

Headteacher

Mrs Nicola Barby
B.Ed (Hons)



Dinglewell Infant School
Hucclecote
Gloucester
GL3 3HS
Tel: 01452 619154
Fax: 01452 619154
E:mail:

admin@dinglewell-inf.gloucs.sch.uk
www.dinglewellinfants.org

Dear Parents and Carers,

Welcome to Dinglewell Infant School.

I am pleased to present you with our prospectus, which is intended to introduce you to the life and work of our school.

We view the school as a community in which parents, staff and governors work with the joint aim of giving your children the best possible education. We balance the best from traditional teaching with modern approaches that cater for the needs of pupils growing up in today's technological environment. We hope that everyone who is involved with the school will contribute to and benefit from the happy and caring family atmosphere. We aim to inspire your children so that they enjoy learning, as they grow to become independent and responsible members of society.

Your child has already learnt much at home, nursery and playgroup. We will use this as a basis for future learning and value your continued involvement in your child's education.

We believe that through close co-operation between home and school we can achieve the best for your child. We are always available for discussion about your child's education and look forward to sharing this time with you to make it a rewarding and successful experience for your family.

We hope our prospectus will provide you with the information needed to answer your immediate questions about the school. It contains information required by law; I hope it also projects the happy working atmosphere of Dinglewell Infant School.

If you would like additional information please email the school:
admin@dinglewell-inf.gloucs.sch.uk and we will be happy to answer your queries.

Yours sincerely

Nicola Barby

Nicola Barby
Headteacher

Dinglewell Infant School

Together we Develop, Inspire, Succeed



Prospectus

Our Vision

Together we Develop, Inspire, Succeed:

Develop self-esteem, respect, resilience and a sense of personal achievement

Inspire a love of learning and a commitment to others

Succeed in achieving our vision within a safe, healthy, creative and stimulating environment

Our Values

We recognise that the impact of our values is not in what we say, but in the experiences to which we expose our pupils.

Respect:	we value ourselves, other people and their views and the environment
Responsibility:	we are independent and make good decisions for ourselves and others
Creativity:	we think for ourselves and enjoy exploring different ways of doing things
Co-operation:	we are friendly and work together
Care:	we look after other people and keep ourselves safe
Honesty:	we tell the truth and can be trusted

The School Environment



The school, which was built in 1970, has been extended, made accessible and extensively refurbished in recent years.

All areas of the school are accessible for wheel chair users.



Our large hall is where the children eat their lunch and is also used for PE, assemblies, concerts and social events.



Our purpose built Computing Suite has recently been updated with help from money raised by the Friends of Dinglewell Infant School.



Reception have their own large outdoor play area.



Our nine classrooms are welcoming and well equipped. In addition we have a Forest School in which the children explore the changing seasons and the natural environment.

Our librarian enables all children to learn library skills, read and borrow books in our well stocked library.



The Curriculum



We organise the curriculum in a very practical thematic way; teaching the subjects of the National Curriculum through a series of topics. In Reception the curriculum is play-based and children develop early reading and mathematical skills through these practical activities.

Children start learning phonics as soon as they start school, following the "Essential Letters and Sounds" programme. Parents are kept informed of the sounds that are being introduced and are encouraged to reinforce this learning at home.

In Years 1 and 2 we adopt a thematic approach to learning to inspire the children and many of the topics include either a visit out of school, a visitor coming into school or a festival. Some of these visits take place in Hucclecote, others involve travelling farther a field e.g. Warwick Castle.

We ask parents to pay for trips etc through a secure on-line payment service ParentPay if possible.



The School Day

The beginning of the day

All children go straight into their classrooms from 8.40 am. The day formally begins at 8.45 am promptly.

Assembly

In line with government legislation, every day includes an act of collective worship. Parents may withdraw their children from assembly, and if they wish to exercise this right they should discuss this with the Headteacher.

