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Welcome to Odessa Infant School.

We hope you will find the information in this booklet useful. If you have any questions please come in and ask the head teacher or class teacher.

We believe a child's first experiences at school are most important. It is a time when the pattern is set for the whole of the child's future education.

We aim to provide a friendly, caring environment where your child feels happy and secure and is able to gain the confidence to reach his/her full potential.

We also believe that we can only achieve the best for your child by working in close partnership with parents. We set very high standards for our children and expect them to always try their best. Visitors to the school always congratulate the children on their good behaviour and manners and this is something that we are extremely proud of.

We hope you will share with us in making this a happy and successful period in your child's life and one that sets them up to really feel empowered in their learning and proud of their achievements.

Clare Barber
Head Teacher

THE SCHOOL

We have a modern, spacious, single storey building, a double mobile classroom, single mobile classroom and play area of both hard surface and grass. The nursery is set apart from the school with its own play space.

The school admits up to 90 children in each year group. We have a single point of entry each year in September.

All school admissions are carried out by pupil services.

The nursery has 104 part time places and we admit new children both in September and January.

We have a waiting list for Nursery and it is advisable to register children as soon as possible after their second birthday.

We have three Reception classes, three year one classes and three year 2 classes. Each class is led by a qualified teacher with a team of support staff including nursery nurses and teaching assistants.

We share a site with St. James Junior School with whom we work very closely as most of our children transfer there for their key stage two education.

Staffing

Classes 2018-2019

Head Teacher Clare Barber

Designated Safeguarding Lead, CLA lead and named Prevent officer

Deputy Head Teacher (Acting)

Sam Dutch Deputy DSO

EYFS LEAD and Nursery Teacher	Caron Harrison
Nursery Teacher	Fatimah Kidia
Nursery Teacher	Heema Popat
Nursery Nurse	Tina Hayward
Nursery Nurse	Keisha Mayers
Nursery Nurse	Rosemary Laronde
Reception Teacher	Tamara La Ronde
Reception Teacher	Rashidah Tai
Reception Teacher	Hen Hussain P/T
Reception Teacher	Nadia Khan P/T
Nursery Nurse	Farhana Hussain
Teaching Assistant	Santa Svetlikauskaite
Teaching Assistant	Zaheda Shaikh
Teaching Assistant	Lira Polius
Teaching Assistant	Rohima Bhanu
Teaching Assistant	Nish Jadeja
Teaching Assistant	Shazia Akhtar
Teaching Assistant	Leah Benjamin
Teaching Assistant	Reshma Begum
Teaching Assistant	Surinder Singh
Teaching Assistant	Ch-Chi Daniel
Teaching Assistant	Charleen Wilson
Teaching Assistant	Rashida Khanum
Teaching Assistant	Farzana Noor
Teaching Assistant	Zakria Ilyas
Year 1 Teacher	Amanda Harvey
Year 1 Teacher	Felicia Rose-Kane
Year 1 Teacher	Regina Codjoe
Year 2 Teacher	Nick Mineiro
Year 2 Teacher	Bijal Sonogra
Year 2 Teacher	Tim Richards
SENCO	Shahin Parvez
Business Manager	Michelle Marchant
Office Staff	Ishin Guryay

Office Staff	Marion Cannon
Community School Nurse	Irene Robertson

THE SCHOOL GOVERNORS

The Governing Body includes four parent representatives whose office lasts for four years.

When a parent retires from office elections are held. Children are given letters and information about nominations and elections when an election needs to be held.

The Governing Body (Autumn 2018)

- **Ms Audrey Moeller-Chair of Governors .**
- **Ms Enam Eyiah-Vice Chair of Governors.**
- **Ms Rajna Chowdhury-Parent Governor**
- **Mrs Supria Halim-Parent Governor**
- **Mrs Genevieve Appiah-Co-opted Governor**
- **Miss Erline Phillips- Co-opted Governor**
- **Ms Reshma Begum-Staff Governor**

Governors may be contacted through the school.

THE CURRICULUM

Our aim is to provide a broad, balanced curriculum for all our children and to provide the necessary support and encouragement to enable each child to achieve her/his full potential.

We regard the first years in school as most important for setting the pattern for future learning.

We are concerned not just with what children learn but how they learn.

It is important that each child is made aware of the high expectation we hold for her/him and develops a positive self image and the confidence to become a purposeful eager learner who will want to continue learning throughout life.

THE FOUNDATION STAGE

The curriculum for children in the nursery and reception classes is organised into six areas of learning.

