

Prior Heath Infant School



Prospectus 2020/21

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OUR SCHOOL VALUES

At Prior Heath we recognise that every child is a special individual with their own needs. We aim to provide a quality learning environment in which everyone is given the opportunity to achieve their full potential and become a valued and responsible member of the local, national and global community. We are committed to high quality safeguarding practice. We endeavour to provide a happy, safe and caring atmosphere in which all children are able to understand and value their achievements and those of others and engage fully in the joy of learning.

Our school values, chosen by the children and staff, form the foundation of this vision and include: respect, kindness, friendship, responsibility, teamwork and perseverance.

“I strongly recommend this school to any parent. It is outstanding in education and caters well for a child’s development. I am thoroughly happy and impressed.”
(Reception Parent Survey 2019)

“I would like to thank all the staff at Prior Heath for providing both my children with a wonderful start to school life and a really positive attitude to their learning.”
(Parent Survey 2019)



Our last Ofsted inspection was in February 2007 and rated Prior Heath as outstanding. An interim assessment by Ofsted in July 2010 reported that the school’s performance had been sustained. A school that was judged to be outstanding at its last inspection is exempt from routine inspection. Ofsted carry out an annual assessment of an exempt school’s performance (from the third year after the school’s last inspection) to determine whether an inspection might be necessary. Exempt schools continue to be inspected as part of Ofsted’s programme of surveys of curriculum subjects and aspects of the curriculum. Any future inspection will take place with notice given the previous day.

OUR AIMS

Our school is a place where children are given the opportunity to:

- Fully participate in their learning and achieve their best.
- Observe, investigate, question, learn to think for themselves and collaborate.
- Develop curiosity, imagination and creativity in a safe and secure environment.
- Be inspired to develop a positive attitude towards learning.
- Attain independence in all aspects of learning and development.
- Respect and care for the world around us.
- Develop understanding of environmental and global issues.
- Understand how to live active and healthy lives.
- Celebrate being part of a diverse local, national and global community.

The children are encouraged to develop their personal qualities such as:

- Building confidence, independence and self-worth.
- Showing commitment, perseverance and self-discipline.
- Encouraging sensitivity for others and respect for all.
- Sharing, listening to and respecting the views, beliefs and cultures of others.
- Forming friendships, developing social skills and working well as part of a team.
- Recognising their impact on the environment and taking a responsibility for its sustainability.

OUR APPROACH TO LEARNING

Teachers have high expectations of their pupils, making the most of pupils' existing talents and ensuring that the work challenges them in a way that will increase their knowledge and understanding.

The children are arranged in mixed ability classes as follows:

Two Reception classes:	Chestnut and Willow
Two Year One classes for children 5+ to 6+:	Holly and Oak
Two Year Two classes for children 6+ to 7+:	Cherry and Rowan

The Early Years Foundation Stage

“We are very pleased how our daughter loves the school and looks forward to go there with full motivation. We did find the staggered entry very helpful in terms of settling quickly and smoothly without being troubled or worried how our child will face the new class and, as usual, the teachers were very warm and welcoming. Our child always thinks highly of them.” (Reception Parent Survey 2019)

The Reception year is part of the Early Years Foundation Stage. This Curriculum has a distinct identity for young children from birth to the end of the Reception Year and is about developing key learning skills such as listening, speaking, concentration, persistence and co-operation. It is also about developing skills in communication, literacy and mathematics that will prepare children for Key Stage 1 of the National Curriculum. The Foundation Stage curriculum is planned under three prime areas of learning:



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

There are also four specific areas, through which the three prime areas are strengthened and applied. These are:

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

A significant part of the curriculum is taught outside and we are fortunate to have a large covered area enabling access to outdoor learning throughout the year.

The Key Stage 1 National Curriculum comprises:

- | | |
|-----------------------|--|
| ❖ English | ❖ Computing |
| ❖ Mathematics | ❖ Physical Education |
| ❖ Science | ❖ Music |
| ❖ History | ❖ Art |
| ❖ Geography | ❖ Design Technology |
| ❖ Religious Education | ❖ Personal, Social, Health & Citizenship Education |

Within each class, the organisation takes account of the subject being taught and the individual needs of the child. Children are taught as a whole class, in small groups, or individually as appropriate. Some lessons will be taught on an individual subject basis while others lend themselves to a cross-curricular approach. For example, Year 2 visit Windsor Castle and will follow up their visit in a cross-curricular approach involving English, history and art.

