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OUR SCHOOL AIMS

Our Mission Statement

Our School and Community in partnership— Dream, Believe, Achieve

At Galley Common Infant School we want to create an atmosphere that is happy, caring and challenging. We want all children to feel a sense of belonging and to feel safe and secure. We believe in the importance of developing the whole child by offering a broad, balanced and creative curriculum which values individuals, as well as team work. We will encourage children to develop lifelong learning which will form the foundation for life long learning and so that they can make the best contribution to their community and society as a whole.

OUR VISION...

Our Vision

Our Galley Common Infant School vision is for all who work, learn and visit here to be happy, successful, caring, enthusiastic and confident.

SKILLS FOR LIFE

To think for themselves, become problem-solvers, develop independence and co-operation.

HAPPY, HEALTHY AND SAFE

Create an atmosphere where everyone feels safe, able to express their feelings and emotions and making healthy lifestyle choices.

IDENTITY, COMMUNITY AND CULTURE

Develop a secure identity and a strong sense of self worth

Help parents, staff, Governors and other people in our community to work **together**, to be good members of our community and think about other people

Think about, begin to understand and enjoy experiences based on countries, religious beliefs and **cultures** that differ from our own.

NURTURING

Make sure people feel important and cared for, being able to demonstrate these attributes with others.

ENJOY AND ACHIEVE

Provide an environment that enables children to learn and **achieve** with enjoyment.

Our Values

- Respect
- Kindness
- Perseverance
- Caring for others
- Tolerance
- Collaboration

OUR RULES...

- Take care of ourselves, others and our school
- Listen carefully
- Try your best



Home / School Agreement

We have an agreed document which aims to clearly state the responsibilities of parents, children and the school. We ask parents to sign a copy of this document in their child's first year.

SAFEGUARDING STATEMENT

At Galley Common Infant School, safeguarding our pupils is taken very seriously. The duty is shared by all staff, governors and volunteers who know it is everyone's responsibility. Mrs Middleton, our headteacher and Mrs Newman our deputy headteacher are the designated safeguarding leads. Staff receive regular training in child protection and safeguarding procedures. Mrs Middleton, and Mr Price have also passed accredited training in safer recruitment procedures.

Governors make regular checks on the school's safeguarding procedures. Our designated safeguarding and PREVENT Governor is Mr Price. Warwickshire County Council has laid down the procedures we follow. Warwickshire's child protection procedures can be found on line at: www.warwickshire.gov.uk/wcsb.

Statement on child protection and safeguarding

'Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children. Parent/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible, seek their consent to a referral to Social Care. ***This will only be done where such discussion will not place the child at increased risk of significant harm.***

Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.'



SPIRITUAL, MORAL, SOCIAL AND CULTURAL EDUCATION

At Galley Common Infant School we recognise that the personal development of children, spiritually, morally, socially and culturally (SMSC), plays a significant part in their ability to learn and achieve. We therefore aim to provide an education that provides children with opportunities to explore and develop:

- their own values and beliefs
- their own spiritual awareness
- their own high standards of personal behaviour
- a positive, caring attitude towards other people
- an understanding of their social and cultural traditions
- an appreciation of the diversity and richness of their cultures.

OUR SCHOOL VALUES

Encourage pupils to develop healthy lifestyles by:

- Taking regular exercise and eating and drinking healthily.
- Knowing about and making healthy lifestyle choices.
- Offering fruit at playtime and lunchtime in the playground.
- Teaching the benefits of exercise, a healthy diet, and the safe use of medicines through our curriculum and assemblies.
- Giving children access to drinking water all day.
- Encouraging a range of sports activities and providing every child with 2 hours of sport a week.
- The school has achieved the 'Bronze – Food for Life' Award.

Provide a safe and caring environment in order to help children to stay safe:

The children are encouraged to display concern for others and treat others with respect.

- Their behaviour is good.
- The children feel safe from bullying and discrimination.
- The curriculum includes Protective Behaviours sessions for children.
- All staff, Governors and parent volunteers are DBS checked.
- The school has a named child protection officer, currently the Head Teacher.
- The school has a coded door entry system and visitor badges.
- PE, outdoor equipment, fire equipment and electrical equipment are regularly checked.
- The school has a named Governor for health and safety.
- The school promotes a road safety programme with all Year 1 children
- The Fire Service visit annually to talk to the Year 1 children about fire safety.
- Children are taught about internet safety through the Hector's World Programme.
- The school has achieved the 360 on line safety award for the 2nd time.

Encourage enjoyment and achievement:

- We offer a wide range of activities for our pupils to participate in-both during school hours and after school.
- We have a curriculum which is based on topics we know the children enjoy.
- We promote good attitudes towards behaviour and attendance which encourages our children to enjoy and succeed.
- The school continues to raise standards.
- The children enjoy school and tell us so

Foster economic awareness by:

- Developing high levels of skill in English, Mathematics and Computing
- Developing self-confidence, self-esteem and team skills.
- Gaining an understanding of money, appropriate to their age
- Role playing jobs, such as the Post Office, doctor's surgery, garden centres etc.
- Having visits from key people, the police, the lollipop lady, nurses, the Fire Service.
- Raising money for the school and charities.

