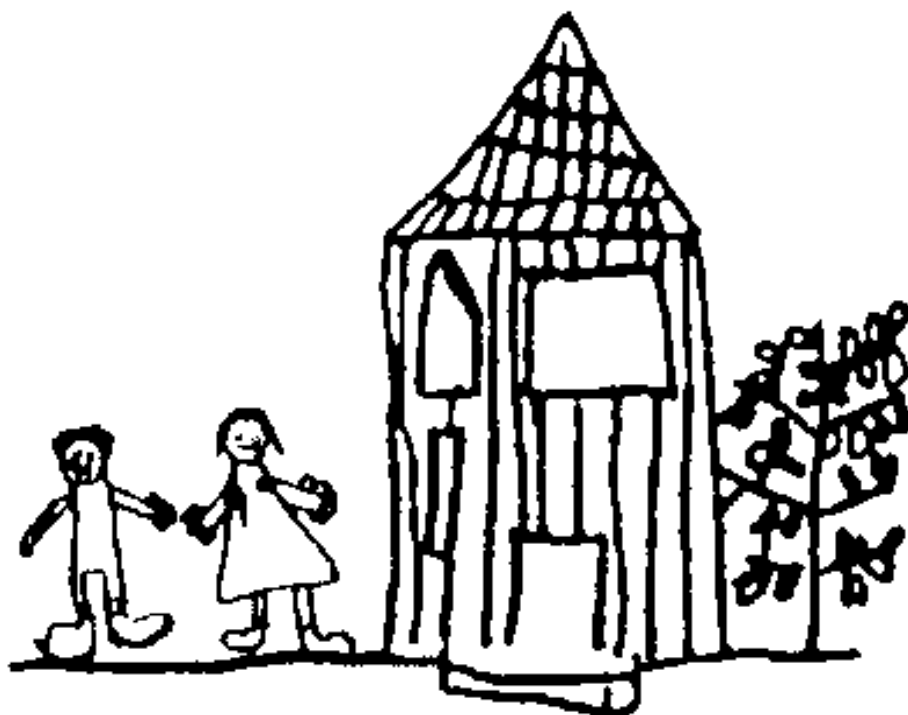


# Broomhill Infant School



## School Prospectus

# School Prospectus 2023/24

**Broomhill Infant School**

**Beech Hill Road**

**Sheffield S10 2SA**

**Tel: 0114 2660936**

**Fax: 0114 2660936**

**Email** [enquiries@broomhill.sheffield.sch.uk](mailto:enquiries@broomhill.sheffield.sch.uk) OR  
[headteacher@broomhill.sheffield.sch.uk](mailto:headteacher@broomhill.sheffield.sch.uk)

**Website:** [www.broomhill.sheffield.sch.uk](http://www.broomhill.sheffield.sch.uk)

**HEADTEACHER**

Ms. Jane Barnes

**CHAIR OF GOVERNORS**

Mr. Imran Ahmed

**AGE RANGE**

4-7 years

Expected number on roll 120 pupils

**TYPE OF SCHOOL**

Foundation Status

## Chair of Governor's Welcome

Thank you for your interest in Broomhill Infant School. I hope you will be able to visit us to see for yourself what makes our school so special. Our aim is to give every one of our pupils the best possible start to their lifelong learning journey. Our skilled and experienced staff carefully tailor the curriculum to each child's particular needs. Our aim is that learning should always be fun, stimulating and challenging to enable every child to reach their maximum potential. We place strong emphasis on creativity and on outdoor learning in everything we do, to provide the fullest possible range of experience for our learners.

We are pleased that ours is a very diverse school. One of our core principles is that we are welcoming to all. We all benefit and learn from the rich diversity of backgrounds and experience in our school community.

A good partnership with parents and carers is one of the foundations of our school's approach. Parents and carers are always welcome in school and we really value the support and input we get from our children's families. The school's governors are always pleased to talk to parents and carers; we value your feedback and views.

These are changing times in education and there is little sign that the pace of change is about to slow down. As a small school, we particularly value the opportunity to work with other schools, to benefit from their expertise and to contribute to their development, and to do things together that would not be possible working on our own. That is why we were one of the founding members of the Sheaf Cooperative Learning Trust, a group of local primary schools that works together on issues where we all benefit from cooperation. We also work with other local schools on specific issues and in particular work closely with the nursery schools from which our pupils come and the junior schools to which they progress.

In everything we do our main aim is to work to our school vision which is set out in the prospectus and to preserve the distinctiveness which makes Broomhill a very special school. I hope to have the opportunity to welcome you on a visit.

Imran Ahmed  
Chair of Governors

## Head Teacher's Welcome

Welcome to Broomhill Infant School.

