

# John Ray Infant School

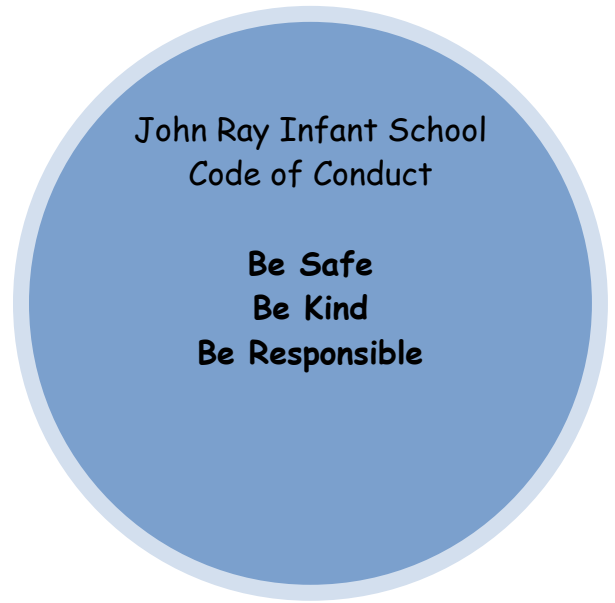


## Prospectus 2020/2021



We have six core values which provide our children with key life skills for the future:

Respect  
Honesty  
Caring  
Curiosity  
Fairness  
Responsibility



### VISION STATEMENT

**"learning together, aiming high, proud to be ourselves"**

Our school is a welcoming community, where everyone feels happy, safe and valued. We aspire to be the best that we can be and believe that learning should be fun, purposeful and challenging. We promote a creative, stimulating curriculum, that focuses on skills for lifelong learning.

Through our Code of Conduct and Core Values we set ourselves high expectations, develop responsibility and a deep respect for others.

We believe in creating a positive and inclusive learning environment where everyone is provided with the skills, knowledge and attitude for a successful future.

- At our school everybody is somebody.
- At our school everybody has a voice and feels that they belong.
- At our school EVERY CHILD MATTERS.

**A very warm welcome to John Ray Infant School!**

I Love John Ray Because  
the Teachers make it fun  
for me.



## Introduction

Welcome to John Ray Infant School. We are very proud of our school and our children. We know that children learn best when they are part of a happy, caring and stimulating environment, and within our school community every child can feel secure, confident and valued.

Here at John Ray Infant School, children enjoy learning due to the rich curriculum experiences that we offer. We celebrate all aspects of achievement and our staff are committed to supporting and challenging all our children to achieve a high personal standard in their work and behaviour.

The members of our Governing Body are fully involved in the work of the school and the Governors and Staff work closely together to create a positive and forward thinking ethos.

We recognise how important it is for parents and carers to be actively involved in their children's education. You are very welcome in the school and we would like you to share in your child's learning journey with us.

We hope this prospectus has provided you with useful information. Please also come and visit the school - we would love to show you around. Please contact the school office for an appointment or if you would like any further information.

(Covid restrictions are currently in place which means we are limiting visits into school)

Kate Mills  
Headteacher

John Ray Infant School  
Notley Road  
Braintree  
Essex  
CM7 1HL  
Tel 01376 323071  
E-mail address:  
[enquiries@johnrayinfants.essex.sch.uk](mailto:enquiries@johnrayinfants.essex.sch.uk)  
Website address:  
[www.johnrayinfants.com](http://www.johnrayinfants.com)

I Love John Ray Infants

I Love Phonics.  
I Love The teachers.  
I Love outside Play.  
I Love making friends.  
I Love School.



