



**Southwark Diocesan
Board of Education
Multi-Academy Trust**
Developing Church of England Education

The Minster Nursery and Infant School

Parent/Carer Handbook

Taking you step-by-step through starting school



Preparing for a bright future through innovative and exciting learning.



Stephanie Edmonds Headteacher, says...

We feel very privileged that your child is starting at our wonderful school. Thank you for choosing us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook and hand in your completed forms to Infant school office along with original birth certificate or passport. Nursery admissions will need a birth certificate or passport AND proof of address.

Our Mission Statement:

Preparing for a bright future through innovative and exciting learning.

Aims and Values:

Determination, Honour, Believe.

We aim to:

- Develop every child, intellectually, creatively, physically, emotionally, socially, morally and spiritually through the values of the Christian faith.
- Create a happy, health, safe and stimulating environment in which learning takes place.
- Promote, develop and support a positive partnership between all children, families, staff, governors and the wider community.
- Teach a broad, balanced, challenging, engaging and inspiring curriculum which extends the children's interests and responds to their individual needs.
- Build an inclusive community of reflective and responsive learners that ensures equality of opportunity.

We value:

- We are **determined** to provide a Heaven to Earth experience for all in our school (1 Samuel: 16-17)
- We **believe** that everyone has an untold potential for a **bright future** developed with us. We **honour** one another to ensure the best outcome in every way possible for everyone (Ecclesiastes 4:12).

Our School Values

Our school values are Determination, Honour & Believe

Determination: we believe that every child deserves their full potential regardless of their colour, gender, faith, disability or social economic background.

Honour: here we believe that we are all children of God. We are sons & daughters of the King of the Kings. This is how we relate to our children, our staff and our parents and carers.

Believe: we believe that each child has unknown potential and unique gifts to develop. This is a place where children flourish.

Answering your questions

On page 9 is Key Information and pages 10-11 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office at office@minsterinfants.co.uk and we will be happy to help!

Policies

On page 12 are details of some important policies you need to know about.

Welcome

Welcome to The Minster Nursery and Infant School, I look forward to getting to know you and your child.



Step 1

STEP 1: PUPIL'S PERSONAL INFORMATION FORM- 2023-24 THE MINSTER NURSERY & INFANT SCHOOL

THE MINSTER NURSERY & INFANT SCHOOL PUPIL'S PERSONAL INFORMATION FORM- 2023-2024

ACCESS TO THIS FORM IS RESTRICTED THEREFORE PLEASE FEEL FREE
TO ADD ANY RELEVANT DETAILS

Surname:	Date of Birth:	
First Names:	known as:	Sex:
Year of Entry to School:		
Home Address:		
	Post Code:	
Home telephone no:		

Child's Country of Birth:
Parents Country of Birth, if not UK:

EMERGENCY DETAILS

Mother's Title, Mrs Miss Ms First Name:	Surname:
Mother's Place of Work:	Tel No:
Days & Hours of Work:	
Mobile Number:	
Email address Home	Work:

Father's Title, Mrs Miss Ms First Name:	Surname:
Mother's Place of Work:	Tel No:
Days & Hours of Work:	
Mobile Number:	
Email address Home:	Work:

Name of another person to contact in emergency if parents are not available

Person's Title, First Name & Surname:	
Day time Tel No:	Mobile Number:
Relationship to Child:	

Name of Child's Doctor: Dr.	Tel No:
Name of surgery:	
Address of surgery:	
Health Visitor, if known:	

Please tear here

Method of travel to school most often used: (Please tick one box only)

Car/Van	<input type="checkbox"/>	Cycle	<input type="checkbox"/>
Breakfast club bus	<input type="checkbox"/>	Tram	<input type="checkbox"/>
Bus	<input type="checkbox"/>	Taxi	<input type="checkbox"/>
Train	<input type="checkbox"/>	Walk	<input type="checkbox"/>

Names of all other children in family and present schools (if applicable):

Name:	dob:	School:
Name:	dob:	School:
Name:	dob:	School:

OTHER DETAILS

Name & Address of any previous nursery/school/playgroup, if applicable (most recent first):

	From: To:

Please answer the following questions by deleting as applicable:

- Does your child wear glasses?

YES / NO
- Does your child have normal hearing?

