

Imperial Avenue Infant School

**We value and respect the uniqueness of each
Child and work together to achieve success**



School Prospectus

Tel – 0116 2824503

E-mail - office@imperialavenue.leicester.sch.uk

Chair of Governors – Miss E Harrop

Head teacher – Miss E Smith

Dear Parents and Carers

On behalf of the staff and Governors, we would like to welcome you to Imperial Avenue Infant School. We are keen for your children to enjoy their time with us. We believe that happy, confident children are best placed to learn and develop their skills and understanding in what is a supportive and caring atmosphere. We value the partnership with children's families and the local community.

This booklet aims to provide information that we hope you will find useful. If you have any queries or concerns, please do not hesitate to contact us. The school office is open 8.15am to 3.45pm Monday to Friday.

Ethos

Imperial Avenue Infant School is committed to education for all. It is a nurturing and inclusive environment celebrating the diversity of every child enabling them to learn and achieve. We foster a nurturing approach in school which is role modelled through staff and is seen through our children's interactions with one another, ensuring all children feel part of the school community. We believe it is important that when children feel happy and secure they can work to the best of their ability and it raises their self-esteem.

We plan to enable all pupils to foster a love of learning, develop life-long skills and engage in first-hand experiences that challenge, stimulate and promote their thinking. Through a well-planned and organised curriculum, effectively taught by qualified and enthusiastic teachers, we promote pupils' spiritual, moral, social and cultural development, preparing all pupils for the opportunities, responsibilities and experiences of life. As a school we provide opportunities that include taking responsibility, working together and respecting and caring for each other which links to our Imperial Values.

Our Mission statement is

'We value and respect the uniqueness of each child and work together to achieve success'

Our IMPERIAL values are:

I – MAGINATION

we are curious and ask questions; we are creative and use our imaginations to understand new ideas and to dream big for our futures

M – MOTIVATION

we are enthusiastic and ready to learn; we are willing to give things a try. We dare to dream and believe we can achieve our best if we work hard

P – PERSEVERANCE

we are resilient; we do our best and never give up and we encourage others to keep at it too

E – EMPATHY

we show kindness to each other and understand how other people feel;

R – RESPECT

we celebrate difference; we look after everyone in our school community and keep each other, our school and our environment safe;

I – INDEPENDENCE

we are confident to do things on our own; we are in charge of our own learning and behaviour and create our own success

A – ALTOGETHER

we work well as a team; we are honest and trust in one another. We share with each other and help each other to achieve.

L – LISTENING & LAUGHING

we enjoy our learning; we love to laugh and have fun, but know when to listen

As a school we also look at promoting British values throughout the academic year.

Our staff put a lot of importance on home school links and very much value your support. We have set up a number of different ways to provide good communication opportunities between you and us:

- Our school website – www.imperialavenue.leicester.sch.uk
- We use the 'Weduc' app to communicate with all parents and send out information about events in school so you must sign up to this
- A newsletter in the first week of each month
- A curriculum leaflet each half term which explain what your child is learning and how to support them at home
- Curriculum meetings each term to provide you with the opportunity to discuss the curriculum and how subjects are taught and assessed and how you can support your child at home
- In school events such as parent workshops, stay and play events, curriculum parent events and family learning
- Questionnaires giving you the opportunity to put forward your suggestions to improve the provision we are providing
- Parents evening twice a year to discuss your child's achievement and areas for development, these are held in October and February
- End of year report to inform you of your child's progress and next steps which is sent out in July

The school offers a broad and balanced curriculum, which covers all aspects of school life and not just the subjects viewed as part of the National Curriculum. School life should provide all children with the skills they will need for life in the 21st century.

Children need to feel a sense of ownership of the school they attend which places emphasis on children's responsibilities to treat all people with respect and to be caring of each other. Some of the expectations we have of our children encompass our school values which seek to promote the development of the whole child within our society.

We expect all children to follow the School's Code of Conduct and also our school rules and classroom rules which place emphasis on children's responsibilities to treat all people with respect and to be caring to each other. The home/school link partnership can help in the expectations that we have of the children in our care. We hope to achieve a way of working at Imperial Avenue Infant School, which informs parents and carers of our policy towards behaviour but also invites parents and carers to support our approach to a Code of Conduct and rules for the school.

Code of Conduct:

- We are respectful to property and people at all times
- We solve any problems we have by talking things over and not fighting
- We only leave the classroom with permission
- We never leave the school site
- We move around the school in an appropriate manner

School rules

- Help and be kind to each other
- Take care of our school
- Listen and respond to others in school
- Use quiet voices and walk in school
- Always try our best



School times

Key Stage 1 and Reception (including the DSP and SEND Units)

Imperial Avenue Infant School officially our school day starts at 8.50am and we ask that all children arrive on the playground or outside their classroom doors just before this time. The KS1 playground has staff on duty to accept the children in and send them straight to their classroom.

Pupils arriving after the register has closed must come to the main office. Registers close 10 minutes after the school day starts.

Below is an example timetable for the day – this may change according to the class and teachers needs each day.

