



The Trent-Rylands Federation

Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School

Trent Vale Infant and Nursery School

Headteacher: Janine Barratt and Catherine Turner

Trent Road, Beeston Rylands, Nottingham NG9 1LP

Tel: (0115) 9179224

email: office@trentvale.notts.sch.uk

Helping each other towards excellence in all that we do



Welcome to Trent Vale Infant and Nursery School

We are part of the Trent Rylands Federation, with our partner school Beeston Rylands Junior School.

Thank you for choosing Trent Vale Infant and Nursery School for the first stage of your child's education. It is a privilege for us to be part of the start of their educational journey and we hope that you and your family will soon feel very much part of our school community. This booklet aims to provide you with some of the information you will need to ensure that your child has a smooth start to their time here.



Trent Vale Infant and Nursery School

Useful Information 2023/ 2024

School Telephone Number:	0115 9179224	
School email:	office@trentvale.notts.sch.uk	
Head Teacher:	Mrs J Barratt	
Chair of Governors:	Mr C Jones	
Head Teacher (Beeston Rylands Junior school- BRJS):	Mrs C Turner	
Office Manager	Mrs S Kaye	
Office Administrator	Mrs D Pautrat	
Site Manager	Mr M Denning	
Teaching Staff	Mrs S Osborne (Federation Deputy Head)	
	Mrs A Robinson	
	Mrs C Mason	
	Ms R Chong	
	Miss F May	
	Miss A Maltby	
	Miss M Gough	
	Miss P Bromberger	
Teaching Assistants	Mrs C Walker	Mrs K Naylor
	Mrs D Keen	Mrs A Smith
	Mrs L Abbott	Mrs L Price
	Mrs D Harrison	Mrs L Taylor
	Miss C Elliot	Miss K Featherstone
Midday Supervisors	Mrs D Harrison	Mrs S Ball
	Mrs T Wesley	Mrs K Kiddier

Nottinghamshire School Holidays 2023-24
August 2023 to July 2024



August						
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 School Holidays  Public Holidays  Administration Day

 Inset Days

Autumn Term 4th September – 20th October **7 weeks**
 6th November – 22nd December **7 weeks**
 Spring Term 4th January – 9th February **5 weeks 2 days**
 19th February – 29th March **5 weeks 4 days**
 Summer Term 15 April - 24 May **5 weeks 4 days**
 3 June - 26 July **8 weeks**

Inset and admin Days
 4th September – Admin
 20th October – Inset
 4th and 5th -January Inset
 3rd June - Inset



School Times

School starts at 8.50 am and ends at 3.20 pm. The gates in to school will be open from 8.40 am and 3.10pm. You can either enter school through the main gates on Trent Road or via the small gate on Longlands Road. In the morning please line your child up in the playground, near the allocated door. The teachers will come and get the children at 8.50 am. At the end of the day, you can collect your child from the same point. Punctual arrival at school is important to ensure a calm start to the day for your child, to ensure that they don't miss out on learning and to instill good practice from an early age.

Attendance

We expect children to attend school every day and it is the responsibility of parents to ensure that children have good attendance. We class good attendance as being above 95% and have a whole school target of 96%. We regularly monitor the attendance of all of our children and will notify parents where we have concerns. This may involve us writing to you or inviting you in to school for a meeting. A copy of our attendance policy is available on our school website.

Absence for Medical Reasons

We appreciate that all children fall ill from time to time and need to have a day or two away from school. On the first day of absence please let school know by phone call as soon as possible – you are able to leave a message on our telephone system. It is the responsibility of parents to inform school of an absence but it is our policy to follow up any unexplained absence by telephoning parents who have not contacted us by 9.30am. If you are unsure whether to send your child or not, it is always best to bring them into school – the staff here will always contact you should they feel your child is too unwell to stay. If your child starts to feel better during the day, you can bring them back to school for the afternoon session at 1.00pm.

Absence for Non-Medical Reasons

Leave of absence during term time cannot be authorised except for special circumstances (e.g. family funeral, religious observances). If you need to request leave of absence, you must speak to the office staff or the head teacher about this before completing a request form – this must be completed at least two weeks in advance of the requested absence.

