

John Ray Infant School



Prospectus 2023/2024



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

Respect
Honesty
Caring
Curiosity
Fairness
Responsibility

John Ray Infant School
Code of Conduct

Be Safe
Be Kind
Be Responsible

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.



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

Introduction

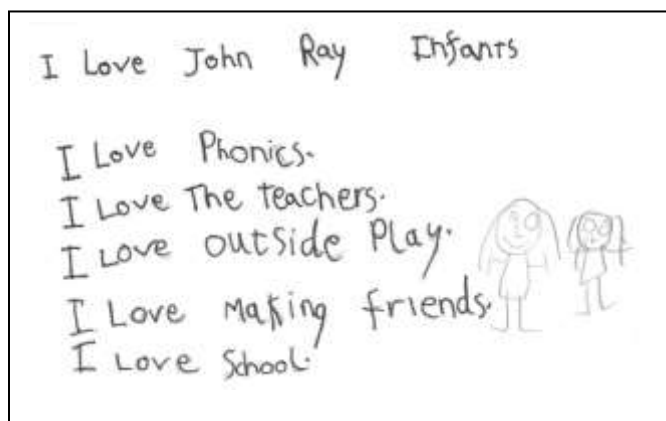
Welcome to John Ray Infant School. We are very proud of our school and our children. We know that children learn best when they are part of a happy, caring and stimulating environment, and within our school community every child can feel secure, confident and valued.

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.



Staff

Teaching Staff

Mrs L. Christian, Headteacher
Mrs E Turner, Deputy Headteacher
Mrs K Yates, Year Group Lead
Mrs D Nash, Year Group Lead
Mrs H Cleary, Year Group Lead
Mrs L Bailey-Whyte SENCo
Mrs A Bennett
Mrs J Convoy
Mrs H Ervine, Maths Lead
Mrs H Foster
Mrs A Guilder
Mrs J Hales
Mrs V Hinds
Miss D Hollingsworth
Mrs L Humphreys
Mrs T Kittles
Mrs N Mason
Mr R Mills, PE Coach

Learning Support Assistants

Mrs K Bennett (MDA)
Mrs M Corcoran (SEN) (MDA)
Mrs A Dowman (SEN)
Mrs M Durham
Mrs G East (Nursery Nurse)
Mrs L Everett
Mrs K Felstead (SEN)
Mrs M Galietti (SEN) (MDA)
Mrs R Gooday (Nursery Nurse)
Mrs C Hammond (MDA)
Mrs H Harmon
Mrs J Heissig
Mrs L Hutchinson (SEN)
Mrs D Knight
Mrs N Lee (Behaviour)
Mrs N Mann (SEN)
Mrs O Mekky (SEN) (MDA)

Mrs E Pearson (Sp&L)
Miss T Murray (MDA)
Mrs L Salih
Miss J Shaw (SEN) (MDA)
Miss A Shortall (SEN)
Mrs S Spencer
Mrs E Tomala-Matczak (SEN) (MDA)
Miss H Wilsher (SEN) (MDA)
Mrs K Weale

Nursery Team

Miss C Devereux - Nursery Teacher
Mrs J Barber
Mrs C Goodwin
Mrs J Greenwood
Miss N Hasler
Miss J Psaros
Miss S Rash
Miss A Shortall

Additional Midday Assistants (MDA)

Mrs S Baker, Senior MDA
Mrs H Barkaway
Mrs J Linkson
Miss E McClure
Mrs E Pietraru

Catering Staff

Mrs R Allison, Catering Manager
Mrs L Bird, Assistant Cook
Mrs M O'Brien
Mrs S Felton

Early Birds

Mrs N Lee
Miss T Murray
Miss A South

Tiddly Winkers

Mrs L Bird
Mrs M Durham
Mrs L Hutchinson
Miss T Murray
Mrs E Tomala-Matczak
Mrs C Ryan

Support Staff

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

Governing Body

Mrs L Christian, Headteacher
Mrs K Wark, Chair of Governors
Mr J Tatum, Chair of Resources
Mr J Crowe
Mrs J Heissig
Mrs H Mitchell
Mr G Newby
Mrs N Pennell
Mrs P Smith



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 5th 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 2023/24 academic year on their website

<https://www.essex.gov.uk/schools-and-learning/schools/admissions/admissions-september-2024> and 98% of parents now apply online. **The application period will open on 6th November 2023 and the statutory national closing date will be 15 January 2024.**

Offers will be sent to online applicants by email on 16 April 2024.