YES / NO
- Does your child have any medical problems that we ought to know about, eg allergies, diabetes, epilepsy?

YES / NO

If YES please specify

- Has your child had any major illnesses, accidents or operations?

YES /NO

If YES please specify

- Are there any foods to which your child is allergic?

YES / NO

If YES please specify

- Are there any foods which your child is NOT allowed to eat? (For religious/cultural reasons)

Please specify

Service children: Are you currently a member of the armed forces YES ☐ NO ☐

Step 1

Step 1

Does your child have any input with any of the following outside agencies:

(Please tick) Speech& Language therapy ☐ Occupational therapy ☐ Physiotherapy ☐ Paediatrician ☐

Please list any special needs your child may have, not mentioned above, or any other information you wish to give us

Name of Parent/Carer	Date
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FOR OFFICE USE ONLY:

Proof of date of birth seen: Birth certificate ☐ Passport ☐ Other ☐ Proof of address seen ☐

Signed:	Position:
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INFORMATION SUPPLIED MAY BE USED FOR REGISTERED PURPOSES UNDER THE TERMS OF THE DATA PROTECTION ACT

Please tear here

Pupil's name
Class/Form

1. ETHNICITY

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

- White**
- ☐ British
 - ☐ Irish
 - ☐ Traveller of Irish Heritage
 - ☐ Gypsy/Roma
 - ☐ Any other White background

- Mixed**
- ☐ White and Black Caribbean
 - ☐ White and Black African
 - ☐ White and Asian
 - ☐ Any other mixed background

- Asian or Asian British**
- ☐ Indian
 - ☐ Pakistani
 - ☐ Bangladeshi
 - ☐ Any other Asian background

- Black or Black British**
- ☐ Caribbean
 - ☐ African
 - ☐ Any other Black background

- ☐ Chinese
- ☐ Any other ethnic background
- ☐ I do not wish an ethnic background category to be recorded

This information was provided by:	
Parent	
Pupil	

2. LANGUAGES SPOKEN AT HOME BY PUPIL
- 2.1 Is English the first language of your child (the only language your child has been brought up in and hears and speaks at home) Please circle:
- Yes / No
- 2.2 If **no**, what is the name of the First language of your child has been brought up in?

(please write the name of language)

- 2.3 Has your child has grown up hearing and speaking **more than one** language at home? Please circle:
- Yes / No
- If **yes**, please write the name(s) of these other languages:

☐ I do not wish to answer question 2

3. RELIGION

Please tick one box only.

<input type="checkbox"/> Baptist	<input type="checkbox"/> Buddhist
<input type="checkbox"/> Calvinist	<input type="checkbox"/> Congregational
<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim	<input type="checkbox"/> Quaker
<input type="checkbox"/> Russian Orthodox	<input type="checkbox"/> Seven Day Adventist
<input type="checkbox"/> Church of England (CofE)	<input type="checkbox"/> Greek Orthodox
<input type="checkbox"/> Methodist	<input type="checkbox"/> Roman Catholic
<input type="checkbox"/> Sikh	<input type="checkbox"/> No Religion
<input type="checkbox"/> Other	(please name)

☐ I do not wish to answer question 3

Thank you for completing this survey. Please return the form to the school within four weeks in the enclosed envelope, or by bringing it into the school office (or by email if it's been sent to you that way).

The information collected in this form will help schools, the Local Education Authority and Government to ensure fairness in educational provision. Any information you provide will be used solely to compile statistics on the school carers and experiences of pupils from different backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools so in most cases you will not be asked for it again.

Step 2

Step 3

Please tear here

NURSERY ONLY
Croydon Free Entitlement Parental/Carer Agreement
Parent/Carer Declaration Form for 2, 3 & 4 year old children



There are 3 types of early years funding, each of which begins from the term following the child's birthday.
Criteria information: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Age	Annual amount	Eligibility	Code	Staff signature & date
2 Year Old	570 hours	Criteria based	e.g. AF123456	
3 & 4 YO	570 hours	Universal/available to all	n/a	
3 & 4 YO	Additional 570 hours (extended entitlement)	Criteria based NI no.:	e.g. 5000 123 4567	

This agreement is between the parent and provider listed below:

Parent/carers:	
Address:	
	Post Code:
Name of child:	Date of birth:
Address (If different to above):	
	Post Code:
Name of provider: The Minster Nursery & Infant school	
Address Warrington Road, Croydon, Surrey,	
	Post Code: CR0 4BH

