



Old Town Infant School & Nursery

2023-24

'Strive, Belong, Thrive

Children at the heart of everything'



www.oldtowninfantschool.co.uk

Oldtown.office@coastalpartnership.co.uk

01202 673966



Welcome to our school

May I extend a warm welcome to Old Town Infant School and Nursery. It really is a very special place. We are a small but mighty school located in central Poole, where the success of every child matters to us.

We believe that the first years of school are the most important years of a child's life, and should certainly be the most exciting. Our dedicated and talented team of staff are committed to providing the very best education possible and we love being part of the children's journey. We also pride ourselves on strong, positive relationships with our families.

Old Town Infant School is part of the Coastal Learning Partnership, a Multi-Academy Trust made up of 19 schools who work in close partnership for the benefit of all the children. We are committed to supporting the community around us and members of the community are actively involved in many aspects of the life of our school. We love being in the heart of Poole and try to take advantage of this where we can to make learning relevant and fun e.g. trips to the Museum or Poole Park.

In school we celebrate cultural diversity and the fact that we are all equal but different. We take the time and space to get to know and nurture each and every individual child. We take great pride in providing stimulating and imaginative learning environments that instil a love for reading within our children. We are proud to be developing the citizens of the future and want our children to be independent, respectful, curious and resilient (our school values).

We are always delighted to show parents and children around our school and welcome new families to our community. If you would like to visit the school, please telephone the office to make an appointment.

We look forward to welcoming you.

Doug Gubbins

Head Teacher



Vision & Values

'Children at the heart of everything we do'
Strive - Belong - Thrive

Central to our school community is the commitment to put our **'Children at the Heart of Everything we do.'** They deserve the very best education we can offer and this statement reflects our determination to ensure that we do whatever we can to help each child **strive** to learn the skills and knowledge they need to develop their unique talents and aspirations, both now and in the future.

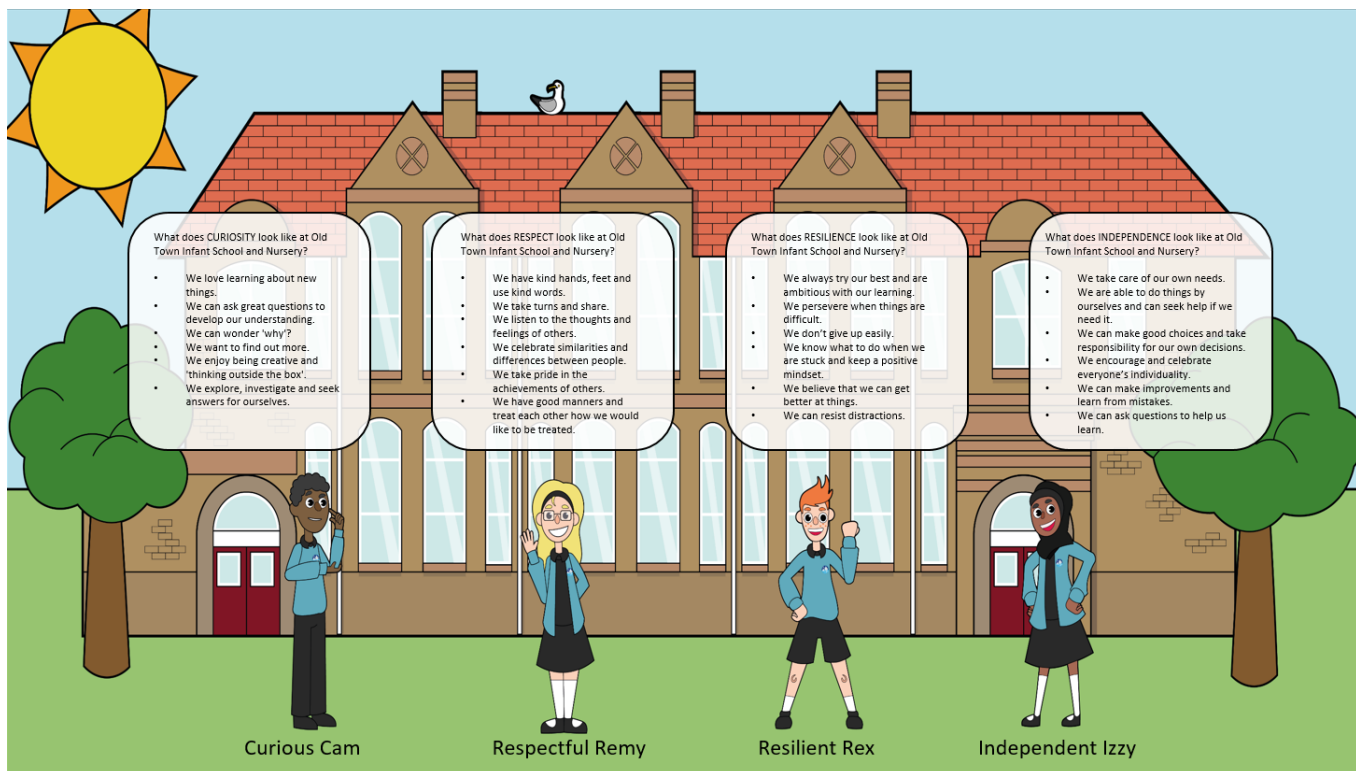
We are a unique, diverse and vibrant learning community. Many of the children's parents and grandparents attended our school. We pride ourselves on the warm welcome we give all our children and their families. It is important to us that we are a school where everyone feels valued, safe and happy to learn. We want everyone to feel they **belong** to a very special, supportive and inclusive community.