Key Stage 1	Time	Reception	Time
Children arrive in Class	08.50am	Children arrive in Class	08.50am
Register Class - attendance	08.55am – 09.00am	Register Class – attendance	08.55am – 09.00am
Phonics	09.00am – 09.20am	Phonics	09.00am – 9.20am
Literacy	09.20am – 10.20am	Planned activities	9.20am – 11.3am
Assembly	10.20am - 10.40am	Lunchtime	11.30am – 12.30pm
Play-time	10.40am – 11.00am	Register Class – attendance	12.30pm – 12.35pm
Numeracy	11.00am – 12.00pm	Afternoon Lessons	12.35pm – 03.20pm
Lunchtime	12.00pm – 01.00pm	End of School Day	03.20pm
Register Class – attendance	01.00pm – 01.05pm		
Afternoon Lessons	01.05pm – 03.20pm		
End of School Day	3.20pm		

Nursery (part time morning and afternoon)

Nursery AM – 15hrs per week	Time 08.30-11.30am	Nursery PM – 15hrs per week	Time 12.20-3.20pm
Register Class– attendance	8.30am	Register Class– attendance	12.20pm
Planned activities	08.40am – 11.30am	Planned activities	12.40pm – 03.20pm
Milk, Fruit*	Mid-morning	Milk, Fruit*	Mid afternoon
End of School Day	11.30am	End of School Day	03.20pm

Nursery – 30hrs per week	Time 08.30am – 3.20pm
Register Class – attendance	08.30am
Planned activities	08.40am – 11.30am
Milk, Fruit*	Mid-morning
Lunchtime	11.30am – 12.20pm
Register Class – attendance	12.20pm
Planned activities	12.40pm – 03.20pm
End of School Day	03.20pm

For those three years olds who attend school 30hrs per week there is currently a **daily charge of £2 per child per day**. This daily charge includes a proportionate cost for staffing, premises costs, insurance, equipment

and materials. Information relating to this paid provision, and how it is paid, is provided as part of the registration process.

*Under the National School Fruit Scheme, all children are entitled to a free piece of fruit each school day. Free milk is available to children under the age of 5. Once they reach their 5th birthday they will no longer be entitled to free milk unless they receive free school meals.

Admission to the School

Nursery Admissions for the school nursery are managed by the school. Please enquire at the school office. Nursery offers a part time provision for children who are 3 years old before 1st September, at the start of the academic school year. The children will have 5 x 3-hour sessions each day which will include both am and pm sessions. You can apply for this from when your child is the age of 2 years and right up until they are 3 years old. There are spaces for 28 children in each session.

Currently we offer places for children who are eligible for the 30 hours. Please contact the school office if you think you are eligible for a 30-hour place or see our website for more details.

If places are available in the nursery then we will open it to F0 children which means they can start the term after their third birthday. Please ring the office for more details on this.

Reception (First time admission to school)

Reception is for children who are 4 years old before 1st September, at the start of the academic school year. Applications for registration are made through the local authority, Leicester City Council. A detailed description of the arrangements for starting infant or primary school can be found on the council's website on the following link [School admissions \(leicester.gov.uk\)](https://www.leicester.gov.uk/school-admissions)

Should you wish to contact school admissions, their contact details are shown below:

School Admissions Service
Leicester City Council
City Hall
115 Charles Street
Leicester L1 6FZ

Tel: 0116 454 1009 (option 1) – phone lines open Monday to Friday, 9.30am to 3.00pm

Email: admissions.online@leicester.gov.uk

Website: <https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions>

If there are insufficient places available to meet demand, these will be allocated to children in accordance with the following list of priorities.

Places are allocated to pupils who have an Education, Health and Care Plan (EHCP) which names the school before any other allocations are made. These allocations will reduce the number of places available.

Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within and outside of England

Criterion 2: Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested

Criterion 3: Children whose home address is in the catchment area of the infant or primary school with a sibling at the school who will still be on roll when the applicant starts school

Criterion 4: Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school, who will still be on roll when the applicant starts school

Criterion 5: Children whose home address is in the catchment area of the infant or primary school

Criterion 6: Children who are sons / daughters of staff working at the school for at least 2 years at the time of application

Criterion 7: Children whose home address is outside the catchment area of the school and who have requested a place.

For a more detailed explanation please visiting the Leicester City Councils website on the following link [Admissions criteria for infant and primary schools 2025-26](#)

Year 1 and Year 2

As a state funded school, we follow the local authority's policies for the admissions of new children into the school at age 5 and over. The local authority Leicester City Council by default, adapts the national admissions guidelines. The School Admissions Code, which is available on the Department for Education's website. The link for which is <https://www.gov.uk/government/publications/school-admissions-code--2>

The schools PAN for each year group is 90 in Reception and Key Stage 1.

Designated Specialist Provision

At Imperial Avenue Infant, we have a Designated Specialist Provision 'The Discovery Class'. This is a 12-place class for children with Autism, Communication and Interaction Difficulties.