Helping pupils to make a positive contribution to their community and society:

- Forming good relationships with others within our school.
- Showing responsible behaviour and refraining from bullying.
- Being able to express their views in school and join in with decision making.
- We have a school council consisting of 2 pupils from each KS1 class, voted in by their classmates.
- Taking part in a range of activities in school and in the community.
- Friends of Galley Common events.
- Supporting our local Senior Citizens-inviting them in for assemblies, creating and serving a Harvest tea and Christmas treats.
- We are involved in the 'Eco-Schools' initiative - we recycle paper, ink cartridges and were awarded the Silver Eco Award.
- We support national events, e.g. Red Nose Day, Sport Relief, Poppy Day, Jeans for Genes day and Children in Need.
- We donate our harvest gifts to the Nuneaton food bank



VISITING THE SCHOOL

**Choosing a school for your child.
Questions to help parents in their choice.**

It can be helpful to visit several schools, and these pointers may help you to choose the school which is right for your child.

1. Is the general atmosphere of the school calm and happy?
2. Is the relationship between adults and children respectful but relaxed?
3. Can you see children:-
 - Reading and writing
 - Involved in maths and science activities
 - Painting, drawing, making things
 - Making music
 - Taking part in physical activity
 - Working and co-operating with each other
4. What records are kept of children's progress?
5. Are parents welcome in school? Are there regular meetings for parents?
6. How do the staff respond to you?
7. How do the children respond to you?

If you wish to visit our school, please contact the School Secretary who will make an appointment for you. 02476 392219



THE GOVERNING BODY

Governors are like a Board of Directors and make decisions about how the school is run. Governors are appointed to help:

- Decide what is taught
- Set standards of behaviour
- Interview and select certain staff
- Decide how the school budget is spent
- Influence the strategic development of the school
- Monitor all school developments

The full Governing Body meets at least twice a term.

School Governors have legal duties, powers and responsibilities. They act together, not individually. School Governors are:

- Parents
- Staff at the school
- Local Council representatives
- Community representatives, business men and women

Parent Governors:

- Have a child in school
- Are elected by parents of the school
- Serve, like other Governors for 4 years

A Parent Governor should not be thought of as a delegate or as a "spokesperson" for parents. Parent Governors do not vote for all parents in general, they speak and act as individuals under the umbrella of the Governing Body.

Further Information

If you would like more information on becoming a Governor, please ask the Head Teacher.



SCHOOL ADMISSIONS

If you wish your child to attend Galley Common Infant School from age 4+, you will need to request a place through Warwickshire County Council. More information is available from their website at www.warwickshire.gov.uk/admissions. You will need to apply online (stating Galley Common Infant School as your preferred choice) in plenty of time. Warwickshire County Council allocates school places according to their admissions policy and appeals procedure.



1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of The Children Act 1989).
2. Children living in the priority area who have a brother or sister at the school at the time of admission.
3. Children living in the priority area who have a brother or sister at the partner Junior School (or Primary School) at the time of admission.
4. Other children living in the priority area.
5. Children from outside the priority area who have a brother or sister at the school at the time of admission.
6. Children from outside the priority area who have a brother or sister at the partner Junior School (or Primary School) at the time of admission.
7. Other children from outside the priority area.

NOTE: Where a child's statement of special educational needs names a school, it is the duty of the admissions authority to admit the child.

Every child who has their fourth birthday before September 1st is eligible to come to school in that Autumn Term.

BEFORE STARTING SCHOOL

You can help us and your child by:

- Encouraging him/her to talk about everyday things
- Playing counting and singing games
- Reading all sorts of books, rhymes and stories with your child
- Providing interesting games and toys for your child to play with
- Encouraging your child to play with other children
- Encouraging your child to tidy up after playing
- Making sure your child knows when to go to the toilet and how to use it properly
- Giving your child 'messy' things to do like painting, drawing, cutting out and sticking
- Encouraging your child to dress himself/herself, helping with buttons, zips and shoelaces



THE SCHOOL CURRICULUM

We aim to provide a curriculum which is enjoyable, meaningful and relevant for your child. We have high expectations for each child and will ensure support for all children including the more able children and those with special needs.

Our curriculum is primarily based on developing the basic skills for learning and communication. We give a high priority to developing English, Mathematics, Science and Computing.

The curriculum is divided into five stages:

Foundation Stage	-	3 - 5 years
Key Stage 1	-	5 - 7 years
Key Stage 2	-	7 - 11 years
Key Stage 3	-	11 - 14 years
Key Stage 4	-	14 - 16 years

At our school, we teach children in the Foundation Stage (Classes 1 and 2) and Key Stage 1 (Classes 3, 4, 5 and 6).

In the Foundation Stage, children are taught through integrated topic work covering prime and specific areas of learning:

Prime Areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific Areas:

- English
- Mathematics
- Understanding the World
- Expressive Arts and Design

The children are assessed on entry and at the end of the Foundation Stage using a document called 'The Early Years Foundation Stage Profile'.

In Key Stage 1 the following subjects are taught:

English	History	Art
Mathematics	Geography	P.E.
Science	Music	Religious Education
Computing		

Personal, Social and Health Education and Citizenship including sex and relationships at an age appropriate level.

The KS1 children follow an annual Curriculum Map, based on topics that we know the children will enjoy. Wherever possible we use a cross curricular approach capturing more than one subject area in a single lesson.

We introduced the new primary curriculum in September 2014 which includes:

- Additional challenge in maths,
- A focus on programming in computing
- Cross curricular themes
- Enhancing learning through the immediate and wider locality
- A greater focus on cultural development

The curriculum plans covering each Key Stage are fully in place to meet National and local statutory requirements.

