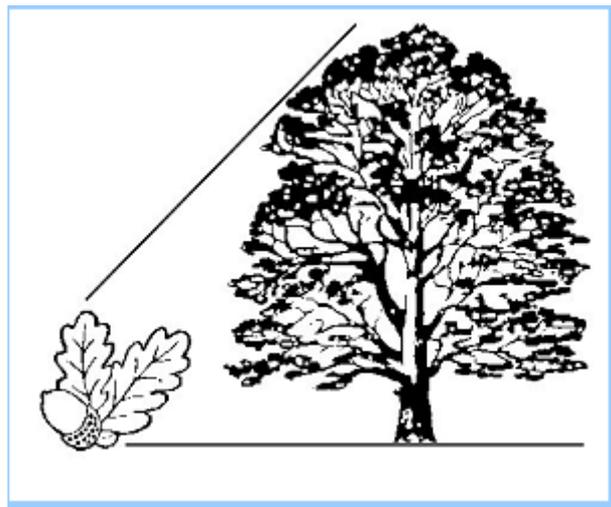


The Bligh Federation School Prospectus



Bligh Infant School

September 2015

'Unlocking potential for happy, lifelong learning'

MISSION STATEMENT

Bligh Infant School will value the contribution your child makes, support our families and play an active part in our local community.

We recognise that every child is a unique individual with a skill to be nurtured. It is our responsibility to ensure that every child in our school truly matters.

Your child will be helped, encouraged and expected to achieve to the best of their ability and their achievements will be celebrated.

Everyone in our school community is positively encouraged to be a learner.

Your child will learn to make choices, be responsible for his or her own actions, be polite, be co-operative, to get along with others and to care for the environment in which we live and learn.

**'Unlocking potential for happy, lifelong
Learning'**

LEARNING AND GROWING TOGETHER

The aims of our school:

Bligh Infant School has adopted the following aims of education:

We aim to make it possible for **EVERY** child to reach their full potential, regardless of race, gender, religion, ethnic origin or disability, and make **EVERY** child proud of their achievements by:

- Providing a broad and balanced curriculum which is relevant and coherent
- Encouraging high standards in the basic skills of talking, reading, writing, mathematics and ICT in order to develop better understanding and enjoyment of the whole curriculum
- Using individual target setting to create an expectation of achievement
- Providing a stimulating school environment that promotes delight in, and a positive attitude towards learning
- Promoting the key skills of communication, application of number, information technology, working with others, improving their own learning and problem solving
- Valuing creativity, imagination and self-expression
- Supporting and encouraging those with special educational needs, including the more able, so that they have maximum access to the whole curriculum
- Monitoring each child's progress and using assessment to accelerate learning
- Developing independence and providing opportunities for children to make choices and try out their own ideas

We aim to provide a secure and happy environment in which **EVERY** child is able to develop confidence, self-esteem and respect for others by:

- Valuing their efforts and those of others
- Celebrating their achievements
- Encouraging co-operative activities and the sharing of ideas and aspirations
- Fostering concern for and understanding the needs of others
- Helping each child to be aware of and respect spiritual and moral values, and respecting the beliefs and religion of others
- Appreciating and valuing individuality and difference
- Offering a clear framework of expectations about behaviour and the rights and responsibilities of every individual
- Meeting difficulties with perseverance and good humour

We aim to create a welcoming school, which serves the needs of the parents and the wider community by:

- Keeping parents closely involved in their child's progress
- Taking positive steps to involve all parents in the life of the school and encouraging children, parents and teachers to support the Home/School Agreement
- Inviting all adults associated with the school to be an active member of the Friends of Bligh School

Fostering links with other schools, churches, community homes and voluntary organisations in our community

- Contributing to local events and charities
- Valuing visitors and the sharing of ideas and experience of the wider world
- Liaising with all agencies concerned with the welfare of our children
- Helping children to understand and appreciate their local environment