Admission criteria

The DSP is for children who may already have an Education Health Care Plan (EHCP) or be undergoing assessments to apply for one, which details the need for communication and Interaction. Included in this criterion are children with:

- Interaction difficulties
- Communication difficulties
- Children on or diagnosed on the ASD pathway



Children who are likely to be offered a place will be at the following points within their development on admission:

- Children who have a minimum Language level of between 18 months to 2 years (The Communication Trust, Universally Speaking)
- Children who fit into the SCERTS model at the Language Partner Stage. This is defined as "children who can communicate for a purpose using symbols, signs and/or words." OR children who have demonstrated that they have the potential to quickly reach this stage
- Children who have a foundation of interaction skills, which we can support them to develop further. This ensures that inclusion into the mainstream environment is possible, meaningful and purposeful for each child
- Children who are able to access a semi-formal taught curriculum

Admissions will not be decided by the school. Children requiring a place will have to do so through the SES admissions route and through their EHCP meetings. Children who gain a place will mostly be from those who live within Leicester City or Leicestershire.

The DSP is unable to cater for children with complex sensory, physical and medical needs.

SEND Provision Unit

At Imperial Avenue Infant, we have a SEND unit 'The Explorers Class'. This is a 10-place unit for children with Autism, Communication and Interaction Difficulties.

Admission criteria

The SEND unit is for children who already have an Education Health Care Plan (EHCP) with specialist provision designated on it, which details the need for communication and Interaction. Included in this criterion are children with:

- Interaction difficulties
- Communication difficulties
- Children on or diagnosed on the ASD pathway

Admissions will not be decided by the school. Children requiring a place will have to do so through the SES admissions route and through their EHCP meetings. Children who gain a place will mostly be from those who live within Leicester City or Leicestershire.

Attendance (Please see the school's Attendance Policy on our website for more information)

For a child to succeed in school it is important that they attend school regularly and on time. Where this does not happen, a child is being denied access to teaching and may fall behind.

If your child is ill or has an appointment for example with the doctor or dentist, please notify the school by telephone, through the Weduc app or word of mouth at the school office. If you report your child's absence by calling the school office on 0116 2824503 please choose option 1 as this is a dedicated absence line. Remember to leave your child's full name, class and a full reason why they are absent. Please do not just say they are sick or not feeling well, we will follow this up with a phone call to get a full reason. You must report your child's absence daily, unless you have been specifically told otherwise.

When no reason for an absence is given this will count as an Unauthorised Absence. Please try to arrange appointments out of school hours whenever possible. If the school receives no explanation then they will contact the parent or carer for an explanation. If the school is unable to reach the parent or carer, a Weduc message will be sent asking the parent or carer to provide a reason and on occasion a telephone call will be made. If the parent or carer ignores these then the child will be issued with an unauthorised absence.

Repeated unauthorised absences could result in you being contacted by the Education Welfare. In cases of persistent absence, a Penalty Notice could be issued.

The school is committed to ensuring all our pupils achieve their full potential. Our school works hard to monitor the attendance of each individual pupil and provide support and guidance where necessary. Equally as parent or carer, it is your responsibility to ensure that your child's attendance remains 96% or above. If your child's attendance falls below this a referral will be made to our Education Welfare Officer.

We are not allowed to authorise holidays during school time, holidays must be taken in school holiday time.

From 1st September 2013, the law was changed to state that schools **should not authorise** leave of absence unless:

- The Head teacher/Principal considers that there are exceptional circumstances relating to the application **and**
- An application has been **made in advance** by the parent. **For any pupil's leave of absence please request this in advance by completing the 'Application for pupil's leave of absence'. Copies available from the school office or website.**

Penalty Notices will be issued from Leicester City for parents who take their children on holiday in term time.

For unauthorised absence from August 2024, Penalty Notices will increase to £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3-year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court which can result in you receiving a criminal conviction. Please also be aware that any cases of extended periods of unauthorised absence, linked to holidays or trips away, are highly likely to result in prosecution action by the local authority.

Late Arrival of pupils – Reception and Key Stage 1

If a child arrives late, they must be signed in at the school office. Classroom doors will close promptly at 8.55am. When a child arrives after registration has closed the office will ensure that the correct entry is made on the attendance and dinner register. Arriving at school late disrupts lessons and means the child misses out on valuable learning time. Literacy and maths are taught at the beginning of the day, so it is vitally important that your child is there for the start of each lesson. Arriving late can also mean they do not feel part of their class who come into school together off the playground.

Late Arrival of pupils – Nursery

If you are late dropping off and/or collecting your child on more than 4 occasions, your child's nursery place will be reviewed and you may end up losing the place.

We know starting a new school can be a nervous time for both children and parents, this is why you must arrive on time for both drop off and pick up and your child must enter and leave by the classroom. This helps the children to become familiar with their classroom and their teaching staff.

Being late on arrival to school and being late picking up can be upsetting for your child. Unless there are exceptional circumstances, e.g. medical appointment, if you are late dropping your child to school either in the morning or afternoon by 10 minutes or more, your child will be refused entry to nursery on that day. We would expect you to bring your child to nursery on time on the next school day.