Assessment and Testing

Foundation Stage Baseline Assessments are carried out on entry to the school – which are based on the final Nursery assessments. From September 2020 Reception children carry out the DfE required Baseline assessment. Throughout the year we observe the children and collect evidence for the end of year Foundation Stage Profile Assessments. Evidence from parent's forms an important part of this process.

Key Stage 1 children are continually assessed for progress against the National Curriculum. Moderation, to ensure consistency, takes place regularly.

In June, Year 1 children undertake a phonics screen check to confirm whether the children in Year 1 have learnt phonic decoding to an appropriate standard.

At the end of Year 2 the children take Standardised Assessment Tests (SATs) which test what they have learned in English and Maths. These tests support the class teacher's assessments and the results are shared with parents in the end of year report. There is also a teacher assessment for Science at the end of Year 2.

Teachers regularly check on children's' progress in their work, particularly in English and Mathematics, through both formal and informal assessments throughout the time your child is in our school.

Homework

The type of homework which pupils bring home will reflect their age and ability. For pupils in primary schools the recommended time is 1½ hours each week. Homework centres mainly around English and Mathematics. Parents are asked to read regularly with their child and to complete his/her reading diary, to help their child learn to read or spell individual words, to help with maths activities and to help with writing tasks, according to the child's age and ability.

Parent Interviews

Parent interview sessions are held every term, but if you wish to see the Class Teacher or the Head Teacher you can make an appointment at any time. We will also contact you if we need to discuss anything.

In the Summer Term you will receive the annual school report on your child and you are invited to discuss it with the Class Teacher at the parent interview session the following week.

Confidentiality and Freedom of Information

The school keeps essential personal and medical information about your child, along with assessment information. The information we hold on your child is available for you to view at any time. This complies with the Freedom of Information Act 2000. The school has a Data Protection and Confidentiality Policy which is in place to safeguard your child's information and to ensure that any information shared between you and the school remains confidential. If your child moves school, these records will be sent to the receiving school.

Charging Policy

We seek to enrich and broaden the curriculum for all of our pupils and we plan to make at least one visit each term outside school. We often invite visitors with special expertise into school.

Some activities are funded partially by the school fund and for some we request voluntary contributions. If these contributions are not forthcoming, activities may have to be cancelled, but if you have any difficulties with funding these trips, please speak to either the Secretary or the Head Teacher and support will be made available.

Relationships and Sex Education

An informal approach to sex education is felt to be appropriate for infant age pupils and staff may answer questions which arise in accordance with the age and maturity of the pupils.

Worship

An act of worship is held each day which is broadly Christian, but also includes stories from other faiths. Parents may withdraw their children from R.E. and Collective Worship if they wish, following discussions with the Head Teacher.

Individual Educational Needs

All pupils have individual educational needs. We carefully assess and monitor all pupils, so that we can offer support according to ability in all areas of the curriculum. All work is therefore differentiated in order to support both the less able and the more able pupils.

Special Educational Needs and Disabilities (SEND)

There are times when even after high levels of differentiation and quality first teaching, a child is making limited progress or development is delayed. The class teacher will raise any concerns with the Special Needs Co-ordinator. We are committed to early intervention and will ask to meet with parents as early as possible to discuss progress and development. On the school website we have an SEND policy and an SEND information page which outlines our graduated response to SEND and the targeted provision and support that we can offer, this is in line with the renewed SEND Code Of Practice (0-25) 2015. If we feel that a child has needs that are significantly additional to and different from the other children in the class they may be placed on the Special Needs Register and will be supported through a Person Centred Plan (PCP). The aim of the plan is to support any barriers to learning or significant gaps in progress or development.

Provision for Pupils with Disabilities (Accessibility)

The school supports the Local Authority Inclusive Admissions Policy and has an Accessibility Plan in place. The ethos of the school is such that all are valued and individual differences are dealt with in positive ways. The building is single storey with wide doorways. We can cater for wheelchair access and an accessible toilet is available. As necessary, the school liaises with other agencies to seek support and guidance and ensures that disabled pupils receive their entitlement to quality education. The School has a Disability Equality Scheme in place. A detailed copy of the Disability Equality Scheme Action Plan and Accessibility Plan can be found on our website.

Able, Gifted and Talented

If your child is identified as being able, gifted and talented in any area of the curriculum, he/she will be carefully monitored at first and given differentiated work by the Class Teacher. If he/she is identified as exceptionally able, gifted and talented, he/she will have an Exceptional Education Plan (EEP) with individualised targets, this plan will be shared with parents. All pupils either being monitored or with EEP's will be placed on our Able, Gifted and Talented Register and parents will be notified.

Sporting Aims

All children are encouraged to participate in physical activity at an appropriate level. Each child spends two hours per week on physical activities which include Gymnastics, Dance and Games skills. In addition to structured, taught lessons, children can take part in informal games and activities at lunchtime and after school activities including dance, football, cricket and gymnastics.

PROTECTIVE BEHAVIOURS

We have the right to feel safe all of the time.

We can talk with someone about anything, even if it feels awful or small.

At Galley Common Infant School, we follow the Protective Behaviours guidelines to ensure all children are safe. The following information is a brief guide to how we teach protective behaviours:

Early Warning Signs

Discovering the difference between feeling safe, fun to feel scared (adventurousness), risking on purpose (which may not feel like fun but we still have choice) and feeling unsafe -these differences are manifested by what we call our 'Early Warning Signs' (EWS), specific bodily responses which tell us when we do not feel safe.