BLIGH INFANT SCHOOL
Bligh way, Strood, Rochester, Kent ME2 2XJ
Tel: 01634 336220 Fax: 01634 336216
E-mail: office@blighfed.medway.sch.uk
Website: www.blighfederationandchildrencentre.co.uk

CO-EDUCATIONAL, DAY SCHOOL AGE RANGE 3-7 YEARS

EXECUTIVE HEADTEACHER: Miss T J Gobell

CHAIR OF GOVERNORS: Mrs. K Broom

**DIRECTOR OF CHILDREN AND
YOUNG PEOPLE SERVICES:** Mrs. B Peacock
Telephone: 01634 330600

LOCAL EDUCATION AUTHORITY: Medway Council Gun Wharf, Dock Road,
Chatham ME4 4T

MEMBERS OF THE GOVERNING BODY

Local Authority Governor (LA): Mrs A Robinson

Parent Representative Governors: Mrs E Hargreaves
Mrs S Russell

Staff Governors: Miss T J Gobell
Mrs E Poad

Co-opted Governors: Mrs K Broom
Mrs R Ebaretonbofa-Morah
Ms K Gunn
Ms S Ormes
Mrs C Pullen
Mr R Saunders
Ms J Tickner
Ms S Wilson

Associate Members: Mr A Sands
Mrs H Elliott

Contract Governors at: governors@blighfed.medway.sch.uk

OUR COMMITMENT

PARTNERSHIP WITH PARENTS

At the Bligh Federation we value the involvement of parents with the education of their children. Parents are encouraged to help in school in all manner of ways on a regular or occasional basis. Regular newsletters are sent home explaining the activities that the children are engaged in at school, and parents are requested to help at home with reading, spelling, maths targets, handwriting etc.

Parents are invited to formal meetings throughout the year to discuss their child's progress. We also offer regular opportunities to come into school to learn more about the curriculum and to work alongside your child in the classroom.



APPOINTMENTS TO SEE STAFF

The Executive Headteacher, Head of Schools, Deputy Head of Schools, Assistant Head of School and staff are always happy to see parents to discuss any matter. Appointments to speak to the Executive Headteacher, Head of Schools, Deputy Head of Schools or Assistant Head of School can be made by appointment. Appointments are usually available within 48 hours. Class teachers are freely available at the end of sessions. In urgent cases, we would ask you to go to the office so that arrangements can be made to release the appropriate member of staff as quickly as possible.

GOVERNORS

Governors have responsibility for the effective management of the school, acting within the framework set by national legislation and by the policies of the Local Education Authority.

The Community Governors are chosen by the Parent, Teacher and LA Governors who must ensure that the local business community is adequately represented.

Although no formal qualifications are necessary to be a School Governor, it is important to attend the meetings of the Governing Body and where appropriate the committees, to give enthusiastic support to the Headteacher and Staff, to be receptive to the views of parents, and to encourage good standards of education, behaviour and care for the children.

CONSULTATIONS

There are formal occasions throughout the year when parents are invited to come and see the class teacher to discuss their child's work and progress. These are opportunities for you to come into school to speak to your child's teacher and share ideas with them. Parents can make appointments up to 7pm.

It is important to everyone at the Bligh Federation, that parents feel able to come into school at any time, not just during these more formal occasions. Therefore at the beginning of the school year we also hold informative 'Meet the Teacher' meetings where you are introduced to the curriculum for the year. We also hold an informal 'open afternoon' each term. This is an opportunity for you to come into class to look at your child's work with your children. Alongside this we also offer opportunities for you to come into class to work with your child during lesson time.

BEHAVIOUR POLICY

In order to learn most effectively children need to feel happy and secure in their environment. We have a very strong, caring ethos at Bligh that is reinforced every day. However, children need to know that there are rules and boundaries within which we all work and within which children can feel safe to try new experiences.

Our behaviour policy is built on fairness and trust and children are given the opportunity to contribute to discussions about issues such as behaviour and respect for the environment etc., at a level appropriate to their maturity. On occasions when a child is unable to behave in a socially acceptable manner a structure of sanctions is available to staff. A full copy of the school's Behaviour Policy is available from the main office or on our web-site.

