



# **ROSELANDS INFANTS' SCHOOL**

# **WELCOME**

**AN INTRODUCTORY HANDBOOK**

**FOR PARENTS  
2023/2024**

**Published June for September 2023**

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# Welcome to Roselands Infants' School

## Welcome from the Primary Executive Headteacher

I am delighted that you have chosen Roseland Infants' School for your child. I truly believe the unique opportunities at Roselands make it an exciting place to learn. We promote the ethos of 'Be The Best You Can Be' and believe every pupil has the right to the highest standard of education to enable them to accomplish their aspirations.

We expect the highest standards from all stakeholders within the school community and look forward to working in partnership to achieve the highest outcomes for all pupils within the school.

This booklet contains a lot of information to try to ensure a smooth and happy start at Roselands Infants' School. It also asks new pupils to show respect and take pride in themselves, their new school and their environment and to give their best effort every day. We are sure they will rise to the challenge!

We all wish you and your child every success and we really look forward to working with you.

Best wishes

**Kyra Siddall-Ward**  
Executive Headteacher



## Welcome from the Head of School

We are a nurturing, happy school with enthusiastic children, parents, staff and governors. We recognise that every child is unique and we value each one of them as an individual, providing them with a secure and friendly learning environment in which they can fully develop their skills and talents.

We have passionate, caring and committed staff who ensure that skills are taught within a creative curriculum which provides appropriate challenge and support for every child. We place great importance on children's personal, social and emotional development and our exciting learning environment enriches a stimulating and challenging curriculum, enjoyed by all learners.

We value the partnership between home and school and by working together we can ensure your children are happy and confident

Best wishes

**Carol Wallis**  
Head of School



# **Information for Parents**

## **Roselands Infants School**

In addition our website is a source of reference <https://roselands-stafford.org/>

## Day-to-Day Frequently Asked Questions

<b>Q1</b>	<b><i>What time should my child arrive at school? What are the school hours?</i></b>												
	<p>The school times are as follows for each Key Stage in the Primary Phase:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Stage</th> <th style="text-align: center;">Doors Open</th> <th style="text-align: center;">Registration</th> <th style="text-align: center;">End Time</th> </tr> </thead> <tbody> <tr> <td>EYFS (Reception class)</td> <td style="text-align: center;">8:20am</td> <td style="text-align: center;">8:30am</td> <td style="text-align: center;">3:00pm</td> </tr> <tr> <td>KS1 (Years 1-2)</td> <td style="text-align: center;">8:20am</td> <td style="text-align: center;">8:30am</td> <td style="text-align: center;">3:00pm</td> </tr> </tbody> </table> <p><b>NB: These are normal school hours outside of any other arrangement due to Coronavirus.</b></p> <p>Children will enter school through the Ringwood Road entrance (EYFS and Year 1). EYFS and Year 1 staff will open their classroom gates and doors to welcome the children in. All children must wait behind the blue line with their parents near to their classroom gate. At the end of the day EYFS and Year 1 children will be collected from the gate to their classrooms and teachers will be available to speak to at the end of the day.</p> <p>Year 2 children will enter school through the main Woodgate Road gate and will walk down the path to the Year 2 entrance gates. At the end of the day class teachers will bring children to the class firedoors and parents will enter the Woodgate Road gates to line up along the pathway to their class firedoor.</p> <p>A member of the senior leadership team will be on duty at both Ringwood Road and Woodgate Road main gates, in the morning and in the afternoon Any Year 2 children with siblings can enter via Ringwood and walk through the building to their classroom. They can also join their siblings at the end of the day.</p>	Stage	Doors Open	Registration	End Time	EYFS (Reception class)	8:20am	8:30am	3:00pm	KS1 (Years 1-2)	8:20am	8:30am	3:00pm
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KS1 (Years 1-2)	8:20am	8:30am	3:00pm										
<b>Q2</b>	<b><i>What if your child needs to leave the school premises during the day?</i></b>												
A2	You will need to write a permission letter and you must come to the main Reception Desk via Woodgate Road at the agreed time to collect your child.												
<b>Q3</b>	<b><i>What happens if my child is late for registration?</i></b>												
A3	If your child arrives late to school, after 8:30am, you should enter the school via the main Reception Desk via Woodgate Road where you will need to sign in the late book.												
<b>Q4</b>	<b><i>What happens at break and lunch times?</i></b>												
A4	<p>Children will have a fixed break-time as follows:</p> <p>KS1 10:30 – 10:45. EYFS pupils will have their break as part of their free flow. Reception, Year 1 and Year 2 will receive a free piece of fruit.</p> <p>KS1 will have their break in the main playground area.</p> <p>Children will have an hour for lunch between 12:00 and 13:00. This will be staggered, starting with EYFS. KS1 will then join the dinner hall a class at a time for their hot meal with all children sitting down to eat by 12:40. In the summer term, packed lunches are eaten in the Year 2 outside courtyard.</p> <p>At lunchtime, all the children will be accompanied to the hall for their lunch. Following this, they will have supervised playtime on the main playground area.</p>												