We want individuals to value themselves and others and to treat each other with kindness and respect. Our school is a happy place where we work closely, in partnership with parents and carers, to ensure that each child **thrives** and achieves the very best they can.

Our Values

Resilience, Independence, Curiosity & Respect

At school, we are working together to incorporate these values into our everyday lives both in school and at home.



Our School

There has been a school on this site since 1912 and you can still see some of the original features on the older part of the building.

In 2008, the school was remodelled and extended to include new classrooms, a large assembly and dining hall, a library and studio suite. The extension was opened by Prince Edward much to the delight of the children, staff and Governors.

In 2013-14 we have had a further extension to school to add on two additional classrooms.

We have two big playgrounds with play equipment and play trails, which the children love. We also have a wooded wildlife area which is used for our Forest School Activities and the children can enjoy learning outdoors as well as in our vegetable patch in the Centenary Garden.



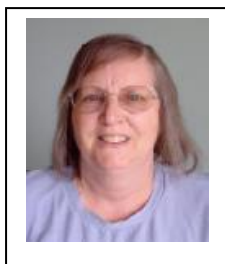
Class Structure

Our school is a two form entry, there are two classes per year group from Reception to Year 2. Each class has a sea themed name, which links us to our surroundings being near to the coast.

Our Nursery classes has 52 spaces available in morning, afternoon or all day sessions.

All classes have a qualified teacher, supported by a teaching assistant. Children with special needs are given support appropriate to their needs.

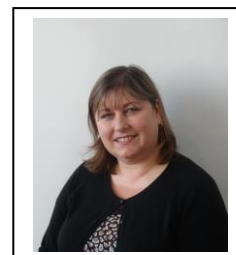
Our Team



Jill Turner
SENCO



Katy Brunton
Deputy Head



Carla Miller
Pastoral Officer & DSL

- Special Educational Needs Co-Ordinator (SENDco) – Mrs Jill Turner
- Early Years Phase Leader – Mrs Luisa Cameron
- Key Stage 1 Phase Leader – Mrs Katie Evans
- School Operations Manager – Mrs Martine Whittle
- Attendance Officer/Administrator – Miss Emma Wrixon
- Site Supervisor – Ms Annette Fricker

Our School Governing Body

At Old Town, we have the support of an approachable, understanding and well-informed Local Governing Body who work alongside the Trustees to ensure we provide the very best education for our children and maintain the vision and ethos of the school

The Local Governing Body is made up of parents, staff representatives, and members of the local community. The team meet six times a year and individual governors visit the school as part of their role looking at Health & Safety, Safeguarding, Early Years, SEN & Pupil Premium.

