

# Welcome to Pound Hill Infant Academy

Continuing to be judged by OFSTED as an Outstanding School



*“The judgement of Outstanding means that you are exceptional and significant elements of your work are exemplary. I do not underestimate the considerable hard work, expertise and commitment it takes to achieve outstanding provider status.” Ofsted July 2014*

Thank you for your interest in our Academy. We hope this information will introduce you to our school where we believe the atmosphere is most important. We have a happy, positive ethos and believe that a good partnership between our families and our school is vital to the development of your child. At home you provide many learning experiences which we build on, offering new and exciting opportunities to help your child grow and develop to his/her full potential.

We look forward to welcoming you to our school to experience our friendly and supportive environment for yourself. We hope your child will join us and enjoy the early years of his/her education.

A handwritten signature in black ink, appearing to be 'Julie Knock-Bravery'.

**Miss Julie Knock-Bravery**  
*Executive Principal*

A handwritten signature in black ink, appearing to be 'Amy Watson'.

**Mrs Amy Watson**  
*Head of School*



# Contents

Our School	Quickfacts	1
	Our Vision Statement	2
	Parents as Partners	3
	School Governors	3
Learning	The Curriculum	4
	Mantle of the Expert	5
	Learning Outside	5
	School Meeting	5
	Religious Education	6
	Homework	6
Pupil's Progress		7
Caring	School Charter	8
	Celebration Time	9
	Special Education Needs	9
	Highly-Able Pupils	9
	Child Protection	10
	Accessibility Plan	10
Practicalities	Bringing Your Child to School	11
	Medical Room	11
	Food and Drink	11
	Concerns	12
	Absences	12
	School Uniform	12
	Activities	13
	Complaints	13
The Friends of Pound Hill Infant Academy	13	
Admission Information		14



# Our School

*Learn, laugh and grow together!*

- 📖 Pound Hill Infant Academy has an intake of 90 children each year into Early Years.
- 📖 Each year group (Early Years aged 4-5, Year 1 aged 5-6, Year 2 aged 6-7) is divided into 3 classes.
- 📖 Our school building, with a footprint shaped like an aeroplane to reflect our proximity to Gatwick Airport, has a separate wing for each of our year groups, leading off from a central library, teaching area and school hall.
- 📖 In September 2015 the school became an Academy, part of the University Of Brighton Academies Trust (UoBAT), alongside several other in the mid Sussex area.
- 📖 Our school is managed by our Local Governing Body, but we can also call on the expertise and specialisms of other schools and academics within the Trust to inform our decisions and policies.
- 📖 Our admissions criteria have remained unchanged through this process – we still aim to serve our local community with priority given to those families within our catchment area and with siblings at the school.
- 📖 Though UoBAT are an admissions authority in their own right, we work in partnership with West Sussex County Council concerning school admissions and transfers.
- 📖 Though entirely separate schools, we remain ‘linked’ with Pound Hill Junior School in terms of admissions and transfers to Year 3.
- 📖 We work in partnership with our local nursery schools and playgroups to ensure a smooth transition for our children when they start.
- 📖 We have a higher than average proportion of children from minority ethnic backgrounds and for whom English is an additional language.
- 📖 The proportion of disabled children and those with special education needs is higher than average.
- 📖 The attainment of children at the end of Year 2 is above average, with the majority achieving especially well in reading and mathematics. The achievement of more-able pupils is consistently outstanding.
- 📖 The school has been judged as ‘Outstanding’ by Ofsted in visits since 2006/7.

# Our Vision Statement

**For everyone in our community to be**  
**A Successful learner**  
**A Responsible Citizen**  
**An Effective Contributor**  
**A Happy, Confident Individual**

## What this means at Pound Hill Infant Academy

### A Successful Learner

- Has a love of learning
- Solves problems
- Is innovative
- Manages risks
- Copes with change
- Responds positively to opportunities, challenges and responsibilities
- Finds out what they need to know in lots of different ways (research)
- Is enterprising

### A Responsible Citizen

- Has a moral and ethical attitude
- Is a responsible and caring member of the community

### An Effective Contributor

- Shares their ideas
- Talks confidently
- Helps teachers to decide how they will learn better and what they will learn
- Helps to make their school even better
- Is an advocate of their school
- Is a considerate member of their community
- Is respectful of the environment

### A Happy, Confident Individual

- Has a positive attitude
- Asks questions
- Tries really hard even when things are difficult
- Is not afraid to get things wrong

“Pupils show exemplary attitudes towards their learning, which have a positive impact on their achievement. They enjoy talking about their work and eagerly get involved in their tasks, regardless of how demanding these are.”