<b>Q5</b>	<b><i>What happens to my child if it is raining?</i></b>
A5	If it is very wet when the children have a break-time, they will play in their classrooms and staff provide a range of activities to keep them entertained inside. We try, wherever possible, to get them outside for some fresh air.
<b>Q6</b>	<b><i>If I need to contact the school, who do I call?</i></b>
A6	Your child's class teacher should usually be the first person to contact and is available at the end of the school day. However, if it is to report an absence you should contact the main school office on 01323 726764. The school will contact you by text message/e-mail or phone if your child has not arrived in time for the register and we have not had a message regarding an absence. . <b>It is therefore vital that we have an e-mail address and contact number.</b>  If you have an appointment at the school, you should sign in at the main school office via Woodgate Road and collect a visitor's badge. You may be asked to provide ID at Reception as part of our safeguarding procedure.
<b>Q7</b>	<b><i>How can I contact the school?</i></b>
A7	Telephone: Main office – 01323 726764 (8.00 am – 4.00 pm) (Voice-mail messaging outside of these hours) E-mail: Attendance: <a href="mailto:attendance@roselands-stafford.org">attendance@roselands-stafford.org</a> Other matters: <a href="mailto:roselandsoffice@roselands-stafford.org">roselandsoffice@roselands-stafford.org</a> School website: <a href="http://Roselands Stafford Federation">Roselands Stafford Federation</a>  It is also vital we have up-to-date email addresses and phone numbers in case we need to contact you.
<b>Q8</b>	<b><i>Does the school need to know about my child's medical conditions?</i></b>
A8	Yes. All conditions must be noted on the admission form filled in by parents. Changes in medical conditions must be shared with the office and the SEND team. Any medicine your child needs to take during the school day should be handed in to the office. Where required a medical form will need to be completed.
<b>Q9</b>	<b><i>What happens if my child is ill and is not coming to school?</i></b>
A9	You must contact the main school office on 01323 726764 as early as possible and by 8:20am and give a reason at this point why your child will be absent from school.
<b>Q10</b>	<b><i>What happens if my child feels unwell at school?</i></b>
A10	In the first instance, your child will be comforted and allowed to sit quietly in the hope that they may feel better and will be able to continue with the rest of the school day. If, however, your child continues to feel unwell, you will be contacted and asked to collect them.
<b>Q11</b>	<b><i>My child is asthmatic. What do I do with their inhaler?</i></b>
A11	You will be required to meet with the Inclusion Team and a Health Care Plan will be updated on our Medical Tracker System. You must ensure that your child's inhaler is clearly labelled. This will be kept in school at all times and returned at the end of the year or when it becomes out of date and a new one is required.