## **Staff**

### **Teaching Staff**

Mrs K Mills, Headteacher  
Mrs A Darvill, Deputy Headteacher / SENCo  
Mrs K Yates, Foundation Stage Leader  
Mrs E Turner KS1 Leader/Assessment Leader  
Mrs A Bennett  
Mrs J Convoy  
Miss C Springall  
Mrs H Foster  
Miss H Danckert  
Miss D Hollingsworth  
Mrs D Nash  
Mrs H Joy  
Mrs V Hinds  
Mrs T Kittles / Mrs N Mason  
Mr R Mills, PE Coach

### **Learning Support Assistants**

Mrs A Allen  
Miss S Allen (SEN)  
Mrs R Anderson  
Mrs K Bennett  
Miss S Chapman  
Mrs M Durham  
Mrs G East (Nursery Nurse)  
Mrs L Everett  
Mrs R Gooday (Nursery Nurse)  
Mrs A Guilder (SEN)  
Mrs C Hammond  
Mrs J Heissig  
Mrs L Hutchinson (SEN)  
Mrs D Knight  
Mrs N Lee (Behaviour)  
Mrs E Pearson (Sp&L)  
Mrs S Pedder (SEN)  
Mrs K Roan (SEN)  
Miss T Murray  
Mrs B Corrigan  
Mrs L Salih  
Mrs V Simmonds (SEN)  
Mrs S Spencer  
Mrs D Twydell (SEN)  
Mrs K Weale

### **Nursery Team**

Miss Devereux - Nursery Teacher  
Miss A Shortall- Nursery Practitioner  
Mrs S Rash- Nursery Practitioner  
Miss J Psaros- Nursery Practitioner

### **Midday Assistants**

Mrs S Baker, Senior MDA  
Mrs H Barkaway  
Mrs K Bennett  
Mrs L Corral  
Mrs A Crossley  
Mrs M Durham  
Mrs L Filbey  
Mrs C Hammond  
Mrs J Linkson  
Mrs N Mann  
Mrs O Mekky  
Mrs T Murray  
Mrs K Roan  
Mrs D Twydell  
Mrs K Smith

### **Catering Staff**

Mrs L Bird, Assistant Cook  
Mrs L Briffa, Catering Assistant  
Mrs T Hall, Catering Assistant  
Mrs S Tidmarsh, Catering Manager

### **Early Birds**

Mrs N Lee  
Miss T Murray  
Miss A South

### **Tiddly Winkers**

Mrs L Bird  
Mrs M Durham  
Mrs L Hutchinson

### **Support Staff**

Mr S Bennett, Site Manager  
Mrs M O'Malley, School Administrator  
Mrs J Preston, Home School Family Worker  
Mrs C Rushen, School Business Manager  
Mrs C Ryan, PA / Administrative Assistant  
Mrs E Smith, Attendance Officer

### **Governing Body**

Mrs K Mills, Headteacher  
Mrs P Smith Chair of Governors  
Mr D Burch, Parent Governor  
Mr A Chan, Co-opted  
Mr S Hammond, Co-opted  
Mrs J Heissig, Co-opted (Link)  
Miss M Lawrence, Parent Governor  
Mrs S Mill, Co-opted  
Mrs D Nash- Staff governor



### Admissions

At John Ray Infant School children are admitted at the beginning of the Autumn term.

Parents can request that their child attends part time until the child reaches compulsory school age, the term after their 5<sup>th</sup> birthday.

We have a phased transition over the first two weeks so that all children can be given sufficient support and attention to settle in gradually.

Our Foundation Stage provision will take account of the fact that our children with Spring and Summer birthdays are still very young. If the school feels that your child is not developmentally ready to start full time then a phased programme can be established.

### Admissions Procedure

Each school has a published "number intended to admit" and we are obliged to accept children up to our physical capacity, which has been set at 120 pupils per year. Should our applications exceed the number of places available, places will be allocated using the following criteria in the order given:

1. Looked After Children;
2. Children with a sibling attending the school or the partner junior school;
3. Children living in the priority admission area;
4. Remaining applications.

Our full Admissions Policy can be obtained from the School Office and is published on our website.