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

The six areas help staff to plan the learning environment, activities and experiences and provide a framework for the early years curriculum.

Children starting nursery or school will have had a range of different experiences and we aim to build on this by developing their confidence, extending their skills and understanding and valuing what they already know.

THE NATIONAL CURRICULUM

The National Curriculum provides a framework for the development of a child's learning from year 1 to year 11. There are four "core" subjects:

- English
- Maths
- Science
- Information and Communication Technology

There are also six "foundation subjects" at primary level:

- Art
- Music
- Geography
- History
- Design and Technology
- Physical Education

The first stage (Key Stage 1) ends in the school year when the children have their seventh birthday (year 2).

The children are assessed through tasks, tests and teacher assessments towards the end of year 2 and the results given to parents in the child's end of year report.

THE CURRICULUM AT ODESSA

The curriculum is taught mainly through a series of half-termly topics.

We aim to enable each child to achieve a good standard in literacy and numeracy in relation to their individual potential as we believe that success in these areas underpins high achievement in other areas of the curriculum.

ENGLISH

English is taught within the framework of the National Literacy Strategy for one hour each day plus time for practising writing skills outside this time.

Children are taught the skills for reading, spelling and writing and given the opportunity to develop skills in speaking and listening.

Each class has a wide selection of books relevant to the age group including dual text books.

MATHEMATICS

The teaching of maths is based upon the framework of the National Numeracy Strategy. We aim to give the children a sound knowledge and understanding of the basics of number work, shape, measures, data handling and problem solving.

We aim to present maths as a practical activity which is enjoyable and relevant to daily life.

SCIENCE

Children are encouraged to develop a range of scientific knowledge and skills to enable them to investigate and understand the world around them.

INFORMATION AND COMMUNICATION TECHNOLOGY

Each class has at least two computers and a printer with a variety of educational programs. Children are taught the necessary skills and programs are used to support teaching in other areas of the curriculum e.g. maths, writing, spelling.

ART

In art, we encourage children to experience a variety of different media and teach appropriate skills. We aim to introduce them to different styles and techniques and develop an appreciation of art forms from different cultures.

MUSIC

We encourage children to enjoy making music and develop an awareness of rhythm and melody. Children are given the opportunity to appreciate music from a variety of cultures and periods.

In year two, children have the opportunity to learn the violin with a teacher from the Newham Music Trust.

HISTORY

In history we aim to develop a sense of the passing of time and an interest and excitement about finding out about the past. The children will learn about famous people and events from the past.

GEOGRAPHY

The children will have the opportunity to find out about the local environment and the wider world, to name geographical features and become familiar with maps and globes.

DESIGN TECHNOLOGY

Design technology is mainly geared towards problem solving and designing and building of models and systems. It is usually linked to other areas of the curriculum within a topic such as a science investigation or an environment issue.

P.E.

In P.E. children are enabled to develop their skills in gymnastics, dance and games inside and outside. Children are encouraged to enjoy physical activity and to begin to evaluate their own performance.

RELIGIOUS EDUCATION

R.E. is taught according to Newham's Agreed Syllabus and is often linked to other areas of the curriculum within the class topic.

R.E. aims to reflect the diversity of faiths in the local community and in the wider world.

We seek to encourage a respect and understanding of the differences in beliefs as well as the similarities.

Recognition is given to festivals which have significance to our community such as Christmas, Easter, Diwali, Eid and the birth of Guru Nanak.

COLLECTIVE WORSHIP

We have an assembly three times a week and see it as a very important time for coming together.

Assembly generally involves a story, a song and a time for reflection. The story may be one that helps children to consider their feelings and experiences of school and their world.

Our Friday assembly is a sharing of good work, recognition of good, helpful behaviour and a celebration of good attendance. Teachers will nominate pupils with a presentation award and a star of the week.

All parents have a right to withdraw their child from the school's daily act of collective worship or from Religious Education. If you wish to do so, you should write to the Head Teacher giving your reasons.

HEALTH AND SEX EDUCATION

We aim to give the children opportunities to understand good hygiene and nutrition and their development from babies to children through some of our topics e.g. ourselves, food.

The governing body have agreed sex education will not be taught as such but that children's questions will be answered sensitively according to the child's age and understanding.

Parents have the right to withdraw their children from aspects of sex education not directly covered by the National Curriculum.

Although we do not teach the subject you may wish to discuss issues with the class teacher or Head Teacher.