We hope that you find this prospectus helpful when making the important decision of choosing a school for your child.

We are proud of our reputation as a lively, multicultural, innovative and creative infant school with strong roots in its community. Broomhill is a school where magic happens! Our staff, children, parents, friends and Governors share the school vision. We want our children to be happy and to enjoy their work. We want each child to be valued and recognised as an individual. We believe that every child matters and each unique individual should have high aspirations and possess deep self confidence. We believe that all of our children should have an exciting future ahead of them and we will work hard at Broomhill to ensure that each of our pupils achieves their fullest potential.

Our successes are based upon an understanding that to improve we must constantly change and evolve.

Our question-based creative curriculum is a balance of skills/knowledge-based teaching and topic themes for the children to use and apply skills they have been taught. Planned activities are purposeful, exciting and designed to engage all learners. We frequently work outdoors in our magical external environment. We also have many extra curricular clubs for the children to enjoy and we are always looking out for more. We will do all we can to ensure that your child's experience at Broomhill Infant School is a happy one.

We are a founding member of the Sheaf Cooperative Trust, are well supported by our Governors, our parents through FOBS (Friends of Broomhill School) and our rich, diverse local community.

Parents, grandparents and carers are always welcome at Broomhill. We encourage volunteer readers, bakers, gardeners, musicians, - indeed anyone who has a few hours to support staff in delivering the best possible education. All volunteers in school must undergo a full DBS check. If you have any questions about our prospectus, website or about your child's education we will be pleased to discuss them with you. We look forward to meeting you and making you and your child as welcome as possible.

Ofsted - November 2023

Our school was inspected in November. The inspector graded Broomhill Infant School as 'Good'. A copy of the report is available on the Ofsted website

(<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/107154>)

Best wishes

Jane Barnes - Head Teacher

# Broomhill Infant School



## OUR SCHOOL VISION

At Broomhill Infant School we are an enthusiastic, caring and co-operative team. We ensure a secure environment that is welcoming to all. All our children are encouraged to achieve their best within an enriching, enjoyable and relevant curriculum with creativity at its heart. The impact of such an enriching curriculum is that children will know more, can do more and can remember more. We celebrate diversity by learning from each other and prepare our children to develop the skills they will need for a happy and fulfilling life.





# THE SCHOOL STAFF (2023/2024)

HEADTEACHER    Ms Jane Barnes

DEPUTY HEAD:    Mrs. J Jones

## NEW FOUNDATION STAGE UNIT

RED BASE TEACHERS:    Mrs H Downham / Mrs A Craven

ORANGE BASE TEACHER:    Mr M Shaw

## KEY STAGE 1

YELLOW BASE TEACHERS:    Mrs. G Hutt / Mrs J Jones (Also SENCO)

GREEN BASE TEACHER:    Mr C Clarke

BLUE BASE TEACHERS:    Ms. S Jones / Mrs Hawley

## TEACHING ASSISTANTS:

Mrs. F Kirby  
Ms. L Logan  
Mrs. C Smith  
Miss A Shirley    (Including wrap around care)  
Ms. M Middleton Lund  
Mrs M Ahmad    (Including wrap around care)  
Ms S Ball    (Forest school lead and wrap around care)  
Mrs K Saghir    (Wrap around care only)

BUSINESS/ADMIN MANAGER    Ms. K McKay

ADMIN OFFICERS:    Mrs. A Carrigan  
Mrs. M Venables

BUILDINGS MANAGER    Mr G Ruddy

CLEANER / (Wrap around care)    Mrs T Burton

LUNCHTIME SUPERVISORS:    Mrs J Mitchell  
Mrs T Burton  
Mrs G Aburziga  
Mrs E De Koning

# Aims of the School

We will:

1. Learn within a happy, enjoyable, caring and supportive environment where we celebrate diversity.
2. Try our very best, aim high and realise our full potential.
3. Think for ourselves and make informed decisions and choices.
4. Show respect, care and consideration for each other.
5. Value and take care of our environment.
6. Have confidence, take risks and be valued in all that we do.
7. Celebrate our successes and achievements.
8. Express ourselves imaginatively and creatively.
9. Work together with parents, carers and the wider community to enrich and enhance learning.
10. Take responsibility for our own actions.



## THE SCHOOL SITE

The school was first opened in 1873. It is a stone building with accommodation on two floors, situated in a pleasant residential and shopping area close to university and hospital buildings. A continuous programme of decoration ensures the school provides the children with a bright and clean environment.

The ground floor comprises of two large, light teaching rooms, each having direct access to one of the enclosed outside play and learning areas. There is a central area which contains an interactive whiteboard, a well stocked library, provision for group teaching and curriculum storage. These rooms are also used as lunchtime dining areas, breakfast and tea-time clubs..