Talking about our Bodies

Taking Care recommends to nurseries, schools and parents that correct body part names are used from the earliest opportunity (birth!). It is important for children to be taught that to use these words is not rude or naughty.

Talking about strangers

95% of harm and abuse occurs to children from people they know; therefore stranger danger is a very small risk to their welfare.

We teach children stranger awareness, and to ask for help from the 'safest' stranger they can find.

Key Questions

- Do I feel safe? (No Early Warning Signs)
- Does an adult I live with know where I am?
- Can I get help if I need it?



Network of Support

Those people a child could turn to if in need. We use a hand as a guide for our network of support:

Fingers – adults

Palm – imaginary friends, toys etc

Wrist – Agencies e.g. Childline

PLAYTIME AND LUNCHTIME



Playtime is at 10.45am and lasts for 15 minutes in year 1 and 2 (Reception have access to outdoors throughout the day)

- The children in Key Stage 1 have a choice of milk, fruit juice or water to drink. There is a small charge for milk or juice.
- We are part of the National Fruit Scheme which provides a free piece of fruit daily for every child.
- Parents are asked **not** to send crisps, chocolate or sweets for the playtime snack. We aim to encourage healthy eating.
- Children have access to the sensory garden and play equipment throughout the day.



Lunchtime is at 11.45am (Reception), 12.15pm (Year 1 and 2)

- From September 2014, all Infant aged children are entitled to free school meals.
- Pupils may have a school meal or bring a healthy packed lunch from home.
- Each class has their own Midday Supervisor who looks after them and knows each child well.
- Children are encouraged to eat their lunch but no one will be forced to eat.
- If you have concerns, please mention them to the Class Teacher who will inform the Midday Supervisor. If we are concerned about your child at lunchtime you will be informed by the Class Teacher.
- Midday Supervisors take part in training sessions and meet at least termly with the Head Teacher.
- Midday Supervisors give on-the-spot and half-termly awards and certificates to pupils as part of their contribution to each pupils' Record of Achievement. They also award team points.
- Games and activities are available for all children during the lunchtime break.

TIMETABLE OF THE SCHOOL DAY

8.40am		Reception parents drop children at their designated gate at their designated time. This will be followed by registration in classrooms
8.45am	-	KS1 parents drop off children at their designated gate.
8:55am - 10.30am	-	First Teaching Session.
10.30am - 10.45am	-	Collective Worship
10:45am-11am	-	Year 1 and 2 Playtime.
11am – 12:15 pm	-	Second Teaching Session.
12:15 pm – 1.15pm	-	Lunchtime
1:15pm – 3:10pm	-	Third Teaching Session
3.10pm – 3.15pm	-	End of the School Day



Reception pupils are dismissed at 3.10pm to ensure that they are collected safely before the Year 1 and Year 2 children leave school at 3.15pm.

It is very important that your child is on time for school. If your child is late you will need to sign your child in at Reception.

SCHOOL UNIFORM

We want children to be comfortable and suitably dressed for all of their school activities.

Parents are in favour of a school uniform and it helps to bond us together as a school.

The uniform is:-

- Royal blue sweatshirts or cardigans
- Grey skirts, pinafores or trousers
- Golden yellow polo shirts
- White or grey socks or Black/Grey tights
- Black shoes/white sandals (not trainers or boots)



In the Summer, blue and white checked or striped dresses can also be worn by the girls and grey shorts by the boys in the Summer term.

Summer footwear - sandals or shoes with covered backs (not trainers or high heels). Jewellery must not be worn, with the exception of stud earrings.

PE, Dance and Outdoor PE:-

Children come to school on their PE day(s) wearing a PE kit. Blue shorts and a t-shirt (with or without the school logo) for indoor PE and, if required in colder weather, a black tracksuit for outdoor PE. Plimsolls are only worn during the indoor lessons by children with a verruca but footwear needs to be worn by all pupils as they move around the school and for outdoor PE.



Please ensure that all items of clothing are clearly marked with your child's name.

School uniform, including bookbags, PE bags and baseball caps in the school colours of blue and yellow are available from The Schoolwear Centre in, Nuneaton, or on-line from the HUK Group.

www.schoolwearsolutions.com/our-schools/galley-common-school/ or www.hukgroup.com

Please ensure that pupils wear school uniform and sensible footwear throughout the year. We ask that children have sensible hair styles and do not wear jewellery (other than stud earrings) to school. We do not allow nail polish or tattoo transfers. Lost property is kept in classrooms.

KEEPING IN TOUCH WITH EACH OTHER

Parents are free to contact the school at any time if they feel that there is a problem. In the first instance, if appropriate, please consult the Class Teacher. For more serious problems, please contact the Head Teacher who has an 'open door' policy and will always see you if she is available and will make an appointment to meet with you if not.

There are many ways for parents and teachers to share general information and more specific information.

