



# Thames View Infants Academy Prospectus

Welcome from all the Staff and Governors to our award-winning, multicultural Academy.

Attainment at Thames View Infants is within the top 20% of all schools Nationally and for some years now, we have been ranked as the highest achieving Infant School within Barking and Dagenham, also out-performing many schools across London.

We were judged by Ofsted as "Outstanding" in 2009 and we believe that we continue to maintain this standard.

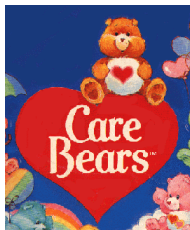
My staff and I are dedicated to doing the best for you and your family. Please be reassured that we will try our very hardest to give your child the best learning experience possible and offer you exemplary customer service and family support.

Here is a summary of important and useful information for you.

Let us know if you need help with translation and we will guide you to someone who can interpret for you. Often our parents want to help other parents in this way.

Paul Jordan,  
Headteacher.

## Our Ethos



At Thames View Infants we work hard to provide a caring, fun and supportive community school, in which every child and their family, really does matter.

We provide a learning environment, where everyone, reaches their full potential, no matter what their starting point is.



We teach children to respect, accept and value their classmates and adults in our multicultural school community and in their lives outside school by being role models.



We want children to enjoy their time at school and have created a safe and comfortable environment in which they feel cared for, and valued, by developing children's independence, confidence and ability to make decisions for them selves.

**MR. HAPPY**  
By Roger Hargreaves





We aim to make our school community welcoming and friendly and feel that it is important that parents and teachers work alongside each other to help and support the children.

As we want to help our families get the most from their time with us, we run a range of services which extend what the school can offer and the school day.



Also, we work closely with all key partner professionals within the neighbourhood and pride ourselves on our good links. These include **Thames View Junior School**, The Sue Bramley Children's Centre, The Chestnuts Nursery, The Thames View Medical Centre, Christchurch Nursery, Social Services, nearby schools and the educational and support services within the London Borough of Barking and Dagenham.

Together we offer a very effective support network fully "joined up" provision.



## School Times



<b>Nursery</b>	3-4 years	8:45am to 11:45am and 12:30pm to 3:30pm
<b>Reception</b>	4-5 years	8:55am to 11:45am and 1:00pm to 3:15pm
<b>Year 1 &amp; Year 2</b>	5-6 years 6-7 years	8:55am to 12:15pm and 1:15pm to 3:15pm

Please try to ensure your child is on time. Each class begins the day with a literacy or numeracy activity and your child will be missing important teaching if they are late.



Aim to arrive about 5 minutes before school begins, as you won't want to be waiting around too long, especially on cold wet days.



The hall is open each morning for children who wish to attend Breakfast Club, which starts from 8:25am with last admission at 8:40. Children are looked after by school staff. There is a small charge.





If you are late, please do not keep your child at home for the day - we would rather a child come late than not at all. When you arrive at school you will need to see the office staff, to ensure your child's attendance is registered and a dinner is ordered.

## School Initiatives

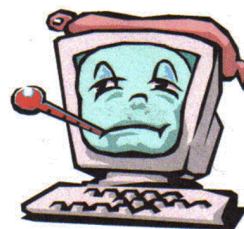
As an 'extended school', we provide children with a before school breakfast club and a variety of evening activity clubs, which children can attend for a small fee. These include football skills training, dance and computing.



We also have a Parent-Support Adviser, who runs all kinds of groups for parents, and can offer help with many of the everyday problems families face. Do come in and share any worries you may have before they get too big.



All children in Year 2 are able to lend or participate in our Buy-Back PC Scheme. We are a very "ICT-rich" school and have won a number of national awards for this depth of provision. Children throughout the school regularly use laptops, iPads, Androids, Wiis/Xboxes and more conventional technologies.



Our Technical Manager will answer any PC based questions you have with your home PC. Come and speak to him and he will do his best to support you and provide practical help.

We value "Parents as Partners" and good communication between home and school is essential. There are lots of ways to keep in touch with us or to find out what's going on behind the scenes:

The first thing to do is to download our **App**. It will allow you to:

- ☑ give us your views
- ☑ read our blog
- ☑ check dates and events
- ☑ visit the school website
- ☑ contact us out of hours
- ☑ sign up to our e-newsletter mailing list (and never miss an important letter again!)



Our Staff Tweet each day: subscribe to our Twitter feeds and find out so much more:

follow us on  
**twitter**

**@TVInfants** (Paul Jordan, the Headteacher)  
**@ClaireTVI** (Claire Smith, the Deputy Heateacher & EYFS Leader)  
**@FIBashirTVI** (Fi Bashir, the Parent Support Adviser)  
**@TVI\_ICTSupport** (Simon Mordecai, ICT Manager)



Look out for more teachers joining soon...