Late Collection of pupils – charging policy

We do not operate a paid after school care club and children being picked up late requires a member of staff to be employed to look after them.

Children being picked up late after school will incur a charge of £10 for the first half hour (3.20pm to 3.50pm) followed by £5 per every half hour (after 3.50pm), per family. Please note that the first 30 minutes also include the 5-minute grace period.

If it is the first occasion of late collection and the parent/carer has notified the school that they are genuinely held up then no charge will be made for the supervision of the child/ren. If it is felt that the reason is not exceptional circumstances then a late stay fee will still be chargeable.

School Dinners – Universal Free School Meals (Government Funded)

All children in Reception, Year 1 and Year 2 are entitled to a universal **free** school meal. If your child is entitled to a free school meal (benefit related) but chooses to bring their own pack lunch they can still have free milk in class. Please note that free milk is only provided if the child is in receipt of a free school meal voucher (please see below).

Application for Free School Meals (Benefit Related)

You may be entitled to free school meals if parents are in receipt of one of the following:

- Income Support
- Income based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- The guaranteed element of State Pension Credit
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal credit with annual net earned income of less than £7,400

If you are not sure if you qualify for free school meals please speak to the school office who will be happy to help you. Free school meal application forms can be obtained from the school office, can be downloaded from our website or alternatively you can register online at

<https://www.leicester.gov.uk/schools-and-learning/grants-and-allowances/free-school-meals/>

Families with no recourse to public funds can also find out more information and make an application online using the following link [Free school meals for families with no recourse to public funds \(NRPF\)](#)

By filling in this form you will gain the school extra funds from the government that will enable us to provide your child with cheaper trips, more clubs and more experiences.



We regularly hold taster days so all children have the opportunity to try our school dinners. Our school meals are provided by Leicestershire Traded Services and all food is made from scratch and tastes delicious.

Parents/carers can find the lunch menu on our school website.

Sandwiches

Although we encourage every child to have a hot school meal, children may bring a packed lunch. Glass bottles, cans and fizzy drinks must **not** be included. As our school promotes healthy choices, we discourage parents from including sweets or chocolate and to replace this with fruit. **Under no circumstances do we**

allow any forms of nuts (i.e. peanut butter spread, chocolate spread, nut bars etc) due to children having nut allergies which could result in anaphylactic shock.

Children can change meal options daily as they make choices in class each morning. We encourage parents to share the school dinner menu with your child to support them making a choice of a meal they will like and eat. Our school dinner menu is available to view on the school website and on Weduc.

New Waste Regulations from 1st April 2025

From the 1st April 2025, children who bring packed lunches will need to take any leftover food, packaging, and other waste items home with them at the end of the school day. This change is part of our commitment to complying with the updated regulations and promoting sustainability. We understand that whilst this may mean lunchboxes come home with food waste, we believe it is an important step towards reducing our environmental impact.

Healthy Tuck

You may bring something to eat at break time however this can only be fruit. We do, however, supply every child with a free piece of fruit every day because we believe what we eat is very important to our immediate and long-term health.

Sweets, crisps and chewing gum are **not** allowed on the school site. You must bring a water bottle to school at the start of each week and the children have free access to water throughout the day. Water bottles will be sent home at the end of the week. Water and milk are the only drinks allowed, except at lunchtime when pupils may bring fruit juice. Fizzy drinks are not allowed in school at any time. Chewing gum is not allowed.

School Milk

Milk is free for all pupils under 5 years of age and for those pupils on free school meals. Once they reach their 5th birthday they will no longer be entitled to free milk unless they receive free school meals and are in receipt of a free school meal voucher.

Imperial Avenue Infant has joined a school milk scheme run by Cool Milk. If your child does not qualify for free school meals and you wish to purchase milk for them when they reach the age of 5 please visit www.coolmilk.com to register your child and follow the online instructions. The cost of milk is currently 31p per day (from 1st September 2025 - this is still current). Please note the school is not involved with the ordering or paying of school milk for those over the age of 5 who do not qualify for free milk.

School Uniform

School uniform is not compulsory but governors and staff would like all pupils to wear school uniform. We believe that it encourages children to identify with, and have pride, in their school. Our school uniform colour is Royal Blue and we expect your child to wear a school uniform every day. Uniforms can be purchased from local supermarkets and do not have to have the school name on it. The school office has a reduced stock of school uniforms for sale. This has our school name on it and it consists of sweatshirts, cardigans, t-shirts, winter fleeces and reversible water-resistant fleeces, as well as a school PE kit, PE Bag and school book bag. All uniform items, apart from book bags, are paid in cash at the office when purchasing. Book bags are paid through the ParentPay app. We also have second hand uniforms available at the office which is 50p per item.

You can see pictures of all our uniform items on the school website [School Uniform Information | Imperial Avenue Infant School](#). Jeans and football shirts are not allowed unless on an official non-school uniform day.

We would ask that you dress your child appropriately and according to the weather. Footwear should consist of sensible shoes children can play in and no high heels (over 3cm). Flip-flops or shoes with no backs are not

acceptable as these present a health and safety risk in our school due to the number of steps/stairs. Jewellery of any form is not allowed to be worn.