- Every term you can meet with the Class Teacher through the Parent Interview sessions to discuss your child's progress and in July you will receive a written report.
- Staff, including the Head Teacher, can meet with parents at other times if you have a concern although you will need to phone or email the school to make an appointment beforehand.
- There is a parents' information board adjacent to the main entrance hall and on the wall at the front of the school.
- Regular newsletters are emailed. A copy of the newsletter can always be found on the school website.
- Visit our school Facebook page: <https://www.facebook.com/GCIsch>
- We arrange occasional special assemblies or concerts to which parents are invited.
- Parents are always welcome to help in the classroom, either for individual sessions, whole mornings or afternoons, or at reading time.
- If you have an interest or talent which you may be able to share with pupils, please speak to your child's Teacher. Your interest will be warmly welcomed.
- Visit the school website at www.galleycommoninfo.school.co.uk
- Email the School Secretary: admin2107@welearn365.com

We want you to know all about what is happening in school and will always aim to keep you well informed.

All leaflet samples sent to us by the Department for Education (DfE) are ordered and distributed to all parents in school. If you are interested in a particular curriculum area please leave a message with the school Secretary and appropriate information can be sent to you.

If you would like to visit school to stay and help in class, please speak to the Class Teacher or the Head Teacher who will make the appropriate arrangements with you.

CONCERNS AND COMPLAINTS

Our staff are here to help you. We are committed to resolving any problems or questions you may have in a professional and caring manner. We also expect parents and carers to speak to all our staff in a polite and courteous manner. We expect the whole school community to take this into consideration when dealing with issues of concern.

Most complaints are the results of misunderstandings, poor communication or lack of information.

Complaints can be resolved effectively if they are

- made politely
- received sympathetically
- dealt with to the satisfaction of all

Minor complaints can be dealt with by the Class Teacher. Any concern of a serious nature must be brought to the attention of the Head Teacher.

When you make an appointment to see the Head Teacher please explain what it is about. Your concerns can then be investigated before the meeting and everyone will be better prepared and informed.

To make a more formal complaint, in the unlikely event that the above action is ineffective, you may contact the Chair of Governors who will consult with the Head Teacher and then contact you again. Please send a letter marked for the attention of the Chair of Governors.

As a last resort, if all else fails, please contact Warwickshire County Council on 01926 410410, and ask for the Education Department.

Visitors are welcome at Galley Common Infant School. However, we will not tolerate violence, rudeness or aggressive behaviour from anyone towards our staff, pupils and other members of our school community. The School and the Local Authority have legal powers to take action against any person who behaves inappropriately which includes prohibiting access to the school site and restricting contact with school staff.

HOW WE CARE FOR YOUR CHILD

We would like you to feel that you can talk with your child's Class Teacher about any concerns which you may have outside of school which can affect their performance in school. You will be listened to sympathetically, in confidence and if we can help - we will.

Emergency Contact Form

This form gives us valuable information which helps us care for your child in an emergency. Please help us by letting us know of any changes immediately, particularly changes to telephone numbers for contact in emergencies. Data sheets are sent out annually for parents/carers to check and return to the school.

School Rules

Staff and pupils have agreed the following school rules:

- To take care of yourself, of the school and of others
- To listen carefully to the Teacher and to each other
- To always try to do your best

School Teams

When they start school, every child is assigned to a school team. Each team has been named after our favourite authors of childrens' books: Dahl, Murphy, Campbell and Hughes. Siblings are always placed in the same team. The children sometimes work in their teams, including mixed Year 1 and 2 team work, and compete in teams on Sports Day and some other special events. Children earn team points for good work, attitudes, manners or behaviour. Each week teams compete for a trophy which is awarded to the team that has accumulated the most team points. At the end of each term the trophy is awarded to the team with the most points over the term and each member of the team receives a certificate.

Safety Around School

The main entrance is used by Foundation Stage children and their parents as they enter the school at 8.40am. A Reception Teacher will be on duty at the door from 8.40am - 8.45am. Key Stage 1 children can enter the playground at 8.45am supervised by the Head Teacher and another member of staff. The children should enter the playground through the front gates. There is no external access to school after 8.55am without ringing the school gate bell. Please ensure that you always close and bolt the gates to the school. Children must always walk quietly and sensibly inside the school buildings and classrooms.



CCTV

A CCTV camera is installed outside the Reception area of the school. This is to enable office staff to view who is requesting entry to the school site. CCTV will be managed by Mrs Arkinstall and Mrs Middleton is the Responsible Officer.

Child Protection

The school recognises its legal duty to work with other agencies such as Social Services in protecting children from harm and responding to abuse of any kind including emotional, physical and sexual abuse.

The school's Child Protection Policy accepts this responsibility and clearly states its expectation of all staff to safeguard the welfare of the children in our care. It places a duty on all staff who have significant concerns about any child to discuss them with the legal agencies responsible for investigation and child protection. Parents should understand that school staff do not carry out investigations or decide whether a case of abuse has occurred. This is a matter for specialist agencies who, by law, must be informed.

We have an Anti-Bullying Policy and the school will do its utmost to ensure that any bullying is identified and dealt with so that any harm caused by other pupils is minimised. Bullying in an infant school is rare as, by definition, it needs to be consistent over a period of time.

Most young children fall out at some point but careful use of conflicting resolution strategies by staff normally ensures that they can be helped to understand why their behaviour was inappropriate and how to make amends.

All children are encouraged to show respect for others and to take responsibility for protecting themselves. Parents are expected to help their child behave in a non-violent and non-abusive way towards other pupils and towards staff.

Copies of the policies can be obtained from the school office.

Online Safety

As part of Galley Common School's Computing programme we offer pupils supervised access to the Internet, the global network of computers. Internet access is available to staff and pupils on all networked workstations. The Internet provides a wealth of information resources to support the curriculum. A range of skills need to be learnt in order to access these resources. These skills will be fundamental in the society our pupils will be entering.

