The school is federated with Chennestone Primary School and the two schools are led and managed by the same Governing Body, Headteacher and School Leadership Team.

www.beauclerc.surrey.sch.uk.
A WELCOME FROM THE HEAD TEACHER:

Dear Parent,

Welcome to Beauclerc Infant and Nursery School. We are really proud of our school. It is a happy, lively and dynamic place, with a team of enthusiastic, hardworking and talented staff who are all dedicated to doing the very best for your child.

We pride ourselves on ensuring that all of our pupils have an excellent start to their school career encouraging an enjoyment of learning in a culture of high expectation.

Our school is situated in the heart of Sunbury near to the riverside and we are very much part of the local community. We value our partnerships greatly and continue to work hard to foster very good relationships and communication between school, home and the community.

The children are well behaved, interested and motivated. Beauclerc is a small and welcoming school where the children learn in a friendly and harmonious environment. All children are valued, included and nurtured.

The school is federated with Chennestone Primary School and the two schools are led and managed by the same Governing Body, Headteacher and School Leadership Team

This prospectus provides essential information about Beauclerc but the best way to judge our school is to come and see us at work. Please contact our office for an appointment on 01932 780672 or alternatively please explore our website.

Sue Jackson
Headteacher
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BEAUCLERC INFANT AND NURSERY SCHOOL

Beauclerc Infants and Nursery School is a popular community school in Sunbury on Thames set in attractive grounds in a conservation area near to the river. It has the capacity to take 180 children aged 3 - 7 years. This includes a 60 place Nursery.

The Infant School is one and a third form entry with a PAN (Pupil Allocated Number) of 40. This means there are 4 classes for three year groups. We have one Reception class, one mixed Year Reception/Year 1 class, one mixed Year 1/2 class and one Year 2 class.

Beauclerc Nursery is a maintained Nursery with qualified teachers. It offers 15 hours of free nursery provision with the option to purchase an additional 15 hours. See website for details. www.beauclerc.surrey.sch.uk.

The Mission Statement for our school is:

Successful Learners,
Confident Individuals,
Responsible Citizens

Our aims are to:
- provide a safe and enabling learning environment
- promote children’s self-worth by providing a supporting and caring culture and developing a ‘growth mindset’ - a can do approach
- develop a respect of the needs of others and of the environment.
- build positive values and behaviours
- deliver a rich, relevant and challenging curriculum
- provide opportunities to enable all children to flourish
- promote excellence and high expectations.
- nurture a positive partnership between home and school and community

Aspirations

Confident, enthusiastic and aspirational learners who maximise their potential; a relevant and imaginative curriculum to enthuse, inspire and enable achievement; children who enjoy learning and who feel safe, valued, involved and empowered. A Sustainable, and Rights Respecting community where everyone works together to enhance outcomes.
Successful Learners        Confident Individuals       Responsible Citizens

We create an environment which is rich and stimulating, where the confidence of young children is nurtured. We encourage children to care for each other and their school. We firmly believe that children learn most effectively when they are actively involved in all learning situations. We consider carefully the context of the children's learning experiences to ensure that they are relevant and purposeful to the child. Learning opportunities from first-hand experience develop pupils understanding of the world around them. The acquisition of Literacy and Numeracy skills is of prime importance and we enable children to use technology with confidence.

Everyone who works in our school is valued as an individual. Staff work as a team, sharing expertise and skills, planning and reviewing curriculum provision, resources and policies in order to create a coherent learning programme.

BEAUCLERC NURSERY - PURPLE CLASS

Beaucherc is a maintained Nursery staffed by qualified teachers and two nursery assistants. It offers 15 hours of free nursery provision with the option to purchase an additional 15 hours. See Nursery website page for further details. The Nursery is set in its own grounds and building adjacent to the main school.

The Nursery provides a safe space and an engaging and enabling learning environment. There is an extensive outside area and a wide variety of playful learning experiences. We build a close partnership with parents. The children are happy and develop positive attitudes to learning and one another.

NURSERY ADMISSIONS
Ask the school office for a Nursery Admission Policy and application form.