Naming of Uniform items

Help us by labelling all clothing including coats and footwear. We have teamed up with Stikins to offer parents and carers the opportunity to purchase good quality name labels. It's easy to order and there are various options. You can order online at www.stikins.co.uk or by using the order form on the leaflet we have given you. We have also set up a link on the school website. If you use the link on the school uniform page, the school's code is automatically filled in for you. Whatever way you order please remember to quote our fundraising number 10472.

Anyone can order the labels – friends, family etc. Just remember to tell them to quote our fundraising number 10472. It's a great fundraiser for the school too!

P.E.

Children will need shorts and t-shirt preferably in a P.E. bag (tracksuits are only allowed for outdoor P.E.). Indoor P.E. will be Velcro plimsolls or Velcro trainers (bare feet will be allowed at the discretion of the class teacher dependent on the activity taking place). For safety reasons jewellery and watches are not allowed. Staff are not allowed to remove jewellery. Long hair must be tied back. ALL children will take part in P.E. and games, unless there is a medical reason. Written consent is needed for children to not be included in PE sessions.



After school clubs

We offer a range of after-school clubs covering all types of activities for each year group, starting from Reception and then into Year 1 and Year 2. Each club runs for half a term. In the past these clubs have included cooking, art, game skills, dance, gymnastics and are subject to funding and availability. They run from 3.20pm until 4.20pm over a number of set weeks and are booked through the WEDUC App under the forms tab. Whilst the government is providing schools with a Sports Premium grant some of the clubs will be free of charge. However, those that do not fall into this category will incur a small charge payable in advance.

Personal Belongings

Children should be discouraged from bringing anything of any value (including money) into school. Parents and carers are reminded that although we will make every effort to find anything that goes missing, we cannot be held responsible for children's personal property in school. Please ensure child's clothing, especially coats, items of school uniform and footwear are named so they can be returned to you. Stikins labels are perfect for this.

Medication

Imperial Avenue Infants School will administer medication to children if a medication form is completed fully by the parent and we feel that the child needs the medicine requested and the dosage is correct for the

child's age. Medication can include creams, antibiotics and calpol. Please go to the school office to complete the necessary paperwork. Prescribed medication must have the pharmacy label on it which shows the child's name. Please also provide a syringe or medication spoon which shows the dosage – if this is not provided we cannot give the medicine.

Role of Parent

Children are not allowed to bring medicines into school. The parent or carer must complete the relevant form and ensure the medication is passed to the school office. Medication will not be given if the forms are not completed fully. Forms can be obtained from the school office.

Role of School

Staff will be aware of any children with medical conditions in their class. The information can be found in the information sheets and disclaimer forms which are held in the school office. Teachers will also make their classroom assistant aware of those children and their condition.

Asthma, Eczema, Anaphylactic shock, Epilepsy and any other medical conditions

Medicine for chronic long-term conditions will be kept within the classroom if needed or in a locked cabinet. The inhalers/creams/EpiPen and any other prescribed medicines need to be in the packaging issued by the doctor/chemist and must be clearly labelled with the child's name and class. The permission forms for this medication will be kept in the child's admission folder and a copy in the classroom. Medication will not be given if the forms are not completed fully. All children who have long term medication should take it with them when on school trips, and out of school activities (e.g. sports clubs). It is the parent's responsibility to ensure that all medicines are within date and to remove these from school at the end of the academic year. In addition, at the end of each term any spacers for use with inhalers must be taken home to be washed.

Accidents

What is the procedure for dealing with accidents?

For minor accidents the class teacher will be informed and the appropriate first aid given. All accidents will be recorded on the school's Accident portal which will automatically email parents/carers a copy of the completed accident form. All head bump accidents will additionally be followed up by a phone call to parents/carers however slight it seems.

The school has a number of suitable first aiders ranging from Paediatric First Aiders to Appointed Persons Emergency Aid trained. A full First Aid box is sited within the medical room and smaller basic first aid materials are in each Reception/Nursery classroom. The contents are checked regularly by a designated first aider. Please remember to inform the school office of all changes to your personal details (address, emergency contact details etc) so that your child's records are kept up to date. We will need these should an emergency occur and we need to contact you.

Security and Safety in School

Is the school secure?

All visitors/latecomers must report to the main school reception. All gates to gain access to the school buildings will be locked during this time. All external doors will also be kept locked to ensure no unauthorised person gains access to the school. Please note that the pedestrian and school driveway gates on Imperial Avenue are electronically controlled and will only be open at certain times of the day. We ask all parents to park on the road as the school car park is for staff only.

Please do not park on the zig-zag areas outside the school gates as this puts all children entering and leaving school at risk. You will be asked to move if you are seen to park there.



Everyone visiting the school during the day should use the main pedestrian gate entrance on Imperial Avenue and report to the school office. Visitors are asked to sign in and are given an appropriate badge which identifies they are allowed to be on site. We are then in a position to know just who is in the school. Anyone in the school can expect to be approached by a member of staff and asked if their presence is legitimate. All school staff are expected to wear a photographic school id badge whilst on school premises.