The reception area houses the school office, head teacher's office, the teacher's planning and preparation room and staff room.

The upper floor has two further classrooms and the school hall. The hall is used for P.E. music, dance, drama, assemblies, and some group teaching.

All classrooms are well resourced with books, mathematical, technology and play equipment, an interactive whiteboard; networked PCs and art area. The lower classrooms, used by the younger children, have their own toilet facilities. There are shared toilets upstairs for the other two classes.

Outside are two large enclosed playground areas and a Foundation Stage outdoor area. Both playgrounds have a covered section so children can go outside all year round, except in the most inclement weather. The first play area has a pirate ship and a marked multi use games area. The second play area has an outside climbing wall and playground markings for games. The school garden, occupies about a third of the site; this was established in 1981. It is beautiful and a special feature of the school. The garden classroom provides an additional facility for children and the school community. Our garden is the 'golden thread' that weaves its way through our curriculum. The activities are explicitly linked to what the children need to know.





# School Values

Our steps to success:

- Concentrate, work hard and be proud of your achievements.
- Persevere, don't give up!
- Try new things and do your best.
- Consider, understand others and be polite.
- Imagine - dream, believe, achieve
- Have fun and be happy in all that you do!

## THE SCHOOL LIBRARY

We have an extensive and ever-growing collection of books but always welcome suggestions for new titles from children and parents.

We also have our children's library located just outside the front door. This is where children can bring books that they have finished with so other children can benefit from them.

## NUMBER ON ROLL

The school has a capacity of 120 children. In each year group, Reception, Year 1 and Year 2, there will be a cohort of 40 children.

## ADMISSION

Visits from parents who are considering applying to the school are encouraged. Please contact the school office for an appointment. Children are admitted to school full-time in September.

The admission limit for the school is 40. Further information about admission procedures can be found in the LEA booklet 'A Guide for Parents' or ring Admissions on 0114 2735766.

## GETTING READY FOR SCHOOL

Starting school is a huge step in any child's life and it only happens once. All our 40 new Reception children start full time in September. Smooth transition is a priority and is a process which is planned carefully for the benefit of all our children.

To ensure that starting school is an enjoyable and positive experience, we liaise with local nurseries and playgroups and offer a range of opportunities for children and parents to get to know the school.

Preliminary visits to school are organised before admission during the Autumn term. In May we host an information evening and then in June /July we offer transition sessions for all children and their parents. Home visits for all 40 children are also offered by the Reception staff at the start of the Autumn term during week 1 and 2. Parents/grandparents/carers can share information about their child, practitioners get to know the child in the home environment and begin the partnership between home and school.

New children starting in Reception have a staggered entry into school, starting with a morning session in Week 1 8.20-11.30am. In Week 2 children have their morning session, stay for lunch and leave school at 1.30pm. In Week 3 children stay all day until 3pm. Having a staggered start provides an opportunity for children to become familiar with the environment, the routines and adults in the setting. Practitioners can respond to the circumstances and specific needs of each child. This facilitates smooth transition for our children.

## THE SCHOOL DAY

Morning School	8.20 to 12.00 noon
Morning break	10.45- 11am
Lunchtime	12.00 to 1.00pm
Afternoon school	1.00 to 3.00pm

## SAFETY AND SECURITY

The main entrance to school is opened at 8.10, locked all day and reopened at 3pm. During these times if you need to come into school you should use the main entrance as sign-posted.

Parents/carers are reminded that:

- Any visitors to school, e.g. students, tradesmen working in school, governors or helpers, including parents, must sign in at the reception desk.
- Each visitor is expected to wear a badge during the time they are in school so that both pupils and staff can be assured of their credibility. This register will also be used in the event of a fire drill or emergency. Ask Ms McKay, Mrs Carrigan or Mrs Venables for help if necessary.
- All volunteer helpers (including parents) must undergo a DBS check before helping in school as a means of keeping our children as safe as possible in accordance with Local Authority and Government guidelines.
- If you are collecting or arriving at school outside normal times you will be asked to remain in the Reception area. Your child will be brought to you or taken to his/her class from that point.

Please remember to **close the school gate** behind you when entering or leaving the school premises.

## SAFETY OUTSIDE SCHOOL

Parents who bring their children to school by car are asked **not** to park directly outside the school gates as this presents a hazard to the children and other adults. It is also inconvenient for the residents who live opposite the school.

**Please observe the marked restrictions with care.**

It should be noted that car parking is difficult in Broomhill. Therefore, whenever possible we would urge you to walk to school with your child, or alternatively use public transport - many buses run frequently near to school.