Although it is undoubtedly cheaper to holiday in term time, this is not a reason for absence. The curriculum is fully planned to cover all requirements throughout the year and children who are away on holiday can miss a large proportion of learning time. School cannot authorise holidays in term time and the school governors may request that the local authority take action where this occurs. This is likely to result in the issuing of a penalty notice. Penalty notices may also be issued where attendance is poor overall without a satisfactory reason.

Communication

We aim to promote an 'open door' approach here at Trent Vale Infant and Nursery School and welcome parents and carers into our school and nursery. You can always speak to teachers or teaching assistants briefly at the start or end of each day. We communicate school information via text and email which will go to the first person on the pupil information form. We aim to update our website as regularly as possible and a newsletter outlining what is happening in school is also emailed out each at the beginning of each half term. You will also receive a half termly topic outline, from your teachers.

Should you ever have a query or concern about any aspect of our school, your first port of call should be your child's class teacher. Our office staff are also able to help you with generic aspects of school life e.g. dates, times etc. Should your query or concern be of a more personal nature, or if you feel that you have not been able to resolve something, then you are able to make an appointment with the head teacher.

We will soon get to know you and staff will recognise whoever collects your child at the end of the day. We will never let a child go home with someone that we do not recognise or if you have not informed us of this. Please always contact us if someone different is collecting your child. If this is someone we have not met before, we will ask you to provide us with a password which we would expect this person to know on collection at the end of the day. There may be occasions where we need to contact you (for example, if your child is ill during the day). Please ensure that your contact details are kept up to date – this can be done through our school office. Being able to contact you promptly can save your child unnecessary distress.

Medicines in School

We are happy to help with medication and can administer medicines that have been prescribed by a doctor throughout the day. In some circumstances, we are also able to administer non-prescribed medicines such as Calpol where this will support a child suffering with symptoms which can be easily relieved and would otherwise prevent them from being at school. Please take the medicine and instructions to the office. You will be asked to sign an authorisation form, with details of the dose of medicine, which we will keep securely until required (in the fridge if necessary).



Money and Charges

Occasionally we may ask for voluntary contributions towards activities such as trips and extra-curricular activities. This is in line with our charging policy which is available on our website. Payments can be made through our online payment system, sQuid. When your child starts school, you will receive an email with registration details for your child and a link to the sQuid website. You can also download the sQuid payment app if you prefer. We are usually a cashless school, although we may occasionally collect cash for charity donations etc.

Jewellery

We do not allow children to wear jewellery for health and safety reasons other than a basic watch. If your child already has pierced ears, plain stud earrings only may be worn. These must be removed for PE (Local Authority statutory requirement for schools) .



Data Protection

We request a lot of data from you with regards to your child and yourself. This includes personal information such as contact details and medical information. We ensure that all data is held securely, remains private and dealt with sensitively. The General Data Protection Regulations (GDPR) came into effect on May 25th 2018 and our school fully complies with information legislation. As part of this, we have a designated Data Protection Officer (DPO), Mrs Catherine Turner , whose role it is to ensure that we remain GDPR compliant. You can contact our DPO by emailing head@rylands.notts.sch.uk . Our office staff will also be willing to help you should you have any queries or concerns. A copy of our Privacy Notice and other related documents can be found on our website.

Pupil Premium Funding

The Government currently provides additional funding to our school for each pupil that is eligible for Pupil Premium. This funding enables us to provide additional equipment, support and activities for children in school. When a child reaches junior school, they will also receive a free school meal (which all infant aged children are currently entitled to regardless of eligibility for Pupil Premium).

To ensure that we receive this additional funding for your child, we ask that parents who qualify take up their entitlement to Pupil Premium. Eligibility criteria and details on how to apply are below:

Your child's school may qualify for Pupil Premium if your child attends a Nottinghamshire County Council School or Nursery and you receive one of the following benefits:

- income support
- income based jobseeker's allowance
- income related employment support allowance
- support under Part VI of the Immigration and Asylum Act 1999
- child tax credit, provided you are not entitled to working tax credit and have an annual income • assessed by HM Revenue & Customs) that does not exceed £16,190
- guarantee element of state pension credit

You can apply for the Pupil Premium in a number of ways:

- Online: <https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk/apply-for-free-school-meals-and-milk>
- Telephone: 0300 500 8080
- See the school office for more information.