Bullying

Bullying, in whatever form it may occasionally appear will not be tolerated. We will not allow any child to be made miserable by another child's behaviour. If there are any concerns about a child's behaviour, his or her parents will be informed and invited to come and discuss the problem at school.

Working in Partnership

Promoting good behaviour and good attitudes requires a close working partnership between school and parents. We ask all parents to support us in maintaining our high standards of behaviour.

Golden Rules

The children are taught to care for and respect themselves and each other. They are encouraged to grow in confidence, independence and self-discipline. Good behaviour is recognised daily. Each week we hold a special 'Good News' assembly to celebrate good behaviour.

We continuously reinforce positive behaviour through our Golden Rules. The Golden Rules can be found on the back of our Home School Agreement and we would ask you to go through these rules with your child.

THE GOLDEN RULES

We are honest

We are gentle

We work hard

We listen

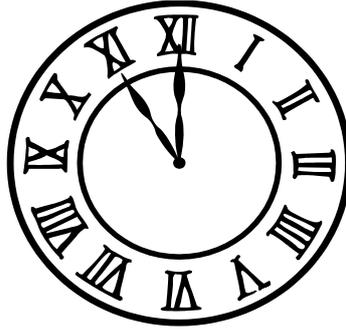
We look after our property

We are kind and helpful

POLICIES

We have a comprehensive set of policies covering all aspects of school life. These policies are consulted upon and agreed by the Governing Body. It is expected that all members of the school community; governors, staff, parents and children uphold them. A full list of all of our policies is available at the main office where parents are welcome to request a copy of any policy. Key statutory policies are also available on our web-site.

THE SCHOOL DAY



Year 1 and 2:

| | |
|-------------------|---------------------------------------|
| Morning Session | 9.00am - 10.15am 10.30am - 12.00pm |
| Registration | 9.00am |
| Break | 10.15am - 10.30am |
| Afternoon Session | 1.15pm - 3.15pm |

Rainbow Unit:

| | |
|-------------------|------------------|
| Morning Session | 9.00am - 11.45am |
| Registration | 9.00am |
| Afternoon Session | 1.00pm - 3.15pm |

Children should arrive from 8.45 a.m. until 9.00 a.m.

For security reasons and for the safety of the children all external doors are locked from 9.00 a.m. If you need to come into school after this time, you should go to the main office where someone will be able to help you. Children arriving after 9.00 am have to be given a late mark. If it is raining or very cold the children should not arrive at school before 8.45am. On days when the weather is particularly bad, teachers will use their discretion in opening their doors a little earlier. However, if there is not a member of staff present in the classroom we would ask you not to send your child into school before 8.45 a.m.

Thank you!

DATES FOR SCHOOL TERMS 2015 - 2016



| | |
|------------------------|---|
| Term 1 2015: | <i>2nd September - 23rd October</i> |
| Autumn Break: | <i>Week Commencing 26th October</i> |
| Term 2 2015: | <i>2nd November - 18th December</i> |
| Christmas Break: | <i>21st December - 1st January 2016</i> |
| Term 3 2016: | <i>4th January - 12th February</i> |
| February Break : | <i>Week Commencing 15th February</i> |
| Term 4 2016: | <i>22nd February - 1st April</i> |
| <i>Good Friday</i> | <i>25th March</i> |
| <i>Easter Monday</i> | <i>28th March</i> |
| Spring Break : | <i>4th April - 15th April</i> |
| Term 5 2016: | <i>18th April - 27th May</i> |
| Early May Bank Holiday | <i>2nd May</i> |
| May Break: | <i>Week Commencing 30th May</i> |
| Term 6 2016: | <i>6th June - 22nd July</i> |

Staff Development Days:

Wednesday 2nd September 2015
Friday 23rd October 2015
Monday 4th January 2016
Thursday 24th March 2016
Monday 6 June 2016

Number of School Sessions in an academic year: 380

Number of absences 2014/15: 3.8%

Number of unauthorised absences 2014/15: 0.5%

Overall attendance 2014/15: 95.6%

Attendance target for 2014/15: 96.%

HOW OUR SCHOOL IS ORGANISED

FACILITIES

Bligh Infant School is a Community Infant School open to all children from 3-7 years old. It is co-located with Bligh Children's Centre, which provides care and support for families and children from 3 months old to 7 years. In April 2012, Bligh Infant School and Children's Centre federated with Bligh Junior School, becoming The Bligh Federation.