Please tick to indicate whether you are claiming your funded hours as either a

- ☐ Stretched offer of _____hours over _____weeks **OR**
- ☒ Term time offer with term lengths as shown: Autumn 12 weeks
Spring 14 weeks
Summer 12 weeks
- ☐ I confirm that my child does not access funding with another Croydon private provider, maintained nursery class, school or with any provider in another Local Authority **OR**
- ☐ My child will access _____hours per week of their universal / extended entitlement (delete as appropriate) with the provider named above.
My child is also accessing _____hours per week of their universal / extended entitlement (delete as appropriate) with the provider named below

Name of provider: The Minster Nursery & Infant school
Address: Warrington Road, Croydon, Surrey
Post Code: CR0 4BH
Local authority if not Croydon:

Please tick to show that you agree to the following conditions:

- ☐ I understand the provider will not charge me for the funded hours.
- ☐ Should I request that my provider supplies additional services and/or provides extra hours beyond the funded hours detailed above I agree to pay any applicable fees for these additional services and/or extra hours.
- ☐ I acknowledge that if I move my child to **another** setting without giving 4 weeks' notice in writing I will not be able to claim the 2 year old or universal funding in the new setting until the end of the 4 week period as the original setting claims this in lieu of notice.
N.B. The extended entitlement is **not** transferable as it is agreed termly in advance.

Newly registered organisations

If the setting you are accessing is new and has not yet been graded by Ofsted, Croydon Council will fund the child until advised of the Ofsted inspection grade.

All children will continue to be funded if the setting is graded ‘Outstanding’ or ‘Good’.

If the setting is graded ‘Requires Improvement’ then Croydon Council reserves the right to cease 2 year old funding at the setting but will continue to fund your child as long as you choose to stay.

If the setting is graded ‘Inadequate’ then we will continue to fund your child there as long as you choose to stay but the setting will not be able to offer funding to new children.

Please read the following statement and confirm your agreement to it by signing below.

I understand that if I have given any false information on this form, I may be asked to reimburse the provider. I understand that Croydon Council may perform background checks on the system and that I am required to present the provider with:

- evidence of my address
- a copy of my child’s birth certificate as proof of his/her date of birth
- evidence of eligibility for 2 year old funding (recorded overleaf and subsequently verified by the provider)
- evidence of eligibility for the 3 and 4 year old extended entitlement (recorded overleaf and subsequently verified by the provider)

Parent signature:_____Date: _____

Provider signature: _____Date: _____

If you receive any of the following benefits and would like the setting to claim additional Early Years Pupil Premium (EYPP) on behalf of your 3 and 4 year old, please provide the requested information. This information is also required if you are claiming the extended entitlement.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you’re not entitled to Working Tax Credit and annual gross income is no more than £16,190)
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who are looked after or adopted are entitled to EYPP subject to sight of relevant documentation.

	Parent/Guardian 1										Parent/Guardian 2									
Last name																				
First name																				
Date of birth																				
National Insurance Number																				
National Asylum Support Service (NASS) Number			/		/							/		/						

Disability Access Fund (DAF) declaration

Any 3 or 4 year old children who are in receipt of child Disability Living Allowance and are accessing funded hours are eligible for DAF. This is a fixed annual payment made to the setting of £615 and cannot be split between more than one setting nor transferred.

Please provide your child’s DLA reference if you wish this setting to claim DAF

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Data Protection Statement

For the purposes of Data Protection Act 1998 (the ‘Act’), Croydon Council is the data controller in relation to all personal information you provide on this form. Croydon Council is committed to protecting your privacy and processing such personal information in a manner which meets the requirements of the Act. For more information about Croydon Council’s privacy policy and the Act, please refer to <https://www.croydon.gov.uk/democracy/data-protection-freedom-information>

Step 3



Key information

What are our school times?

- Nursery morning session starts at 8.30am and ends at 11.30am.
- Nursery afternoon session starts at 12.20pm and ends at 3.20pm.
- Reception starts at 8.50am and ends at 3pm.
- Year 1 and Year 2 starts at 8.50am and ends at 3.10pm.