SPECIAL EDUCATIONAL NEEDS

We are committed to the inclusion of children with special educational needs and fully support Newham Council's policy on Inclusive Education.

We have a number of children who are assessed as having special educational needs.

If a parent or teacher is concerned about a child who may have a special educational need, this is drawn to the attention of the Special Educational Needs Co-ordinator.

The child may then be put on the SEN register and proceed through the stages of the SEN Code of Practice. If necessary, an Individual Education Plan is drawn up by the class teacher and the SEN co-ordinator, sometimes in consultation with specialists from external agencies.

We always consult with parents and keep them fully informed once the Code of Practice is applied to any pupil.

Extra support is given to children who need it, either by school support staff or by specialists. This will be within the classroom except when individual or group work may be better done separately.

All teaching and play areas have access for wheelchairs and we have a toilet and shower room suitable for children with physical disabilities.

LINKS WITH HOME

It is important that parents/carers and school work together. Parents are welcome to talk to the class teacher or Head Teacher about any worries they may have about school.

It may be necessary to make an appointment but generally staff are available at 3.15pm as the children are collected.

We have three parents evenings each year and we hope that all parents/carers can come to discuss their child's progress with the teacher. A written report is sent to all parents in the summer term before the parents evening when there will be an opportunity to discuss the report.

LEARNING AT HOME

We know that most parents want to help children with activities at home which will help them in school.

Children take home a reading journal with their reading book with suggestions for work at home. We also have booklets for helping with reading and numeracy and a letter each half term with information on the topic to be covered and ideas for helping at home.

THE SCHOOL DAY

Morning Session	-	8.55am to 12.00 noon (Playtime 10.30 - 10.45am)
Afternoon Session	-	1.00pm to 3.15pm (Playtime 2.30 - 2.45pm)

MORNING

Children come into the school through the main entrance. Parents are welcome to take their children into the classroom.

Please make sure that your child arrives on time, as arriving late can cause disruption to the class as well as being difficult for your child. The beginning of the day at school is a very important time where the teacher and class discuss plans for the day. We try to make sure it is a relaxed, quiet time when the children can settle and prepare themselves for the day ahead.

LUNCHTIME

Children going home for lunch are collected from the main entrance at 12.00 noon.

They should return between 12.50 and 1.00pm and go straight into the playground where they are collected by the class teachers. Children should not return before 12.50pm.

THE END OF THE AFTERNOON SESSION

Children should be collected from the external classroom at 3.15pm. If someone other than the usual adult is coming to collect your child, please let the class teacher or Head Teacher know in advance.

If you are unavoidably delayed, please telephone us and let us know as soon as possible.

Children who have not been collected from the classroom by 3.20pm are taken to the main entrance to wait with either the Head Teacher or deputy.

SCHOOL DINNERS

Your child may have either school dinner or a packed lunch. At present all children attending a school in Newham are given a free school meal. If your child is to have a packed lunch, please ensure this is healthy.

ABSENCE

If your child is ill or absent for any other reason, please telephone us or send a message as soon as possible.

Children should not be kept away from school for any other reason than illness or hospital or other medical visit.

Only in exceptional circumstances can we authorise any other absence.

Please try to plan your family holiday during the school holidays. If this is not possible, please send a letter in advance giving us the dates after discussing it with the Head Teacher.

Good attendance at nursery and infant school sets the pattern for the rest of the child's school life. Children who attend regularly settle in better, make better progress and form friendships.

We monitor attendance and punctuality regularly. If a child has unexplained absences or a pattern of absences we will inform the Education Welfare Officer who will arrange a meeting with parents.

SAFETY

We would like to ask for your co-operation to ensure your child's safety at school.

If you need to see your child during school hours, please go to the office first. We ask all visitors to report to the office.

If you come to collect your child for a clinic or dental appointment or for any other reason please come to the office first and we will ask you to sign your child out.

If you pass the playground during playtime, please do not ask your child to come to the fence. We ask children, for their safety, to stay on the hard service.

HEALTH AND HYGIENE

During your child's time at this school she/he will be seen by the school nurse for a routine hearing and vision tests. You will be invited and will be able to discuss any worries you may have.

MEDICAL ARRANGEMENTS

If your child needs to take medicine during the day at school please come and see the Head Teacher.

We will only give medicine which has been prescribed by the doctor. The child's name and dosage must be clearly marked on the bottle or packet and it must be taken by the parent to the office.

We will also need the parent to sign a consent form giving dosage and time of medication. These are kept in the school office.