INFANT SCHOOL BUILDINGS & GROUNDS

The Infant School building
There are four main class areas and a large hall. The Reception classes have extensive and well equipped outdoor learning areas.
We are fortunate to enjoy beautiful school grounds, which contain garden areas, a hard surface playground, a school sports field, and a wildlife conservation area. Many beautiful and protected trees grow in our grounds.
ADMISSIONS

Parents who are considering sending their children to Beauclerc are invited to make an appointment through the school office to visit the school. The Headteacher will be very pleased to show you the school and grounds, discuss school policies and to answer any queries.

The Infant School uses the admission criteria set down by Surrey County Council. Places at Beauclerc Infant School are allocated to parents by Surrey County Council and the priorities include looked after children, exceptional arrangements, siblings and nearest school. The Local Authority operate a waiting list. (Surrey contact: www.surreycc.gov.uk/admissions Telephone No. 0300 200 1004).

At Beauclerc all children in Reception are full time from September in the academic year of their fifth birthday

NOTE: The allocation of nursery places is administered by the school.

TRANSFERING TO A KEY STAGE 2 SCHOOL

When our children leave Beauclerc at the end of Year 2 the majority go into Year 3 at our federated primary school Chennestone. Some also go on to local Catholic and C of E schools as well as the private sector. Children who are joining Chennestone in September have an opportunity to visit Chennestone in June, meet their new teachers and tour the school. The children are taken by their Year 2 teacher and return to school the same day.

Applications must be made to Surrey to apply for a place at Chennestone.

Beauclerc is now a feeder school for Chennestone.
WELCOMING NEW PARENTS & CHILDREN

Parents of children entering the school either into Nursery or Reception are invited to induction meetings and stay and play sessions in the summer term. We encourage tours of the school prior to sending in preference forms for places. The Nursery staff make home visits before the children start school.

HOW ARE CLASSES ORGANISED?

The Nursery offers 2½ days free provision with an option to purchase a further 2½ days for a full week.

We have 4 classes in the main school. Beauclerc has a PAN number of 40. This means we can accept up to 40 pupils for any one year group which would be years Reception, 1 and 2.

Mixed Year classes
As a result of our PAN number we have 2 mixed year classes, one Year 1/Year 2 class and one Reception / Year 1 class. All the children who are in Year 1 during their time at Beauclerc will be in a mixed year class. Statutory regulations limit the number in each class to 30 children.

Currently the classes are organized as follows:
Purple Class = Nursery children
Yellow Class = 30 Reception children
Red Class = 10 Reception / 20 Year 1 children
Orange Class = 20 Year 1/ 10 Year 2 children
Blue Class = 30 Year 2 children

Each class has at least one full time Teaching Assistant.

Children learn in a variety of ability or mixed ability groupings depending on the needs of the activity. Phonic and Guided Reading groups, for example, are organised in ability groups.
Successful Learners  Confident Individuals  Responsible Citizens

Each class has a bank of computers, access to a class set of laptops, an interactive whiteboard and a range of other technologies such as sound recorders, visualisers and cameras.

Our support team of teachers and teaching assistants provide additional help to those pupils with Special Educational Needs. This may include individual, paired support and group teaching.

WHAT ARE OUR CURRICULUM AIMS?

We create an ethos in the school whereby each child can develop as a whole person and can learn skills that will help that child reach his/her full potential.

We develop in children an awareness of and respect for the needs of others and their environment.

Working together with the family and the local community we provide a caring and positive and enabling learning environment.

We deliver a rich and relevant Early Years and KS1 curriculum with a commitment to high standards in all areas of learning.

WHAT SUBJECTS WILL MY CHILD STUDY?

Early Years Foundation Stage
The Early Years Foundation Stage is based on seven areas of learning three of which are considered prime areas of learning. The prime areas of learning are particularly critical for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

The prime areas of learning are:

- Communication and language
- Physical development
- Personal, social and emotional development
Successful Learners  Confident Individuals  Responsible Citizens

The other four areas are known as the specific areas, through which the three prime areas of learning are strengthened and applied.

The specific areas are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Adults have a crucial role in stimulating and supporting children to reach beyond their current limits. At Beauclerc a child’s progress is carefully monitored through recorded observations, focused questioning, photographs and examples of children’s work. These are to make informed decisions about the child’s progress and plan next steps to meet their learning and development needs.

**Key Stage 1 (Years 1 & 2)**

At KS1 all children follow the National Curriculum.

**English**

English includes reading, writing, handwriting, spelling, speaking and listening and drama. There are daily, phonics, guided reading and literacy lessons.