Healthy Living

All infant school children are entitled to a free school dinner every day under the Universal Infant Free School Meals scheme. Meals are designed to be balanced and healthy, and we can cater for special dietary requirements and allergies. Menus are displayed on our notice boards and can be viewed here:

<https://www.nottinghamshire.gov.uk/education/school-meals/menus/primary>

At the start of the F2 year, we will issue your child with a school water bottle. This should be taken home each day, washed, refilled and returned to school the next day. We encourage children to drink throughout the day. Fruit is also provided every day for every child. Children usually eat this during the morning playtime with a drink of milk.

Cool Milk

We will include a Cool Milk leaflet in your new starters pack. If your child would like a carton of milk every day, you can register at www.coolmilk.com. Milk is free for children under the age of 5, and for children in receipt of Pupil Premium. Otherwise, there is a small charge of approximately £16 per term, or 25p per day.

Health Checks for 5 Year Olds

The Healthy Families Programme is available to every school aged child/young person up to the age of 19 and their families. It offers confidential advice and information on a range of health issues that may be of concern to you and your family. Such issues include immunisations, healthy eating, behaviour difficulties and toileting. It works in partnership with many agencies to ensure that your child get the best service to meet their needs. As part of the universal school health service, all children should have their height, weight, hearing and vision checked once they have reached the age of 5. These assessments are completed in school by a member of the School Health Team. If you have a specific concern relating to your child, you can request an individual health check by contacting the team. An Entrant Health Questionnaire will be sent to you to complete during your child's time in Reception. Please return the form even if you do not wish your child to be seen. If you have any concerns or would like more information about the service, please contact The Healthy Family Team for Broxtowe on 0115 9522412.

Safeguarding

The safeguarding of our children is of paramount importance to us here at The Trent-Rylands Federation.

We have a duty to ensure that our children are protected from all forms of abuse and to act on any concerns that may arise about the safety or wellbeing of a child. All of our staff are trained in child protection and safeguarding and aim to ensure that our children are taught in a safe and nurturing environment. We have three Designated Safeguarding Leads (DSLs) who have the responsibility to ensure that any safeguarding concerns are acted on. This may involve talking to parents or liaising with outside agencies. Our DSLs are Mrs Barratt (Head Teacher), Mrs Turner (BRJS Head Teacher) and Mrs Osborne (Federation Deputy). Please contact one of our DSLs if you have any concerns about a child - safeguarding is the responsibility of us all.

School Uniform

Children at Trent Vale are expected to wear school uniform.

The school colours are red, grey and white which are widely available from any supermarket or clothing retailers. These do not have to be specific school clothes. We also encourage you to put your child's name on all items of clothing and kit.

Second Hand Uniform - School also has a supply of second hand uniform in school. Please ask at the school office. We also regularly offer pre-loved uniform from tables in the school playground.

If you wish to purchase uniform with the school logo then this is available from TGR Embroidery. You can order direct from their website or visit their showroom at Unit 1, 1 Nottingham Rd, Attenborough, Beeston, Nottingham NG9 6DN

If your child is ever without uniform, please send them in any suitable clothing as we do not want uniform to be a barrier to attendance.

BIRTHDAYS- Your child is allowed to wear their own clothes on their birthday. If your child's birthday is at the weekend or in a holiday, then they can wear their own clothes on the day they return to school.

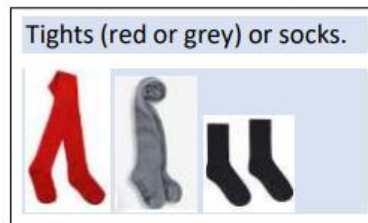
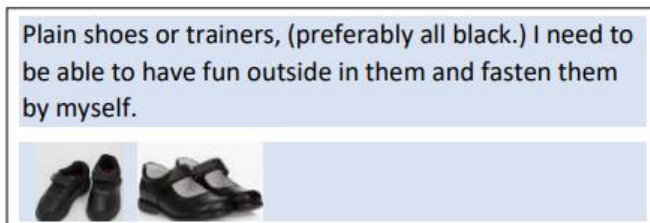
NO UNIFORM DAYS – From time to time we may have events that mean your child can wear different clothes. This is totally voluntary and is up to parental choice.