Supervision is not provided in the school yards or garden before or after school. Please do not leave your child unattended. For health and safety reasons no dogs or other animals are allowed in the school grounds.

It is the law that **SMOKING IS NOT PERMITTED** on or within the school premises.

## EMERGENCY INFORMATION

It is vital that school has a correct address and telephone numbers where you can be contacted quickly in case of emergency. Therefore **updating changes** to contact information is essential. This information will be treated in confidence if parents prefer.

## THE START OF THE SCHOOL DAY

School is open to children, parents and carers from 8.10am. In the event of inclement weather, the children can go straight into their classroom from 8.10am. Other than that, the teachers will come to collect the children from the yard at 8.20am. Punctuality is important to ensure children develop good habits in time keeping and so that vital teaching and learning time is not missed.

## LUNCHTIME

Children can choose between either a school meal or a homemade packed lunch. There is a choice of school meal and provision can be made for dietary needs. Taylor Shaw are our Sheffield school catering contractors. All infant aged children are entitled to a free school meal. Fresh meals are brought in daily in containers from a local school, 4 choices are on offer each day and we encourage parents to help their child choose when ordering a meals. If you require a menu to peruse at home please ask at the office. The menus can also be found on the school website. If you are in receipt of a state benefit your child may be entitled to extra funding. Please see the school office. This is always a confidential matter.

## HEALTHY EATING

All our children are encouraged to have a healthy, balanced diet.

## SNACKS

Broomhill is part of the 'Fruit and Veg for School Initiative', so we are pleased to be able to offer free fruit each day at morning break. If they prefer, children can bring in their own piece of fruit from home but other snacks are not encouraged.

## MILK

Children under five are entitled to free milk (a third of a pint.) Milk is available to all children from their fifth birthday for a small termly charge, information is available from the office. Water bottles are kept by children in each class for drinking water throughout the day. Please ensure your child has fresh water each day and all water bottles are named.

## **SCHOOL ORGANISATION**

We are a single form entry school but we currently have capacity for one hundred and twenty pupils who are organised into four classes. The standard admission number of 40 in each year group means some mixed aged classes are necessary - currently one out of five (Green Base) is organised in this way. The curriculum is planned to take account of these class arrangements.

## **CLOTHING & PERSONAL BELONGINGS**

Broomhill clothing and bags can be ordered directly at [logoleisurewear.com](http://logoleisurewear.com). It is important for all clothes to be clearly labelled, especially boots, shoes, coats. It is school policy that children should not wear jewellery and that toys should not be brought into school. Whilst school uniform is not compulsory we would like all children to wear the white PE t-shirt provided by school for all PE lessons and any inter-school competitions.

## **PE KIT**

Children will need a named drawstring bag in which to keep their named PE kit, - PE slippers or trainers, shorts and t-shirts (school will provide the PE t shirt on entry into school), tracksuit bottoms/joggers/leggings and a warm sweatshirt/hoodie for cooler days. Our aim is to teach as much PE as possible outdoors.

## **PARENT/STAFF CONSULTATION MEETINGS**

Parents will be given opportunities to talk in private to their child's teacher during the course of each year. We have two parents' evenings held in the Autumn and Spring terms. These parents' evenings are organised on an appointments system.

Parents are invited to take part in completing a questionnaire each year. Their comments and contributions are always appreciated and considered.

During the Summer Term an annual report showing the progress of the children through the Foundation stage, National Curriculum subjects and Religious Education is sent to parents.

Each half term there will be the opportunity for parents to come into school to view the environment and look at their child's books.

Parents are also able to talk briefly to staff before and at the end of each daily session. Talking about a child in his/her presence is not usually appropriate, therefore arrangements can be made to enable parents and staff to talk at more length and privately should the need arise.

The Head teacher is also available to consult with parents and welcomes the opportunity to do so. Please ring or see the office staff to make an appointment.



## TRANSITION TO THE JUNIOR SCHOOL

Sheffield Education Authority is responsible for the admissions of pupils to Junior Schools.

This school has linked status with Nether Green Junior School but this **does not** guarantee a place there as it is also linked to another school. Some of our children transfer to Westways Primary, Porter Croft Primary, Lydgate Juniors and Hunters Bar Juniors and occasionally to other schools.

During the last year in school (Year 2) arrangements are made for the children to visit their Junior School, meet the staff and find out more about the new school's organisation and routines. We invite Junior School staff to visit the children in this school before they transfer.

## EDUCATIONAL VISITS AND ENRICHMENT ACTIVITIES

Extensive use is made of the outdoor environment of the school and educational visits into the surrounding district form an important part of the children's learning.