<b>Q12</b>	<b><i>What if we move house?</i></b>
A12	Please notify the school office immediately of any change of address, or phone numbers, or the addition of a mobile phone number. It is vital that the school can contact parents/carers if necessary. <b><u>Please make sure we have your e-mail address.</u></b>
<b>Q13</b>	<b><i>What happens if my child loses something?</i></b>
A13	To avoid this in the first place you must make sure everything is clearly labelled with your child's name. If an item is lost, please ask your child's teacher in case the item is in the classroom. The Teacher will also check with the office team and lost property. <b><u>DO NOT</u></b> let your child bring valuable personal items into school, as we cannot take responsibility for them.
<b>Q14</b>	<b><i>Where does my child keep their coat, and book bag with their PE kit?</i></b>
A14	Your child will have their own coat hook with their name or picture for their coat and PE kit. Book bags will be kept in the classroom.
<b>Q15</b>	<b><i>What will my child eat at lunchtime?</i></b>
A15	All children in EYFS and KS1 are entitled to a meal, free of charge, at lunchtimes. They will be able to either choose a meat, vegetarian, jacket potato or pasta hot meal option with dessert. They can also bring in their own packed lunch if they prefer. An example menu is provided for you in your Welcome Pack materials.
<b>Q16</b>	<b><i>What sort of equipment does my child need for school?</i></b>
A16	EYFS and KS1 – a bookbag and a water bottle needed in school daily and a PE kit that remains in school for the whole term. Your child will also be given a reading book once they have settled into school, which should be brought into school each day in their book bag. Your class teacher will talk to you about a reading app when they complete the home visit. This is an app where you can log the reads you complete at home. We aim for 5 reads a week at home so that your child can earn a ticket for the reading raffle held on a Friday in assembly.
<b>Q17</b>	<b><i>What if my child wants to cycle or scooter to school?</i></b>
A17	Firstly, your child should wear a safety helmet. Bicycles and scooters should be left in the bicycle/scooter park by the entrance gates. Remember, as with any piece of your property your child brings to school, it is brought at their/your own risk. Scooters cannot be given to the teacher to keep securely.
<b>Q18</b>	<b><i>Who should I talk to if I feel my child is unhappy?</i></b>
A18	You should talk to the class Teacher or the class Teaching Assistant (TA) on the gate in the morning or in the afternoon when collecting your child.
<b>Q19</b>	<b><i>Can I take my child on holiday in term time?</i></b>
A19	Roselands Infants' School sets very high expectations of attendance and will monitor your child's attendance regularly. The school cannot authorise holidays in school time.
<b>Q20</b>	<b><i>How will my child get to know the school building?</i></b>
A20	Your child will spend the vast majority of their time in their Classroom. However, they will use the other facilities that the school has to offer depending on the curriculum needs, such as the school meadow and outside learning areas.

<b>Q21</b>	<b><i>Will there be fire drills?</i></b>
A21	Early in Term 1 there will be a fire drill and then at regular intervals throughout the year. Your child will be given the opportunity to rehearse what they need to do prior to the first fire drill.
<b>Q22</b>	<b><i>Will my child get to know the older pupils?</i></b>
A22	As an infant school it is important that all of our children feel part of the Roseland's community so there will be organised times when your child will be with the Year 2 pupils. There will also be occasions when Year 2 pupils will be involved in activities with the Reception children, for example, they may listen to them reading or support them in the classroom.
<b>Q23</b>	<b><i>How will I know how my child is doing?</i></b>
A23	Formal reporting of your child's progress will take place three times a year with two parent consultation events and a final end of year report. You will have the opportunity to come into school regularly to look at your child's work.
<b>Q24</b>	<b><i>How will I know about school holiday dates and the important events in the school year?</i></b>
A24	Important dates for the school year will be shared with you prior to your child starting school. Reception pupils and parents join the online Learning Journal Tapestry to receive news, information about forthcoming events. There will also be regular updates in our weekly newsletter and termly newsletter that celebrates learning.
<b>Q25</b>	<b><i>When will my child be starting school?</i></b>
A 25	School opens for Year 1 and 2 pupils on Wednesday 6th September 2023. The main gates on Ringwood Road open at 8.10am to allow families time to walk down the drive and then the classroom gates and doors at 8.20am. The Woodgate Road gate opens at 8.20am for Year 2 pupils. New to Reception (EYFS) children will have an organised transition programme including a staggered entry into school. Full details of home visits and transition dates will be in your Welcome Pack.
<b>Q26</b>	<b><i>My child isn't 5 years old until June 2022. Does he have to attend school full-time?</i></b>
A26	The DFE states that children do not reach compulsory school age until after their fifth birthday. However, the very large majority of children are ready to start school at the age of 4 and the staff are highly trained in ensuring the school day meets the needs of every child.
<b>Q27</b>	<b><i>I need to get to work by 8:30am and I don't finish until 5:00pm. Are there breakfast and after-school clubs?</i></b>
A27	There is a Breakfast Club and After School Club based at Stafford called Fireflies. Breakfast Club is from 7:30am and children are walked to Roselands in time for the start of the day. There is also an After-School Club run by Fireflies at Stafford, which runs from 3:00pm – 6:00pm. Children are collected from Roselands at 3:00pm and walked up to Stafford. Please note that this is a very popular service and there is no guarantee that places are available. Please contact Fireflies <a href="https://fireflieschildcare.co.uk/stafford/">https://fireflieschildcare.co.uk/stafford/</a> (07392848736).



# ROSELANDS INFANTS' SCHOOL TERM DATES 2023-2024

Please find below the Term dates for 2023-2024. As normal, the INSET days may differ from other schools.



**Cavendish School | Stafford Junior School | Roselands Infants School**

## **CAVENDISH EDUCATION TRUST TERM DATES 2023-2024**

Please find below the Term dates for 2023-2024. Please note that our INSET days may differ from other schools.