If your child has to leave during school hours please inform the office and the class teacher in advance. This will ensure that your child will be ready when you need to collect him/her and, more importantly, that no child leaves the school without our knowing about it. We would ask you to cooperate with us to ensure that all the children are safe. We would ask that you do not send anyone under the age of 13 to collect children from school. Please ensure an appropriate adult brings and collects your child from school.

ParentPay

We use a secure website called ParentPay for collecting payments. We are currently only accepting payments online for items such as Nursery 30hr lunchtime provision, book bags and school trips. Once your child starts attending school you will be issued with a ParentPay activation letter to set up your child's account. You will be asked to set this up immediately and once this is set up you will be able to pay online using your credit or debit card. Please note that we do not accept cash for any of the online payment items so the setting up of this account is essential.

Cash

Cash is only accepted at Imperial Avenue Infant School for fundraising for example, Children in Need, Macmillan Cake Sales and school funds raised through the PFA.

Car Parking - Where do I park?

The school car park is for staff only. Parents and carers must not use these areas to park their car or any other form of transport. On road parking is available on both Imperial Avenue and Braunstone Avenue. Please do not park on the zig-zag lines outside the school.

Use of mobile devices in school

Parents and carers and other visitors to the school are politely asked not to use their mobile phone whilst in the school building. Mobile devices such as phones and, or, cameras must never be used to take photographs or record images whilst in the school building or grounds unless permission has been granted by the Head teacher. We ask that when dropping off and collecting your child that you are not on your mobile phone.

Smoking

Imperial Avenue Infants operates a non-smoking policy for ALL persons on our site and grounds – this includes all staff, parents, visitors, contractors etc. This includes the use of electronic or E-cigarettes or vapes.

Animals

Please note that no animals, unless registered as a support animal, are allowed within the school or its grounds whether they are walking or being carried. If you have a registered support animal, please speak with the school office.

Prams and Pushchairs

Due to health and safety regulations, prams and pushchairs are not allowed inside the school building.

Bikes/Scooters/eScooters/Skateboards etc.

If you, or your child, use a bike, scooter etc. to come to school please get off at the school gates and walk through the school grounds. We want to keep everybody safe. We do have a bike shelter, near the main office entrance, where these can be left locked up and some scooter racks near the main playground. Do not put scooters in the bike shelter. Please note that you leave these at your own risk as we are not responsible for the safekeeping of any items left. Please note that prams/buggies, pull along bikes, adult bikes etc cannot be left in the shelter.

School Closure - What happens in the event of an emergency school closure?

It is not very often that the school has to close due to an emergency and this usually only happens in cases of severe weather. Please remember to check the school website and to listen to the local radio station BBC Radio Leicester who will provide information on the school's that are closed. They will also post up to date information regarding closures on their website homepage at www.bbc.co.uk/leicester. In icy or snowy weather please take extra care when entering the school grounds and supervise your child/ren so they are safe. We will concentrate on gritting the main pathways. Please stick to the pathways and do not cut across the playground or car park.

List of policies - What are school policies and what do they mean?

Policies are documents that are blueprints for how we operate in certain areas and situations. All schools have them and they are a vital piece of documentation. GOV.UK says that all schools must publish certain policies on their website. These policies can be found on our school website found on the following link [Policies | Imperial Avenue Infant School](#).

Charging Policy

Parents/carers will be asked to contribute towards the cost of a school trip or visit. If we do not receive these contributions then there may be times when we have to cancel trips. Our school budget is used to support teaching and learning so we may not always be able to use budget funds for trip purposes.

When a trip is made available we will share this with you via Weduc. All contributions are made through ParentPay and we would ask that payment is made as soon as possible. This will enable us to decide as to whether the trip will go ahead or not depending on funds received.

Please see our Charging & Remissions Policy on the school website for more information.

Special educational needs provision is coordinated by the school Deputy Head teacher who is also the SENDCo and our Assistant SENDCo. They liaise closely with class teachers, support workers and parents and other schools at transition times. They also liaise and seek advice from other professionals and outside agencies, for example the Speech and Language Therapy service. The SENDCo, Assistant SENDCo, class teachers and teaching assistants work closely together to support children's individual needs. Their invaluable support makes a real difference to our children's learning.

The SEND Code of Practice

The Code of Practice gives guidance to all settings, which deal with the education of children with SEND. It sets out the procedures and processes that all these organisations should follow to meet the needs of children.

A graduated response is used to decide if a child should be put on to the SEND register. A full SEND policy and SEND Information is available from both the school office and on the school website.

A register is kept of all children with special educational needs and the stages they are at. The register changes frequently and this reflects the fact that some children only need help for a short period of time. Some children will need help throughout their school lives. Whilst teachers are trained to recognise when a child is not making progress, parents know their children far better and will be aware if their child is having difficulties. Please do not hesitate to contact your child's teacher in the first instance or the SENDCo via the school office. For more detailed information please refer to the school's SEND Policy and SEND information.