Watch our "YouTube" Channel... [Thames View Infants TV \(TVI TV\)](#).

It contains over 250 videos of Teachers' Podcasts and our Top Tips for learning!

It's always best to meet 'face-to-face' with our teachers, especially when talking about learning. However, we do understand that parents' lives can be very busy and sometimes it's difficult to find time to talk. If you, or your child, has a question about homework or need advice on reading at home, you can send an e-mail to:

[HomeworkHelp.TVI@bdcs.org.uk](mailto:HomeworkHelp.TVI@bdcs.org.uk)

Our teachers will try to answer your question, or make an appointment to help you further at a convenient time.

**LITTLE MISS WONDER**

*By Seven Hundred*



**School Uniform is compulsory at our Academy.** Wearing school uniform helps to create a feeling of belonging to the school and sets the tone for a good work-place atmosphere. Children wear a school polo shirt, available from the school office in one of 6 vibrant colours - snow white, lime green, sunshine yellow, royal purple, very raspberry and happy turquoise. **Children may wear any colour on any day, but they must wear a school polo shirt.** We're sorry, but children aren't permitted to wear jewellery at school.



It is really unhealthy for children to come to school overly dressed in warm weather. Children are very active in school and wearing unnecessary layers (vests, leggings, shirts and jumpers) will cause children to over-heat. It also increases the chances of items getting lost as they remove extra layers to cool down. Please dress your child appropriately for the weather. In turn, we'll help them to stay healthy (including empowering them to take clothes off and put them back on again when either too hot or too cold).

## Attendance

It is a legal requirement that children should attend school regularly, and that their parents or carers make sure this happens. Any absence, except for ill health, is discouraged.



**All family holidays must be taken during published school holidays.**

The school will not grant permission for any family holidays during term time. Parents that take unauthorised leave or exceed agreed return-by dates will risk:

- A Fixed Penalty Notice (a fine) per adult AND per child (even if other children attend a different school).
- Losing their child's school place.
- Re-registering with the Local Authority for a new school place.
- Family details passed to the Borough's Attendance Officer.





But, if your child does not want to come to school then talk to us. There might be a reason for this and we will work together to help solve the problem.



Regular attendance and good time keeping are very important if children are to succeed in school.



## What should I do if my child is ill?

If your child is really very poorly then they should stay at home and recover in bed.



Should this be the case, we ask you to call (020 8270 4317) or text (07943 922 655) our school office by 10am on each and every day of their absence and tell us how they are doing.

We offer a very caring and supportive environment, and can help your child return early to school in lots of ways:

- Giving medicines to your child (if you complete a special form from the office)
- Keeping an 'extra eye' on your child whilst they recover and letting you know 'how they are doing'.
- Talking to the GPs at the neighbouring Thames View Medical Centre.
- Providing them with alternative food choices at lunchtimes (by special arrangement).
- Working with you and your child if they aren't settling or if you are having trouble getting them to school each morning.
- Helping them catch up on work they have missed.



## What is "good attendance"?

Because it can be very damaging to a child's education if they do not come to school regularly, the Government has set all schools a National Target for School Attendance, which is that pupils attend for 95% of all sessions.



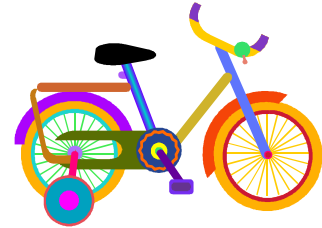
This means that, over the year, children only miss on average 1 day of schooling per month (or half-a-day per fortnight). We are very lucky, because children are very rarely absent at our school.

Already at Thames View Infants many children attend school everyday and have 100% attendance.



Each term we award all our families who achieve 100% Attendance with a special and very popular "Flower Assembly".

We also award a bike to a child who has show a remarkable improvement in his or her attendance over the year to date.



### *How do I know what my child's attendance is?*

We work in partnership with our families and, as a school, we continually monitor attendance. More often than not, you will already know if your child's attendance has dropped because at some point, we will have spoken about it together.