### Application for Places

Essex County Council will publicise admissions schemes and timetable for admissions into Reception in the 2020/21 academic year on their website

[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and 98% of parents now apply online. **The application period will open on 9<sup>th</sup> November 2020 and the statutory national closing date will be 15 January 2021.**

Offers of places will be sent on 16<sup>th</sup> April 2021.

### The School Day

#### SCHOOL HOURS

NURSERY	8:30-11:30	1230-3:30
FOUNDATION STAGE	9.00 - 12.00	1.00 - 3.00
YEAR 1 & YEAR 2	9.00 - 12.20	1.20 - 3.00

The bell rings at 8.50a.m. and children are welcome to arrive in school from that time. Registration is at 9.00a.m. (Covid timings different to this are currently in place)

**Parents should not park or walk through the school car park. This is for staff parking only.**

### School Uniform

Children are expected to attend school wearing the school colours of red, dressed appropriately for the variety of indoor and outdoor activities which they will pursue during the day.



**Please ensure all items of clothing are clearly marked with their name**

White shirt/blouse/polo shirt  
 Grey trousers/skirt/tunic  
 Red jumper/John Ray sweatshirt/red cardigan  
 Red gingham dress in summer  
 Black shoes or sandals  
 Red shorts and white T-shirt for Physical Activity  
 Trainers for Physical Activity (preferable to plimsolls)

Please provide a named PE bag for kit  
Jogging trousers and sweatshirt for outdoor PE (any colour)

It will be helpful to your child's teacher if your child could:

- Independently put on their coat and shoes
- Dress themselves
- Use slip-on or buckled shoes (Velcro is easy)
- Have easy fastenings on clothes

We have a limited stock of the following items in our school office: John Ray logo sweatshirts, polo shirts, coats, PE kits, book bags and caps.

These items and more can also be purchased via our uniform provider website at [www.schooltrends.co.uk](http://www.schooltrends.co.uk).

### **School Lunch**

Children are entitled to a free daily hot cooked lunch (Universal Infant Free School Meals) or can bring sandwiches or go home. Fizzy drinks and sweets are not allowed in school. School lunches follow the LA's nutritional guidelines. We are a NUT FREE school.

### **Parental Involvement**

When your child comes to John Ray, we aim to give them the best possible start to their school life.

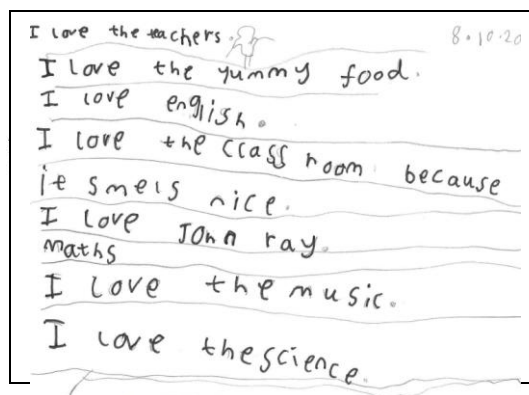
As parents we expect you to be fully involved in all aspects of your child's education and regular pupil, parent, teacher review meetings will enable you to monitor the progress of your child and raise any issues of concern you may have. In the summer term a formal report is sent to parents, which includes the National Curriculum assessment results for Year 2 parents and Phonics screen results for Year One.

We also hold informal curriculum "Open Mornings", class assemblies and end of term performances for parents where different aspects of school life can be shared. Pre-school children are always welcome.

Parental help in the classroom is very welcome, and any support given by parents enables us to help the children make the most of every activity.

### **Governing Body**

The full Governing Body meet twice each term. The minutes of the meetings are available on request at the school office.



### **Home learning**

To further develop the partnership with parents and their understanding of their child's learning, we expect children to complete tasks at home that are linked with curriculum coverage at school. Children take their reading books home to practise both word recognition skills and comprehension. Our homework policy will be given to all new parents.