- Chair of Governors – Mr Mike Randall
- Vice Chair – Mrs Lesley Hole

You can find our more information about our Governing Body and the work that they do by looking at our school's website.

The School Day

Nursery

Morning session – 8.45am - 11.45am

Afternoon session – 12.15pm – 3.15pm

All day session – 8.45am – 2.45pm

Main school – Reception, Year 1 and Year 2

8.45am – Registration. The school day starts with class registration, this is a chance for the children to be together to begin their learning.

12.00 – 1.00pm – Lunchtime

3.15pm – School ends.

Late arrivals – children who arrive late for any reason (medical or otherwise) should call at the school office first to register before going on to their class.

Wrap around clubs

7.30am – 8.45am – Breakfast club opens for childcare and breakfast.

3.15pm – 5.00pm – Seashells afterschool club.

Holidays

In line with Department of Education regulations, no holiday will be authorised in term time other than exceptional circumstances. Guidance can be obtained from the school office.

Repeated absence can result in significant gaps in learning and children can take several weeks to settle back into routines following extended absence from school.

Term dates and holidays, including training days are published on the school website.

Our Curriculum

We work hard to make learning engaging, exciting and successful for our children. We know that this is such an important time in a child's development and education; it shapes them for life.

We have worked hard to develop a rich curriculum which we hope challenges our children and excites their imagination. They have lots of opportunities to explore, question and be creative. We want them to experience the joy of discovery, to solve problems, to think and reflect and make connections with the things they have learnt before.

We have thought carefully about how we can help our children to develop the skills, knowledge and understanding they will need for their future. We try to give them opportunities to enjoy learning in lots of different ways: through play, in large or small groups but also on their own, indoors as well as outdoors, and through music, art, dance and drama.

We know they learn from each other as well as different adults - parents, grandparents, teachers and others who support and encourage them. We know our children learn formally and informally through listening and watching but most of all, by doing and experiencing something for themselves.

We love it when we can see that our children are really proud of their learning and want to do the very best they can. A copy of our curriculum map can be found on our website.

Phonics

At Old Town, we use a systematic approach to the teaching of synthetic phonics to enable children to develop secure reading and spelling skills.

It is proven that high quality phonics teaching is the 'best route for children to become fluent and independent readers (through) securing phonics as the prime approach to decoding unfamiliar words' (Letters & Sounds notes of guidance)

Maths

We place a strong emphasis on children learning & practicing the fundamentals of mathematics, particularly number and calculation. We encourage the use of concrete objects and manipulatives to support a thorough understanding. We focus on deepening the children's understanding through three areas: fluency, problem solving and reasoning. We want the children to think mathematically when problem solving and see that they can apply the maths knowledge and understanding they have learnt previously. This will enhance their mathematical knowledge and understanding.

Science

Our aim is to develop children's knowledge, skills & understanding. We encourage children to ask, as well as to answer, scientific questions about not only unfamiliar areas, but also concepts that they have experienced already. Wherever possible, the children are involved in 'real' scientific activities and investigations and make links with other curriculum areas to maximise their learning opportunities.

We like to utilise the local areas around us to explore wildlife, habitats and physical changes to the natural world.

Literacy – Reading & Writing

At Old Town, we believe strongly in the link between reading and writing and that developing children as writers is so much more than asking them to remember grammatical constructions or tricky spellings.

We share rich examples of writing both on and off the page and teach children how to draw on their own experiences when writing.

We give children meaningful opportunities to write for real purposes and audiences through a variety of forms including non-fiction, poetry and narratives.

We encourage a love of reading with the help of staff and volunteers, who listen to the children, read throughout the week. At Old Town, we are proud of our magical library and book machine, both give our children the opportunity to enjoy books in school and at home.