Routinely, every fortnight, we formally examine the attendance of all our children. Each term, we write to each parent if their child's attendance falls below the following thresholds of concern:



- ✓ 100% (never absent)
- ✓ 97% (about half-a-day absenteeism per month)
- ✗ Under 95% (half-a-day absenteeism per fortnight)
- ✗ Under 90% (half-a-day per week)
- ✗ Under 85% (almost one day per week)
- ✗ Under 75% (almost a day-and-a-half per week)



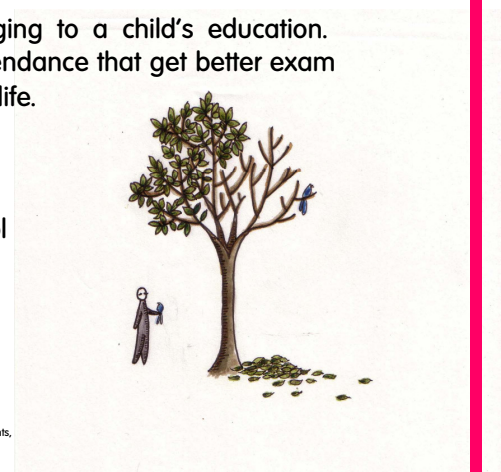
Although attending for '90%' of the time sounds high, over a child's educational career, the missed 10% could amount to losing a whole academic year of schooling. By bringing it to your attention by letter, we can work together to help improve your child's attendance and success as a learner.

### *What are the effects of low attendance?*



Not attending school regularly can be very damaging to a child's education. Statistically, it is the children with more than 90% attendance that get better exam grades and are more likely to get a good job in later life.

Children with poor attendance have trouble feeling included within school life and tend to have difficulties forming friendships.





Children find it increasingly more difficult to 'catch up' with the work they have missed if they are absent regularly

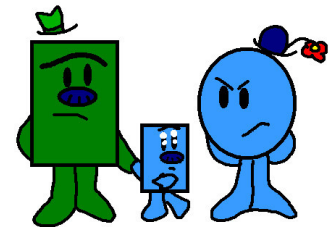
Often, it is the children not in school regularly that are often regarded as the most vulnerable.



This Academy Trust works very closely with the London Borough of Barking and Dagenham Local Authority, who will prosecute families failing to ensure their child attends school regularly, as it is an offence. Parents/Carers run the risk of being fined, or taken to court, having to attend parenting classes or even imprisoned in the most serious cases.

We do not want this to happen to any family of a Thames View Infants pupil.

Our school is a caring and happy environment, and with a high waiting list, it's also not fair for those families that want to send their child to our school, but can't because it is full.



## Admission Arrangements



We have a fixed number of places in each year group.

Thames View Infants follows the admission arrangements agreed by the London Borough of Barking and Dagenham.

If there are not more requests for places at school than the number it can admit, then the Local Authority is able to admit all children that need places. Where there are more applicants than places, then the Local Authority needs to have admission criteria for deciding who gets a place and who does not. The admission criteria are as follows:

1. "Looked After Children".
2. Children who have a brother or sister attending the school or Thames View Junior School.
3. Children who live closest to the school measured by the nearest available walking route.



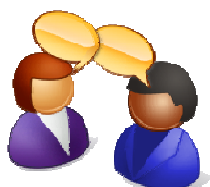
Children not offered a place will have their names are put on the waiting list for a vacancy.

# Complaints Procedures

We strive to provide a good education for all our children. The Headteacher and staff work very hard to build positive relationships with all parents. However, Thames View Infants, as an Academy, is required by law to have, and to publish to parents their complaints procedure.

From time to time, parents and carers will have normal and legitimate concerns about their child's progress, achievement, behaviour or welfare, or about other matters connected with school.

## How to Proceed:



### Step 1

In most cases, it is always best to raise any issue or worry straight away with your child's class teacher to begin with. Most misunderstandings are often unintentional and our teachers will listen to you and do their best to resolve the matter.

### Step 2

If you still need to, contact school to discuss your problem or complaint. The school office will be able to help you in making arrangements to meet the Deputy Headteacher or the Headteacher. In most cases your complaint will be dealt with to your satisfaction.



### Step 3

However, if you wish to take your complaint further, contact the Chairperson of the Governing Body for the school, via the School Office.

### Step 4

If your problem/complaint is not resolved by the Chair of Governors, please put your concerns in writing to the Secretary of State, giving details of the steps/action that you have already taken. The Secretary of State will usually instruct the Director of Children's Services of the London Borough of Barking and Dagenham to investigate the matter on their behalf. It is the intention of the Director of Children's Services to work closely with parents, schools and Governors to endeavour to help find a solution to any problems that arise.

## Parents as Partners



We hope that you find this information useful. However, it only tells you about some of the things we do at our school – so please come and ask at the School Office about anything else you want to know, such how to get free meals, our coffee mornings and setting up a Parent Pay account!

More information is available on our school website:

<http://www.thamesview-i.bardaglea.org.uk/>