**Mathematics**

The children will experience daily mathematics sessions and the emphasis is on developing concepts through practical and contextual learning activities.

**Science**

This is taught to promote children’s curiosity about the world and how things work. We teach the children the skills of scientific investigation, including observation and setting up fair tests.

**Computing Technology**

The pupils have regular use of computing technologies to develop their computing skills, support the curriculum and gain experience of accessing and using the internet effectively.
Design Technology (including food Technology)
Activities are planned to develop designing, making and evaluation skills as well as an appreciation of materials and their uses.

History
The history curriculum provides the children with a wealth of opportunities for immersing themselves in the past. The essential historical concepts and skills are developed nurturing an enthusiastic and lively interest in the past and an understanding of its relevance to life today. We are fortunate to be located in an area rich in local history.

Geography
Children have the opportunity to study the local area, find out about the world and our impact on the environment.

Religious Education
We follow the agreed Religious Education Syllabus for Surrey. We help children develop knowledge and understanding of religious insights, beliefs and practices from a broadly Christian perspective whilst taking into account the beliefs and practices of other principal religions represented in Great Britain. Our assemblies are broadly Christian but cover a wide range of religious and moral themes which provide the children with the opportunity to consider everyday issues and situations. Should any parents wish for their child to be withdrawn from religious education or assembly, then please contact the Headteacher.

Music
Is designed to foster sensitivity to music as well as an understanding and enjoyment of music. This happens through an active involvement in listening, composing and performing. The children sing every week both in assemblies and in their weekly music session with a trained music specialist. Music is always an essential part of our whole school assemblies and productions.

Art
We enable children to develop a positive and enthusiastic attitude towards art. We help children develop creativity and design skills. The school previously achieved the Artsmark Gold Award.
Physical Education

We develop children’s agility and physical co-ordination, to give them confidence, control and enjoyment through all types of physical activity. The school holds a range of after-school sports clubs led by trained coaches and instructors, including tennis, football and dance. The children are taught the importance of safety in PE and school sports and are given opportunities to develop skills which will be of value socially and recreationally. We are proud of the special events we hold that encourage children to be active, including Sports Day and our annual Fun Run. We also invite specialists from a variety of sports including gymnastics and dance to hold workshops with classes where children are encouraged to try new things and practise a range of skills.

Personal Social Health Education and Citizenship (P.S.H.E. & C)

PSHE&C is designed to develop the individual. This is achieved through activities and experiences designed to support and promote self-worth, confidence, independence and a sense of responsibility. The latter extends beyond the self to others and the community both in and out of school.

We have daily assemblies throughout the week which are regularly used to explore and reflect on RE, moral and PSHE themes as well as providing opportunity to praise effort, learning and behaviour.

In Year 2 children become playground buddies and have other opportunities to take responsibility.

VISITS/OUTINGS

Throughout their school life pupils have many opportunities to enjoy outings and visitors which enhance the curriculum across most subjects. We place a high emphasis on using the local environment of village, river, parks and local businesses as a part of our learning programme. In addition the children visit museums, outdoor centres and theatres.

SPECIAL WEEKS

Special curriculum focus weeks enable the children to explore areas of learning in more depth. These enriching learning experiences may include music, design technology, history, geography and RE. They may involve the children in understanding of other cultures, eco issues or healthy living.
HOW IS MY CHILD’S WORK ASSESSED?

Assessment is seen as an integral part of the learning process and happens throughout each lesson. It involves the children and the teacher in reflection and evaluation of learning.

The school uses tools such as The Early Years Development Matters and KS1 and KS2 ‘Age Related Expectations’ to measure pupil achievement. These enable us to track individual progress each term and across the three years at Beauclerc.

Children take a statutory Phonics Test at the end of Year 1.

In Year 2, pupils are given a final End of KS1 Assessment. This is moderated across Surrey and the information is passed on to the KS2 school. The current results of teacher assessments are attached and on our website.