In the classroom, materials to support and enrich the curriculum are always carefully chosen by the teacher while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the pupils. Internet access, because it may lead to any publicly available site in the world, could allow pupils to open electronic information resources that have not been selected by teachers as appropriate for their use. Galley Common School therefore has a filtered system, which acts as a safety net to protect pupils against any unsuitable Internet material. Our Internet service provider provides this system. All computers are now also monitored by Policy Central and any misuse of the Internet will be tracked and reported to the school.

We are very proud to have been awarded the E Safety Mark in September 2019. This demonstrates that the school has very good practices in our online-safety policy and procedures.



HEALTH AND WELFARE

Absences

Please telephone the school before 10am if your child is absent to let us know the reason why. If we have not had a message from you, you will be contacted by the school secretary to establish a reason for absence for your child. Parents are required by law to send a letter into school when their child returns, stating the reason for absence. We regularly monitor the attendance of all our children and will contact you if we feel that regular absences are affecting your child's progress. Information on the percentages of absence in a school has to be reported to the Department for Education (DfE) termly and the results are published. We encourage good attendance by awarding certificates to children with 100% attendance each term. If your child's attendance falls below 95% you will receive a letter from the school advising you that the attendance is being monitored.

If your Child is ill

Please help us by not sending your child to school if he/she is ill. Any infection or illness can spread quickly amongst children at this age. Please take your child to the Doctor who will advise you as to when your child will be fit to return to school. **If your child has been sick or had diarrhoea, he/she must not return to school until they have been well for 48 hours.**

If your child is likely to be absent for a few days, please contact your child's Class Teacher, who will arrange to send some school work to do at home if appropriate. Where a child is going to be absent for a considerable amount of time due to illness, the school will work with you to support you and will call on the additional support of outside agencies.

If your child is ill at school or has an accident, we will do our best to make him/her comfortable and we have qualified first aiders in school who can administer emergency first aid where necessary. We will inform you of minor injuries via a form sent home with your child in their book bag (a 'bump note'). We will contact you using the information supplied by you in the emergency contact form if your child has a bump which results in heavy swelling or bruising, if we feel that your child needs to go home or if we are particularly concerned about an injury or illness. We will also inform you if head lice are evident in your child's hair. You will be asked to collect your child and start treatment immediately.

Holidays

The Government implemented legislation with regard to term time leave of absence effective from 1st September 2013 as follows:

- *Head Teachers **shall not** grant any leave of absence during term time unless they consider there are **exceptional circumstances** relating to the application.*
- *Parents do not have any entitlement to take their children on holiday during term-time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.*
- *Head Teachers will determine how many school days a child may be absent from school if the leave is granted.*
- *Applications for Leave of Absence must be made in advance and failure to do so will result in the absence not being authorised.*

- *Applications for Leave of Absence which are made in advance and if refused will result in the absence being unauthorised which may result in action against a parent, either by fixed Penalty Notice or through the court.*
- *If a parent takes their child on holiday during term time, without the authorisation of the Head Teacher, the Head Teacher may make a request to the Local Authority to issue a **Fixed Penalty Notice**. If a Fixed Penalty Notice is issued, the penalty is £60 per child, per parent/carer when the payment is made within 21 days, after 21 days it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority.*

Should you need to request a leave of absence you will need to complete an application form which you can get from the school office. A meeting will need to be arranged with the Head Teacher to discuss any exceptional circumstances. Any application will be considered on an individual basis. You will receive a response to your request within 14 days of application.

Evidence has shown that absence from school has a detrimental effect on a child's learning. I urge you, therefore to support your son/daughter's education by avoiding taking holidays during school term time. I have attached a letter from the Attendance Compliance Enforcement Service for your information.

Active Travel To School

At Galley Common Infant School, we encourage pupils and parents to travel to school by cycling, scooting and walking wherever possible. We work with Warwickshire Council to help educate our community about safe and active travel to school.

Why is active travel to school important?

- Walking, scooting or cycling helps young people reach the recommended 60 minutes of physical activity per day.
- Active travel keeps our streets free from congestion and is good for the environment.
- Active travel helps young people arrive at school alert for lessons.

Health Checks

All children receive a medical examination in their first year in school by the School Nurse, these are a hearing test, and an eye test. The School Nurse is always contactable by telephone or will come into school to meet with any parent who is concerned about any aspect of a child's health and well-being. Please contact the school secretary for the telephone number.

Medicines

If your child has an inhaler please try to ensure that they can manage it themselves. It must be kept in the school office for safety. Parents must sign the inhaler register to give written permission for inhalers to be given.

Medicines are not administered by staff but, if necessary, parents can come to school to give medicine to their child. Where this is not possible, the Head Teacher may agree to administer medicines following a discussion with the parents who will have to complete and sign a medication consent form.

Water

Pupils are encouraged to bring a small water bottle to school daily. These are kept safely in the classroom for pupils to use sensibly in lesson times. Research has shown that children who drink water frequently and regularly at school are able to concentrate better and learn more! The bottles must be taken home and washed daily. ***Water bottles should contain only water (no fruit drinks)***

INFECTIOUS DISEASES

Children come into contact with and develop all sorts of childhood illnesses. The chart below will give you guidance from the Health and Safety files issued by Warwickshire County Council.