Alongside the main school, there is a Day Care Centre which offers care for children under three years old from 7.30 a.m. until 6.00 p.m. The Children's Centre Community team offers a range of support for families with children under five years old.

The majority of the school was rebuilt and modernised when the Children's Centre was established. We currently have four classrooms for Years 1 and 2 (Key Stage 1) and a very large Foundation Stage Unit (nursery and two reception classes). Each class is supported by at least one trained teaching assistant. In the Foundation Stage, additional support is provided by trained nursery officers and teaching assistants. Each child in the Foundation Stage also has a named Key Person.

All of the classrooms have their own set of networked computers and an interactive whiteboard. Inside the main school there is also a fully equipped computer suite, a well-stocked fiction and non-fiction library and a separate Assembly Hall for PE activities and school functions.

There are separate playgrounds for nursery, reception and Key Stage 1. We also have a separate wildlife area and garden.



FOUNDATION STAGE UNIT

Our Foundation unit consists of the Nursery and Reception classes. The staff work very closely together to provide a rich and varied curriculum that caters for the individual child's needs. The curriculum is carefully planned so that there is continuity between the Foundation Stage Unit and the main school. More-able children are challenged, and children who learn more slowly have their needs identified and catered for.

The children experience carefully structured play, and grow in understanding of the early stages of all of learning, including social and personal development. Together with richly resourced inside areas and exciting outside play areas, we offer a secure and supportive environment where children feel valued and gain confidence. Each child's learning is carefully observed, progress is monitored, and parents share in the celebration of their child's achievements through a 'Home Learning Story'.

We believe it is very important to develop a close relationship with parents, as early learning is more successful when parents are able to assist in the process. In order to do this, every child is given a named Key Person. Although the class teacher retains overall responsibility for planning the curriculum and assessing your child's needs, the Key Person is a valuable link between home and school. They are there to ensure that your child feels safe and secure and is a named day to day contact person for you.

SPECIAL EDUCATIONAL NEEDS (SEN)

In our school we aim to identify any potential learning difficulties as early as possible and will consult with parents regularly about this. Overall responsibility for provision lies with the Inclusion Manager. We also have a trained Special Educational Needs Co-ordinator who is responsible for ensuring that children with special educational needs in our school are well supported. We are fortunate to have the additional benefit of Specialist Higher Level Teaching Assistant who organises and delivers personalised learning programmes for children. We also have SEN teaching assistants who help to deliver individual learning plans.

FEDERATION

Following a period of public consultation, Bligh Junior School and Bligh Infant School and Children's Centre became The Bligh Federation on 2nd April 2012. This means that there is an Executive Headteacher responsible for the federation who is supported by staff that work across both schools. One of the main advantages of the federation has been greater continuity for our children when they transfer at the end of Year 2.

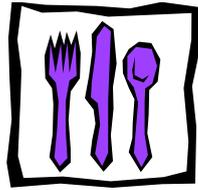
TRANSITION

Bligh Infant School is formally federated with Bligh Junior School and as such has strong links. There is an extended transition programme in operation throughout the children's final year in the Infant School.

The Infant school also has good links with its local pre-schools. As part of the settling in process for your children, staff visit the pre-schools to meet with the staff. Home visits are also offered and meetings are held which are designed to give continuity to your child's education and ease the transition from pre-school into our nursery.

GENERAL INFORMATION

SCHOOL MEALS



The school has its own kitchen and the meals provided are of high quality. They also provide the children with a balanced and nourishing midday meal. School meals are cooked on the school premises by an external catering company. All matters concerning school dinners are dealt with by the external catering provider.