Accidents needing minor treatment are dealt with in school. Parents will be informed of bumps to head or anything serious immediately. It is most important that we have up to date telephone numbers so that you can be contacted in an emergency.

CHARGING FOR SCHOOL ACTIVITIES

We arrange educational visits for children. Parents are informed of any cost and invited to contribute that amount. No child will be excluded if you are unable to pay, but please speak to either the Head Teacher or school office.

We are sure you understand the valuable contribution that educational visits can make to work done in school and will support these activities.

SCHOOL UNIFORM

The school uniform is as follows:

Black skirt or trousers

White shirt or blouse

Royal blue Odessa sweatshirts.

Uniform sweatshirts, polo shirts and PE kits can be purchased or ordered from the school office every Thursday.

The uniform is compulsory and we expect all children to wear it. This ensures that children are comfortable and feel a sense of belonging to the school. It also means that parents know exactly what their child needs for school each day. There are no arguments about what the child is going to wear each day,

Please make sure that your child wears comfortable shoes suitable for running around. Low cut shoes with smooth soles can be very dangerous for young children playing in the playground. Please make sure that all outdoor clothing, cardigans and sweaters have your child's name clearly marked on the label.

To save your child embarrassment and help the class teacher, please make sure that your child is able to dress and undress before starting school.

Book Wallets

Children will be given a book wallet for their classroom books when they

first start school. If this wallet is lost or destroyed then a replacement will have to be purchased from the school office.

We also sell hard wearing nylon book bags. These can be bought from the school office.

P.E.

There is a PE uniform. This consists of red shorts and a white t shirt which can be bought at the school office.

Children also need plimsolls or trainers for P.E.

If they bring P.E. clothes they should be put in a bag to hang on the coat rack in the classroom.

P.E. kits or bags are available for sale from the school office.

This booklet can only provide a brief outline of what goes on and what we hope to achieve in this school.

You are very welcome to come in and discuss any aspect of school life or the curriculum with the Head Teacher. It is usually best to make an appointment first.

We hope your child will be very happy at Odessa School but, if there should be any problems or any questions to ask, please do not hesitate to come in to discuss them.

SUMMARY

1. Any parent or interested party can complain if a school or local education authority is not fulfilling its legal duties if offering the National Curriculum, including R.E. and worship.
2. All complaints must first go to the Head Teacher of the school concerned.

NEWHAM LOCAL AUTHORITY

ANTI-RACIST SHORT STATEMENT

The London Borough of Newham is committed to achieving in its education service. This means an education service made free from racism and prejudice so that the Authority can meet the needs of everyone in our community.

Many reports have shown how racism affects education.

What is racism ?

Racism is a mixture of prejudice and discrimination, plus the power to affect others with it. Since power is mainly in the hands of white people, it means black people and ethnic minorities are the victims of prejudice. For example, the idea that black people are not as good as white people is a common attitude. We all need to understand how these racist ideas come about and work towards getting rid of racism for the good of everyone.

How does racism work ?

First of all there are very few black people in a position to make decisions within the system. Black people's views must be taken into account when making policies.

Secondly, some discrimination is deliberate and includes personal abuse, graffiti and racist attacks by members of one group on another.

Thirdly, some procedures and attitudes within the education service reduce opportunities for ethnic minorities. These need to be identified and changed.

The Race Relations Act of 1976 places a duty on every local authority to stop racial discrimination and to promote good relations between black and white people. Therefore, the local Education Authority in Newham is asking all schools and colleges to make and publicise statements against racism. Also the Governing Bodies should review action taken in schools to meet the needs of a Multi-ethnic society. Lastly, the Education Service itself should

ensure that any administrative procedures do not discriminate against members of ethnic minority groups.

The Authority is committed to promoting equality of opportunity and good race relations.

ODESSA INFANT SCHOOL

ANTI-RACIST STATEMENT

The staff and Governors at Odessa Infant School are unanimously opposed to any form of racism, racist behaviour, prejudice or discrimination.

We recognise that we live in a society where racist practices and attitudes permeate the whole system and we strongly believe that we have a duty towards the elimination of racial discrimination and promotion of equality of opportunity and good relations between persons of different racial groups.

Racist behaviour is unacceptable and will not be tolerated.

Action will be taken to tackle any incident.

Racist attitudes must be challenged and tolerance and respect for other cultures fostered through the curriculum and the good example and active involvement of the whole staff.

We are educating the adults of tomorrow and race equality is essential to a better future for them and society as a whole.