



Prior Heath Infant School

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Headteacher: Mrs Ellen McClelland

Newsletter No. 1
8th September 2017

Dear Parents

We hope you had a very enjoyable and relaxing summer holiday. We would like to extend a warm welcome to the many new families who have joined us this term; we hope you will soon feel part of our school. Apologies for the length of this newsletter but it does contain important information for this term.

Staffing

	Teaching Staff	Class	Teaching Assistants
Year 2	Mrs Jones (Mon, Tues, Wed am) Mrs Shah (Wed pm, Thurs, Fri)	Cherry Cherry	Mrs Taylor
	Miss Tancock	Rowan	Mrs Aldridge
Year 1	Miss Rogers	Holly	Mrs Hodges-Long
	Miss Myring	Oak	Mrs Skinner
Year R	Miss Bates	Chestnut	Mrs Bewley
	Miss Clarke	Willow	Mrs Ryan (am) & Mrs Forster (pm)
Music	Mrs Porter (Fridays)	All classes	
TA Support	Mrs Arkesden	Years 1 & 2	
	Mrs Muzzall	Years 1 & 2	
	Miss Robey	Year 2	
	Miss Wiggins	Years 1 & 2	
Senior Midday Supervisor Midday Supervisor/ Play worker	Miss Robey		
	Mrs Turner		
Office Staff	Mrs Dalford	Bursar	
	Mrs Harris	Senior School Administrator	
	Mrs Chinnadurai	School Administrator	
Cleaner/caretaker Caretaker	Mrs Kercher		
	Mr Stokes		
Caterer	Mrs Pears		

We are delighted to welcome Mrs Chinnadurai (School Administrator), Mrs Muzzall and Miss Wiggins (Year 1 & 2 Teaching Assistants) to Prior Heath. All schools have a statutory requirement to provide teachers with 10% non-contact timetabled teaching time for planning, preparation and assessment. As part of the 10% non-contact time, Mrs Porter will continue to take each class on a Friday for music, which not only provides release time for teachers but enhances music provision for the children.

Inset Days

The four remaining inset days for the 2017/18 school year when the school will be closed for staff training are:

Friday 24th November 2017

Monday 19th February 2018

Monday 4th June 2018

Friday 29th June 2018

Please find attached a reminder of the school term and holiday dates for the 2017/18 and 2018/19 school years which are also available on the [school website](#). Please note that the school may also be required for polling. If this is the case the school will be required to close and we will inform parents as soon as we receive notification from Surrey Heath Borough Council.

HEALTH & SAFETY

IMPORTANT NOTICE – ALLERGIES

We have a “no nuts” policy at school because for children with a nut allergy, **ANY** contact with nuts can result in a very serious reaction, which can prove fatal if not dealt with very promptly. School lunches do not contain nuts or nut products but if you have chosen to send your child to school with a packed lunch we ask that you do not include any products containing nut (eg peanut butter) with the packed lunch. I realise this may cause some inconvenience, but I am sure as parents you will support the request in any way you can. Thank you.

Adventure Playground/Trim Trail & Outdoor Learning Areas

We are not insured for children to use the Adventure Playground or Trim Trail unless under school supervision, nor for siblings to use them **at any time**. Please would you ensure that the children in your care remain with you at all times and do not use this equipment.

The teachers spend valuable time before school setting up the covered outdoor areas ready for the day’s learning activities. Please would you ensure that the children in your care do not disturb the equipment in any of these areas, particularly during morning drop-off. Thank you.

Collection of children at the end of the school day

If there is a change to the usual arrangements for your child at the end of the school day e.g. they are being collected by another parent or K Club arrangements have changed, please would you notify the class teacher in writing or contact the office. Thank you.

Birthday Sweets/Cakes & Party Invitations

As a Healthy School and following comments received from parents, we would like to request that parents/carers do not bring in birthday sweets/cakes. Your child will still have an opportunity to share their birthday news with their class.

It is very difficult to distribute party invitations and thank you notes in the busy life of the classroom. In addition to this, it can be difficult for those children not invited to a party to witness invitations being handed out. You are welcome to hand invitations/thank you notes out at your convenience outside the classroom but teaching staff are not able to do this during the school day.

School Uniform

Uniform items are available for purchase from [Brenda’s Schoolwear](#), 130 Frimley Road, Frimley GU15 2QN. You can shop online or visit their large store which is open from 9.00am to 5.30pm Monday to Saturday. Second hand uniform will continue to be available to purchase from the PTA.

Parents will be informed of the dates when the second hand shop will be open in the autumn term. Teachers have requested that children do not put large key ring attachments on their book bags as they do not fit in the storage drawers in the classroom. Thank you.

Pierced Ears

As you know children are not allowed to take part in P.E. wearing any jewellery, including pierced earrings. No child will be allowed to take part in P.E. wearing earrings. For safety reasons children who wear earrings must be able to take them out themselves.

Emergency School Closures

Should it be necessary for the school to be closed unexpectedly, for example due to flooding or snowfall, parents will be sent a text message and email via Call Parents as soon as a decision is made about a closure. Information and updates will also be posted on the school website www.priorheathinfant.co.uk.

Contact Telephone Numbers

It is vital that contact information is as full and up to date as possible in case we need to contact you in an emergency. It is also very helpful to have several alternative contacts in case you are unavailable. If you are aware that this information needs updating, particularly mobile phone numbers, please would you let the school office know immediately.