HOME LEARNING

Beauclerc Home Learning policy is based on the belief that:

- children maximising their learning time in school need time at home to relax, play, think, talk, join clubs and follow their own interests
- all learning experiences should promote emotional well-being and an enthusiasm for learning

The purpose of Home Learning is to

- consolidate, reinforce and practice learning
- apply learning
- extend learning
- promote learning
- share learning

It is important that Home Learning

- is a positive experience
- promotes enjoyment in learning
- is a valuable use of time
- provides an opportunity for children and parents to share learning
- is set at an appropriate level matched to the child's ability
- allows children to develop their interests further
- fosters well-being and positive attitudes

Home Learning should not be

- a time consuming or time filling activity
- a source of conflict between parent and child
SEND (Special Educational Needs and Disability)

See our Website for detailed information on our SEND Offer and Provision.

We identify individual needs quickly. Close and regular consultations follow between parents, class teachers and Special Needs Coordinator (SENCO). Learning Support Advisors and other agencies may be consulted for additional advice or provision when necessary.

- Teaching and resources are planned to meet every child’s needs and enable access to learning and to promote confidence.
- There are currently disabled access points to the main entrance, hall, Nursery and the Reception class.
- The school Equalities Policy lays out the ways in which we ensure all pupils and parents with disabilities have their needs met. The school recognises that facilities may be needed in the future to meet the needs of pupils with particular disabilities.

For most children with SEN intensive input, short term and long, is undertaken by the school support team either within groups or as individuals.

The child’s progress is then monitored, recorded and reviewed regularly and learning is adjusted accordingly. We create a close partnership with parents to encourage the children to work to their full potential. We also provide continuity of provision and support by liaising with the KS2 school on transfer.

For admission arrangements for children with Special Educational Needs please see the schools / Surrey admission policy. For further details on SEND provision please ask for a copy of our SEND Offer and make an appointment to see the SENco or Senior Teacher.
PUPIL PARLIAMENT AND ECO TEAM

Beauclerc started its school council in 2004 – renamed last year as Pupil Parliament. This initiative enables all children to take an active part in the decision-making process in the school.

The Pupil Parliament and Eco Team meet regularly with a member of staff to discuss issues that have been raised in each class through discussions.

Pupil Parliament and Eco Team members share this information at the meeting with the staff. They engage in special projects linked to key areas of school improvement and sustainable development and represent the school at local citizenship events.

In 2015 the Eco Team achieved the Green Flag Award for the fourth time.

PARENT TEACHER ASSOCIATION

The school is very fortunate to have an active and vibrant Parent Teacher Association of which all parents and guardians automatically become members when their children join the school.

Although mainly concerned with fundraising, which is a very successful and important part of the PTA it also offers a very important social link for everyone concerned with the school.

A typical year’s programme may include events such as PTA Cheese and Wine evening, Christmas and Summer Discos, Christmas Bazaar, Cake sales, Quiz Nights, PTA Ball, Easter parties, Guy Fawkes Games day, Fun Run and the Summer fete.

Committee members are therefore always pleased to hear from parents, especially if they can contribute time, talents and/or expertise.
Please see the schools website for information on PTA events.
HOW WILL I KNOW WHAT IS GOING ON?

All information is published on our website.

A weekly newsletter including information about learning is sent out each Friday Text messages are sent home regularly as reminders Curriculum information and information documents are available on the website

The children also have a home/school reading diary which is a key document for communicating thoughts on your children's reading and any messages you may have.

HOW ARE PARENTS INVOLVED?

At Beauclerc we believe that the Home/School relationship is vitally important to a child's successful learning. We are very keen to involve you in the life of the school and your own child's education.

At home you are ideally placed to stimulate thought and interest, engage in conversation and storytelling and give time and individual attention to your child to consolidate learning. Parents are strongly encouraged to participate in the life of the school in many different ways:

- By upholding the values of the school and working closely with teachers.
- By encouraging and supporting regular attendance.
- By supporting the Home/School Partnership
- By encouraging your child.
- By being open and honest with the school
- By attending parent/teacher consultations and other meetings
- By supporting the PTA events.
- By helping in the school.

HOW CAN I HELP IN SCHOOL?

Parents and friends help by listening to children read, playing Numeracy and Literacy games, cookery, assisting on school visits, working in the nature garden, working on the computer and helping in the library. The PTA also organise events requiring a high level of parent support. We greatly appreciate all the help our parents offer the school and would strongly encourage new parents to get involved.
Please note that it is our policy that all school volunteers are DBS checked prior to volunteering their time in school. Please inquire in the school office for DBS information and how to apply for a DBS check.