## Parents as Partners

We recognise that parents and carers are the most important part of their child's life and therefore seek to work in partnership with them to ensure our children meet their full potential. As part of this a Home/ School agreement has been produced setting out the roles and expectations in creating this learning partnership. This agreement was written in consultation with our children, parents, governors and teachers. We have signed it on behalf of the school and we ask all parents/ carers and children to sign and support the agreement at home.

We like to involve parents in school life. One way to be involved is to volunteer to help in school. Parents/ carers are always welcome to take part in a variety of activities from reading with children to attending school trips or fund-raising.



*“Parents are fully involved in supporting their children’s education. Parents speak highly of the personal care and support their children receive.”*

## School Governors

Academy Governors are a group of people selected from across the community to work with the Principal to provide a safe and happy learning environment where every child can succeed according to their ability.

Our Local Governing Body is responsible for the strategic direction of the Academy, establishing suitable policies, monitoring standards and ensuring value for money.



# Learning

## The Curriculum

At Pound Hill Infant Academy we believe in the importance of teaching children a love of, and the essential tools for, life-long learning. Through our curriculum we provide opportunities for children to think and behave creatively, solve problems, be innovative, respond positively to challenges, manage risk and cope with change. All our learning has a strong emphasis on key skills particularly

reading, writing and mathematics. We believe that a creative and exciting curriculum combined with learning experiences is the key to children's success.



We set out to develop happy, confident, creative learners in a variety of ways. We provide our children with:

- a curriculum based on the needs of our learners which includes giving the children high aspirations.
- a curriculum with personal, social, emotional, community cohesion and citizenship at the heart.
- following the Rights Respecting Schools ([www.unicef.org](http://www.unicef.org)) programme in order to teach children to be responsible members of our community.
- teaching with a focus of Mantle of the Expert ([www.mantleoftheexpert.com](http://www.mantleoftheexpert.com)) and enterprise skills such as decision-making, team-working, persistence, collaboration, flexibility, confidence, managing risks, coping with change and responding positively to challenges.
- Child-initiated Planning Time in every year group.
- the support to use computing as a tool for thinking and doing, aiding their learning. We develop learners who are confident in using tools for research, analysis, creativity and communication.
- Learning outside the classroom, including Forest Schools.
- Enriching and enhancing experiences with a range of visitors and visits.

This is our interpretation of creative teaching, not something that happens twice a week, but something that is at the core of our curriculum. We are constantly investing energy into our school ensuring that the learning never stops, so that creative experiences result in sustainable change.



*“Teaching is consistently good and the majority is outstanding. . . . Teachers are adept at adjusting tasks as pupils make progress. Their detailed feedback ensures pupils know how to improve their work and move to the next level in their learning. As a result, pupils from across the ability range do very well.”*

## **Mantle of the Expert**

Our teachers use highly creative teaching methods to engage and challenge children and problem-solving and investigations are a regular focus of our children's learning. Mantle of the Expert sessions are used as a regular teaching tool and require children to set up and run their own enterprises, providing a service for an identified demanding client. For example in the past, Early Years children have been chosen by the Safari Ranger to help solve the problem of the lions eating all the zebras and Year 2 children became Time Travellers investigating and helping to solve the problem of how to protect London from the Great Fire.

## **Learning Outside**

At Pound Hill Infant Academy we believe children benefit from real life 'hands on' experiences where they can see, hear, touch and explore the world around them and have opportunities to experience challenge and adventure. These experiences can take place in our school grounds, in the local environment and further afield, such as in local woodlands.

We have trained Forest School leaders and assistants within our staff team. Forest Schools, developed in Scandinavia in the 1950s, involves children using local woods as an outdoor classroom to explore and learn about the natural world.