During a school year the children visit many local places of interest, for example local galleries, museums or a class visit to Broomhill Library. Broomhill itself offers great opportunities for studying buildings, houses and traffic. We are fortunate to be close to the Botanical Gardens, Weston Park Museum and the City Centre where children can study town trails.

We sometimes make visits further afield using public transport or a hired coach. We have visited places such as Yorkshire Wildlife Park, Yorkshire Sculpture Park, Kelham Island, and Bridlington over recent years.

## CHARGING FOR SCHOOL ACTIVITIES

Although education at Broomhill Infant School is free the school may ask parents for contributions to offset some costs for educational visits. To enrich the curriculum we look for opportunities to take the children out into the environment or have visitors to school to provide special expertise. Parents are not obliged to pay for these but some activities could not take place without your voluntary contributions. No child will be excluded from any visit because a voluntary contribution has not been made.

All voluntary contributions will be recorded as part of the school fund.

Costs for musical instrument tuition will be notified prior to commencement of these lessons. Payment is made to the individual tutors.

## ATTENDANCE

One of the most important things that you can do for your child is to make sure they attend school regularly. It is important for parents to notify the school immediately about the reasons for absence. The school has a legal duty to follow up all absences, which are coded either as authorised or unauthorised.

### **Authorised absence - examples include:**

- illness
- medical / dental treatment (please try to arrange appointments outside school hours)
- day of religious observance

### **Unauthorised absence - examples include:**

- minor ailments
- to celebrate a birthday
- one child is ill, so all are kept off
- term time holidays (unless exceptional circumstance)

**Holidays in term-time:** Parents are expected to take family holidays in the school holiday period. Term time holidays are no longer authorised. Only exceptional circumstances can be authorised and is at the discretion of the Headteacher. Parents wishing to take their child out during school time must complete a "Leave of Absence Request form", which is available from the office.

## ILLNESS IN SCHOOL

Ms. Ball is our senior First Aider, responsible for taking care of children who are ill. All staff in school have a first aid qualification that is renewed every 3 years (Renewed October 2021). We will contact parents/carers if we feel that a child needs to be taken home. If your child has been sick or has diarrhoea, then your child has to remain off school for 48 hours after the last episode whether your child feels well again or not. This is guidance from the Health Protection Agency.

## **MEDICINES**

It is school policy that medicines are not administered to children except where regular medication is necessary, for example, in the case of asthma or in exceptional circumstances where children are fit to attend school but need to finish a course of antibiotics. In this instance, parents/carers need to fill in a form of consent for a member of staff to administer antibiotics and the Head Teacher will also sign the form. Only prescribed medicines with the child's name from the doctors can be administered. Mrs Ahmad and Ms. Ball are our First Aiders who administer prescribed medicine if needed. We have a fridge in school where medicines can be stored.

## **SCHOOL HEALTH SERVICE**

The school nurse visits school regularly. Routine screening of height, weight, vision and hearing is offered to all children within the first year of school. Identified problems are followed up and a referral can be made. You can contact the school nurse at any time during your child's school life. Contact details are available either through the school office or contact the central school nurse office on (0114) 3053230.

## **BROOMHILL BREAKFAST and TEATIME CLUB**

Breakfast Club runs every morning from 7.20am. We serve a variety of foods including cereals, toast, crumpets, pancakes and fruit. The cost is £7 per session and must be booked at least 24 hours in advance.

Broomhill Teatime Club runs every evening and is a play care provision open to children aged between 4 and 7 years. It runs every day Mon - Thurs 3 - 6pm, Fri 3-5pm. The cost is £12 per session... £8 on a Friday for regular booked sessions.

All admin is completed by Mrs Manpreet Venables. All parents should book and pay online using ParentPay.

The club has a full set of policies which are in school at all times and always available for parents to read. Invoices will be issued for payment on a 1/2 termly basis. Childcare vouchers are accepted.

The clubs run in the school building and grounds. Children at Breakfast Club will be taken to the classrooms at the start of school. At the end of the school day the children attending Teatime Club will be brought to Teatime club by their teacher / Teaching Assistant.

If you have any queries please contact Mrs Manpreet Venables

# **CURRICULUM**

At Broomhill Infant School we provide an exciting, innovative, broad and balanced curriculum, which includes the Foundation Stage, Key Stage 1 of the National Curriculum, Religious Education and Personal, Social and Health Education and Citizenship.

Our Forest School provision is the golden thread that weaves through our curriculum and is explicitly linked to what the children need to know.

## **FOUNDATION STAGE: RECEPTION**

In Reception children engage with a range of areas of Learning and Development, they are: 'Prime Areas' and 'Specific Areas.' In Year 1 children begin to access the National Curriculum. The Foundation Stage curriculum is planned around:

Prime areas:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The Early Learning Goals establish expectations for most children to achieve by the end of the Foundation Stage.