**WHEN WILL I SEE MY CHILD’S TEACHER?**

Parents’ Evenings are arranged in the autumn, spring and summer terms providing the opportunity for you to discuss your child’s progress with the class teacher. A written report will be sent home at the end of the summer term.

These are formal occasions for consultation. There are daily opportunities when you can discuss matters concerning your child or pass on, or seek information.

Staff are always available to discuss matters but it helps to make an appointment if you need to see the class teacher, Senior Teacher, Special Educational Needs co-ordinator (SENCO) or Headteacher.

**WHAT ARE THE EXPECTATIONS CONCERNING BEHAVIOUR?**

Children are expected to be polite, caring and considerate. They are encouraged to show consideration and understanding for everyone who shares the school environment and the broader community.

We encourage children to be responsible for their own behaviour.

We are a Rights Respecting School

Rights Respecting charters are devised with children at the beginning of each year and displayed in the classrooms.

Pupils behave extremely well both in the school and on visits. We rely on your cooperation in supporting our high standards and principles.

For further details on school behaviour please see Parents Guide to Positive Behaviour at the School – see website
Successful Learners        Confident Individuals       Responsible Citizens

WHAT SHOULD MY CHILD WEAR?

We have a school uniform that all children wear and we appreciate parents support with this. Most items can be purchased through our school supplier online or in local shops.

BOYS: Grey trousers, red or white polo shirt, white shirt, red jumper, or school sweatshirt or school fleece, and black flat soled shoes.
GIRLS: Grey skirt, trousers or pinafore with white blouse and or red jumper, red cardigan, white or red polo shirt, school sweatshirt or school fleece. Summer dresses in red and white.

In the summer polo shirts or school T-shirts are acceptable or red striped/checked school uniform dresses. Pupils should wear proper black shoes with low heels to school and not open toed sandals.

We ask parents to please ensure that all items of clothing, shoes and personal belongings are clearly and permanently labelled with your child’s name.

PE/GAMES KIT

All children in the main school need a pair of sports shorts, a red T-shirt and a pair of plimsolls for PE. Plimsolls are thin-soled and safe for indoor and outdoor PE activities. Where possible games activities will take place outdoors so during the colder months all children should have tracksuit bottoms and will be encouraged to wear their school jumpers and coats. It is worth reminding parents that children are required to have a separate PE kit in school, which for hygiene reasons they cannot wear at other times during the day. Children are not encouraged to wear any jewellery to school. If ears are pierced studs are much safer than sleepers, certainly no hooped or dangling earrings. On P.E. days your child’s earrings and jewellery of any kind should be removed before they come to school.

WHAT ABOUT LOST PROPERTY?

The school is not responsible for items of property brought into the school which get damaged or lost, although every effort will be made to find lost property. Expensive games or toys are not permitted in school. All lost property is kept in the office and items in this area are available for retrieval at all times.
SUCCESSFUL LEARNERS  CONFIDENT INDIVIDUALS  RESPONSIBLE CITIZENS

HOW ARE THE DAYS ORGANISED?

The times of the school day for pupils are:

**Nursery**: see website for details

**Main School**:
- **Morning Session 1**: 8.55 - 10:15 am
- **Assembly**: 10:15 - 10:30
- **Break**: 10:30 - 10:45
- **Morning Session 2**: 10:45 - 12:00
- **Lunchtime**: 12:00 - 1:00 pm
- **Afternoon session**: 1:00 - 3:05 pm
- **Afternoon Break**: 2:05 - 2:15 pm - this may vary
- **School ends at**: 3:05 pm

ARRIVING AND LEAVING

The school gates open at 8:45 a.m. Children enter the school through the large main school gates. They should not wait by the gate without an adult and are not allowed to leave the playground once they have come in.

Nursery children enter the Nursery with their parents. Parents may want to talk to staff or choose a home reading book with their child.

If it is wet children are brought into the school at 8:45 a.m.
At the end of the day at 3:05 p.m. parents wait outside their child's class or at another designated location and the children are handed to known / named adults.

BREAKFAST CLUB

The Breakfast Club provides before school care for busy parents and carers. The Breakfast Club is open to the whole school including the Nursery. The club runs from 7.45am to 8.55am every morning during term time. Parents will need to contact the school to book a place for their child.