**Term 1:** Friday 1, Monday 4 & Tuesday 5 September 2023 – INSET days  
Wednesday 6 September 2023 – First day of Term for pupils  
Friday 20 October 2023 – Last day of Term 1

**Term 2:** Monday 30 October 2023 – First day of Term for pupils  
Friday 15 December 2023 – Last day of Term 2

**Term 3:** Monday 1 January 2024 – Replacement Bank Holiday  
Tuesday 2 & Wednesday 3 January 2024 – INSET days  
Thursday 4 January 2024 – First day of Term for pupils  
Friday 9 February 2024 – Last day of Term 3

**Term 4:** Monday 19 February 2024 – First day of Term for pupils  
Thursday 28 March 2024 – Last day of Term 4

**Term 5:** Monday 15 April 2024 – First day of Term for pupils  
Monday 6 May 2024 – Spring Bank Holiday  
Friday 24 May 2024 – Last day of Term 5

**Term 6:** Monday 3 June 2024 – First day of Term for pupils  
Tuesday 23 July 2024 – Last day of Term 6  
Wednesday 24 July 2024 – First day of the Summer Holiday

# EMERGENCY ARRANGEMENTS


## Adverse Weather Conditions and Other Emergencies

In recent years, there have been occasions when severe weather conditions have prompted the decision to close the school early. If this situation should arise, we will contact parents directly. If parents cannot be contacted, staff will remain with the children until the end of the normal school day.

Severe weather conditions, structural damage creating danger to children and staff, breakdown in energy services, or other emergencies may necessitate a decision not to open the school. In these circumstances, our procedure is to notify parents through an announcement on the local radio stations on the school website and in the first instance by text or e-mail. Out of school office hours, the school answer phone message will also give details.

Contact information is as follows:

School office/ answerphone:	01323 726764	Email: <a href="mailto:roselandsoffice@roselands-stafford.org">roselandsoffice@roselands-stafford.org</a>
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School website:	<a href="#">Roselands Stafford Federation</a>	Facebook Roselands & Stafford Federation 
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### EMERGENCY SCHOOL CLOSURE-RADIO STATION DETAILS

THESE RADIO STATIONS HAVE SIGNED UP TO BE CONTACTED BY ESCC IN THE EVENT OF AN EMERGENCY SCHOOL CLOSURE

BBC RADIO SUSSEX	104.5FM,104.8FM	
MORE RADIO	107.8FM	
SEAHAVEN RADIO	96.3 FM	01323 885225 / 888111
UCKFIELD FM	105.FM	01825 891105

# ATTENDANCE MATTERS

At Roselands Infants' School we are justifiably proud of our high attendance rates. This has been achieved by the strong partnership between school, parents/carers and pupils. You will be given a separate attendance booklet which includes a declaration for you to sign and return to school.

## ABSENCE ARRANGEMENTS

You **must** ring the Attendance Office if your child is going to be absent from school, or if your child has a medical appointment. The Attendance Office is open every day between 8:00am and 1:00pm. There is also a voice-mail messaging system 01323 726764 so you can leave a message at any time. You can also email the Attendance Office [Attendance@roselands-stafford.org](mailto:Attendance@roselands-stafford.org) or contact the main school office 01323 726764

The Attendance Team will inform your child's class teacher of your child's absence.

### Attendance Team

Mrs Katie Cassiano – Attendance and Admissions Manager

Mrs Carol Wallis - Head of School

# Key People

Your child will come into daily contact with their Class Teacher and Teaching Assistant but will also meet many other adults in school who will support them.

Here are some of the key adults within the school.

Role in School	Key People
<b>Roselands Leadership Team</b>	
Executive Head of Primary for the Multi Academy Trust (The Cavendish School and Roselands & Stafford Federation) Head of School Teacher – EYFS Leader Assistant Headteacher for Safeguarding SENCO – Roselands & Stafford Federation	Mrs K Siddall Ward  Mrs C Wallis Mrs N Harrison Mrs J Page Mrs J Lynch
<b>EYFS Teaching Team</b>	
Tiddler Class Teacher Gruffalo Class Teacher Zog Class Teacher Tiddler Teaching Assistant Gruffalo Teaching Assistant Zog Teaching Assistant	Mrs N Harrison Miss L Dargan Mrs S Bawn Mrs J Curran Mrs T Burton Miss A Beckwith

# SCHOOL UNIFORM EXPECTATIONS

## 2022-2023

To promote safety, inclusion and engagement with the school community, Reception children will be required to wear uniform items for day-to-day wear as well as in PE.