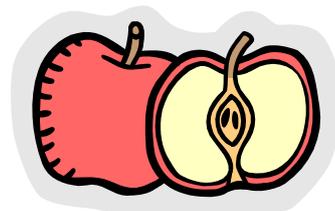
From September 2014, every child in Reception (FS2), Year 1 and Year 2 has been entitled to a free school meal. This is called the Universal Free School Meal arrangement. Our catering contractor, Nourish, supply wholesome, nutritious, well balanced meals. Parents receive a detailed menu of the three week cycle.

Facilities are also available for children to eat a packed lunch. As part of our 'Healthy School Policy' we politely ask you not to include sweets or fizzy drinks in your child's packed lunch.

During lunchtime the children are looked after by dinner supervisors. We expect all children to behave politely during lunchtime and misbehaviour may result in parents being asked to take children home for lunch.

FOOD AT BREAK TIME

Children are only permitted to eat fruit or vegetables for morning and afternoon breaks, as part of their healthy eating education. The children are provided with a piece of free fruit each day as part of the government's healthy eating initiatives.



SCHOOL CLOTHING

All children at Bligh Infant School are required to wear our school uniform which is reasonably priced and practical, and which helps to promote a positive image both in the school and within the local community.

The school colours are burgundy and pale blue and the uniform consists of the following:

BOYS long or short grey trousers, burgundy jumper or sweatshirt, pale blue polo shirt, white or grey socks

GIRLS Grey tunic, skirt or trousers, burgundy jumper, sweatshirt or cardigan, pale blue blouse polo shirt, burgundy, grey or white tights, white or grey socks, pale blue/white check or striped dress for summer

Children must wear safe and sensible school type shoes and every child will need a pair of slip- on plimsolls and a painting apron kept in a drawstring bag.

For PE, children will also need a white T-shirt and black shorts for lessons.

Fashion items are not suitable for school and are better kept for the weekend.

Please name all items of clothing!

SCHOOL SHOP

The following items are available from the main office (price-list and order form enclosed)

Burgundy sweatshirts with blue school logo
Burgundy cardigans with blue school logo
Blue polo type T-shirt with burgundy school logo
Burgundy draw string plimsoll bag
Book bags with school logo
Reversible jacket
Water bottles

LOST PROPERTY

All clothes must be clearly marked with your child's full name so that lost items can then be returned. There is a lost property box located in the main reception area.

The children are encouraged to look after their belongings and neither the school nor Medway Council can accept responsibility for loss or damage to personal property of pupils.

EXTRA-CURRICULAR ACTIVITIES

Before school, lunchtime and after school activities vary according to the time of the year. Our children have the opportunity to join a variety of clubs during the year, including gardening, art, ocarinas, choir, football, recorders, skipping, computers and games.

CHILDREN'S CENTRE

Bligh Sure Start Children's Centre works with parents and carers of children aged five and under. We run a variety of groups aimed at supporting parents and fun activities that engage young children and prepare them socially and emotionally for Nursery.

At Bligh Children's Centre we have also co-ordinated different services, requested by local families, to provide a variety of support on the doorsteps of the local community.

Currently you can access the following services from Bligh Children's Centre:

- Midwife - post natal and antenatal
- Health Visitor Child Health Clinic
- Two-and-a-half Year Old Developmental Reviews
- Grow Together Development Group
- Fun to Ones
- 0-5 Stay and Play
- Volunteers Programme
- Parents' Forum
- Post Natal Group; Getting to Know Your Baby, The First 6 Months
- English as a Second Language (ESOL)
- Sports for Children
- Prospects Childminding Group
- Medway Adult Community Learning Services
- Home Start Prep Course
- Learn to.....GCSE English, Maths and ICT
- Baby Massage
- MEND 2-4, 5-7, 8-11
- Speech and Language
- Drop-in Free Library Service (adult and children books)
- I.T. Information Point
- Book Start
- Sensory Room

We are always open to new ideas and suggestions and listen to what the local community has to say.