We also encourage parents in Key Stage One to take part in online Dojo and Athletics home learning. Foundation Stage home learning is sent via Tapestry.

### **Home School Agreement**

When your child starts school we invite all parents to sign a Home School Agreement. This highlights all the key aspects of successful learning and the ways we can support each other to achieve this for your child.

### **Parents' Association**

We have a Parents' Association, "The Friends of John Ray Infant and Junior Schools". Membership is free and all parents are invited to join.

The Friends have raised money to enable the school to reduce the cost of school trips, buy outdoors equipment and many items for the classrooms.

We are hoping to re-start fundraising activities again in Summer 2021

### **Class Organisation**

There are four classes in each of our year groups. The teacher for each class is responsible for the children's work and progress, although the children may at times be working with other teachers in other teaching areas.

## The Foundation Stage

The Foundation Stage is a distinct phase for younger children entering school. It is in the Foundation Years that the children develop a positive attitude to learning, social integration and personal organisation.

Children learn through practical activities and follow the Early Years Foundation Stage principles covering seven areas of learning. The seven areas are split into three Prime Areas and four Specific Areas. The Prime Areas of learning are: Communication and Language, Physical Development and Personal, Social and Emotional Development. The Specific Areas of learning are: Literacy, Maths, Expressive Arts and Design and Understanding the World. These are taught through a cross-curricular approach with speaking and listening and personal and social relationships being priorities.

Children's learning takes place in the four classrooms, and the outside classroom, with classes attending forest School each week on a rota basis.



## Key Stage 1 - Years 1 and 2

At Key Stage 1 all schools have to teach the National Curriculum subjects. These are: English, Mathematics, Science, ICT, Design & Technology, History, Geography (Humanities), Art & Design, Music, Physical Education. We also teach Religious Education as well as Personal, Social, Health Education and Citizenship. ICT is taught in its own right as well as across all the other subjects.

We teach these subjects through a topic or themed approach which makes the learning fun and relevant to the children.

We incorporate visits, performances and events to enrich the children's experience. We often use the school grounds as an outdoor classroom.

## School Worship and Religious Education

Religious education is taught by following the Essex Agreed Syllabus which reflects the fact that religious traditions in Great Britain are in the main Christian, while taking into account the teachings and practices of the other principal religions represented in Great Britain. A daily act of worship is held in school and parents are invited to join special assemblies from time to time. Parents who wish their children to be withdrawn from Religious Education, including Christmas celebrations should contact the Headteacher.

## Health, Personal and Sex Education

We aim to teach Sexual Relationships Education through our PSHE Curriculum. Children are encouraged to think about relationships and the emotional and physical changes of growing up. Children's questions are answered as they arise, as appropriate to their stage of development.

## Physical Activity

At Key Stage 1, children follow three main areas of activity: Games (including simple competitive team games), Gymnastic activity and Dance. We use the indoor and outdoor environments where appropriate.



## Extra C

Clubs often take place before school, during lunchtimes and after school and these activities may vary. Activities have included football, drama, cooking and computer club. These may be led by staff or outside providers.

We also offer Sports Camps during the holidays.

## School Council

Children from each class are elected onto the School Council. The council meets several times a term to discuss ways to improve the school e.g. behaviour, playtimes, equipment, charities etc.

We are very proud of the level of responsibility and engagement which our children achieve. Everyone is involved because the School Council is linked to class councils where classes discuss the issues raised and contribute their ideas.

### **Special Educational Needs**

All children at John Ray Infants are seen as individuals, regardless of need, and are taught with this in mind. Our Special Educational Needs Co-ordinator (SENCO) works closely with staff and parents. Any learning difficulties are identified at an early age and appropriate measures are put in place, so that Children may access the full curriculum.

A policy for Special Educational Needs is available on our website or from the school office.

### **Behaviour Policy**

We encourage a calm purposeful and happy atmosphere within the school. We follow a staged approach to behaviour which is made clear to all children. Our policy acknowledges the rights and responsibilities of children, staff and parents and we ask parents to sign our Home School Agreement.