DISEASE	INCUBATION	INFECTIOUSNESS	MINIMUM TIME OF EXCLUSION	
			Cases	Contacts
CHICKEN POX and SHINGLES	2-3 weeks	Usually 1 - 2 days (can be 5) before the rash starts to appear 5 days after the first spots.	5 days after the first eruption appears or until vesicles become dry whichever is the longer. A week in the case of shingles.	None
DIARRHOEA		While there is diarrhoea and for a short time after the stools return to normal.	Until stools have been normal for at least 48 hours.	
GERMAN MEASLES (Rubella)	14-23 days(usually 16-18 days)	From 1 week before to 4 days after the onset of the rash.	4 days from the onset of the rash.	None
GLANDULAR FEVER	4-6 weeks	Transmitted only in infected saliva (organisms may persist in pharynx for up to 1 year or over)	On clinical recovery.	None
HEPATITIS A	15-50 days(usually 28-30 days)	From 1-2 weeks before onset of symptoms and during the first week of jaundice.	7 days from the onset of jaundice.	None
IMPETIGO	4-10 days (variable and indefinite)	While pus producing spots (purulent lesions) continue to drain or carrier state exists; self infection may continue while organism persists in the nose or spots.	Until the skin is healed (the skin can look very red but is healed). Avoid contact with infants and debilitated persons.	None
LICE- of the BODY, HEAD AND GENITAL	Eggs hatch after 8 days: lice mature 8-10 days	While lice or eggs remain alive on the person or in clothing.	After treatment with effective pesticide.	None, but need follow up.
MEASLES	7-18 days to onset of fever	From just before the beginnings of symptoms to 4 days after the rash appearing.	For at least 4 days after the beginning of the rash.	None
MENINGITIS	2-10 days(usually 3-4 days)	While organism is present in nose or throat.	Check with Consultant for Communicable Disease Control	Ask CCDC*
MUMPS	12-25 days(usually 18 days)	From 6 days before to 9 days after swelling appears.	9 days from onset of swelling.	None
RINGWORM OF THE SCALP (Tinea capitis)	10-14 days	While lesions are present and fungus persists on contaminated materials.	Exclusion from school unnecessary unless evidence of an epidemic.	None
SCABIES	First exposure 2-6 weeks Re-exposure 1-4 days	Until mites and eggs are destroyed by treatment.	24 hours after treatment has started.	None, but need follow up.
VERRUCAE (PLANTARIS)	1-20 months(usually 4 months)	Unknown but probably as long as visible lesions persist.	Isolation unnecessary.	None
WHOOPING COUGH	7-14 days(usually 7-10 days)	From early catarrhal stage to 3 weeks after onset of paroxysmal cough.	If untreated after 3 weeks of onset of paroxysmal cough, exclude from school for at least 5 days after commencement.	Five days after start of antibiotics.
OTHER DISEASES				Ask CCDC*

*Consultant for Communicable Diseases. Telephone number available from School 23

EMERGENCY CLOSURE

Closure of Galley Common Infant School due to bad weather etc.

Should the school be forced to close for any reason (due to bad weather, damaged buildings etc), the following actions will be put into place:

- The Local Authority will be informed – you can contact them on 01926 410410
- You can also sign up for a free text messaging service at www.warwickshire.gov.uk/schoolclosures - **highly recommended!**
- The closure will be added to our website – www.galleycommonschool.uk.org

Please assume that the school is only shut for one day and check the Warwickshire school closures page.

We would like to stress that the school will only close in extreme circumstances, where it is unrealistic or unsafe to remain open, or where, due to the weather, it is not possible for staff to safely get to the school.

The school subscribes to a text messaging and e-mailing service. Parents will be notified of any school closures or other important information using these services.

WHEN PUPILS LEAVE GALLEY COMMON SCHOOL

Parents can express a preference for the Junior School they wish their child to attend.

In September 2022, the vast majority of Year 2 pupils transferred to Michael Drayton Junior School.

All records are passed on to the receiving Junior School. Close liaison between the staff at both schools ensures a smooth transition. The Year 2 children are visited by the Head Teacher from the Junior School and the children communicate by letters and emails with Year 3 pupils at the school during the Summer term prior to their transfer. The Year 2 children also have the opportunity to use their new Year 3 English and Mathematics books a term early, in the Summer term in Year 2.



THE FINAL WORD

Parents and pupils have contributed their thoughts about our school:

Our Parents

“ I would like to thank the teaching staff for being so kind and caring to my child and enhancing her learning.” Reception Parent July 2022

“ Galley Common is like a home from home and my child loves coming to school every single day..... My child has learned so much in reception and that's because he has been surrounded by exceptional teachers.” Reception Parent July 2022

“A BIG thank you to all the staff that have supported my child this year. She really enjoys school and is keen to learn and a huge part of that is because of the staff that have supported and encouraged her. Thank you!”.” Year 1 Parent July 2022

“ I've always been very happy with the consistent high standard of teaching within the school. All staff are fantastic and I am always well informed of my children's progress and struggles” Year 1 Parent July 2022

“My child has had a brilliant time at Galley Common School. He has grown and flourished into a kind, caring and respectful little boy....thank you for your continued support throughout the pandemic, and for providing children of key workers a safe and happy environment to learn. I will miss coming to Galley Common School” Year 2 Parent July 2022

Our Pupils

“I like taking care of people and helping them at school.”

“I like English and Mathematics. I like writing and taking away sums.”

“I like the sensory garden because I like playing on the tyres.”

“I like school because you can do some learning and you can have lots of fun doing it!”