SCHOOL TRIPS – When going on school trips, it is usually expected that children wear their school uniforms. We will let you know if this is not the case.

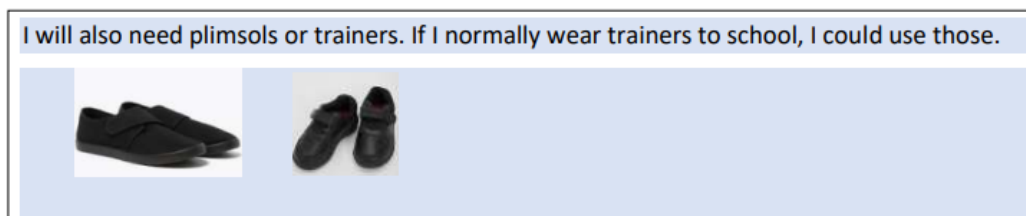
Each day I will need to bring to school:

<p>A water bottle</p> 	<p>A bag that is big enough to fit my reading books in it without them getting bent. (Big enough for an A4 sized wallet)</p>  <p>or or</p>	<p>A lunch box if I am having a packed lunch.</p> 
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I will need to wear my school uniform:



PE



I am not allowed to wear earrings for PE, so these will be need to be taken out before I come to school. Any long hair needs to be tied up, so it doesn't get caught.

Playing Outside

Every day I will go out to play so I always need to think about the weather. If it is cold or wet I will need a warm coat and maybe a hat. If it is hot and sunny, I will need a sun hat.



Last if all EVERYTHING NEEDS TO HAVE MY NAME IN IT, so I can find my things if they get lost.

Please do not buy clothes or trainers with sportswear logos on.

Helping in School

We welcome parental help in school. If you have some spare time and would like to help out in school, please see your child's class teacher. Parents may help out with school baking, reading, school trips and other class activities. For safeguarding reasons, we ask all regular volunteers to undertake a DBS (disclosure and barring service) check – the school will organise this for you.

Trent Vale Parents' Group

The Trent Vale parents' group is made up of parents who volunteer to help with the planning and organising of fundraising events, including helping out on the day of the event. Events include discos, cake or book sales, school fairs etc. The group meets regularly and all parents are welcome to attend meetings which are held at school. Funds raised are managed by the group and are used to purchase new resources or external providers of curriculum activities for the school and nursery. This is an amazing group and school really does depend on their support and help so please do get involved if you are able to.

School Governors

School governors are volunteers who help to run the school. They are involved in decisions about all aspects of managing the school – such as maintaining buildings and running budgets, supporting staff and setting standards of school discipline. Governors also help to make big decisions about the school's long-term goals. They support the head teacher, but also ask questions and make sure the head teacher is taking the school in the right direction. A number of parents are elected to the governing body and we advertise vacancies as they arise. Please speak to a member of the school leadership team should you like to become involved with our governing body.

Parent Support

The relationship between parents and school is essential to ensuring that your child makes good progress throughout their education. There are many ways that you can support your child at home:

- Read school reading books with your child
- Provide writing resources for children to play with at home (coloured pens and pencils, paper, colouring books etc)
- Talk about things you are doing (shopping lists, measuring food and liquid, following recipes, reading instructions etc)
- Provide a quiet time and place for work at home- this could be a quiet space to read
- Value the work your child brings home from school
- Encourage and praise effort
- Early bedtime on school nights
- Breakfast before school and get to school on time
- Names on all school clothes – including PE kit.

At the start of each half termly topic, teachers will send home an information sheet which outlines the key things that your child will be learning in school. This may involve key knowledge, basic skills or recall of facts or spellings.

Reading at home

There are two types of reading book that your child may bring home - a reading practise book and a sharing book.

Sharing books

This book is for you both to read and enjoy together. It will usually be a picture book or an information book. In order to encourage your child to become a lifelong reader, it is important that they learn to read for pleasure. The sharing book is a book your child has chosen for you to enjoy together. Your child will keep this book for a week, so that you can read it to or with them a number of times. This way they will begin to learn the story and may possibly join in. Discuss the pictures, enjoy the story, predict what might happen next, use different voices for the characters or explore the facts in a non-fiction book. Please ensure these books are kept in their school bag and returned to school.

A Reading Practice Book– Collins Big Cat Books.