## **NATIONAL CURRICULUM KEY STAGE 1 YEAR 1 & YEAR 2**

**Subjects:**

English, Mathematics, Science, Computing, History, Geography, Design & Technology, Art, Physical Education, Music, R.E

## **ENGLISH:**

Whole class work involves **shared reading** from an enlarged text or **shared writing**, and the development of specific reading and writing skills. The children then work independently in ability groups while the teacher focuses on a group for **guided writing**. Opportunities for extended writing tasks and for the development of speaking and listening skills occur across the broad curriculum.

## **APPROACH TO READING:**

Our aim is for children to read with pleasure and understanding. Each classroom has a wide selection of quality literature appropriate for the spread of ability within the age group. The school library, which includes an extensive non-fiction section, gives further opportunities for the children to choose books to take home. Each class will visit the library every other Tuesday to borrow and return library books. Our policy is to respect the choices that children make, giving guidance and support when required. Children take part in a phonics lesson each day, plus a book club session where every child reads to a member of staff and their peers every day. In addition, a different comprehension skill will be focused on each day.

## **MATHEMATICS:**

Lessons always include a time for developing mental strategies and investigative skills. They are planned to teach a mathematical skill and then apply the skill to a real life problem or challenge. Each class has a book of collective outdoor maths activities.

## **SCIENCE:**

For each year group there is a detailed scheme of work based round topics such as 'Who lives here'. Children are taught the skills of observation, sorting and classification. They carry out simple investigations, predict the outcome, record their findings in a variety of ways and evaluate. Year 2 children are introduced to the concept of a fair test and are encouraged to make a hypothesis.

## **COMPUTING:**

The children have access to 30 Dell net books with wireless connection to the internet. These are stored in a laptop trolley and used with either the whole class or small groups. Each classroom has their own interactive whiteboard.

## **CROSS-CURRICULAR THEMES:**

Half-termly topics, which are planned for the whole school, often have a subject focus but also link with other curriculum areas. For example 'Is it Art?' 'Where do stories come from?' and 'What's so great about Broomhill?' support Art, English, Geography and History.

Please see our annual list of topics and 'learning challenge' related questions on our school website. For further information please ask your child's class teacher.



## PHYSICAL EDUCATION & SPORTING AIMS:

Physical Education is an integral part of the total learning process. It gives all children the opportunity to develop body awareness and control through which they can experience enjoyment and self-confidence as an individual and as part of a group. Two hours per week is allocated to physical activity.

Games lessons focus on the development of individual skills along with partner and group work. Through small group activities the older children are introduced to the importance of agreed rules for co-operative and competitive games. Gymnastics, Games and Dance are taught in units of work. 'The Arches' School Sport Partnership support Broomhill staff in the delivery of PE sessions.

An annual whole school 'Sports Afternoon' event takes place in July at Sheffield University Goodwin Sports Centre to which parents and friends of the school are invited.

A range of big toys such as wheeled trucks, bikes and scooters are used by Foundation Stage in their outdoor learning environment.

Children are encouraged to bring certificates, for example for swimming, ballet, etc. to our Thursday 'Achievement Assembly' so that we can celebrate their achievements outside school.

The children, who take part in many individual events, are encouraged to be self-competitive to improve on their previous best effort.



## **RELIGIOUS EDUCATION & COLLECTIVE WORSHIP:**

The school follows the Sheffield Agreed Syllabus (SACRE) for Religious Education. Our aims are:

- To provide each child with the opportunity for exploration, discovery, experience and growth within the religious and spiritual dimensions of life.
- To encourage each child to understand and value their own religious faith and traditions and develop an understanding, respect and sensitivity for those of others.
- To develop understanding of the ways in which religious beliefs are expressed and how they affect people's lives.

Our aims are explored in the context of three world faiths, Christianity, Judaism and Islam. We have an annual International Day celebrating a variety of faiths and cultures. Parents and the local community are invited to support this special event.

The daily assembly follows a range of religious and non-religious themes in order to promote a caring school ethos. Under regulations in the 1988 Education Act parents may withdraw their children from assemblies and activities relating to Religious Education. If they wish to do so arrangements should be made with the Head teacher. Gold Awards are presented in Special Mention Assembly on a Friday. Parents will be informed and invited to celebrate.

## **PERSONAL, SOCIAL & HEALTH EDUCATION & CITIZENSHIP**

PSHE and Citizenship is the school's overall provision for personal and social development. It helps to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens.

## **SCHOOL COUNCIL:**

To support the Citizenship Curriculum, school council enables all the children to become involved in discussion and decision making about developments in school.

