

STATEMENT OF INTENT

Eastfield School is committed to providing the best possible education for its children in a child appropriate, stimulating and caring environment.

Eastfield will use and develop in partnership the talents and strengths of its Staff, Parents, Governors and Community for mutual benefit and to achieve our aims.

Eastfield undertakes that all working practices and procedures are founded on principles of equality and will not be inhibited by discriminatory acts or practices.

OUR AIMS

At Eastfield we aim to:

- Provide all children with a happy, caring, secure and stimulating environment where positive relationships flourish within the school community.
- Ensure that all children receive a variety and balance of learning experiences appropriate to their ability age and stage of education.
- Ensure all children receive spiritual and moral education.
- Provide all children with equal opportunities.
- Actively encourage courtesy, good manners and consideration for others as very important values.
- Encourage:-
 - curiosity and investigation
 - an awareness of nature and the environment
 - aesthetic appreciation
 - creative skills
 - physical activities and awareness of health and safety
- Encourage good behaviour through praise and a positive school behaviour policy.
- Encourage active parental/carer and community involvement within the school.
- Implement the National Curriculum by the best possible primary practice in accordance with our Teaching and Learning Policy.
- Fulfil the requirements of the Code of Practice for Special educational Needs.

THE SCHOOL

Eastfield Primary School is a single storey building built in 1908. It has in the past, been used in a variety of ways, more recently as a separate infant and junior school on the same site. In September 1986, the two schools amalgamated to form Eastfield Primary School, and it is now a county co-educational school for some 474+ children aged 3+ to 11. In January 1988 extensive building work commenced to build four new classrooms, indoor toilet facilities, new administration facilities, an Audio Visual Aids Room and additional staff facilities. The new building work linked the main building to the dining hall, removing the necessity to cross the playground in bad weather. A new Nursery was opened in the Autumn Term 1992 and caters for 60 children part-time. By the side of the Nursery is the school's new garden area which was developed by Year 6 pupils in 2003. In the summer of the same year we undertook a huge project demolishing our old dining hall and music room and rebuilding a beautiful new area that is light and spacious. It is a wonderful resource for the whole school. Another great resource is our lovely sensory room – just the place to relax! Our most up to date venture has been the refurbishment of the office area and finding more space to put our ever growing range of resources. The staff and pupils toilets have also undergone a complete facelift.

Eastfield now consists of 15 classrooms, 6 cloakrooms with washing facilities, indoor toilets, ICT Suite, Library, Music room, Sensory room and various small teaching rooms.

The office reception is to the right of the entrance hall.

There is a large central hall, playground and field, plus a dining room and servery.

SCHOOL TIMES

<u>NURSERY</u>	AM	PM
	9.00 -11.30	12.35-3.05
Years R. 1 & 2	8.50-12.00	1.15-3.10
Break Years 1, 2 & 3	10.10-10.30	
Years 3 &4	8.45-12.15	1.15-3.10
Years 5 &6	8.45-12.30	1.30-3.10
Break Years 4, 5 & 6	10.30-10.50	

PLEASE BE ON TIME

Try not to have the children waiting in the playground too early especially in cold or wet weather; five minutes before school begins is early enough and children who go home to lunch should not arrive back until ten minutes before afternoon school starts.

GATES ARE OPEN BETWEEN: - 8.30am-9.10am and 3.00pm-3.30pm

ABSENCE

We are required by law to keep strict registers and inform the Education Welfare Officer of any unnecessary absence.

No child will be allowed out of school during the day unless the Headteacher is aware of the reason and has given permission.

ATTENDANCE

Children who are frequently late for or absent from school, for whatever reason, are disadvantaged in their learning. The school offers a rich and varied curriculum which can only be accessed to its full advantage if children attend regularly and punctually.

It is important to encourage in children the notion that school matters. Irregular attendance and persistent lateness give the message that it does not matter.

Children who are poor attenders may not only be disadvantaging themselves but may also have an effect on other children, in terms of learning and their attitude to school.

Children who arrive late may seriously disrupt not only their own continuity of learning but also that of the rest of the class.

Parents of children of compulsory school age must ensure that their child receives full-time education either by regular school attendance or lawfully agreed alternatives.

Parents should see themselves as partners with the school in their child's education. They are responsible for ensuring that:

- The child attends and stays at school
- The child arrives at school on time and is picked up from school on time
- The child is properly dressed.
- The child is in a condition to learn
- They support the child in observing the "Golden Rules".
- They instill in their child a respect for education and those who deliver it
- If their child is late, they are brought to the office with an explanation.

PUPIL WELFARE

All minor injuries and cases of sickness are looked after by the school's Welfare Assistants. If, however, your child becomes unwell in school you will be contacted and asked to take your child home as, although we do the best we can, there is no really comfortable, quiet place for children to rest in school. Additionally, parents/carers will be notified if any injury sustained at school needs further monitoring or attention at home.