**Reception Pupils only – Wellington Boots and a plastic mac / waterproof for the outside area. These will get wet and muddy and be well used. They will remain at school and will be used every week.**

### Uniform Guidance

- School uniform must be worn each day, and on school trips unless informed otherwise.
- The decision to vary school uniform in the light of weather changes lies at the discretion of the Headteacher.
- All pupils must keep their hair tidy and long hair should be tied back. Hair should not be exceptionally short or long. Hair dyed in unnatural or varied colours is not permitted, nor are extravagant hairstyles.
- Nail varnish is not permitted.
- No jewellery should be worn, apart from one plain stud or small ring in one or both ear lobes. No bracelets or necklaces. A wristwatch is allowed.
- Uniform requirements will be monitored by all staff.
- Uniform for any individual may be modified in the light of cultural or disability issues or special needs, at the discretion of the Headteacher.
- PE kit is also a requirement.
- Coats and hoodies should not be worn inside the school building.

**All items of school uniform and PE Kit must be clearly marked with your child's name.**

**School supplier is [SussexUniforms.co.uk](https://www.sussexuniforms.co.uk)**

<https://www.sussexuniforms.co.uk/collections/roselands-stafford>

<b>Compulsory Uniform</b>
<b>Reception Year – Year 6</b>
Purple sweatshirt with embroidered school badge – from school supplier
Purple sweatshirt cardigan with embroidered school badge – from school supplier
Purple polo shirt from the high street
Charcoal grey trousers , Charcoal grey skirt, or charcoal grey pinafore dress - from the high street
Tights/socks – black, navy blue, white or grey
Black closed toe school shoes (not trainers or canvas type footwear, no boots)
<b>Optional Summer Uniform Terms 5, 6 and 1 only</b>
Purple and White check summer dress or charcoal grey shorts – from the high street
<b>Compulsory PE Kit</b>
Purple school sports T-shirt with school badge – from school supplier
Plain black shorts – from school supplier or from the high street
Plain black trainers (no logos, no canvas shoes)
<b>Other Items</b>
Sun Hat – parent/carer to provide for sunny weather
Purple Book Bag with school badge / Purple Rucksack with school badge – from school supplier or own suitable rucksack
Purple Gym Bag with school badge – from school supplier

### **Jewellery**

One small stud in each ear is permitted. No piercing in inner part of the ear

No facial or visible body piercings

No bracelets or rings.

A wristwatch is allowed - no smartwatches

### **Hairstyles**

Extreme hairstyles are not permitted in the School. "Carved/cut designs" are not permitted. Both boys and girls should not have any bright coloured hair dye added to their natural colour.

Long hair must be tied up neatly for school. Only a simple coloured band or headband is permitted.

Bows and other ornate headbands are not allowed to be worn in school.

No nail varnish is to be worn



## Placing an order

- Orders can be placed online at [www.sussexuniforms.co.uk](http://www.sussexuniforms.co.uk) and this link is also available on the school website.

**Email:** sales@sussexuniforms.co.uk

**Phone:** 01444 227066

**Address** of shop locations for trying on and ordering only.

### **Haywards Heath**

Units 1&2 Bridge Road  
Business Park  
Bridge Road  
West Sussex  
RH16 1TX

### **Hove**

40 Blatchington Road  
Hove  
East Sussex  
BN3 3YH

### **Horsham**

8 Bishopric  
Horsham  
RH12 1QR

Parking available outside

Parking available nearby

Parking available nearby

## Delivery Options

- Small order Delivery Charge is £2.95 and £3.95 and for larger deliveries £4.95. Free returns on all online orders.
- Deliveries will be made within 5 working days. Orders are traceable right from placing the order to getting it in your hands. With the latest email and text messaging technology updating you what time your delivery will arrive, you can make sure you are in or easily rearrange for a more convenient time.

## Payment

Payment will be required by card if ordering online.

## Shoes:

School shoes must be worn and boots, trainers and canvas shoes are not permitted.

Below is a guide - it is not an exhaustive list so please talk with your child's teacher if you would like further guidance.



# Additional Information for Parents

In addition our website is a source of reference [Roselands Stafford Federation](#)



# Home School Agreement

Please read and share with your child the agreement which was included in your Welcome Pack.

Our Home School Agreement supports the Roselands Infants' School Vision. This vision has a rigorous focus on consistently improving our outcomes and developing further our culture of high standards of personal discipline, expectations and aspirations.