At Pound Hill Infant Academy all our Year 1 children spend two days carrying out Forest School adventures at a local country park forest. They join in a range of activities, tailored to the children's interests and abilities, which may include skills such as learning to use a bow saw and how to safely light a camp fire.



## **The School Meeting**

The School Meeting gives every child and member of staff in our school an opportunity to voice their views, ask questions and make suggestions. Each week all the children attend a school meeting, sometimes as a whole school and sometimes in smaller class-based sessions. The whole-school meeting is chaired by our Rights, Respecting Schools Mentors with the help of a member of the School Leadership Team. Everyone joins in and every comment is treated as equally important. The meeting is an opportunity to discuss what we like about our school, make any suggestions for improvements and talk about any issues.



## **Religious Education**

Non-denominational Religious Education is provided for all children as part of the curriculum and is in accordance with the West Sussex Agreed Syllabus.

Assembly is an important part of the school day when we meet together as a community. It is a time when we place the emphasis on the development of values and attitudes towards each other and to the world around us. Assemblies are non-denominational and though they are of a broadly Christian nature, due consideration is given to the multicultural society in which we live. If a parent wishes to request that their child be wholly or partly excused from attending collective worship they should speak to the Vice Principal and formally request this in writing.

## **Homework**

We really believe in the importance of parents reading with their children and would encourage parents to buy a book bag and to read and change the books regularly. A Home/ School Learning Diary will come home every day with a book to encourage parents to comment on their child's reading.

Other homework tasks, linked to your child's learning and topics in the classroom are set at intervals as appropriate.



# Pupil's Progress

**How do we keep you informed about your child's progress?**

## **An Open Door!**

We are proud of our open door policy at Pound Hill Infant Academy. If you have any quick questions or queries, or would like to celebrate any achievements with us, then please do not hesitate to talk to your class teacher or member of our staff team. We are also happy to discuss your child's progress in greater depth at any time during the year. These meetings usually take longer and therefore we ask that you arrange a mutually convenient time with the class teacher.

## **Termly Consultation Meetings**

Parents are invited to meet with the class teacher at consultation meetings during the autumn and spring terms. Information on these meetings and how to make an appointment are announced each term.

## **An annual written report**

Parents receive a written annual report during the summer term, detailing a summary of their child's achievement over the year.



# Caring

## Personal, Social, Health Education and Citizenship

### The School Charter



Pound Hill Infant Academy has developed its own School Charter, which is based on the UNICEF Rights, Respecting Schools programme. We put a great deal of emphasis on rewarding children for being responsible and ensuring the rights of others are respected. We also have a very structured approach to using sanctions for inappropriate behaviour, and have developed a comprehensive anti-bullying policy with members of our school community, both of which are implemented consistently throughout the school. If you would like a copy of our Behaviour Policy please contact the main office.

### Our School Charter

#### Our Rights

- 1 The right to learn
- 2 The right to play and have friends
- 3 The right to feel and be safe
- 4 The right to feel included
- 5 The right to be heard
- 6 The right to be me

#### Our Responsibilities

- We will listen and be listened to
  - We will not call out
  - We will do our best
- 
- We will share
  - We will be kind and gentle
  - We will look after each other
- 
- We will look after our things
  - We will tidy up
  - We will not hurt people
- 
- We will work as a team
  - We will not leave people out
  - We will help each other
- 
- We will share our ideas
  - We will listen to others
  - We will have a go
- 
- We will accept that we are all different
  - We will say well done
  - We will be honest

## **Celebration Time**

Friday afternoon is a firm favourite with our pupils as it contains Celebration Time! The children can earn Celebration Time each week by ensuring they are responsible and have ensured the rights of others are respected, as set out in our School Charter above.

During this time the children can choose what they would like to do. This can be ANYTHING! Often children choose things like painting or construction or even dressing up or dancing!



## **Special Educational Needs**

Pound Hill Infant Academy is an inclusive school and as such we cater for pupils with a wide range of needs. Our Additional Needs Leader, Mrs Alison Hillebron, organises the support for pupils, and this work is monitored by the Local Governing Body. We follow the Code of Practice for Special Needs and parents are involved closely in our work.

Parents are always consulted if concern is felt by the school about their child's educational, personal or social needs. Support is offered to pupils in a variety of ways, both within class and in withdrawn groups.