Friday Assembly is a celebration of children's achievements. Achievement covers many areas of school life; social, behavioural, as well as academic. Each week the class teachers nominate two children for entry into the 'Celebration Book'. The children are presented with a celebration certificate, which they can take home to show to their family. We also encourage children to tell us about their achievements from outside school e.g. swimming, football or dancing awards, so that they can also be celebrated by the whole school.



Playtimes

Outdoor play is an important part of your child's experience at school. We have a short break during the morning, as well as a lunchtime break. This gives the children an opportunity to play together to form friendly relationships and to develop social skills. It is important that children have access to fresh air during the day and may be taken out for a shortened period during light rain or colder weather, therefore it is important that appropriate named, outdoor clothing is worn to school every day.

Children with Special Needs

In line with our Special Educational Needs policy, the school has a strong and effective system of support for children who need extra support in order to progress. Most children's needs can be catered for successfully within the class, through Quality First Teaching, sometimes on an individual or group basis. Parents with concerns about their children's learning or behaviour are encouraged to discuss them with their child's class teacher in the first instance. Members of the teaching and support staff are skilled and experienced in identifying pupils' needs. For various reasons, some children need more individual help, which is provided by our Special Educational Needs & Disabilities Coordinator (SENDCo) and Teaching Assistants under her guidance. Regular meetings are arranged between parents and the SENDCo to enable parents to support children at home.



The school is suitably equipped to cater for children with physical or medical needs. All areas of the school are accessible by wheelchair and an easy access toilet and dedicated medical room have been installed near to the school office.

Reasonable adjustments, wherever possible, are made so that all children regardless of disability can access school activities.

Behaviour and School Discipline

Our school rules are simple to understand and are based around our school values.

The high standard of behaviour expected is also based on these values, particularly respect, care and responsibility.

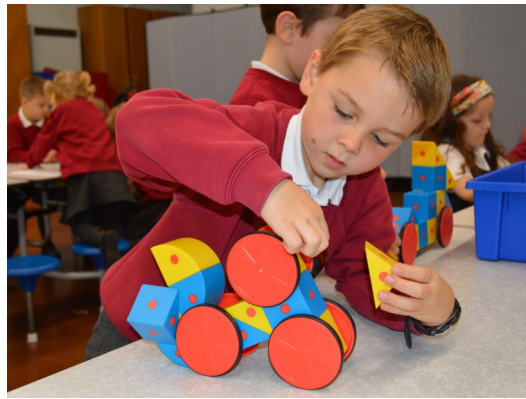
The maintenance of the caring, family atmosphere that we wish to create depends on mutual respect and is the responsibility of everyone involved with the school. We encourage the children to develop caring attitudes and to think about others as they move about the school and in the playground. The class teacher is concerned not only for the educational progress but also for the personal and social development of the child. If difficulties do occur, we work with parents at an early stage to solve them. A new baby in the family, a sudden death, worry over schoolwork or some other upset at home can cause the children to behave differently at school.

At the end of the day

School finishes at 3.15 pm when children will be handed over to their parents/carers by the class teachers. If someone else is collecting your child please let the class teacher know in writing. Local child minders and after school clubs regularly collect children at the end of the day and we have developed a good working relationship with them over several years. The school site needs to be clear of children and adults by 3:30 pm to ensure the safety of the children attending after-school clubs.

Before School Club

Our BSC is open daily from 8am where children can have a healthy breakfast and play games supervised by members of the school staff.



After School Club

School staff pick the children up from their classrooms at the end of the school day. The children are offered a healthy snack before playing with their friends. They have the opportunity to go outside and use the play equipment in the playground as well as play games inside. After School Club finishes at 5.30pm every day.



Extra-curricular Activities

We offer a wide range of extra-curricular activities. After school clubs are mainly offered to children in Year 1 and Year 2.