PHSE – Jigsaw

We appreciate that Sex Education is a sensitive area of the curriculum and we understand that school and home need to work in partnership to support the children.

We teach Sex Education as part of our Health Education programme where children learn about how their body works, how to look after themselves and keep safe, and generally keeping healthy, in body and mind. This is of course, related to the children's development and maturity but we will always provide an opportunity for parents to come in to school and discuss our approach and see the teaching resources we use.

Geography

At Old Town we endeavour to inspire all pupils by creating curiosity and fascination about the world and its' people. We do this by ensuring children leave us with the 'Big Idea' of knowing that they are part of a bigger world and that they can change the world by being cultural citizens. This is completed through the 'Big Idea' of sustainability and that we have limited resources that must be managed.

We ensure that the Geography curriculum is accessible to all pupils through differentiation for individual abilities with suitable challenges.



Home Learning

We ask that as parents you support us in showing the children that learning is important and to be successful it is imperative that they practice the skills they are learning outside school as well as within it. Each week your child will bring home a library book to share. They will also have a reading book to help them practice the reading skills taught in school.

Words are sent home for reading and spelling, along with a maths activity to complete.

We also give children the opportunity to do different activities and projects which support their learning focus each half term.

At the start of each year, the class teams will send out information about what to expect from homework and learning. They also hold information sessions about the year group expectations.

Music

Our intent is that a high-quality music education should engage and inspire pupils to develop a love of music and their talent as musicians. Music has a power unlike anything else to bring people together and Old Town prides itself on our relationship with Soundstorm, the award winning Music Education Development Agency for BCP in SW England. Their mission is to transform lives through music.

Collective worship

The school pays due regard to the statutory requirements, and has taken account of the guidance offered by the Department for Education. Our Collective Worship is based on the values common to Christianity and other major religions, such as; love, honesty, respect and trust and it is therefore, appropriate for all the children and staff, whatever their cultural or religious beliefs. We have a daily non-denominational assembly, which is open to everyone in our school community.

Our assemblies help us create a real sense of family, community and of belonging. They provide opportunities to think about others and to talk about the things that are important to us like the articles contained in the United Nation's Convention on the Rights of the Child, which forms the basis of our Golden Charter.

Assembly is a time to reflect and wonder; it is a time to consider the values, which we as a school, and our society, believe, are important.

We share stories and celebrate major festivals from Christianity and other faiths, as part of our worship. We also enjoy sharing personal and group achievements. Once a week we gather as a class or a year group for assembly, but the remainder of the week we meet as a whole school.

Parents do have the right to ask for their child to be withdrawn from collective worship, although we hope they would come and talk to us before making this decision.



History

We believe the purpose of history is to provide an essential tool for children to make sense of their place in the world and develop a life-long curiosity about the past and as humans we can change the world by understanding the past and present. We want our pupils to question the world around them and to think critically about changes that have occurred throughout history. A high quality education provides children with the foundations for them to achieve these skills.

Art & Design

We believe that art, craft and design embody some of the highest forms of human creativity. Our Art curriculum aims to engage, inspire and challenge pupils, equipping them with the knowledge and skills to experiment, invent and create their own works of art, craft and design.

Our curriculum enables children to develop the skills in drawing, painting, craft and design techniques whilst at the same time exploring and evaluating the works of great artists, craft makers and designers of the past and present.



Physical Education

We offer a variety of opportunities, which promote a life-long understanding of how to stay healthy by incorporating fitness, movement and health as an integral part of our daily curriculum as well as through explicit PE sessions. We aim to make physical and mental health, fitness and sport central to each child's life both in and out of school.

We are proud of the fact that we were one of the first school's in Poole to be awarded Healthy School status. We promote health and wellbeing in our school community. Each year we have a special Health Week where the children learn about personal safety - stranger danger, road safety, fire safety awareness and healthy eating. We invite various health professionals and services in to talk to the children and show them that being healthy can be fun.

Beyond the Classroom

Links with local churches

We are proud of our links with St James' Church and The Spire. Children have opportunities throughout the year to work with representatives from both churches for crafts, stories, assemblies and services.