Parent Interviews

Parent Interviews will take place after school on Tuesday 17th, Wednesday 18th and Thursday 19th October. Lists of times will be posted outside the classrooms from Monday 9th October for you to book a "slot". If you are not able to book your time in person, please contact the office from Monday 9th October. Appointments are for 10 minutes only, so if you feel that you will need longer, please see the class teacher concerned to make alternative arrangements. Due to the limited number of time slots available, it is preferable that both parents attend the same appointment. Thank you.

Keeping us Informed

Your child's class teacher is responsible in the first instance for the general welfare of her class. It is essential therefore that she should always be kept informed of any medical issues or happenings at home which might affect the emotional well-being, behaviour, or academic progress of your child. In addition, if you have any concerns about your child or wish to discuss your child's progress in between parent interview dates, please contact the school office to arrange an appointment to meet with your child's teacher. Please note that appointments will be after the end of the school day.

Registration – September 2018

If you or a friend has a child who was born between 1st September 2013 and 31st August 2014 or you currently have a child in Year 2 you will need to apply for a Reception or Year 3 school place.

Surrey County Council have requested that, where possible, admissions to Reception and Junior School in September 2018 are completed on-line. Further information can be found on the SCC website: <http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions>. This year, applications can be made **from 30th October 2017** until the closing date of **15th January 2018**. If you would like a paper copy of the admissions form you will need to contact Surrey County Council by e-mail on schoolbooklets@surreycc.gov.uk or by telephone on 0300 200 1015.

Open Morning for Prospective Parents

We will be holding an 'Open Morning' from 9.15am until 10.30am on **Thursday 5th October**. The morning is designed to give prospective parents a chance to have an informal visit and see the school in action. Please tell your neighbours and friends with children who are due to start school in September 2018 – they will be very welcome. Appointments are also available for a more detailed visit and can be arranged by contacting the office.

Harvest Celebrations

This year's Harvest Celebrations will take place on Wednesday 11th October. Reception children will be holding their Harvest Assembly in the morning and the Year 1 and 2 celebration will be in the afternoon. Harvest produce will be delivered to local care homes for the elderly on the morning of Thursday 12th October. Parents are very welcome to join our celebrations, help us to display produce and take their child to deliver produce and a separate letter will follow regarding arrangements for this day. Please check your e-mails and child's book bag regularly!

Parent Governor Vacancy

Mr Prior's term of office as parent governor is due to end in November this year. He is willing to stand again, however, if any parent is also interested then please contact the school office by Friday, 15th September 2017 to express your interest and find out more about this opportunity.

After School Clubs

Letters have been sent to children in Years 1 and 2 for the following clubs:

- SCL Football Club (Mondays from 18th September)
- SCL Club Energy (Tuesdays from 19th September)
- Nutritional Ninjas Cookery Club (Tuesdays from 19th September)
- Musical Theatre (Wednesdays from 20th September)
- Tennis Club (Wednesdays from 20th September)
- French Club (Thursdays from 21st September)
- SCL Multi Sport (Thursdays from 21st September)
- Rock Steady (Friday afternoons from 15th September)
- Street Dance (Friday from 22nd September)

Reception children will have the opportunity to join SCL Club Energy in the Spring Term and SCL Football Club in the Summer Term.

Dates for your Diary

Please find attached table of current diary dates for your information. These are updated throughout the year and included with every newsletter.

Yours sincerely,



Ellen McClelland
Headteacher

Diary Dates 2017/18

Thursday	14 th September	6.30pm Year 2 Information Evening for parents with children in Year 2
Thursday	5 th October	9.15 to 10.30am Open Morning for prospective parents
Wednesday	11 th October	YR Harvest Assembly 10.15 to 10.30am – further details to follow
Wednesday	11 th October	Y1 & Y2 Harvest Festival 2.00 to 2.40pm – further details to follow
Thursday	12 th October	Harvest produce delivery (am) – further details to follow
Tues, Wed & Thurs	17 th , 18 th & 19 th October	Parent interviews after school – later appointments on Wednesday 18 th
Monday-Friday	23 rd to 27 th October	Half Term
Thursday	2 nd November	Year 2 trip to Windsor Castle – further details to follow
Friday	24th November	Inset Day – school closed for staff training
Friday	8 th December	Christmas Play dress rehearsal – younger siblings able to watch with their parents: further details to follow
Tues/Wed/Thurs	12 th , 13 th & 14 th	Christmas Plays for parents 9.30 until approx.10.30am – further details to follow
Thursday	21 st December	End of Autumn Term at 2pm – please note early closure
Thursday	4 th January 2018	Start of Spring Term
Monday-Friday	12 th to 16 th February 2018	Half Term
Monday	19th February 2018	Inset Day – school closed for staff training
Thursday	29 th March 2018	End of Spring Term at 2pm – please note early closure
Monday	16 th April 2018	Start of Summer Term
Monday	7 th May 2018	Bank Holiday – school closed
Monday-Friday	28 th May to 1 st June	Half Term
Monday	4th June 2018	Inset Day – school closed for staff training
Friday	29th June 2018	Inset Day – school closed for staff training
Monday	23 rd July 2018	End of Summer Term at 2pm – please note early closure