We use the Little Wandle Letters and Sounds Phonics Scheme.

We will quickly start to teach your children phonics. Once the children have started to use their knowledge of individual letters and sounds to make small words, we will send home a Reading Practice Book.

This will be at the correct phonic stage for your child and has been carefully matched to your child's current reading level. They should be able to read this book fluently and independently. They will have already read this book 2 or 3 times in school, as part of group reading practise sessions. So, by the time the book comes home, your child will be very familiar with it and may need little help to read it. Please don't



worry that it's too easy – your child needs to develop fluency and confidence in reading. Listen to them read the book. Remember to give them lots of praise – celebrate their success! If they can't read a word, read it to them. After they have finished, talk about the book together.

Your child will progress through the levels of these books.

These books are brand new and we are very keen to keep them in good condition and also in complete sets. We will provide your child with a reading folder so that you can keep the book safe and free from water damage or being crumpled in their school bags. These books need to be kept in the reading folder along with their home reading diaries. Please also ensure that your child always keeps their book inside their school bag, so they can be changed weekly at school. If a child does not return a previously read book we will not issue a new book. Each class will have a changing book routine and a regular day each week that books will be collected in and changed.

As part of our homework policy we recommend that children read four times a week. Please can you continue to record this reading session in your child's reading record.

Support for Parents

Further Support can be found via this link:

<https://www.littlewandlelettersandsounds.org.uk/resources/for-parents/>

These videos show you how to pronounce the sounds. Notice how the children don't add an 'uh' sound at the end, so they say: 't' not 'tuh'. Use the downloadable information to help your child remember how to write their letters and say their sounds. There are also some useful videos which demonstrate how children are taught phonics and reading at school.

Curriculum Enrichment

We aim to provide a broad and stimulating curriculum and we believe it is important to enrich the curriculum to promote a love of learning. We do this through organising special themed days and weeks and trips to places of special interest linked with the curriculum. We also arrange visits from providers with specialist subject or cultural expertise. These include dancers, theatre groups, local ministers and followers of other faiths.

Assessment and Reporting to Parents

We are continually assessing our children to see how well they are progressing across the curriculum. This allows us to identify how we can support your child to achieve their potential. At the end of each term, we record the progress your child is making in our assessment system. Should you have any questions about how well your child is progressing, please see their class teacher. We also hold parents' evenings each term. You will be able to see your child's work and discuss his/her progress with the class teacher. At the end of the Summer Term, you will receive a full end of year written report on your child. This will give you information about the progress they have made across the curriculum.



Parking

Whilst we prefer children to walk to school, we understand that this is not always possible and parents/carers sometimes need to use their car. We are very concerned about the safety of children as they arrive at, and leave school. Please park very carefully, avoiding the zig zag lines and the corner of Trent Vale Road and Longlands Road where other parents and children need a clear view to be able to cross the road safely. Please consider our neighbours, and be careful not to park over drives. Community police regularly patrol during busy times to ensure safe and legal parking around schools. The school car parks should not be used by parents.

Health and Safety

For health and safety reasons, dogs are not allowed on the school site and should not be tied up around or near school entrances. It is best to leave dogs at home when taking and picking up children from school. Our school site is also a no-smoking area. This includes the use of e-cigarettes. The school has a mobile phone policy which aims to promote safe and appropriate practice through establishing clear use guidelines. It is the school's duty to have effective safeguarding practice and protection in place for all.

Below are the parts of our policy that affect parents/carers when in school:

- Parents/carers are not permitted to use their phone in school during teaching times or at any time when children are present (e.g. after school disco)
- All mobile phones should be turned off or on silent when on the school premises
- Parent/carer volunteers are not permitted to take photographs or make recordings of any child when on school visits and outings
- Parents/carers are able to use their mobile phones to take photographs of or film their own children at events such as Christmas concerts. However, parents/carers should not publish any images (e.g. on social media websites such as Facebook) that include children other than their own.

Before and After School Care

Beeston Nursery are responsible for running Beeston Out of School Care (BOOSC) in our school hall before and after school. This is available from 7.45am until school starts and after school until 5.30pm. Breakfast and tea are provided. If you would like further information please contact them directly at boosc@beestonnursery.co.uk or 07767 167314.