School Trips

We are fortunate to have many places to visit which are local to the school including the waterfront, Poole Museum, & local parks which we can walk to. Sometimes we use a coach to visit Marwell Zoo and Corfe Castle.

Clubs & activities

We are pleased to offer a number of sports clubs, after school for children to join alongside our Seashells after school club, which provides activities for those who need childcare. Details are provided each term to parents.

Visitors to school

We like to welcome a range of visitors to the school to meet the children, from musicians, drama groups, specialist sports coaches to RNLI and Police and other services.



Giving our children a voice – School Council

It is very important to us that we try to involve the children in some of the decisions we make in our school. It matters to us what they think and we know that by listening and taking on board their thoughts and ideas, our children really are 'at the heart of everything we do'.

Each year the children decide who will represent them on the School Council. They vote for someone from each class to join this important group. These children then regularly meet to talk about ideas they have for making our school even better. They share these ideas with the other children in assembly to then find out what they think. The School Council also get involved when we are interviewing for new staff. We always include time for them to ask the candidates some questions as we think it is really important that they have some input and we value what they think

Breakfast & After School Club

Our breakfast club opens at 7.30am each morning and our Seashells afterschool club operates from the end of the school day until 5.00pm.

Booking is required and more details can be obtained from the school office.



Inclusion & SEND

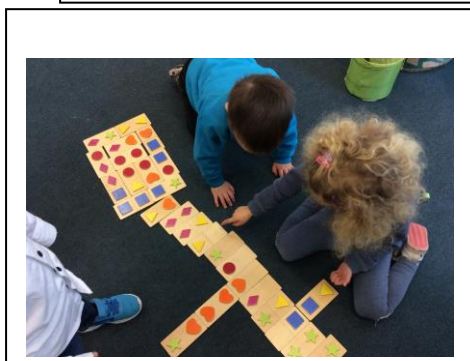
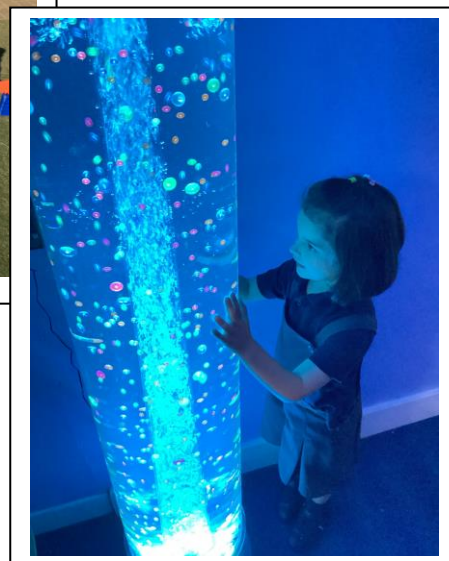
Inclusion and Special Educational Needs

All our children are special but we recognise that some children have particular needs, which affect their learning, behaviour or development. These children therefore need an Individual Education Plan (IEP) or an 'Education Health and Care Plan' (EHCP) with very specific targets to help them. Our Inclusion Leader and the class teacher are responsible for putting these together in co-operation with the child and their parents or carers. Once in place, the IEP or the EHCP is reviewed regularly and new targets are set as the child is ready to move on. It is not unusual for children to experience difficulties at some stage but with early identification and assessment, together with specialist support when necessary, we endeavour to ensure that all our children make good progress.

The school ensures that our facilities are accessible for all. We have a lift to access upstairs and automatic doors on the front entrance. We have accessible toilet facilities and showers. Our classrooms have been renovated to ensure that each year group has a classroom suitable for children with Hearing Impairment.

To ensure that children with disabilities are not treated less favourably than other pupils, we regularly review provision and, for some pupils, this is done formally with the involvement of external agencies.