We aim to provide the best possible education for all of our pupils, enabling teachers to teach and pupils to learn and excel in all they do at Roselands Infants' School and beyond.

As a school, we pride ourselves on the exceptional relationships that have been fostered over time between you, our pupils' parents/carers and ourselves. This agreement is another way to strengthen this relationship. As parents/carers you have a pivotal role in your child's education, so by familiarising yourself with and signing this agreement you can further support your child day to day to achieve their ambitions at Roselands Infants' School.

## **As a Parent/Carer (s), I/we will:**

Support my child fully to 'be the best they can be' by:

- Ensuring that my/our child attends school regularly, avoiding all unnecessary absences, including taking holiday in school time as required by law; striving for 100% attendance.
- Ensuring that my/our child attends school in the correct Roseland Infant's School uniform as per the uniform policy; is punctual for school and every lesson and has the required compulsory equipment, so that they are ready to learn.
- Telephoning school before 9.00am on the first morning of my/our child's absence and each day of absence after this.
- Supporting all Roseland Infants' School policies including sanctions for behaviour that adversely affects their learning and the learning of those around them.
- Supporting my/our child to ensure that all homework is completed to a high standard by the set deadlines and encouraging them to take advantage of any other opportunities for learning.
- Attending parents' evenings and discussions about my/our child's progress and attainment.
- Informing the school about any concerns or problems that might affect my/our child's work or behaviour.
- Positively encouraging my/our child to lead an active and healthy lifestyle.
- Keeping the school updated when personal details - especially telephone numbers, addresses and/or emails - change.
- Signing in at Reception when visiting Roselands School so as to adhere to the School's safeguarding regulations.
- Regularly reading Roseland Infants' School newsletters and website to ensure I am/we are aware of any important matters.
- Supporting Roseland Infants' School Online policy, ensuring my/our child's online usage is monitored at home.

## As a Pupil I will:

'Be the best I can be' in all I do by:

- attending school regularly, striving for 100% attendance
- arriving at school in good time to ensure I am in class by 8.30am with the required, correct equipment
- wearing the correct school uniform and ensuring I am tidy in my appearance at all times
- adhering to the school's expectations concerning my work, behaviour and attendance
- respecting other pupils, staff and visitors, behaving sensibly, courteously and with tolerance at all times, including within the community whilst not in school
- completing my homework on time and to the best of my ability and taking advantage of any additional learning opportunities
- making a positive contribution to school life endeavouring to participate in a range of extracurricular activities and leading an active and healthy lifestyle
- keeping the school free from litter, graffiti, vandalism and bad language
- abiding by the Roselands Infants' School Online E-safety policy
- fulfilling the Roselands Infants' School Core values through dedication and hard work to inspire and believe in one another, to achieve my ambitions and succeed in life

## As a School we will:

Support your child fully to 'Be the best they can be' in all they do by:

- fulfilling our obligation to keep all pupils safe, contacting parents/carers on the first day of unauthorised absence
- monitoring achievement, attendance, punctuality, uniform and equipment, and contacting parents/carers if there are concerns
- promoting high standards and monitoring pupils' behaviour, taking fair and consistent action if necessary, informing parents/carers of any concerns.
- setting, marking and monitoring regular homework and providing regular opportunities to communicate pupils' progress through consultation evenings and rigorous academic monitoring
- providing a caring, safe, purposeful and supportive environment to enable teachers to teach and pupils to learn.
- keeping parents/carers informed about school activities through newsletters, Facebook and the Federation School website
- promoting a responsible approach to leading an active and healthy lifestyle.
- inspiring your child to learn, believing in their ability and supporting them to achieve their ambitions by working alongside them to ensure they leave school well-prepared to fully engage and succeed in their future career



**ENGAGEMENT**

We show **respect** by joining in and sharing ideas.

We show **resilience** by trying new things.

We take **responsibility** by being the best we can be.

Roselands & Stafford  
www.roselands-stafford.com



**CHALLENGE**

We show **respect** by trying hard and getting better.

We show **resilience** by being ready to give things a go.

We take **responsibility** for our work by not asking if our work is finished, but asking if it is excellent.

Roselands & Stafford  
www.roselands-stafford.com



**INDEPENDENT LEARNING**

We show **respect** by being ready to learn.

We show **resilience** by working on our own and with others.

We take **responsibility** by learning at home.

Roselands & Stafford  
www.roselands-stafford.com



**FEEDBACK**

We show **respect** by talking to others about our learning.

We show **resilience** by learning from our mistakes.

We take **responsibility** by moving forward with our learning.