BLIGH CHILDREN'S CENTRE DAY CARE NURSERY

The Day Care Nursery offers full day care for babies and young children from three months to three years old. We provide care ranging from a few short play sessions each week to full time care, to ensure flexibility for parents and carers who are working or in education/adult learning.

The Day Care Nursery is open from 7.30am-6.00pm, Monday to Friday, 50 weeks of the year.

Experiences at Nursery...

The Day Care Nursery encourages and supports learning through play in a calm and relaxing environment. The daily routine is worked around each individual baby and young child's needs and the routine they may have established at home. Each individual child's development is observed and recorded during their time at the Nursery. This forms their own unique learning journey.

In June 2013 the Day Care Nursery was inspected by Ofsted and judged to be 'Outstanding' for the second successive time.

If you would like any further information regarding the Day Care Nursery or you would like to come and visit please Contact Abby Fishlock, Acting EYFS and Nursery Manager on 01634 336212

Two year old government funded places.

If your child has their second birthday between 1 April and 31 August 2015, he or she could qualify for 15 hours of free childcare if you are in receipt of certain benefits. You should receive a letter from Medway Council if you are eligible.

Free places are being offered to children over two years of age by a number of pre-schools and nurseries. We offer 2 year old funded places in our Sure Start Day Care Nursery here at Bligh.

For more information you can call us on 01634 336220 or visit Medway's web-site: www.medway.gov.uk/two

BEFORE AND AFTER SCHOOL CARE

We have Ofsted accredited Breakfast (7.45-8.45) and After-School Clubs (3.15-6.00pm) for children from our school. Trained members of staff provide high quality care and healthy food for children in a safe environment. Children are offered a wide range of indoor and outdoor activities according to the weather. For further details regarding bookings, times and prices please contact the school office.

HEALTH, SAFETY AND SECURITY

ATTENDANCE POLICY

Every pupil needs to attend regularly and punctually if she or he is to take full advantage of the educational opportunities available to him or her at this school. Irregular attendance places the child at a disadvantage and almost certainly leads to the child falling behind in his or her studies.

Both parents and school have a legal responsibility to support and encourage regular attendance.

Our job is to make sure:

- School starts promptly
- We provide an exciting and stimulating learning environment.
- Parents understand our school policy on attendance.
- Parents know how to let us know if their child is absent and why.
- All our attendance records are accurate and up to date.

But we need you to make sure that:

- Your child arrives on time
- She/he is suitably dressed
- She/he is ready to learn (i.e. not unwell)
- You understand our policy on attendance and know how to notify us about any absences.

Any absence not authorised by the Headteacher will be regarded as an unauthorised absence and reported to the Local Authority Attendance Advisory Practitioner (AAP).

LATENESS

The Attendance Advisory Service for Schools and Academies visits our school each month to examine attendance and late arrivals to school. The visiting Attendance Advisory Practitioner will consider arrival at school after registration has closed as seriously as non-attendance at school. Expected school attendance should be above 95%.

FAMILY ANNUAL HOLIDAYS

The government allows that up to ten working days leave of absence per calendar year may be authorised by the Headteacher in **exceptional circumstances**, e.g. seasonal workers, members of the armed forces, directed leave etc.

A letter requesting authorisation for an annual holiday must be submitted to the Headteacher at least 20 school days prior to the holiday to obtain leave of absence. In some circumstances, unauthorised absence may result in a fixed penalty fine being issued by the Local Authority Attendance Advisory Service.

Authorisation of holidays is at the discretion of the Headteacher and only if the following criteria are met:

- The requested holiday dates do not clash with annual assessments or statutory tests
- Previous attendance has been good

However, as children inevitably fall behind in their learning when away from school, we strongly recommend that family holidays should not be taken during school term.

The government does not allow schools to grant leave of absence for social occasions or other similar events.

Attendance Advisory Practitioner

Medway Education Authority has a legal responsibility to enforce school attendance for children of compulsory school age. We have an efficient and sympathetic Attendance Advisory Officer attached to our school. Her function is to support parents and staff in their efforts to provide the very best education for all the children. However, where attendance is irregular or gives cause for concern, the Local Authority can apply to the courts for an education supervision order and parents may be prosecuted.