“I like the play equipment because you have fun! “

PEOPLE WHO WORK IN OUR SCHOOL

STAFF

Head Teacher	Mrs K Middleton
Assistant Head Teacher	Mrs J Newman
Class Teachers	Mrs H Archer Mrs V Shilton Mrs L Gordon Miss Jamieson Mrs J Newman Miss Woodcock Mrs Moynihan
Teaching Assistants	Mrs J Dewis Mrs J Herbert Mrs P Jennings Mrs S Keatley Mrs Alexander Miss D Jones Mrs K Beardmore Mrs J Peakall
Learning Mentor (Thrive Practitioner)	Mrs A Salmon
SEN Teaching Assistant	
Admin Officer	Mrs T Arkinstall
Midday Supervisors	Miss Meer Mrs J Herbert Mrs S Keatley Mrs D Phillips Mrs A Salmon Mrs K Beardmore
Catering Staff	Mrs L Reynolds
Caretaker	Mr K Holley
Cleaner	Mrs S Moore

PEOPLE WHO SUPPORT OUR SCHOOL

THE GOVERNING BODY

Chair of Governors	Mrs C Paremain
Head Teacher	Mrs K Middleton
LA Governor	
Co-Opted Governor	Mr J Price
Co-Opted Governor	Vacancy
Co-Opted Governor	Vacancy
Co-Opted Governor	Vacancy
Staff Governor	Mrs L Gordon
Parent Governor	Mr R Scott
Parent Governor	Mr C Joyce
Clerk to Governors	Mrs A Summers

Governors can be contacted through the School Office - 02476 392219.

Friends of Galley Common (FOGC)

We have an active FOGC Committee, 'The Friends of Galley Common School' (FOGC). They organise a range of activities aimed to raise funds and/or to provide enrichment activities for pupils. Events include:

Children's Discos	Leaver's Party
Family Bingo	Christmas Fayre
Summer Sausage Sizzle	Fun and Games Evenings/Days
Easter Bingo	Easter Fun Day Activities
Film Night	Quiz

The Head Teacher is a member of the FOGC. Funds are used to provide a range of 'extras' which have included new rugs in the classrooms, computing resources, playground furniture and equipment, Christmas and Easter gifts and leavers' gifts. If you would like to support your child's school and help to raise money for extra resources, please come along to the next meeting which will be advertised on the school newsletter.

GALLEY COMMON CHILDCARE LTD

Directors

Mrs L Dewis
Miss K Meer
Mrs R Sabin
Mrs K Stephens
Mrs M Lancaster

Galley Common Childcare Ltd

8 am - 6 pm

2 years - 7 years

Tel: 02476 393758

Galley Common Childcare Ltd offers a Nursery and the 'Bridge Club' for before and after school care. The Childcare facility offers term time child care, with very competitive rates. Galley Common Childcare Ltd operates independently from the school, however, we have close, regular contact and liaise with both the Nursery and Bridge Club. We aim to work together for the benefit of our pupils and their parents.

Galley Common Childcare Staff

Manager	Mrs Dewis
Deputy Manager	Mrs Lancaster
Senior Practitioner	Mrs H Boyle
Senior Practitioners	Mrs J Ensor
Practitioner	Miss N Lenton
	Miss N Arnold
	Miss J Whitehad
	Mrs S Webb
Administrator	Mrs K Stephens

The school also has wider community links with the Galley Common Senior Citizens, the Church and the Local Residents Association.

SCHOOL ORGANISATION

For the school year 2023/2024, the children have been organised into 6 classes.

CLASS	YEAR GROUP	CLASS SIZE 23/24
Class 1	Reception	27
Class 2	Reception	27
Class 3	Year 1	28
Class 4	Year 1	27
Class 5	Year 2	28
Class 6	Year 2	27

Our Teaching Assistants are linked to specified classes and support pupils either in the classroom, group room, outdoor classroom or computer suite every morning in Key Stage 1 and throughout the day in the Foundation Stage.

All Teaching Assistants work to the direction of teaching staff.

The School organisation for each September is agreed in the Summer Term, according to the number of children to be admitted, the budget available and the staff in post.

TERM AND HOLIDAY DATES

School Year 2023 / 2024

Autumn Term 2023

Starts Friday 1st September (Teacher Training Day)
 Monday 4th September (Teacher Training Day)
 Tuesday 5th September School Opens

Half Term 30th October – 3rd November
 Friday 27th October (Teacher Training Day)

End of Term 22nd December

Spring Term 2024

Starts 8th January (Teacher Training Day)
 9th January School Opens

Half Term 12th – 16th February

End of Term 22nd March

Summer Term 2024

Starts 8th April

Half Term 27th May – 31st May
 24th May (Teacher Training Day)

End of Term 19th July

Inservice Training Days for Teachers

Friday 1st September
Monday 4th September
Friday 27th October
Monday 8th January
Friday 24th May

GALLEY COMMON SCHOOL EXTRA CURRICULAR ACTIVITIES

We have lots of after school clubs during the year.

Sports Clubs

Multi Sports

Football

Summer Sports

Dance Fit



Other Clubs

Gardening Club

Singing

Recorders

Sewing

Story Club

Cooking Club



Where 2 siblings (or more) wish to participate in clubs, we charge full price for the first child and half price for the subsequent child(ren). This also applies to school trips. Please talk to the school secretary for more information.

All Club leaders are fully DBS Checked.