School Council meets once per week and is actively involved in school, local events and fundraising. Two children from each of our classes form the School Council. They are voted for by the other children in their class. The membership of the School Council changes each term. This process illustrates democracy and forms the important pupil voice at Broomhill.

## **ASSESSMENT and RECORDS:**

Assessment is a continuous process that supports the school's aim of realising the potential of every child in all aspects of learning and development. A wide range of strategies are used. Evidence of assessment is kept to monitor progress and to provide a record of children's attainment to inform teachers and parents. The main record for children at Broomhill Infant School includes:

- Records from pre-school provision & information from parents on admission
- Foundation Stage Profile assessments completed in the Reception year.
- Assessments in English, Maths & Science
- Copies of Annual Reports
- Information about End of Key Stage 1 tasks & tests for Year 2 children (see tables in Results)

## **SPECIAL EDUCATIONAL NEEDS (SEND)**

Our SEND policy is based on the guidelines in the Code of Practice published by the Department for Education. All the children are encouraged to reach their potential by following a broad and balanced curriculum, including the National Curriculum, which meets individual needs. This includes children with SEND and children who are particularly able or mature for their chronological age. A child has Special Educational Needs if:

- They find it more difficult to learn than most other children of the same age ( e.g. learning & language difficulties)
- They have a disability, which affects their learning experience (physical difficulties)
- There is a gap between the child's level of behaviour or achievement and what is expected in school. (emotional & behavioural difficulties)

Our aims are to ensure early identification of and assessment of SEND, to provide an appropriate curriculum that is carefully monitored and to liaise closely with parents at all times. Advice is sometimes sought from the Local Education Authority support services. The special needs co-ordinator is Jo Jones.

## **INCLUSION**

The school continues to develop policies to support an inclusive ethos and to ensure that we are following statutory guidelines. These include:

- Race Equality Policy
- Special Educational Needs Policy (see previous section)
- Policy for More Able Pupils
- Disability Discrimination Act - Access Plan
- Equal Opportunities Policy

## **CURRICULUM & OTHER INFORMATION**

On our school website under 'Policies' and in the Head Teacher's room are documents available to parents/carers. These include policies and guidance from Sheffield Education Department and the Department for Education as well as school based policies and schemes of work.

## **WE WELCOME FEEDBACK**

We are a "listening" school and have a friendly, open door policy. We take complaints seriously and will try to resolve them effectively and in a timely manner.

The following guidelines are a summary of the full policy. A copy of the full policy booklet titled "Schools Complaints Procedure - A Guide for Parents/Carers is available from the school website/school office. Where there are established statutory or other procedures for dealing with a complaint, these will be followed.

## SEX EDUCATION

The foundations of sex education are taught through the RSE curriculum and activities and discussion that aim to develop caring attitudes, respect and tolerance for others, self-respect and responsible relationships. The children are encouraged to make informed choices, to explore their feelings and to learn about protecting themselves in a range of situations. Other related work involves themes about growing and changing and human development.

## CODE OF CONDUCT

The Code of Conduct focuses on five special rules about being helpful, polite, caring, co-operative and truthful. A good standard of behaviour is expected from the children and we encourage this through the establishment of positive relationships and the promotion of self-discipline.

## ANTI-BULLYING POLICY

This policy focuses on strategies to promote an anti-bullying ethos in the school. Our curriculum-based approach includes:

- Teaching children how to manage their relationships with others
- Establishing ground rules for relationships within school and in the playground
- Raising self-esteem through circle times, drama and role play
- Celebrating differences - encouraging individuality helps to contribute to an environment where differences are appreciated and all children feel valued
- In addition the school's response to incidents of bullying is clearly outlined. When appropriate, staff will complete a bullying incident form, which is passed to the Head teacher for action. Fortunately this is a rare occurrence.

## HOME-SCHOOL AGREEMENT

### **The School will endeavour to:**

- Teach effectively and set high standards in work and behaviour.
- Provide a broad, balanced and enriched curriculum.
- Develop each child's talents and potential as fully as possible.
- Care for your child's safety and happiness.
- Contact you if there is a problem or concern regarding your child.
- Provide regular information regarding your child's progress and make suggestions about ways in which you can support your child's learning.
- Be open and welcoming and offer opportunities for you to be involved in school life.
- Ensure that you are well informed about school matters e.g. key events and curriculum developments.

### **Parents / Carers: I / we will endeavour to:**

- Encourage my child to do his / her best at school.
- Get to know about my child's life at school and contact school if I have any concerns.
- Provide school with information about any circumstances that may affect my child's work or behaviour at school.