The club serves a variety of healthy foods including cereals, toast, muffins, pancakes, croissants, fresh fruit and yogurts. There is also a selection of drinks including water, orange and apple juices, milkshakes, milk and in the winter months hot chocolate. The children who attend the Breakfast Club have helped to choose some of the items on the menu. Special dietary needs can be catered for.
AFTER SCHOOL PROGRAMMES

As a school we value the importance of extra-curricular activities. Currently we offer Football, French, Dance and Tennis clubs after school. (For further information see school website or inquire at the school office.)

After School Club
Children at Beauclerc are able to access the Chennestone After School Club. There is a Walking Bus to the Happy Days After School Club at Chennestone which offers childcare from 3 - 6pm. - see Happy Days website

WHAT ARE THE MEDICAL ARRANGEMENTS IN THE SCHOOL?

Our Teaching Assistants, office staff and First Aiders take care of children who are unwell or who are injured. We will contact parents if we consider that children should be taken home and we ask you to make sure we have up-to-date contact numbers.

We will phone you immediately if your child needs further medical attention.
If your child has an infectious disease, please contact the school immediately.
Parents are requested to check their child’s hair weekly for head lice and treat any infestation immediately (this should be done for the whole family). The school should be notified of any infestations.

Prescribed medicines may be administered in exceptional circumstances, though generally this is not possible. Permission may be sought from the Headteacher.

ABSENCES

It is a parent’s legal responsibility to ensure that a child attends school daily and on time. Parents are also responsible for ensuring that the school is properly informed of the reason for any break in attendance.
Parents should telephone the school (01932 780672) if their child is going to be absent or late. Please phone before 9.15 a.m. When a child returns to school he/she must bring a letter to confirm the reason(s) for absence.
Morning and afternoon sessions are counted separately.
The Educational Welfare Officer visits the school regularly and monitors our data for absence and lateness.
We ask that you do everything possible not to take leave of absence in term time. You must request permission in advance from the Headteacher.
See Attendance policy on the school website.
SCHOOL MEALS

The school meals are cooked on the premises by our own cook. School menus and choices are selected in advance. Parents may pay for school meals on a termly, half-termly or weekly basis either to the school or online at www.surreycc.gov.uk/schoolmeals.

You will be notified of the correct amount for the period and refunds, if appropriate, will be made at the end of each term. Parents are able to join their children for lunch by booking through the school office. Whether paying termly, half-termly or weekly all meals must be paid for in advance.

If parents are not using the online system parents are asked to send payment in a sealed envelope marked with the child's name, class and amount enclosed. Cheques are preferred to cash and should be made payable to “Surrey County Council” and crossed A/C payee.

HEALTH CARE

Part of our curriculum deals with the importance of good health and how to achieve it. The children are taught about the importance of good diet, sleep, exercise, hygiene and the prevention of accidents.

Sex Education under the 1993 Education Act is discretionary for Key Stage 1 and Key Stage 2 schools. The school has a Sex and Relationships Education Policy which sets out the curriculum for Key Stage 1.

EQUAL OPPORTUNITIES

Both girls and boys are given equal opportunities in all aspects of school life regardless of ability, religion or ethnic origin. (see Equalities Policy)

WHAT IS THE SCHOOL CHARGING POLICY?

The school organises various trips for the children outside school, and invites visitors into the school for workshops etc. We ask parents for a voluntary contribution to pay for the cost of these trips. However if payments are not made then trips will need to be cancelled. We need everyone’s support to make these visits financially viable.
No child will be left out of any organised activity. Parents who find it difficult to meet the cost of trips may be entitled to some support. Please contact Gail Foot our Home School Liaison Worker for more details.

**SECURITY**

In order to keep children as safe and secure as we possibly can, we have an entry buzzer at the office door at the main entrance to the school. All other points of access to the building are kept locked once the children enter school in the morning.

All visitors must enter through the main school entrance and report to the office. All visitors including parents and volunteers helpers are required to sign the visitor’s sheet and wear an identification badge, which is collected from the office. This allows us to have a record of who is on site for the purpose of security and fire safety. These measures also include people entering the Nursery and entering the premises before and after school hours.

**IF I HAVE A COMPLAINT CONCERN OR QUERY**

The school welcomes dialogue with parents on any issue of concern. Appointments may be made with members of staff through the school office. We ask that you contact your class teacher in the first instance and then the Senior Teacher or Headteacher. We have a formal procedure involving Governors and the Area Education Office. Details are available from the school office.