Lunch break: 11.30pm - 12.20pm Nursery
11.45am - 12.55pm Reception
12pm - 1pm Year 1 and 2

The Minster Schools’ Children’s Club

The Minster Schools’ Children’s Club operate a breakfast club which opens at 7.45 am. The After School Club closes at 6.15 pm. The Minster Schools’ Children’s Club serve only the children from The Minster Nursery and Infant School and The Minster Junior School. Please find out more at www.theminsterschoolschilrensclub.com

Arrivals and departures

Please note it is illegal to park on the yellow zigzag lines outside the school gates. The school car park is for the use of staff and official school visitors only. Please be vigilant when accessing school on foot as traffic at this time is heavy and lorries deliver to school via the main school gates. Please use the small gate to the left of The Nest building at the front of the school. This gate leads first to the Nursery gate and then to the Reception, Year 1 and Year 2 gate. Parents are asked to wait in the main body of the playground after school to avoid congestion in the walkways around the building. We ask you to keep our school a smoke-, pet- and mobile-free zone.

Uniform

All our children are very proud to wear their school uniform. The school colour is burgundy school sweatshirt or sweat cardigan, plain white polo shirt and grey trousers or shorts/grey tunic/grey skirt, and optional burgundy school fleece. In the Nursery, jogging bottoms are preferred for all children. School uniform is available for purchase in Hewitts of Croydon, 45-51 Church Street, Croydon, CR9 1QY or through their website.

Our school uniform comprises:

- Grey trousers or shorts with grey socks and black shorts for PE.
- White polo shirt and white T-shirt for PE.
- Burgundy school sweatshirt and optional burgundy school fleece.
- Grey tunic or skirt and black shorts for PE.
- White polo shirt and white T-shirt for PE.
- Red check summer dress.
- Burgundy school sweatshirt or cardigan and optional burgundy school fleece.

P.E. and games

- Plain black shorts.
- Plain white t-shirt.
- Plimsolls or trainers.

Reception parents do not need to provide PE kit until the summer term.

Other items:

- All children require a book-bag.
- School coats are available to order.
- Gym bag.
- Baseball cap.

Labelling of clothing

Please ensure that all clothing and possessions are clearly marked with your child’s name. If items are lost, please ask your child’s Class Teacher/Teaching Assistant in the first instance. If the item is not in the classroom, then come to the Infant Office. Lost property is cleared at the end of term.

Food in school

Free hot meals are available for all infant children, nursery children can bring a packed lunch ‘(All-day children only)’. The food children eat in school is very important for their education. Our meals are freshly prepared and cooked on site and meet the School Food Standards. The meal includes a choice of two main meals (one of which is suitable for a vegetarian) or a jacket potato with filling, a choice of two vegetables, a salad bar, freshly baked bread, a pudding of the day or a choice of fresh fruit, yogurt or cheese and biscuits, and drinking water.

It is possible to ‘mix and match’ if you would like your child to have hot dinners on only some days, and packed lunch the rest. The menu is changed three times a year to reflect seasonal availability.

Children may go home for lunch if you let us know.

Packed lunches

Children may bring a packed lunch if they choose. Please try and include at least one portion of fruit or vegetable daily in line with our School’s Food Policy and refrain from sending fizzy drinks, sweets and chocolate. Please ensure that your child brings their food in a secure, unbreakable container clearly marked with their name. **Please note:** foods containing nuts of any kind are not permitted in line with our policy for children with medical needs. Please name your child’s lunch box and do not include any glass bottles.

Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to a free school meal each day.

Snacks and drinks

The school is part of the National Fruit and Vegetable scheme and children receive a free piece of fruit at breaktime. Nursery and Infant children have access to free, chilled water all day, we do ask that Infant children also bring their own filled flask or sports bottle which can be refilled as necessary. Milk may be ordered if you wish your child to have milk. This is free to all under-fives and those entitled to benefit related Free School Meals.



Frequently asked questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

You **MUST** contact the school on the first day of your child's absence and the office staff will then advise as to when further contact is needed. Contact **020 8688 5844 opt 1** or email office@minsterinfants.co.uk

Security

Please contact the school via telephone or email to confirm your child's absence. If we are not contacted with a reason for your child's absence and we are unable to contact you or any of your listed contacts we will carry out a home visit in line with our safeguarding policies.

Regular and punctual attendance is an important part of a child's educational development and our high attendance figures are a result of strong parental support. This is monitored by our Education Welfare Officer.