In the case of any anti-social behaviour, teachers and parents liaise to find the best possible solution. From the first days at school children learn the importance of our Code of Conduct "Be Safe, Be Kind, Be Responsible". Each half term they are taught a new core value which includes showing respect and being fair and honest.

### **Outings and Visits**

From time to time educational visits to various places of interest are arranged for each year group. Parents are asked to make a voluntary contribution to the cost of these outings and visits but no pupil is excluded if their parents are unable to do so. Full details of the Governing Body's charging and remissions policy are available for inspection at the school.



### **School and the Community**

The School is involved in the local community through visiting the library, local churches, museums and parks. Students from Notley High and Braintree College are welcomed at the school during their work experience.

### **Home School Family Worker**

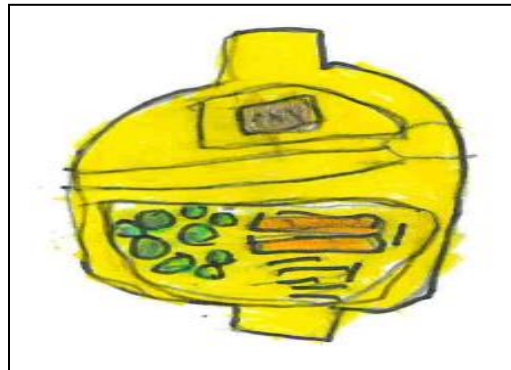
We have a Home School Family Worker who works closely with children and their families. We all have times when we would like to talk to someone about family or children.

### **Medicines in School**

Medicines should not be brought into school unless it is unavoidable.

If the medicine has to be taken during school hours the parent/carer should ask the dispensing pharmacist for a second labelled empty container for school use only. This must be left at the office with a signed authorisation slip.

Asthma inhalers must be clearly labelled with the child's name and dosage required.



'We love our yummy lunches'

### **School Nurse**

The school nurse provides health promotion and advice to parents. She also offers health assessments to all the children in school.

### **Illness, Accidents and Emergencies**

If your child is taken ill, or has an accident, it may be necessary to contact you urgently; with this in mind please ensure that we are kept up to date about any changes of address or telephone number - including those of emergency contact numbers. New parents will be asked to complete a form that provides this information.

## **Absence From School**

A copy of our Attendance Policy can be found on the website or collected from the School Office.

### **Sickness**

If your child is absent from school due to illness, or an accident, please notify us by telephone by 09.00 so that we can record their absence properly.

### **Holidays**

Amendments to the Education (Pupil Registration) (England) Regulations 2006 state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents/Carers who have exceptional circumstances should complete a request form and return it to the school office for consideration by the headteacher.

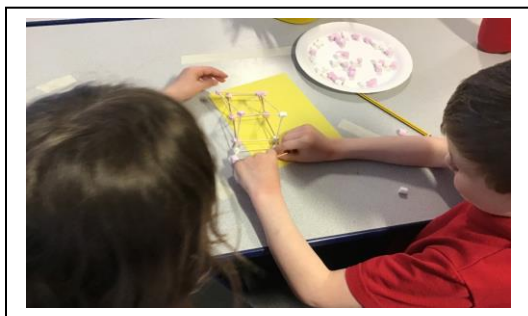
Parents/Carers have a legal requirement to ensure that their child attends school regularly and punctually. You should be aware that a lot of valuable learning time will be lost if your child misses too much school time.

## **Attendance Achieved by Whole School including Reception Children 2018-2019**

Overall attendance 95.6%

### **Target for attendance 2020-2021**

96.7%



## **Safeguarding Children**

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the Essex Child Protection Committee. If you want to know more about this procedure, please speak to the Headteacher.



## **Equal Opportunities**

We are committed to ensuring equality of opportunity for all children and adults, irrespective of age, gender, ethnicity, disability, attainment, social or cultural background.