- Support the school's policies and guidelines for behaviour. (Code of Conduct)
- Ensure that my child attends school regularly and on time and provide information about absence.
- Support my child in opportunities for home learning in line with the school's homework policy.
- Attend open evenings to discuss your child's progress

## HOMework

We want to develop an effective partnership between school and parents, and to help children learn with their parents in a purposeful and enjoyable way. We ask all parents to work with their child in a 'Learning Log' ... The activity will vary each week and be related to different areas of the curriculum.

### Department for Children Services (DfCS) guidelines:

'For infants, homework should consist largely of reading and sharing books with parents and carers.'

Reception	Year 1	Year 2
	<b>1 hour per week</b>	<b>1 hour per week</b>
	Reading	Reading
	Literacy Activities	Literacy Activities
	Mathematics	Mathematics
	Curriculum Activities	Curriculum Activities

## CURRICULUM ENRICHMENT

The children are provided with a range of experiences to enrich the curriculum, thereby extending their learning and personal development.

- **Educational Visits**, which are encouraged for all year groups, form an integral part of the work taking place in the classroom.
- **Theatre Groups and Visits to the Theatre** are booked for the whole school.
- **Visiting Groups** are booked from time to time.
- **Music Lessons:** There is an opportunity for Children to learn the piano.
- **After school clubs include:** - Cheerleading, Yoga, Dance, French, choir and Art Clubs.





## CHILD PROTECTION

The Children Act (1989) states that staff have a duty to report any concerns that they may have that any child may be suffering significant harm, particularly as a consequence of abuse. Every school has a Designated Safeguarding Lead Teacher in this case the Head teacher, Jane Barnes and the Deputy Head teacher Mrs. Jo Jones, can be trusted to deal with all these matters with professional confidentiality. The school has a policy on Child Protection/Safeguarding that has been agreed by the Governing Body. The lead Governor on Safeguarding is one of our parent governors, Esme Lawy.

In the event of an investigation into possible child abuse, the school has a duty to co-operate with the investigating agencies to the best of their ability to promote the welfare of the child. Whilst the school will always attempt to work in partnership with parents, and try to ensure that parents are fully informed of, and participate in, any action concerning their child, if there is a conflict of interest the welfare of the child must be of paramount consideration.

## PARTNERSHIP WITH PARENTS

At Broomhill Infant School we aim to establish a genuine partnership between school and home by:

- maintaining and developing a school ethos that is welcoming to children, parents and friends of the school
- developing good communication and relationships with parents / carers
- encouraging the involvement of parents / carers in the life of the school
- valuing the diverse range of skills, interests, attitudes and aspirations within the school community
- Periodically holding working together committees

Many parents enjoy helping their child's class, for example, at weekly reading workshops and on educational visits. There are invitations to class assemblies, to curriculum workshops and to special events.

## FOBS - FRIENDS of BROOMHILL SCHOOL

FOBS support school in a wide variety of ways, including fund raising and social events. Members of the committee would be pleased to talk to anyone interested in becoming involved in the organisation of the association. We are grateful to parents and friends of the school for all the different ways that they support our children.



## GOVERNORS

Each Governor serves for a period of four years.

School Governors make a valuable contribution to the effective management of the school and to ensuring the best education for the children.

Composition 2023/24

Chair of Governors: Imran Ahmed	Staff Representative : Fiona Kirby
Parent Governor; Mr P Merrett	Community Governor: Duncan Lennox
Co-opted Governor: Helen Whysall	Associate Governor : Abi Thorlby
Co-opted Governor: Abdool Gooljar	Head Teacher : Jane Barnes
Parent Governor : Amina Jama	Community Governor: Sally Penistone
Safeguarding Governor: Esme Lawy	Co-opted Governor: Charlotte Steenburgge
Co-opted Governor: Toby Wilson	Co-opted Governor: Caroline Coates
Parent Governor: Anne Leroux	

Governors are responsible, with the Headteacher and, as appropriate, the LA for:

- The aims, policies and organisation of the school
- School development planning/school improvement
- Setting and monitoring the school budget
- An overview of the curriculum and assessment
- Staff appointments and employment
- Acting as a link between the local community and the school

An annual newsletter is presented to parents in the Summer term and is on our school website.

Parent governors attend full and committee meetings for Resources and Teaching and Learning committees. They are always pleased to talk to parents about school policies or any other matter. Please see the Governor page on the school website or the school staff and governor board in the school entrance area.

## **DISCLAIMER**

The information published in this prospectus is intended to relate to the school year 2022/24. There may be changes during the school year or in subsequent years.

## **SCHOOL WEBSITE**

Please visit our fantastic website [www.broomhill.sheffield.sch.uk](http://www.broomhill.sheffield.sch.uk) for more information, photographs of children's activities, curriculum events, FOBS events, photos of staff and Governors and past newsletters. It is updated on a weekly basis and provides a wealth of information.