Children with Disabilities

We believe that all children have a right to the best education possible and we will not discriminate against any child because they have a disability. We will work to ensure all children can access the curriculum.

Equal Opportunities

We believe that all children should be given the same care and opportunities regardless of their sex, colour, race, creed or ability.

Complaints Procedure

If a parent has a problem concerning their child then the following steps should be followed:

1. The parent makes an appointment to see the member of staff at a time convenient to both, and at a time when there will be no interruptions. Another member of staff may be present if required
2. The manner of the complaint is made clear and the staff member discusses this with the parent
3. Explain, make plans to change things if necessary, and involve the parent in the situation. If the situation cannot be resolved then the parent may wish to see the Head teacher. A meeting is arranged for the parent, staff member and Head at which the discussion is followed as above
4. If the parent wishes to see the Head teacher alone then an appointment is made. It is important for the parent to realise that the Head teacher will refer back to the member of staff and that any difficulty needs to be solved with the staff member involved
5. This procedure also applies to complaints concerning the delivery of the National Curriculum. If the parent is not satisfied after step 4 they have the right to refer to the governing body

For a more detailed explanation please refer to the school's Complaints Procedure Policy on the school website.

Curriculum Complaints

In accordance with the 1988 Education Act (Section 23), complaints about the curriculum and related matters may be made in the first instance to the Head teacher. Full details of the complaint's procedure are available on the school website.

Behaviour

We expect the children to behave in an appropriate manner, and the vast majority of children do. However, if children do behave inappropriately we always explain why their behaviour was not acceptable and talk about what they should have done. We praise whenever possible and operate a positive behaviour policy

with lots of rewards. We wish to encourage all pupils to show thoughtfulness and respect for those in the school community and beyond. On occasions we do have to reprimand a child. If the difficulty persists, we seek the cooperation of the parents. We do keep records of inappropriate behaviour in school.

The school has a behaviour policy which all staff follow. A copy of this is available on the school website. Every week we have a Special Awards Assembly, where good work, behaviour and achievements are recognised.

Multicultural Statement

At Imperial Avenue Infant School, we wholeheartedly endorse the Authority's policy relating to Education for a multicultural society.

We therefore:

- welcome cultural and linguistic diversity.
- reject and oppose racism and are concerned to promote equality of opportunity, racial justice and good relationships between all groups.

All our children and parents are treated with the same care and consideration irrespective of their sex, religion, race, nationality or ability.

EAL

At Imperial Avenue Infant School, we value and welcome children and families that speak many different languages. We also understand that some children with English as an additional language may need additional support at times. Please let us know if your child has EAL and we will be able to support them to develop their understanding and use of English in school.

Race Equality

The ethos of the school supports the promotion of racial equality, good race relations and the elimination of unlawful discrimination.

Commitments:

- We are committed to promoting racial equality. Our aim is to provide an environment that is free of racial harassment and discrimination.
- It is the responsibility of all staff, parents, children and visitors to Imperial to make this happen.
- We will work in partnership with parents and the wider community to tackle racial discrimination and to establish, promote and disseminate good practice.
- We will encourage and support all pupils and staff to reach their full potential.

Racist Incidents

We do not tolerate any forms of racism or racist behaviour. Should a racist incident occur, we will act immediately. We will do all we can to support the victim. The Head teacher or Deputy Head teacher will deal with the matter.

If the incident happens at lunchtime, the children involved will be kept apart from each other, the allegation investigated and recorded on the incident form and a report made by the lunchtime staff to the Head teacher or Deputy Head teacher for investigation. The Racist Incident will be recorded on a red card and kept on the behaviour management record. The child who caused the incident will be made aware that the incident is being logged and warned about future conduct. Where there is a pattern of racist behaviour from a child the parents will be asked to come to school for a meeting with the Head teacher.

Health and Safety

At Imperial Avenue Infant School, we follow the City Council's Code of Practice for Employees that takes account of the legal and moral responsibilities the council and governors of schools have to employees, children, clients, residents and members of the public whilst they are on our premises.

Under the Health & Safety at Work Act 1974, we all have a responsibility to look after our own safety and the safety of others. If you witness any activity that you believe is likely to cause injury you are duty bound to either intervene or report the incident to the Head teacher as soon as possible. You are also bound to report any concerns that you may have regarding health and safety matters.

Child Protection & Safeguarding

Who is the designated safeguarding lead officer?

The designated safeguarding lead officer is the Head teacher, Miss Smith. If you have any concerns please speak to the Head teacher. If Miss Smith is not available then there are three deputy DSL's who you can speak to – Mrs Malin, Mr Palmer and Miss Maycock. Photos are in reception to help you identify the DSLs.

It may be helpful to know that the authority requires the Head teacher to report any obvious or suspected case of child abuse to Social Care and Health, including non-accidental injury, severe physical neglect, emotional abuse and sexual abuse. This procedure is intended to protect children at risk and schools are encouraged to take the view that where there are grounds for suspicion it is better to be safe than sorry. This does mean that Head teachers run the risk of upsetting parents by reporting a case, which an investigation proves unfounded. In such circumstances, it is hoped that parents would accept that the Head teacher was acting in what was believed to be the child's best interest.