All children at John Ray Infant School are given the same opportunities and experiences. Any discrimination of any kind is taken very seriously. Parents/Carers will be informed of any such incidents.

## **Professional Development of Staff**

The school encourages high standards of training and development for its staff and governors.

Five non-contact days per school year are used for staff training and curriculum development. Teaching and other staff are given opportunities for training on day courses and evening sessions funded by the school.

## **Complaints Procedure**

If at any time you have a concern about any aspect of your child's education, please do not hesitate to discuss it at the earliest opportunity with your child's teacher or the Headteacher as appropriate. We are able to resolve the great majority of problems this way.

There is however a statutory LA written procedure for dealing with written complaints which may be seen on request.

## **School Leavers - Your Next School**

All children leaving John Ray Infants and moving to the Juniors will need to make an online application. The application process is open from 9<sup>th</sup> November 2020 until 15<sup>th</sup> January 2021. Parents will not be directly informed of this process but we will remind parents as soon as the application process opens.

We work very closely with the Junior School. We have a strong transition process and our children are very familiar with the Junior School before they transfer.

## Teacher Assessment

### John Ray Infant School

These tables show the percentage of eligible children at the end of Key Stage 1 achieving age related expectations (ARE) in Reading, Writing, Science and Maths. Figures may not total 100% because of rounding.

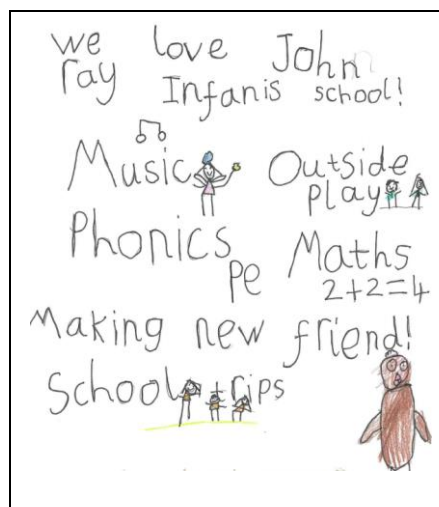


	% of children working at expected standards or better.	
	John Ray Infants	National outcomes
Reading	76%	76%
Writing	70%	70%
Maths	77%	76%
Combined	67.6%	65%

These % are based on a cohort of 105 children.

% of Children achieving expected levels of development (GLD) at the end of EYFS	
John Ray Infants	76%
National	74%

No formal assessments were carried out in 2019/2020 due to Covid restrictions in schools.



Teacher Assessment 2018/19 and national outcomes

(No formal assessments took place in 2019-2020 due to Covid restrictions in schools)

End of Key stage One

**Essex County Council School Term and Holiday Dates for Community  
and Voluntary Controlled Schools - Academic Year 2020-2021**

September 2020							October 2020							November 2020							December 2020						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
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January 2021							February 2021							March 2021							April 2021						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		
May 2021							June 2021							July 2021							August 2021						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30	31					

= Schooldays  
 = School holidays  
 = Bank holidays  
 = Weekends

In addition, schools allocate five non-pupil days out of the school days indicated, or the equivalent in disaggregated twilight sessions.

<b>Autumn Term:</b>	Wednesday 2 September 2020 – Friday 18 December 2020 <i>Half Term 26 October – 30 October</i>	73 days
<b>Spring Term:</b>	Monday 4 January 2021 – Friday 26 March 2021 <i>Half Term 15 February - 19 February</i>	55 days
<b>Summer Term:</b>	Monday 12 April 2021 – Wednesday 21 July 2021 <i>Half Term 31 May – 4 June, and May Bank Holiday, 3 May</i>	67 days
		<u>195 days</u>

**Please note:** The above dates may vary for individual schools, especially Foundation, Voluntary Aided schools and Academies. You are strongly advised to check with your child's school before making any holiday or other commitments.