Our school's Attendance Advisory Officer is Bernice Behan.

ILLNESS WHILST AT SCHOOL

If your child becomes unwell whilst at school, and we consider that he or she should go home, we will telephone you. It is very important that we always have up to date telephone numbers for you, both at home and at work, and if at all possible an additional emergency contact.

When your child joins our school you will be asked to complete a registration form giving us this information. All data is covered by the data protection act, and you will be given an annual print out of the data we hold, to enable you to check/amend it as necessary.

MEDICAL APPOINTMENTS

If your child needs to leave school during the day the school must be informed either by telephone or in writing. Children must be collected by parents or an adult member of the immediate family from the school office and signed out.

ABSENCE DUE TO ILLNESS

If your child is absent from school for any reason please telephone the school to give the reason for the absence. There is an answer machine facility so you may phone as early as you like. Parents should also send a letter to school when their child returns explaining the absence.

If no notification is received, the absence will be recorded as unauthorised. Unauthorised absence can lead to a referral to the Local Authority Attendance Advisory Service.

SAFEGUARDING (CHILD PROTECTION)

All schools are expected by law to follow published statutory procedures for Child Protection. The school has an agreed and published Child Protection (sometimes referred to as Safeguarding) Policy. A full copy of the school's Child Protection (Safeguarding) Policy is available from the main office and available on our web-site.

BRINGING AND COLLECTING CHILDREN

Parents bringing or collecting children by car are not allowed to park on the school premises without prior permission. When parking outside the school please keep the drive entrance clear at all times and do not park on or near the zebra crossing.

The pathway between the Junior and Infant School may be used at 3.15 by children and parents collecting children from the Junior School.

CAR PARK

For the safety of the children, parents are not permitted to bring cars into the car park when bringing and collecting children from school. Parking is only available for Day Care Nursery parents and visitors to the Children's Centre. Parents are also reminded that parking on yellow or yellow zig-zag lines outside the school is not allowed.



MEDICINES

If your doctor says your child is well enough to attend school, but needs to receive medication during the day, either you may come to school to administer it, or fill in a form giving the school permission to administer on your behalf. Only prescribed medication can be given. Forms are available from the school office.



ASTHMA

We have a number of children attending our school who have asthma. If your child needs an inhaler for use at school, you will need to fill in a form giving the school permission to administer it on your behalf.

MEDICAL CONDITIONS

If your child has an ongoing and/or serious medical condition we must be informed. Conditions such as diabetes or anaphylaxis (severe allergies) require the school, parents and local health representatives to write an individual medical plan together.

FIRE DRILLS

We have regular fire drills to ensure the children are aware of the procedure to leave the building quickly, quietly and safely.

SMOKING

Bligh Infant School is a non-smoking school. As such, we do not permit smoking anywhere on our grounds. It is also a criminal offence to smoke inside any public buildings or places of work.

JEWELLERY

Wearing of jewellery is not permitted. The Local Authority's Safe Practice Policy states that in the interest of safety NO jewellery may be worn by children taking part in P.E./Games activities. This also applies to children in the Foundation Unit who are involved in a lot of active play during their morning or afternoon session.

If your child has recently had their ears pierced and the stud should not be removed, the child will be excused from P.E./Games for one month. After this period earrings must be removed. We politely suggest that ear piercing should take place at the start of the summer holidays.

SECURITY

All of our external doors are either fitted with security codes or are designed so that they cannot be opened from the outside. This enables us to secure the building once the school is in session. It is essential that we are aware of all persons on the school site at all times and we ask you to help us by not entering school before 8.45 a.m. In the case of an emergency you can go to the school office at any time before, during and after school, where a member of staff will be happy to help you.

All visitors to the school should report to the office, where they sign in and are given a visitors badge.