**SCHOOL STAFF**

Headteacher - Mrs S Jackson  
Assistant Headteacher - Ms Wales  
EYFS Leader - Miss Leckie  
Yellow Reception class - Miss Mooney  
Red Reception/Year1 class - Miss Leckie  
Orange Year 1/2 class - Mr Singh  
Blue Year 2 - Ms Wales and Mrs Colclough  
Senco - Mrs T. Warriss

**Teaching Assistants**

Yellow Reception - Mrs Soden, Mrs Walters, Mrs Harashi  
Red Reception/Year1 - Mrs Horton, Miss Birdi, Mrs K Smith  
Green Year 1/2 - Mrs J Dalton, Mrs Brooks  
Blue Year 2 - Mrs J Holder, Mrs Guy

**Nursery Class**

Nursery Manager and Teacher - Mrs Brown  
Nursery Assistant - Mrs Weir  
Nursery Assistant - Mrs Ollington

**Support Staff**

Business Manager - Mrs Bingham  
Admin Assistants - Mrs J Dean, Ms S Holt, Mrs S Leigh  
Caretaker - Mr J Tilbury
**SCHOOL GOVERNORS**

The Governing Body of Beauclerc consists of enthusiastic and committed individuals drawn from parents, staff, the local community and the Local Authority. As well as statutory duties such as reviewing school policies, contributing to the School Improvement Plan and overseeing the finances, the Governors actively support staff, parents and children in many aspects of school life, and participate in many activities.

**The Governing Body of Beauclerc and Chennestone Schools.**

In April 2011 the Governing Bodies of Beauclerc and Chennestone Schools agreed to federate. This means that the Schools are led and managed by:

- one Governing Body including parent governors, staff governors, an LA governor and community governors
- one Headteacher
- one Business Manager
- and a joint School Leadership Team

**Federation**

- The two schools have a shared vision, ethos and values
- The Headteacher and the Business Manager share their time between the two schools
- Each school retains its individual characteristics and identity
- Separate OFSTED inspections and school self-evaluation
- Separate reporting of performance data and standards
- The admissions authority for both schools is Surrey County Council
- The existing admissions criteria remains in place for applications to Year 3 at Chennestone therefore:
  - children from Beauclerc still need to apply for a place at Chennestone
  - children from Hawkedale School and other local schools continue to be able to attend Chennestone
- The day-to-day experience of children and families remains unchanged

**The benefits of the federation for the two schools**

- Ensures co-ordinated provision for children and families in Lower Sunbury whilst catering for parental preferences and choice
- Improves sharing of good practice and raises standards
- Provides a structure for working together
- Increases opportunities for Key Stage 1 staff to work in year group partnerships
- Enables consistency in learning strategies and facilitates a smooth transition for children into Year 3
- Increases opportunities for staff to take on leadership roles and gain a variety of experiences
Successful Learners        Confident Individuals       Responsible Citizens

- Enhances recruitment of quality staff and retention of experienced staff
- Facilitates further liaison and co-ordination of events
- Creates opportunities to achieve ‘value for money’ and make some savings e.g. joint training
- Enhances professional development opportunities for staff
- Strengthens the two schools in their relationships with outside agencies and the Local Authority

Minutes of the meetings of the full Governing Body are available on request from the school office. Governors can be contacted via the School Office.

LA (LOCAL AUTHORITY)

Beauclerc Infant School is part of the North East Education Area of Surrey
Director of Education is:-
Head of Schools Learning
Guildhall
Kingston-upon-Thames
KT1 1EU

Central control of the Education Service is by the Department for Education

WHAT NEXT?

Our comprehensive school website is located at www.beauclerc.surrey.sch.uk. A full copy of the school prospectus is online at this address.
Please phone the school office (01932 780672) to make an appointment to see the Headteacher and have a school tour. We look forward to seeing you!!

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SAFEGUARDING STATEMENT

At this school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils at this school. We want to work in partnership with you to help your child to achieve their full potential and make a positive contribution. On rare occasions our concern about a child may mean that we have to consult other agencies even before we contact you. The procedures which we follow have been laid down by the Surrey Safeguarding Board and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures or the policy see the website or speak to the Headteacher or your child's class teacher.