensure that your child has a coat as the weather can change by playtime. In the summer the children will need a sun hat and sun cream which should be applied at home, *before* school.

Illness

Please telephone the school office in the morning (by 9.15 am) if your child is unable to attend school because of illness. Children who have been physically sick or have had diarrhoea must be kept at home for 48 hours after the sickness before returning to school. If a child is absent from school through illness they must remain off for the whole school day.

If you wish to take your child out of school for reasons other than sickness, ie a doctors or dentist appointment etc please write a note informing the class teacher, via the school office.

Medicine can only be administered to a child if such medicine is on prescription and has to be taken 4 times each day, and only if a member of staff is happy to volunteer to do so. Medicines must be brought to the school office and signed into the school Medical book; on no account should they be kept in your child's book bag.

Unauthorised Absences

The local authority collects and monitors attendance data from all schools and absence figures are considered when judging a schools performance. We believe that children need to be in school for all sessions so that they can make the most progress possible. Changes in legislation make clear that

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin.

If a parent still plans to withdraw a child during term time we expect them to complete a 'Notification of Unauthorised Holiday' form which can be obtained from the school foyer. An example is enclosed in your pack.

School Dinners

Excellent meals are cooked on site and we encourage children to have these. A sample menu is included in your pack. From time to time our cook and her assistant hold theme lunches. Drinks are provided for children having school dinners. Cold drinking water is available for all the children in each classroom at anytime.

Playtime

A range of fruits and vegetables are provided by the county daily, free of charge. The children also have the option of having milk, there is a small charge for this after your child's fifth birthday. Order forms for milk are included in your pack and subsequently come home each term in your child's book bag.

Assemblies

During your child's time with us at Goldfield you will be invited to share in special assemblies and events. Relevant dates are given in newsletters – along with exciting information from your child as they prepare for each activity and performance!

Curriculum Information

We will share information about the curriculum with you as your child moves through the school. At the beginning of each new school year you will be invited to a presentation by the class teachers. Termly curriculum leaflets carry information about each subject, new topics and include ideas for helping your child at home. During the year there are special weeks such as 'One World Week' focusing on particular areas of the curriculum. The website is a rich source of information and includes slideshows from meetings, information sheets, examples of work, dates and events, photographs, films and much more.

'Open Door' Policy

We welcome feedback and operate an 'open door' policy. During the school year we facilitate feedback through questionnaires, surveys, Open Evening, parent consultations, Open Classrooms. If you have any concerns at any time, please speak to your child's class teacher, the Headteacher, or one of the Governors as you see appropriate. The school follows County policy and procedures regarding complaints.

For other information, please refer to the school prospectus / website at www.goldfield.herts.sch.uk or ask in the office.