The following clubs have been available for children to participate in:

Reception - Dance Club

Year 1 - Football, Running, Art, Maths, Wake & Shake

Year 2 - Football, Recorders, Dance Club, Tennis, Book Club, Shakespeare, Outdoor Cookery Club, Cross Country, Country Dancing, Young Voices



Healthy Living

School Meals

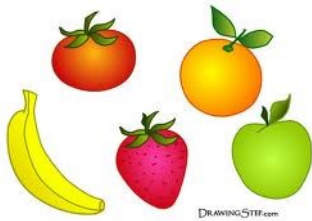
All pupils of Infant School age are eligible to receive free school meals at lunchtime. A menu will be sent home (also found on the school website) and parents are asked to help their child select their preferred option each day.



Children may bring a 'nut free' packed lunch if they prefer. Parents are asked to send packed lunches in a suitable container and prepared in a way that is easy for their child to manage by him/herself, e.g. fruit peeled ready for eating, a plastic spoon for yoghurt, a drink in a container that a child can deal with.

Milk

Children are able to have milk during the morning, this is provided by Cool Milk for Schools. Information on ordering milk is available from the school office. Milk for under 5 year olds is free but parents still need to register with Cool Milk for Schools.



Snacks

We encourage children to bring water, in a sports type container, to school to drink as required through the day. The school is part of the Fruit for Schools Scheme which provides one piece of free fruit/vegetable each day for every child.

Movement Breaks

Throughout the day, the children participate in movement breaks with their class. These vary between developing core strength exercises, ballet, Wake and Shake, a run around the playing field or the playground. These activities help the children to develop their core strength and to re-invigorate them so that they are ready to learn.

We aim to provide all children with two hours physical activity every week, morning activities, PE lessons, Forest School and extra curricular activities all contribute to this.



Medical Information

It is important for us to know of any allergies or medical conditions that your child may have.

Medicines



Medicines can only be given to children by school staff in exceptional circumstances, after discussion with the Headteacher and when written permission has been given.

All such medicines must have been prescribed by a Doctor, be in their original packaging with the pharmaceutical label, and be handed over to the office by the parent. A form giving clear directions for its administration together with the child's name and class must be obtained from the office and completed.

If your child has a medical condition which requires special treatment, please arrange a meeting with the Headteacher so that the necessary arrangements can be made.

Asthma

Inhalers are kept with the child in the classroom and are readily available for children to use at all times. Children should begin to learn to take responsibility for their own medication, but staff will help where necessary.



Illness

If your child becomes unwell during the day we will make every effort to contact you so that you can collect him or her. Please keep the school office informed of any changes to your contact details. Please ensure that your child does not return to school until she/he is fully fit as illness spreads easily in the confines of the classroom.

If your child is vomiting or has diarrhoea, NHS guidelines state they **must** be kept home from school for a minimum of **48 hours** after the last episode.

Comings and Goings

Admission Procedure

Prospective parents are welcome to visit the school at anytime during the school year and should email the school office to make an appointment. In Gloucestershire, children may be admitted to school at the beginning of the school year in which their fifth birthday falls.

We admit up to 90 children into our 3 Reception classes each September. The Local Authority allocates places according to the following priorities:

1. Children in Public Care (Looked After Children)
2. Siblings of children attending Dinglewell Infant or Junior Schools at the time of admission provided parents have completed a preference form giving Dinglewell as first preference
3. Children who have an authenticated reason for attending this particular school e.g. EHCP
4. Children with the strongest geographical claim measured in a direct line

To help the new Reception children settle at school we have designed a programme aimed at making school entry as smooth as possible.

This includes:

- Information afternoon/evening for prospective parents;
- Pre-school visits by staff to playgroups and nursery schools;
- A visit to school by the children to meet their class teacher and TA; A stay & play session with a small group of children.
- Home visits may also be offered if necessary

Children are admitted to school in small groups, to help them adjust to their new surroundings, initially on a part time basis. At first, they will go home for lunch and remain there in the afternoon. For a period of time [approximately 2 weeks] after this they will all stay for lunch and the afternoon. All children will be attending school on a full time basis by the end of September. Individual admission programmes are devised for children with identified disabilities or other special needs as they may need to remain on a part-time basis for a longer period of time.