Collection

If your child has to leave school during the day we will contact you it is therefore essential that we have up to date contact records for you. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day, you will be asked to sign them out at the office.

Holidays in term time

Family holidays, reunions, special birthdays and other family events are not considered exceptional and so we will not be able to grant leave of absence for such events.

Requests for holidays in term time will not be authorised unless there are very exceptional circumstances. However, the school must be notified of any planned absences.

Other absences

Other absences or lateness will be classified as Unauthorised Absences and they will have to be published as part of the school's annual statistical record and in your child's annual report.

Medication in school

The school has a Policy for 'Children with Medical Needs'. However, medicine can only be given in school once a pupil medical form has been completed by the parent, authorising us to administer the medication to their child in the parents' absence. An adult must hand the medicine/ inhaler directly to an adult at the Infant school office. The same procedure needs to be carried out for any child who requires regular medication, such as for asthma. At the end of the academic year all medication and inhalers are returned to the parent.

Mobile phones

Mobile phones are not permitted in school.

Jewellery, toys and other personal items

Unless requested by a teacher for something special, children should never bring toys or other items from home, since they become broken or lost so easily and this causes upset. In the interests of Health and Safety we must ask you not to allow your child to wear jewellery at school. If your child already has pierced ears only studs may be worn at school. Rather than risk a child losing their watch in school we would ask parents not to send their child in wearing a watch.

Helping to support children's learning at home

We believe that you are experts in your child and we are experts in teaching and learning so, together, we make a great team. We encourage you, in the strongest terms, to support your child however you can.

Book Bags

All children have a book bag. You must check this every day for letters from school. You will also need to hear your child read the book they bring home and make a short comment on the reading record.

Holiday Home Learning

Each holiday, you are invited to engage with your child to produce a piece of work on a particular theme. For example, What it was like at school? Where does your food come from? or making a maths game. Children may like to discuss and work with grandparents, older family friends etc. on these topics.

Reception

We follow the Read Write Inc Phonics scheme. At the end of each week, a letter is sent home informing you of the learning activities the children have been engaged with that week. In English, each week there is a focus on a different set of letter sounds (phonemes) and your child is taught the correct formation, name and sound of the letters. The weekly letter also gives details of any maths concepts that are taught and ways in which you can support your child at home. We encourage you to help your child choose a book each day to read at home and also complete the reading record with them, making a note of your child's comments on the story. After the autumn half term, you will also have access to your child's digital profile, where you can make comments on your child's learning or even share your own observations of your child's significant learning moments from home.

Internet safety

As part of your child's curriculum and the development of ICT skills, The Minster Nursery and Infant School provide access to the internet. We believe that the use of the World Wide Web and email is worthwhile and is an essential skill for children as they grow up in the modern world. Please support us by monitoring your child's internet access at home.

Empower to protect and educate

Our school aims to have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors. We deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology.

Issues concerning children's welfare

If a parent has any concerns, they should discuss them with their child's class teacher and/or Assistant Head Teachers at the earliest opportunity and informal discussions can be arranged with the school office.

Parent evenings and reports

We hold parents' evenings once a term in the first two terms at which targets are set and progress is discussed. At the end of the third term a written report is sent home to parents.

Clubs, activities, trips and visits

To support and enrich our children's learning we sometimes visit places of interest in the community or have specialist tutors come into school. Parents and grandparents are actively encouraged to support our extra-curricular activities by volunteering in the classroom. We proactively encourage socially engaging activities such as:

- Sharing books.
- Cookery.
- Fabric work.
- Working on the computer.

Enrichment programme

Children who are more able, children who are underachieving and children who show particular potential have opportunities to work with teachers in different groupings to meet their needs. Parents will be kept informed and may be asked to support their child with a small amount of extra homework.

All children can excel. To boost confidence, each class has 'Class Experts' on display so that children's strengths in different areas of learning are recognised. Other children can ask 'experts' for help with a particular difficulty.

Your child will learn '3B4ME' (three before me-the teacher) thus equipping him/her with strategies to find alternative ways of solving a particular problem or a blockage in his/her learning. Therefore, waiting for, and heavy reliance on, the class teacher is much reduced. This equips your child to develop good study skills and move his/her learning on with increasing independence.