*“Disabled pupils and those who have special educational needs make exceptional progress. Individual support ensures they participate fully along with other pupils in all the activities that take place across the school.”*

## **Highly Able Pupils**

As part of our commitment to treat every child as an individual and personalise their learning, all children are closely monitored throughout the year and teachers can nominate children to be put forward onto the Gifted and Talented Register. The Register celebrates the many gifts and talents of children in our school and has a transient nature.

All children have a different journey in their learning. Some children show a particular gift, talent or interest which exceeds their peers, but over time their peers may catch up. For this reason children nominated to the register are closely monitored and reviewed twice a year. Parents are consulted if their child is nominated for the register and when they go into review. We aim to further develop the children's talents and gifts through activities both inside and outside of school and our Leader for Gifted and Talented children, Mrs Nalawade, ensures that appropriate provision is in place.

## Child Protection

At our school we are committed to ensuring the safety and protection of our children at all times. This includes keeping our children safe from abuse and neglect. As professionals we have a legal responsibility to safeguard and promote the welfare of our pupils, and to refer or monitor any children who we believe to be at risk from abuse. Our designated person for Child Protection is our Head of School Mrs Amy Watson, and our designated governor is Mrs Kate Hayward. The school has a policy on the Safeguarding of our children, which is available on the school website or from the school office.

*“The school’s work to keep pupils safe and secure is outstanding.”*

## Accessibility Plan

Our Academy will make every reasonable effort to meet the requirements of pupils with Special Education Needs, including those who may have a disability, as defined in the 1966 Act.

Pupils with disabilities will be given access to the full range of educational opportunities provided at Pound Hill Infant Academy. Every reasonable effort will be made by the school to ensure that pupils with disabilities have access to the whole site eg. Use of ramps, handles in the toilets or by offering appropriate physical assistance.

Our main building is on one level and as a result provides good access and facilities for people with disabilities, including a specially equipped toilet. The school’s Accessibility Plan is reviewed regularly.





# Practicalities

## Bringing your child to school



The school day begins at 8.40am and ends at 2.50pm.

Early Years parents should wait on the playground outside Apollo, Comet and Galaxy classrooms. Year One and Two parents should wait on the main playground.

We politely ask that Year One and Two parents do not come into the cloakrooms, as unfortunately there is not enough space for all the children plus their parents. If someone other than you is collecting your child from school we ask you to ensure that either the teacher or the office is informed. Children will not be allowed to leave with another parent/ adult unless a message has been received confirming the arrangement.

## Medical Room

If a child is unwell, has fallen over or is feeling unhappy, the staff member in the medical room is on hand to offer medical assistance and lots of TLC! A number of our team are trained to administer first aid to ensure the safety of our pupils. All items such as inhalers are kept securely stored in the medical room.

We do ask that if your child is unwell that they remain at home with you. Children should not return to school for at least 48 hours after a bout of sickness or diarrhoea.

## Food and drink during school

In Early Years the children are given a range of fruits and vegetables to share as part of their daily snack routine. In Years One and Two the children are offered a piece of fruit as part of the Government's Healthy Eating Scheme.

Lunch times – All children from Early Years to Year 2 are entitled to a hot school meal free of charge. Details of menus available can be obtained from the school office or via Chartwell's website [www.mealselector.co.uk](http://www.mealselector.co.uk). Children who wish to bring a packed lunch should include a drink that is not fizzy, and avoid sweets, chocolate bars and nuts.

Milk is also available daily through the school from Cool Milk. For children under five or those who, owing to family income, are registered for Free School Meals, this is provided free of charge. Parents may purchase milk for older children (over 5s) if they wish, at a subsidised rate.



## **What if I have a concern about my child?**

Teachers are available before or after school for you to pass on any immediate information. As you will appreciate these times are often very busy. Therefore if you would like to discuss an issue in greater depth please arrange a convenient time to meet with the class teacher. Alternatively, you can always pass on information or talk to our Welfare Assistant, Mrs Bubb, in the medical room (there is always someone there at the start of the school day). We would much rather hear about any worries you have, as most can be sorted really quickly. If you are still concerned you should make an appointment to see the Head of School.

We encourage the children to always raise any concerns they have with a member of staff as soon as they can. Any issues raised by the children are taken seriously and acted upon quickly.