Please help us to keep our school secure. If you need to collect your child during school time, perhaps for a medical appointment, please report to the office in the first instance. You then need to sign your child out. It is very important that we can account for all children in the event of an emergency.

HELPING IN SCHOOL

It is our sincere wish that parents should feel involved in the education of their children. Many parents already give their support on a regular basis and carry out activities under the direction of the class teachers, including listening to children read, playing word games and maths games with small groups and accompanying school trips.

Any parent wishing to help in school will first need to speak to someone in the main office, as they will be required to agree to an enhanced DBS check being carried out and to take part in an Induction Meeting.

ADMISSIONS POLICY

The Local Authority (LA) is required by law to co-ordinate and administer the admissions process for all maintained schools in its area. Applications should be made either by form (RCAF) or electronically to the LA. Parents may list up to three preferences ranking them in order of choice. Provided that the number of applications does not exceed the number of places available, the LA will write to the parents or carers offering them a place at their first choice.

Mid-year or 'Casual Admissions':

Sometimes parents or carers apply for their child to go to a new school:

- During the school year; or
- At the start of the school year, but in a different age group from the school's usual 'entry year'.

In this instance, a form must be obtained from the Local Authority, completed and returned. If there are places available, the school can then admit the child.

How places are offered:

All preferences (up to three) are treated as equal. This is known as an 'all preferences equal' scheme. If a place is not available at the first preference school then a place will be offered at the second and then the third. If no places are available, then a place will be offered at the nearest school to the child's address with available places.

Admissions over-subscription criteria:

Children are admitted up to the school's intake limit (PAN) according to the following priority order:

- 1) Children in public care (Looked after Children)
- 2) Attendance at a 'paired' school
- 3) Current family association (a brother or sister in the school or paired school at the time of application)
- 4) A child's health reasons for which medical evidence must be provided
- 5) Nearness of children's homes and ease of access to schools, according to Medway's admissions criteria

Parents or carers can appeal to the LA against any unsuccessful application.

CURRICULUM COMPLAINTS PROCEDURE

The Governing Body is required under Section 23 of the Education Reform Act, 1988, to adopt a procedure for the consideration of complaints about the school curriculum and related matters. Such a procedure has been operating in this school since 1989. It covers issues relating to the National Curriculum, religious education and worship, the operation of changing policies, regulations about the provision of information and other statutory curriculum issues.

GENERAL COMPLAINTS PROCEDURE FOR PARENTS AND OTHERS

The Governing Body also has an agreed complaint procedure covering all other issues falling outside the scope of the Curriculum Complaints Procedure.

Copies of our complaint procedures are available from the school or on our website.

Parents should note that it is the sincere wish of the Governing Body to deal with all complaints quickly, effectively and as informally as possible. Parents are asked, therefore in the first instance, to refer any concerns or complaints directly to the Head teacher. If parents are not satisfied with the reply they should write to the Chair of Governors. If parents remain unsatisfied with the reply they should then direct their complaint to the Local Government Ombudsman.

I hope that now you have read all this information, most of your questions have been answered. However, if this is not the case, please enquire at the main office and we shall be very pleased to help you.

If you have any suggestions about any additional information you would have found helpful in this prospectus, please let us know - we are continually striving to improve!

In the next section there are brief notes about the curriculum - more detailed information is available from the main office.

Bligh Federation Fund Raising Committee

A Message from Bligh Fund Raising Committee

We would like to take this opportunity to introduce ourselves. The 'Friends of Bligh Infant School' are an informal, friendly body made up of parents, Governors, teachers and other members of the community who work together to support the school.

We do this in many ways, from organising fund raising events such as discos and our very successful Summer Fair, to providing refreshments within the school for plays and parent's events and subsidising School trips.

Each year our 'Summer Fair' raises a great deal of money for our school and we enjoy meeting as many of you as possible. It is a very good way of involving the local community, young and old, and introducing them to our school.

We meet once a term to discuss and plan events and we are always looking for new members and ideas. Last year we raised nearly £4000 and with your help we can build on this success.

The Committee
Bligh Fund Raising Committee

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