Roselands & Stafford  
www.roselands-stafford.com

# First Aid and Health in School

This information is designed to help answer some of the questions parents may have concerning health and First Aid procedures in school.

- First Aid is designed to help people who are suddenly unwell or who have had an accident. Our First Aiders all hold current certificates to cover the practice of First Aid in emergencies.
- If your child has an illness or complex medical needs that could affect them in school, we need to know about it. Please make sure that the school is informed and kept up to date so that our records can reflect your child's needs. This can be crucial if a child has a problem in school and is being dealt with by someone who does not know them personally. Information should include any allergies that the child may have, particularly if he/she receives medication for it or is likely to have a severe reaction. If your child does have a medical condition then a meeting will be arranged with Mrs Lynch and Mrs Rogers (Inclusion Team) and they will complete a Health Care Plan for your child.
- If your child is receiving medication on a regular basis and needs to take it in school time we are happy to keep a supply in a locked cupboard in the main school office, provided that the parent/carer fills in and signs a consent form giving details of the medication and amounts to be administered. The medication must be in the original packaging, showing the correct dosage and the child's name.
- For safety reasons the only medicines pupils should carry with them are inhalers, epipens and diabetes medication. However, for all children these medicines will be kept safely by the class teacher. The location of these medicines will be the First Aid Cupboard in each classroom.
- When the weather is sunny and hot, children should wear sunscreen and hats for outdoor activities. However, we cannot take responsibility for providing these items. It is up to parents/carers to supply them and encourage their use. School hats are available on the Sussex Uniform Website. These need to be named.
- It is also important that children remember to drink water regularly in hot weather. Children are allowed bottles of water in class. These should be clear with sports bottle tops and be named. Children will also be able to access drinking water in the classroom.

# Emergency Procedures

When a child feels unwell in school, he/she should tell their class teacher. A First Aider will assess the child and decide if the child is able to remain in school or if the situation requires that the child either goes home or to hospital.

If the incident is minor in nature and the child is to remain in school, he/she will receive appropriate treatment and return to class.

Parents will ONLY be contacted in this case if the child has an ongoing medical problem that parents are monitoring, or if the child insists he/she feels well but the First Aider suspects otherwise.

If the situation requires further medical investigation but it is non-urgent, the first person listed as contact on the child's record will be contacted and asked to collect the child from school. If this contact is unavailable, the next contact will be called.

It is vital that you inform us when you change address, telephone numbers (including mobiles), or job, otherwise we may be unable to contact you. It is surprising how few children actually know where their parents/carers work. First Aiders may recommend that the child sees a doctor or goes to hospital and it is up to the parent/carer which action they take.

If you or the emergency contacts listed are unavailable, the child will stay in school until you become available. First Aiders will monitor the child's condition. Members of staff are not freely available to escort pupils to hospital and wait for the length of time usually required in order for the child to be treated. The hospital does not allow us to send children under 16 for treatment unless he/she is accompanied by an adult.

If the First Aider judges that the incident is serious, an ambulance will be called. In this case, a member of staff will accompany the child to hospital to wait until that child's parents/carers arrive. Parents/carers will be contacted as soon as possible and the child's basic details and medical information will be printed out and given to the ambulance staff.

Please note: Due to changes at the Eastbourne DGH, ambulances now take children to the Conquest Hospital in St Leonards on Sea.

If accidents happen out of school hours, it may not be possible to follow the normal procedure, but we will endeavour to see that the child receives the best care possible in those circumstances.

## **Signing Out**

Reception children who leave school when they are unwell need their Parent/Carer to sign out at the Office. The child will still need to bring in a note on their return, explaining the length of the absence or this can be emailed into the office.

## **Medical Appointments**

Of course, all of us at some time need to make an appointment to see the doctor, dentist or orthodontist. Please can we ask that these appointments be made outside of school hours or in the school holidays.

# Use of digital and video images

The development of digital imaging technologies has created significant benefits, allowing users instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents and pupils need to be aware of the risks associated with sharing images and with posting digital images on the internet.

Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school will raise awareness about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should raise awareness among pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Written permission from parents or carers will be obtained to allow images to be taken of their children and also allowing their use for legitimate activities or for publicity that reasonably celebrates success and promotes the work of the school.
- Parents / carers are allowed to take digital / video images of their children at school special events within the guidelines contained in the Parents / Carers Permission Form in the Supporting Policies.
- Staff and volunteers are allowed to take digital / video images, where appropriate, but must follow the school policies concerning the sharing, distribution and publication of those images. Those images should be taken, where possible, on the organisation's equipment, not the personal equipment of staff and volunteers.
- Care should be taken when taking digital / video images that young people are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- If photos are taken, their storage and use must not cause risk or embarrassment.
- Photographs published on the website or elsewhere that include children and young people will be selected carefully and will comply with good practice guidance on the use of such images.
- The full names of children and young people will not be used anywhere on a website, blog, or published article, particularly in association with photographs. Consideration should be given to media coverage and journalists should be made aware of this policy.