School Hours and Attendance

School starts between **8.45 am** promptly and finishes at **3.15 pm**. Lunch is 12:15 pm to 1:15 pm for Reception and 12.30 to 1.30 pm for Years 1 & 2. Children should arrive five minutes before the start of the school day.



All schools are required to keep accurate registers on attendance. If your child is unwell please telephone the school before 9.30 am on the first day of absence. If your child is late for school, please sign him/her in at the office, so that the register can be marked and dinner arrangements adjusted accordingly.

The safety of your child is a priority to us, therefore, if your child is to be collected by someone other than the usual person please write a short note to the class teacher informing her of the change.

Holidays **should not** be taken during term time. The Department for Education (DfE) only permits the Headteacher to authorise absence under exceptional circumstances.

Parking

We politely ask that you park considerately and safely when dropping off/picking up your children from school for the safety of our whole school community.

Links between School, Home and the Community

School News

A newsletter is published monthly to inform parents what is happening in school and of forthcoming events. Notices are put up in classroom windows, letters are sent home and posters giving details of events are put in the notice boards around the school. Parents who provide school with their email address will receive electronic communications by EduLink. Information is also available on the school website (www.dinglewellinfants.org)

Parent Links

Every parent is a member of the Friends of Dinglewell Infants. The FoDIS works hard throughout the year organising social activities for both adults and children and raising money which is used to enhance the education and experiences of the children at the school.

Classroom Help

Parents with spare time are welcome to come to school to help with reading, and other classroom activities. Please do talk to the school office, or the Deputy Head if you are able to help in any way, however small.



Parent Consultations

Twice a year parents are invited to talk formally to class teachers about their child's progress. They are also welcomed into school at the end of every topic for their child to share their work with them at Parent Drop-Ins.

Local Child Care

The school has well established links with local child care providers who regularly collect children at the end of the school day.

Dinglewell Junior School

The majority of our children transfer to the Dinglewell Junior School at the end of Year 2 and so we liaise closely with the Junior School. During the summer term the Y2 children are given the opportunity to meet their new teachers and Headteacher and to visit the Juniors with their current teachers. The Y3 teachers also visit the Y2s in their classrooms at the Infant School. Parents need to formally register with Shire Hall for a Year 3 place. Letters are sent out in September giving instructions on this process.

The Hucclecote Community

This school serves the local community and we feel it is important that the children are aware of the neighbourhood and the local industry and commerce within it. We encourage the children to develop a respect for people and property, to care for others less able, to care for the elderly and to realise that we live in a multi-cultural society. The pupils are actively involved in supporting local organisations and charities.



School Clothing



Children are encouraged to wear the school colours of maroon and grey. Although it is voluntary, we do recommend that parents dress their children from the following list of suggested clothing:

Grey Pinafore, Skirt, Trousers or Shorts
White Blouse, Shirt or Polo Shirt, Gingham dress,
Burgundy Cardigan or Sweatshirt
Burgundy Fleece
Black or Brown shoes or sandals



Items with the school logo are available from the following retailers:-

Monkhouse, Northgate Street, Gloucester or on-line at www.monkhouse.com.

and
School Trends <https://www.schooltrends.co.uk/uniform/DinglewellInfantSchoolGL33HS>

All children will need a PE bag containing black shorts and a coloured t-shirt for PE. Each class has its own "team" colour (red for class 1, blue for class 2, and yellow for class 3).



If your child is starting school part way through a year - the school office will inform you of the correct colour t-shirt for their class.

Easily fastened trainers will be needed for outdoor activities as well as jogging bottoms in the winter months.

Forest School clothing—long trousers, long sleeved tops and wellies will need to be brought to school on the morning of the children's dedicated Forest School day.