Special Educational Needs

Each child is an individual; we therefore plan for teaching and learning to meet their varying needs. Occasionally, a child may experience particular difficulty with an aspect of the curriculum. We identify and put measures in place to meet the child's needs as soon as possible.

Graduated approach

Through discussion with you, we will tell you about your child's progress; listen to your concerns and work with you to ensure that your child makes progress. Many educational needs can be solved easily or over a short period. Occasionally, we may call upon outside specialists to help us. If this is necessary for your child, you will be involved in these decisions.

All schools use the Code of Practice on the Identification and Assessment of Special Educational Needs and Disabilities. The school has appointed

a Special Educational Needs & Disabilities Co-ordinator (SENDCo) to manage the Code. The Code recommends that schools should meet the needs of the child through stages, which match the level of help to the needs of the child. This is known as a graduated approach.

Adapting to needs

The class teacher meets the needs of your child through 'differentiation' (i.e. planning differing work or giving extra support.). Sometimes, this is not enough to ensure good progress. The class teacher will inform you, the SENDCo and the Headteacher of any concerns they may have about your child's progress. An Individual Provision Map (IPM) or SEND support plan may be agreed, implemented and reviewed each half term.

Charging policy

All Reception and Infant education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip via ParentPay.

Charging arrangements

On the first occasion where a child is not collected within fifteen minutes of their finish time, and you have not provided the school with an acceptable reason for your delay, you will be given a warning letter. After this we have a structured charging policy, and the parent/carer will be issued with an invoice.

Volunteering in school

We are always delighted to welcome parent and grandparent volunteers into school to help with reading, art and craft activities and supervision on trips. If you would like to become a volunteer, please ask at the school office.

Governors

It is the Council's aspiration that all children and young people in Croydon attend high performing schools that are schools of choice. Governors are a key part of the overall system for school accountability. If you care about children's education then becoming a governor will help you make a difference. Being a governor is demanding and challenging, but very rewarding and fulfilling. It also helps you to:

- Make a difference.
- Get to know your community.
- Develop your skills.
- Improve your knowledge about the education sector.

Parent Governors

We have two parent governors who attend full Governing Body meetings as well as committee meetings. Parent Governors play an important role in school development, and we encourage them to become fully involved in the life of the school.

Communication with parents

We hold Curriculum Workshops on a regular basis which offer helpful insight into your child's learning programme and how you can support their development. These events offer an opportunity for teachers to share with parents aspects of the topics and the curriculum.

News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website www.minsterinfants.co.uk

Social Media

Our Facebook The Minster Nursery and Infant School | Croydon | Facebook and Twitter MinsterInfants (@MinsterInfants) / Twitter pages are an excellent way to find out what goes on in school every day.

At home

We do actively encourage reading at home, in line with the needs of the children, their age and their ability and in line with national expectations. Please don't go out and buy workbooks for your child. Take them to the park, to the shops or our into the garden and encourage them to ask questions or to think up answers to your queries. You are the source of general knowledge and you are your child's first and most important teachers.

The Home School Agreement

A good relationship between home and school is vital. The parent/school partnership ensures that children know that their parents and teachers are working to care for them. In return they do their best, take pride in their work at school and at home and are willing to share their experiences.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of school life, and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.



Policies and term dates

Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

High standards

At The Minster Nursery and Infant School our policies make sure our site is a safe environment for every member of the school community and to ensure that adequate and reasonable procedures are put in place to make a secure site. For our full list of policies and procedures visit the school website at www.minsterinfants.co.uk

Key policies

Some of our key policies are:

- Safeguarding and Child Protection
- Teaching and Learning
- Behaviour and Exclusions
- Addendum for Behaviour Policy due to COVID
- Attendance

Term dates

Autumn term 2023

Nursery and Reception have a staggered start in September.

(INSET Day Monday 4th September)

Tuesday 5th September-Friday 27th October

Monday 30th October- Thursday 21st December

Spring term 2024

Monday 8th January - Friday 9th February

Monday 19th February- Thursday 28th March

Summer term 2024

Monday 15th April- Friday 24th May

(May Bank Holiday Monday 6th May)

(INSET Day Monday 3rd June)

Tuesday 4th June-Friday 19th July

(INSET Days Monday 22nd, Tuesday 23rd and Wednesday 24th July)



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