Operation Encompass

Imperial Avenue is part of a safeguarding initiative, which aims to improve outcomes for children and families affected by police being called to the house whether the child is present or not. This can include incidents of domestic violence and abuse, children who are missing in education and children who have a family member in prison.

This scheme has been designed to provide early reporting to schools of any of the above incidents that might have an impact on a child that attends their school. The approach, known as Operation Encompass is used in a number of other places across the UK and is run in partnership with Leicester City Council and Leicestershire Police.

All public agencies currently share information where there are safeguarding concerns or risk of harm to children and the Police currently share information on all incidents, where police have been involved, in Leicester with school and the Leicester City Council. The police will inform the Designated Safeguarding Lead when any incident has been reported to the police and children are in the household.

This has been introduced because incidents involving the police can have a big impact on children, even if they do not see what is happening.

This information will be used to ensure the school is able to provide appropriate support to our pupils. The information will remain **confidential** and only shared on a strictly need-to-know basis, for example with the class teacher. It will not be shared with any pupils.

Internet access and usage

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons. All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught. Initially the pupils may be restricted to sites which have been reviewed and selected for content. They may be given a task to perform using a specific group of websites accessed from a common 'Favourites' menu in their web browser. Children will be taught about internet safety and what to do if they feel uncomfortable on any website or device.

How are pupils protected from inappropriate material?

All computers on the school network have a filtering system which is set to level 2. Children accessing the internet at school are always supervised by an adult. It is the responsibility of the teacher to explain the expectations of internet use to the pupils. All children in school are aware of e-safety issues and are told to turn off the screen and talk to a teacher if they ever see or read anything which they find upsetting or inappropriate. When using the computer in lessons, children ask permission to go onto the internet. All children are taught about internet safety and cyberbullying in school and we have our own E-safety charter.

General Data Protection Regulation (UK - GDPR)

Since the introduction of the General Data Protection Regulation, consent has to be more explicitly transparent so at the point of data collection the individual will need to be informed exactly how their data will be used and who it will be shared with. Please refer to our schools Privacy Notice for more detailed information. A copy of this is provided as part of your admission pack but can also be viewed/downloaded from the schools' website.

Permission for local walks and photographs

Due to GDPR we need to obtain your consent for certain activities we carry out in school. The consent will be for the whole time that your child will be attending the school. The consent form will be completed as part of the registration process and covers Email, Text Service, Photography, Video, School Trips and Visits and Other consent. Consent can be changed or withdrawn at any time by contacting the school and putting it in writing.

The Governing Body and their Role

The Governing Body is made up of people representing parents, staff, community and the Local Authority. Governors representing parents are elected by the parents and must themselves have a child at the school. Staff elect their governors and the Local Authority appoints those governors representing the Local Authority. Governors representing the community are co-opted by the elected and appointed Governors of the school.

The role of the Governors is to support the work of the school and ensure that it is properly managed. We have many legal responsibilities and to make sure that we carry these out we have several working groups. Their jobs are to oversee a particular area and they meet whenever necessary. The Governing Body has to meet at least once a term but in fact we meet much more often than this. The Head teacher is an ex officio member of the governing body.

How can I become a Governor?

From time to time, due to resignations etc, there may be a vacancy on the Governing Body. If the vacancy is for a parent governor, the school will send you nomination papers. Should there be more than one applicant for the position, there will be an election. In order to vote you must have a child at the school. If the vacancy is for a co-option you should send a letter of interest to the Chair of Governors or the Head teacher. The Governors will discuss the application at their next meeting. Again, if there is more than one applicant, there

will be an election by the Governors. When a Local Authority vacancy occurs, you need to let the Local Authority know you are interested in the post. You can contact the local authority team by telephone on 0116 454 1931.

Fundraising

Here at Imperial Avenue we do a lot of fundraising for our school. Over the past this has helped us provide a wide range of resources for our children including the fabulous outdoor areas. We thank all our parents for their continued support.



School Communication with Parents – Reach More Parents by Weduc

We use a digital communication and engagement tool that has been designed to improve the way that parents, carers and school staff communicate. Examples of how we use this is to send information and letters, gain permissions and to keep you up-to-date on learning in school.

Some of the other features of the app include a social media style news feed, calendar of events, parent portal where you will see information about your child and much, much more. There is also a Hub tab with direct links to our Parent Evening bookings portal, ParentPay, school website.

Our Service Provider, Weduc, has produced an App for both Android and iPhone devices. The App is really good and handy to have on your phone and you will have secure access to your own account. Once your child commences school you will receive details on how to register. We will be encouraging you to register immediately.

And Lastly

If you have found that there is any information missing, which you feel would have helped you and your child settle in at Imperial Avenue Infant School, then do tell us!! Please be assured this Prospectus is not intended as an instrument to stop you talking to us or asking questions. The intention is to give you as much helpful information, in one place, as possible.