IT IS MOST IMPORTANT THAT WE HAVE AN UP-TO-DATE TELEPHONE NUMBER AT WHICH WE CAN FIND YOU IN CASES OF EMERGENCY.

SHOULD YOU CHANGE YOUR HOME TELEPHONE NUMBER, START WORK, OR CHANGE YOUR WORK PLACE, PLEASE NOTIFY THE HEADTEACHER IMMEDIATELY.

Medicines

Eastfield follows the London Borough of Enfield Policy and Procedures for 'the Administration of Medicines in Schools'.

Parents/Carers are responsible for administering medication for their children. Where medication is prescribed three times a day, this is taken to mean before school, after school and in the evening. Parents can administer medication during the lunchbreak by prior agreement.

Only in very exceptional circumstances, and if supported by a doctor's note or other appropriate authoritative medical documentation, and the completion of an individual school health plan and a meeting with the headteacher and/or designated member of staff can the school consider administering medication and/or any other medical procedures.

Cough "sweets" and unprescribed medicines should not be sent to school.

School Nurse

The School Nurse visits the school regularly. Her prime objective is to promote the health and well-being of the school child and young person so that they reach their full potential and not be disadvantaged through ill-health. One of the ways she achieves this is by conducting HEALTH CARE INTERVIEWS, which take place within the school. The following are included in the interviews:

Year 1	Hearing, Vision, Height, Weight, Posture and Oral Hygiene checks.
Year 4	Vision, Height, Weight, Posture and Oral Hygiene checks.

At all of these interviews the appropriate Health Education will be given on a one-to-one basis.

If there are any health problems found at these interviews the school nurse will contact the parent/carer and assist them in getting help for their child.

Our school nurse will be happy to advise you if you have any worries concerning your child's health or development. She can be contacted through the Special Needs Co-ordinator or the Welfare Staff at the school.

Medicals

These are arranged periodically by the School Health Department, parents/carers being informed of the dates in advance.

Dental Inspections

These are held in school annually.

Head Lice

This is a common problem in all schools. If you discover head lice please use the treatment recommended by the Chemist before your child returns to school. If you require further help we are happy to make an arrangement for you to see the School Nurse.

Please note that Health Authority advice is that we are not allowed to send out general alert letters. In all medical matters we follow the latest advice of the Health Authority.

Education Welfare Officer

The Education Welfare Officer is part of the Education, Children Services and Leisure Department. They visit the school regularly and may be contacted at the Civic Centre. The role of the Education Welfare Officer is to link the family and the Education Service to help those children who are in some kind of difficulty at school. It is their job to deal with a wide variety of issues e.g. bullying, truancy, school refusal, unauthorised absences and persistent lateness.

Social Services

The school is required by law to work closely with Social Services to ensure the welfare of the children.

CHILD PROTECTION

The Area Child Protection Committee have published procedures on Child Protection. The Committee consists of personnel from Social Services, Health, The Police, NSPCC and the Education Children Services and Leisure Department. At Eastfield we adhere strictly to these procedures.

Clear instructions are given to the school that if a child makes an allegation of abuse or non accidental injury to any member of staff, we are bound by law to inform immediately the Education, Children Services and Leisure Department and Social Services. It is the staff's duty to follow these instructions.

The parents/carers are informed by Education Welfare/Social Services as soon as possible afterwards.

A copy of the Child Protection Handbook is available for inspection from the Special Needs co-ordinator.

BEHAVIOUR POLICY

We believe in a positive, proactive and inclusive approach to behaviour management that emphasises the importance of praise and attempts to "catch them being good". We aim to develop in our children:

- *the habit of self-discipline and independence*
- *self-respect and respect for others*
- *self awareness and self control*
- *the values of truth, politeness and good manners*
- *respect for property and the environment*
- *responsibility for their own actions*

The Golden Rules set our expectations of all members of the school community, children and adults alike:

Do be gentle

Do be kind and helpful

Do work hard

Do look after property

Do listen to people

Do be honest

Do not hurt anybody

Do not hurt people's feelings

Do not waste your or other people's time

Do not waste or damage things

Do not interrupt

Do not cover up the truth

They are displayed prominently around the school and are regularly referred to during the school day in class and assemblies.

Circle time is undertaken in every class on a weekly time-tabled basis. It provides an opportunity for children to explore their feelings, share concerns and work together to try to find solutions within a secure and supportive framework. It helps children develop a sense of responsibility and accountability. Guidance on the implementation of circle time and support for circle time is available from the Special Needs Co-ordinator.

Some children have difficulty managing their behaviour and this can disrupt the class. In such cases we will design behavioural report systems to monitor and promote positive behaviours using agreed rewards and sanctions.