The School Day

Classroom doors open at 8.40am and children are welcome to arrive in school from that time. Registration is at 8.45a.m. The day finishes at 3.15pm. We run chargeable after school care until 5.45pm. The Junior school run a chargeable breakfast club.

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
PE uniform for PE days
Red or black shorts or tracksuit, white t shirt and trainers (not plimsoles)

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.

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 Essex School Meals 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.

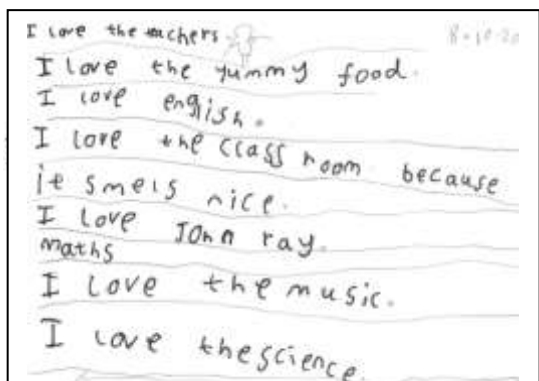
As parents we expect you to be fully involved in all aspects of your child's education and regular pupil, parent, teacher review meetings will enable you to monitor the progress of your child and raise any issues of concern you may have. In the summer term a formal report is sent to parents, which includes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

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 Curricular Activities and Clubs

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 as is our SEN information report.

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 challenging 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 f



School and the Community

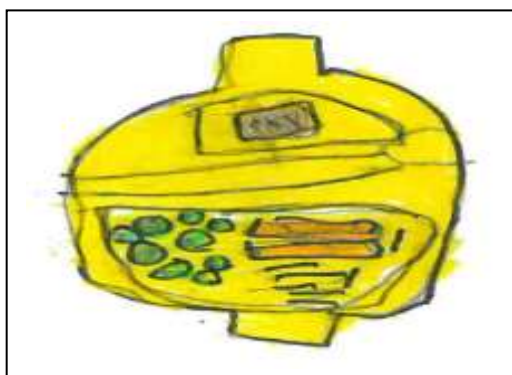
The School is involved in the local community through visiting the library, local churches, museums and parks. Students from Notley High and Braintree College are welcomed at the school during their work experience.

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.



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.

John Ray Juniors

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.



Essex County Council School Term and Holiday Dates for Community and Voluntary Controlled Schools - Academic Year 2024-2025

| September 2024 | | | | | | | October 2024 | | | | | | | November 2024 | | | | | | | December 2024 | | | | | | |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| 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 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | | | | | | | | | | | | | | | | 30 | 31 | | | | | |
| January 2025 | | | | | | | February 2025 | | | | | | | March 2025 | | | | | | | April 2025 | | | | | | |
| 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 | | | | | | 1 | 2 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| | | | | | | | | | | | | | | 31 | | | | | | | | | | | | | |
| May 2025 | | | | | | | June 2025 | | | | | | | July 2025 | | | | | | | August 2025 | | | | | | |
| 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 | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | | 30 | | | | | | | | | | | | | | | | | | | | |

- = 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.

| | | |
|---------------------|--|----------|
| Autumn Term: | Monday 2 September 2024 – Friday 20 December 2024 <i>Half Term 28 October – 1 November</i> | 75 days |
| Spring Term: | Monday 6 January 2025 – Friday 4 April 2025 <i>Half Term 17 February - 21 February</i> | 60 days |
| Summer Term: | Tuesday 22 April 2025 – Tuesday 22 July 2025 <i>Half Term 26 May – 30 May, and May Bank Holiday - 5 May</i> | 60 days |
| | | 195 days |

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.