We have an Inclusion Leader and a named Governor with responsibility for Inclusion to ensure that pupils with additional needs join in everyday activities with other pupils. Copies of our Inclusion Policy and our core offer are available on our website or on request through the school. Please come in and talk to us about your child's needs if you are allocated a place with us - we will be happy to help. If your child receives support at pre-school level please ask the setting to arrange a meeting at the earliest opportunity for us all to discuss their needs. This will allow provision to be in place when they start their journey with us. Please note that funding for pre-school support does not necessarily continue in school.



Our School Uniform

The Old Town Infant School and Nursery uniform is compulsory for all children of school age. We believe a uniform looks smart, wears well and contributes to a feeling of belonging to the school. Our school uniform policy is as follows:-

Girls' school uniform

Old Town Infant School jumper or cardigan

Grey skirt or grey pinafore dress with a navy polo shirt.

Trousers and navy polo shirt

Socks (white, grey or black)
Black school shoes

Summer uniform

Gingham school dress



Boys' school uniform

Old Town Infant School jumper or cardigan

Grey shorts or grey trousers

Navy polo shirt

Socks (white, grey or black)

Black school shoes



PE kit for boys and girls

White/blue T-shirt (with school logo or without school logo)

School jumper or cardigan

Navy or black tracksuit bottoms or shorts

Black Trainers – No flashing lights.

ALL JEWELLERY MUST BE REMOVED.



Jewellery

Stud earrings only (One per ear)

No necklaces, bracelets, anklets, rings or other types of jewellery please, these can often get lost or broken in school.

Long hair should be secured neatly at all times.

Useful Information

Hot School Meals

A free hot lunch is available for all infant children. This is provided by an outside local caterer but prepared in school by our own Kitchen Assistant. Menus are published on the website or in the office. There is a vegetarian option at every meal and fruit available as an addition to all courses.

Parents may, if they wish, choose to send in a healthy packed lunch. However, the cooked meals are provided free of charge and we would encourage parents to consider this option. Please note that if sending packed lunches, no fizzy drinks, Nutella spread or sweets are permitted in school.

We have several children in school who have a nut allergy which means any contact with peanuts or products containing nut oil could prove fatal. Please avoid sending these products into school and impress on your child that he/she must never share their food with anyone else. Be aware that we will remove any items not permitted and will replace with an alternative.



Healthy Snacks & Drinks

We continue to promote a healthy school through free fruit in all classes at morning break and parents can also opt for a small carton of milk for their children, this is provided free for children under the age of 5, if parents request it from the website link.

We ask all children to bring in a named water bottle, which is kept in the classroom so that they can have a drink of water throughout the day. Research shows that this really helps children's learning and concentration. We do not allow flavoured drinks and will replace this with water



Absence and medical care at school

If your child is unwell at school, we make every effort to contact parent/guardians and your child will be cared for until they are collected.

If your child needs first aid, we have trained first aiders on our staff team but in the event of a more serious accident, we will contact you as soon as possible. If your child bumps their head, we will always inform you, even if there are no apparent symptoms.

We prefer parents to administer medicine at home. If necessary to administer medication in school you will need to fill in a Medical Form, available from the office, our trained staff can give children prescribed medicine. Please provide a spoon or syringe for administration. Antibiotics required three times a day will not be given in school time unless the child is attending the afterschool club. Please note, we are only allowed to administer medicine prescribed by a doctor. **This is a legal requirement and will not be altered.**

Children are not allowed to carry out or administer their own medication in school, with the exception of asthma inhalers and treatment for diabetes. Please ensure that all medicines are given directly to the office. **DO NOT** place medicines in your child's book bag where other children can reach it. A Medical Form should be completed in all instances.



Partnership with Parents

We really value parents' support and look forward to working in partnership with you. As parents you have worked hard at the foundation skills to prepare them for school but we still need to work together in order to give your child the best possible chances in later life. For your part, you can;

- Bring them to school on regularly and on time
- Ensure they have the right uniform and PE kit in school
- Complete homework tasks with them
- Support us in helping them to learn from their mistakes
- Let us know if something is wrong
- As a parent, please model appropriate behaviour for all children to see when at school or in the community

Parents and Friends

We warmly invite you to get actively involved in school - there are lots of ways you can help which really do make a difference to the children.