We do not believe in, or ever use, corporal punishment. We retain the right to exclude children either from class to "cool off" or in extreme circumstances from the school. This is always a last resort, and generally only where there are serious health and safety concerns.

Bullying

We recognise that bullying may occur amongst the pupils. Bullying is unacceptable and all staff work hard to ensure that bullying is challenged and that victims are supported. Many disputes between children such as accidental mishaps, one off incidents and childish quarrels are normal and are NOT examples of bullying. We define bullying as a PATTERN of behaviour by one or more individuals towards another which is planned in order to hurt, embarrass or upset the person either

physically or mentally.

Bullying flourishes in a climate of secrecy. Therefore we encourage children to talk to their teachers about any issues that are worrying them and to be assertive in dealing with bullies. Circle time provides one opportunity for children to discuss issues of concern. Incidents of bullying are logged and a range of behaviour modification strategies are used as appropriate.

Racism

Racism is unacceptable and will be challenged by the school. The school will continuously explore its practices to ensure that they are not discriminatory.

Racism is a form of bullying whereby the bully uses a person's cultural, ethnic or religious background to upset or denigrate them. Racist name calling is a common form of racism and will be challenged wherever possible in school.

Our procedures for bullying apply to racist incidents, i.e. children are encouraged to talk about incidents and to be assertive. Racist incidents are logged, monitored and positive behaviour strategies are used as necessary.

Parents

Parents are ultimately responsible for the behaviour of their children whilst at school. All parents are requested to sign our home-school agreement and are expected to fully support this policy.

We value and believe that education must be a partnership between home and school, both working together for common aims. We will support parents by offering advice and providing links with other support agencies. In return we expect parents to support the school in its efforts to promote positive behaviour amongst the pupils and tackle disruptive behaviour. Parents should encourage their children to talk to their teachers about any problems and approach the school as soon as a problem arises rather than let them "fester".

VISITOR BEHAVIOUR

We will not tolerate rude, abusive or racist behaviour from parents. Parents or any other adults are not allowed on school grounds suffering under the influence of drugs or alcohol. We follow the council's "Statement of Expectation of Behaviour" for visitors as set out below.

EDUCATION GROUP
STATEMENT OF EXPECTATION
OF BEHAVIOUR

Whilst the public are on our premises there is an expectation that behaviour by both staff and visitors, including parents of pupils, will meet certain standards.

- ***Our staff will be polite and courteous towards you at all times. If you feel a member of staff has behaved in an unacceptable way please end your discussion and report the matter in writing to the head teacher or senior manager. They will then contact you to investigate and attempt to resolve your complaint.***
- ***In return it is our expectation that you will be polite and courteous to staff. If staff are subjected to unacceptable behaviour they have been instructed to end the discussion with you and inform you of the reasons. You will be asked to leave the premises. A letter to confirm the reasons why you were asked to leave and the action that we intend to take as a result will be sent to you. You will be given the opportunity to discuss the matter with us in a calm and civil manner. If the incident is particularly serious or is repeated you may be barred from the premises.***
- ***The following behaviours are unacceptable:***
 - > ***Swearing, spitting, shouting, threatening words or gestures***
 - > ***Physical intimidation and the use of force such as pushing, pulling, joking, prodding etc.***
 - > ***Racist, ageist, and sexist comments***
 - > ***Being under the influence of drugs or alcohol whilst on our premises***
 - > ***Smoking whilst on our premises***

SEX EDUCATION

Building on topics covered in previous years, during Year 6 children are given the opportunity to participate in our sex education programme. During this time the biological processes included in puberty, sexual intercourse and the development of a baby are discussed as well as aspects of feelings and emotions, relationships and family life.

Children are encouraged to consider the moral framework in which sexual relationships operate and to respect the views of others.

A variety of approaches are used to teach this subject. This includes the use of films, talks by the nurse, mixed/single sex discussions and group work activities.

If you would like to see the material we use with the children it is available on request from the school.

EQUAL OPPORTUNITIES

At Eastfield School we welcome the wide diversity of culture, religion, language and background that the children bring with them into the school environment.

Eastfield school is committed to>

- Giving equality of opportunity to all pupils.
- Preparing all pupils to live and work together in and out of school.
- Acknowledging and sharing our diversity to increase our knowledge and understanding of each other.
- The fostering of positive attitudes and the elimination of discriminatory attitudes towards others on ethnic, religious, linguistic, cultural or any other grounds.
- Giving each pupil a positive self-image.
- Promotion of tolerance and understanding.
- The rejection of bias and discrimination based on ignorance and misinformation.
- Give all pupils the opportunity to participate in all learning experiences offered by the school, regardless of their gender.
- Where inequalities exist positive action will be taken to rectify the situation.

Eastfield has an Equal Opportunities/Anti-Racist policy which is regularly reviewed.