PLEASE ENSURE ALL CLOTHING IS CLEARLY NAMED AND RECOGNISABLE TO YOUR CHILD

TERM DATES 2023/2024

TERM 1 2023

Starts Tuesday 5th September **Ends** Friday 27th October

Holiday Monday 30th October to Monday 6th November inclusive

TERM 2 2023

Starts Tuesday 7th November **Ends** Friday 22nd December

Holiday Monday 25th December to Tuesday 5th January inclusive

TERM 3 2023

Starts Wednesday 8th January **Ends** Friday 9th February

Holiday Monday 12th February to Friday 16th February inclusive

TERM 4 2023

Starts Monday 19th February **Ends** Friday 22nd March

Holiday Monday 25th March to Monday 8th April inclusive

TERM 5 2023

Starts Tuesday 9th April **Ends** Friday 24th May

May Day Monday 6th May

Holiday Monday 27th May to Monday 3rd June inclusive

TERM 6 2023

Starts Tuesday 4th June **Ends** Friday 19th July

5 INSET (non-pupil) days are included in the holiday dates shown above.

Please note the dates carefully in your diaries as terms do not necessarily finish on a Friday or start on a Monday.

School Personnel 2023/24

Teaching Staff

Head Teacher	Mrs Nicola Barby
Deputy Head Teacher	Mrs Ceri Noble
SENDCO	Mrs Leigh Mayne
Class 1	Miss Laura Fields
Class 2	Mrs Lisa Beer/Mrs Jayne Etheridge (Thurs)
Class 3	Mrs Juliet Bews/Mrs Jayne Etheridge (Wed)
Class 4	Mrs Sonia Webber/Mrs Juliet Bews (Wed)
Class 5	Mr Daryl Bracey
Class 6	Mrs Emma Bishop
Class 7	Mrs Hayley Smith/Mrs Kayleigh Best (Thurs/Fri)
Class 8	Miss Rebecca Hills
Class 9	Mrs Kellie Hockley/Mrs Ceri Noble (Thurs/Fri)

Non-Teaching Staff

Teaching Assistants

Mrs Kim Price
Mrs Bev Cooke
Mrs Tracy Ibbotson
Mrs Amy Stafford
Mrs Sarah Springham
Mrs Nicola Sheppard
Mrs Sarah Pane
Mrs Sherina Ali
Mrs Karen Boon
Mrs Liz Higginbotham
Mrs Billie Beard
Mrs Vanessa Clive
Mrs Anna Midgley
Mrs Lynn Owen
Mrs Ginny Lovell
Mrs Kerry Dickens
Mrs Lesley Stephens
Mrs Katie McMillan
Miss Jemma Mulraney
Mrs Lynn Owen

Before School Club

Mrs Tracy Ibbotson
Mrs Helen Phelps

After School Club

Mrs Tracy Ibbotson
Miss Julie Muncaster
Miss Helen Phelps
Mrs Heather Cuzner

Midday Supervisors

Mrs Gemma Sell
Mrs Kelly Mortimer
Mrs Jenny Reeves
Mrs Amy Jarvis
Mrs Liz Smith
Miss Lea Roberts
Mrs Elaine White
Mrs Suzanne Brisbane

Administration Staff

Mrs Jan Sugden
Mrs Steph Horrill-Jenkins

Site Supervisor

Mr Andy Barnett

School Governors 2023/24

Governing Body

Chair

Co-Chairs

Mr Nathan Bishop (Co-opted Governor)

Mr Oliver Tuck (Parent Governor)

From Sept 2023—Mr Adam Coates (Co-opted Governor)

Vice Chair

Mrs Nicola Barby (Headteacher)

Mr Adam Coates (Co-opted Governor)

Mrs Ceri Noble (Staff Governor)

Mrs Lucy Newton (Co-opted and Safeguarding Governor)

Mr Nathan Bishop (Co-opted Governor)

Mr Oliver Tuck (Parent Governor)

Mr Ed Argent (Co-opted Governor)

Mr Ian Arkell (Co-opted Governor)

Mrs Marie Molyneaux (LA Governor)

Vacancies

Clerk to Governors

Mrs Steph Horrill-Jenkins