## **Absences**

If your child is absent from school for any reason (illness, medical/ dental appointments, unforeseen circumstances etc) we ask you to telephone us immediately to let us know. We have a dedicated answerphone absence line available, or you can speak to someone in the office or a member of staff in the classroom.

Where possible we appreciate advance notice of medical appointments, in the form of a copy of your appointment letter or card. Children should attend school before and/ or after daytime appointments where possible.

Absence during term time is only authorised under exceptional circumstances, and substantiating evidence for any applications is required. In line with other schools we will not authorise holidays for the first two weeks of each academic year or from after the February half-term to the summer half-term break as these are important periods for settling into classes or for spring/ summer assessments.

We have regular correspondence with the Pupil Entitlement Investigations Team, and if a child's attendance is low they may well be referred to this service. The expected level of attendance for primary-school-aged children is a minimum of 95%.

## **School Uniform**



The school uniform colours are maroon for jumpers and cardigans, grey for trousers, shorts or skirts and white polo shirts. In the summer girls may wear pink and white gingham checked dresses.

Footwear should be black shoes or boots with no open-toes, high heels, strappy sandals or tassels. Socks/ tights should always be worn.

All PE kit should be kept in a PE bag on the child's school peg.

Generally speaking jewellery is not considered appropriate schoolwear. Stud earrings may be worn for pierced ears, but should be removed for PE.

Clothing with the academy logo can be ordered direct from our suppliers Taylormade Uniforms, who deliver to the school for collection.

### **Charging for School Activities**

No charges are made for activities which are part of the school curriculum. However you will be invited to make a contribution for all or part of the cost of activities such as school visits. It should be noted that without the support of voluntary contributions we would be unable to organise such activities.



### **After School and Enrichment Activities**

The school provides a wide range of after school and enrichment activities. These are often provided by specialists and so a charge for participation may be made.

### **Complaints**

If you have any concerns about any aspect of your child's education or school experience you should firstly discuss this with the class teacher on an informal basis. If you are not satisfied with the response you should raise the concern with the Head of School.

If no acceptable solution is received, a formal complaint, usually in writing can be submitted to the Principal/ Local Governing Body in the first instance. Full details of complaints procedures are available at the school.

### **The Friends of Pound Hill Infant Academy**

The Friends of Pound Hill Infant Academy is a registered charity that raises additional funds for the school. The committee is run by parents, and their aim is to provide some fun activities and events for the children whilst raising money for various projects or new equipment. Past events have included discos, sponsored bounces, quiz nights and cake sales.

New members and ideas are always welcome.

# Admission/ Application Information

The Local Authority, West Sussex County Council, are responsible for co-ordinating school applications, which are usually made 6 to 9 months before your child is due to start school, largely on-line. There is no advance 'waiting list'.

If you wish to apply for a place at Pound Hill Infant Academy, you should identify us on your county council application, along with 2 other choices.

The University of Brighton Academies Trust, as admissions authority for Pound Hill Infant Academy, are responsible for allocating the places available at our school. They work with the West Sussex team, prioritising applications in accordance with the same criteria as other local schools – factors such as living within the catchment area, siblings already in attendance here or at our linked school Pound Hill Juniors.

We normally hold visits for prospective parents to tour the school, meet staff and ask questions, during the latter part of the autumn term.

Following the allocation of places we issue more detailed admissions forms to parents, liaise with local nursery schools about children who will be joining us and arrange play visits during June or July, so that the children can get used to the school, the classrooms and staff, before they are due to start the following September.

## Admission to School

Date of birth between . . .	Year of Admission
01/09/2013 – 31/08/2014	September 2018
01/09/2014 – 31/08/2015	September 2019
01/09/2015 – 31/08/2016	September 2020
01/09/2016 – 31/08/2017	September 2021

## In-Year-Applications/ Waiting Lists

If there is not a place available when you apply, it is possible for your child to join our waiting list. Please contact:

Admissions@brightonacademiestrust.org.uk

or

07977 799428

For general inquiries about school admissions the West Sussex admissions team can be contacted on:

[admissions@westsussex.gov.uk](mailto:admissions@westsussex.gov.uk)

or

03330 142903

## **Notes**