For example, you are welcome to join our friendly **PTA (Parents and Teachers Association)**. This enthusiastic group meet up for a coffee and a chat to help plan and organise fundraising and social events such as Easter Bunny Bingo, the Summer Fête, Christmas fayre and lots more. They do a great job and provide the children with treats such as storytellers, parties and performances. So do come along and meet some new friends. Alternatively if you cannot be involved regularly due to other commitments, the PFA welcome help, however small, when hosting events. Everyone is welcome!



Parent Consultation Evenings

- We begin the year with a Welcome Meeting for all the parents in each year group so that you can get the information you need and ask any questions about the routines and expectations in your child's class. Later, at the end of the Autumn Term and again in the spring, you will be invited to talk confidentially to the class teacher about your child's progress and to share and celebrate their learning.
- You are of course, welcome **at any time**, to make an appointment to meet with your child's teacher should you want to discuss anything. Towards the end of the Spring Term you will receive your child's Annual Report which comments on their achievements and provides targets for their next learning steps.

Volunteering at School

- We welcome offers of help from parents who enjoy working alongside teachers and teaching assistants to support the children with their learning, this can be on a regular basis or as and when you can. We might ask for help with particular things but if you are interested in helping with something in particular do let us know, we'd love to hear from you! For example, a couple of our mums are really enjoying helping individual children improve their reading at the moment.
- A DBS (disclosure and barring service) check and two references will be required.



English as an Additional Language

English is not the first language for about a quarter of our children. Sometimes children come to our school knowing very little English as they have recently arrived in England, having left their home country. We work hard to make sure they are made to feel welcome so they quickly settle in and make friends. We assess each child's needs and develop a personal plan for them. They spend almost all their time with their class mates but may be withdrawn to do some individual or small group work.

We find that these children make outstanding progress in our school and that their English language skills soon improve when they play and learn alongside their friends.

Parking & Travel Plan

As a school the health and welfare of our children is crucial to everything that we do. The choices that are made concerning how the children travel to and from school can benefit their physical and mental health. It has been shown that getting active in the morning can increase concentration throughout the school day.

We actively encourage children to walk/scoot/cycle all or part of the way to school. We have installed a new bike shelter and three mushroom scooter pods for storage.

There is **no parking** available at the school, and as we are situated in a built up area, parking spaces in the local roads are minimal. We always ask for consideration to be given to the local community especially at the busy times at the start and end of the school day. We are very fortunate to have been given permits for parents to park in Sainsbury's car park (Pitwines) at drop off and pick up times.

These are available from the school office and supplied in your starter pack. Sainsbury's is just a three minute walk.

If you do need to park nearer the school, we ask that you are considerate to the local community at the beginning and end of each school day. There is a staff car park opposite the school; however, this is for permit holders only and is enforced by the local traffic wardens. If you wish to park close to the school, there are parking bays located along the road, although spaces are very limited.

Please also be aware that the speed limit on Green Road is 20mph and children can be unpredictable when walking near traffic or exiting gates so please ensure you keep your speed down.



Admissions - Joining our School

If you would like to apply for a place at Old Town please visit BCPcouncil.gov.uk and search for school admissions.

We are a popular school and we do only have a certain number of places in each year group but every effort is made to make a place available for your child. Even if you do not live in our school catchment area, if we have a place in the year group your child needs, a place may still be given.

You can view the admissions criteria for Poole Schools or find out whether your address is in our catchment area, by looking at the BCP website. **If a place is not available when you apply, you have a right to put your case to an Admission Appeals Panel.** If you need to talk through any queries about admissions, please contact 01202 123222.

Children often join us in the middle of a term, later in their school life, and we make sure they are welcomed, looked after and monitored so that they quickly make friends and find their way around. If there are any records from the previous school, these are used to help the class teacher make an assessment of where each child is in their learning, so that they settle in quickly and continue to make good progress.

We look forward to welcoming you to our school.