A Roselands Infants' School Consent form will have been completed for the pupil by every parent/carer. This form is part of the Admission forms duly completed.

# **Expectations and Standards**

**“Be The best We Can Be”**

# Praise and Rewards

Roselands Infants' School focuses on positive methods of behaviour management, rewarding the good choices, which the pupils make whilst making clear what unacceptable behaviour is. This will be reinforced around the school where the Pillars of Learning may be displayed and through PHSE, Circle Time and Assemblies. The school expectations for behaviour are underpinned by the values of respect, resilience and responsibility and these are broken down in age appropriate terms to ensure that the children understand the meaning of these and the relevance to themselves and their peers. For example, to respect means to be kind and gentle, to listen to others, and to look after property. To take responsibility means to be honest and to be helpful.

## Behaviour for Learning

Roselands Infants' School expects young people to adhere to our school values, the 3 Rs:

- RESPECT
- RESILIENCE
- RESPONSIBILITY

These values are embedded in our Pillars for Learning, which are progressive throughout the Federation and Cavendish Education Trust, to support the children's understanding appropriate to their age ranges:-

## Reception



## Year 1 and 2



### **1. In the Classroom**

Pupils follow the Pillars for Learning and demonstrate the school values of Respect, Resilience and Responsibility. Children are awarded Pillar/Merit Points for showing good attitudes towards learning, linked to the four Pillars.

### **2. On the playground**

**RESPECT:** We are kind and we respect the right of other children to play without interference.

**RESILIENCE:** We engage with positive play – we try to make sure that all children are happy and that no one is left out.

**RESPONSIBILITY:** We take responsibility for the property of the school and respect that of other children.

### **3. Around the school**

**RESPECT:** We have respect for the property of the school and other children.

**RESILIENCE:** We walk around quietly and sensibly, being a good role model to others.

**RESPONSIBILITY:** We help to keep the school environment neat and tidy and encourage others to do the same.

**Please visit the school website and read our Behaviour for Learning Policy for more information.**



# School Meals

## Year Reception, Year 1 and Year 2

**Currently schools are offering all children in Reception, Year 1 and Year 2 a hot nutritious meal every day during the school term – for FREE.**

### **Improving your child's performance at school**

The government introduced Infant Free School Meals following an independent review of school food which found that where all children had been given a free school meal they were months ahead of their peers in their schoolwork.

### **Helping to reduce obesity**

There was also evidence that a balanced school meal at lunchtime will mean your child is more likely to eat vegetables and less likely to eat unhealthy options, such as crisps, which will encourage better eating habits and help them avoid obesity.

### **Offering quality and choice**

Schools will be following guidance set out by the government, which means quality ingredients and a meat and vegetarian option. In addition, if your child has special dietary needs, schools will try to cater for those too – if you notify them in advance.

### **You will also be saving up to £400 a year!**

Also, reduce the time and effort you spend assembling lunch boxes.

### **Can my child still bring a packed lunch from home?**

Yes, but don't forget that research tells us that just 1% of packed lunches are nutritionally balanced. You will probably find that your child is happier to eat school meals if their friends are eating them too.

### **What do I do?**

You do not have to do anything. Your child will be able to enjoy free school meals from the start of the autumn term.

## **If you have any questions please talk to your school or go to [eastsussex.gov.uk/school-meals](http://eastsussex.gov.uk/school-meals)**

In KS2, pupils are no longer entitled to the Universal Infant Free School Meal scheme. If you wish your child to have a school meal parents/carers will need to pay in advance for the school meals. This is via Parentpay.

Free School Meals - Pupils entitled to free school meals will have their account credited with the relevant daily spend allowance.

Free school meals are available to any Key Stage 2 child whose parents receive any of the following:

- Income support
- Income based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part IV of the Immigration and Asylum Seekers Act 1999

- Child Tax Credit, providing you are not entitled to Working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

The quickest and easiest way to apply for free school meals is directly online.

You can apply for free school meals online via the following link

<https://www.eastsussex.gov.uk/educationandlearning/schools/school-life/meals/free/>