In some subjects, for example English and Mathematics, children are grouped according to their ability, enabling staff to direct their teaching to the children's needs. On-going continuous assessment takes place to ensure each child is grouped correctly. The curriculum throughout the school is planned to ensure that every child experiences continuity and progression in each subject.

There is a teaching assistant in each class who works alongside the class teacher supporting children's differing needs. We are also very fortunate to have regular parental support in the classrooms and on school trips. The curriculum is enriched by educational trips, for example Year 2 visit Windsor Castle.

English

At Prior Heath we aim to enable every child to develop the skills of speaking, listening, reading and writing, including spelling, grammar and handwriting. The Key Stage 1 National Curriculum is followed throughout the school.

We believe reading is a fundamental skill and place great emphasis on this. We aim to develop fluency, comprehension, critical awareness and an enjoyment of books. We have a graded reading programme which includes published schemes. We use a variety of schemes such as Oxford Reading Tree, Project X, PM Readers and Rigby Star which are organised through a book banding system. The children are introduced to a wide variety of literature and have the opportunity to take home a book each day from our library boxes.



When your child starts school we will explain more fully the details of our reading programme and how you can participate in this aspect of your child's education.

Children are encouraged to listen carefully and to express themselves in a variety of situations both to adults and to each other. We provide children with opportunities to participate in drama and role play activities. Speaking is an important part of learning and we promote discussion in pairs, in groups and in whole class situations. We value your participation in talk homework activities which give you the opportunity to take part in discussions with your child that will support their learning at school.

Writing is promoted from the earliest stages and children are encouraged to see themselves as independent writers. As their confidence grows we introduce a variety of spelling strategies and grammatical structures so that accuracy is increased. Legible handwriting and presentation of work are considered to be of great importance and children are taught cursive writing from the very start of their time at school. By the end of Year 2, all children will be expected to join their handwriting.

Mathematics

The principle aim of mathematics teaching at Prior Heath is to ensure that all children have secure knowledge and understanding of all end of year expectations from the National Curriculum. Once pupils have achieved this we seek to embed and deepen their understanding. This will be facilitated using activities designed to provoke thinking through: exploration, observation, discussion, conjecture, explanation, generalisation, justification, evidence, linking areas of learning. Children are encouraged to use these skills when approaching problem solving and investigation activities as well as using and applying mathematics in everyday contexts. Teachers use a variety of approaches to teach mathematics including individual, group work and whole class teaching as appropriate.

There is a strong emphasis on encouraging children to talk about their methods and reasoning using appropriate mathematical vocabulary. Children increasingly use written recording alongside their practical and oral work to support their developing maths skills.

Above all we hope that children will develop a positive attitude to mathematics and that it will be seen as an integral part of everyday life.

Science

We encourage children to develop knowledge, skills and understanding that help to make sense of the world around them. The children will learn about materials and their properties, physical processes of life and living processes to help them understand scientific ideas.

Through practical experience the children will learn how to work scientifically. They will do this by observing closely, identifying and classifying, asking and answering questions. The children will formulate and carry out their own investigations, where they are taught to discuss, communicate and evaluate their findings, making links to the wider world.



We are fortunate to have a large field, pond and nature area where the children can study a variety of plants and small animals to support their learning. There are also several school trips and visitors invited to the school which are organised around a scientific theme.

Computing

At Prior Heath, we feel that an increased capability in the use of computing promotes initiative and independence. In consequence our ethos and our curriculum reflect this. All children are taught how to keep safe while using the internet as part of the school's Online Safety Policy. Lessons on online safety are embedded in our computing curriculum and taught each term.

The development of information and communication technology skills encourages children to participate in a rapidly changing world. At Prior Heath we recognise the importance of this.

All our classrooms have LED interactive whiteboards which are used for regular whole class teaching of computing and other subjects which allow the children to actively participate. The Reception classrooms each have a LearnPad station and KS1 classrooms have at least three computers with access to the Internet and a wide range of software resources. We also have three sets of Learn Pads (tablets) to enhance the children's learning across all areas of the curriculum.

Children are encouraged to use computing tools to explore, analyse, exchange and present information. In addition to computers the children have access to a wide range of hardware and software including listening stations, digital cameras, bee-bot or roamer robots, document reader, digital movie creator, video cameras and remote control toys, all of which are used to develop computing skills and to support learning across the curriculum.

We subscribe to Purple Mash which is 2Simple Software's award-winning creative online space for primary schools. Children can access a suite of creative tools, dynamic cross-curricular activities and educational games. As this program is accessible online children can access it and also save work at school and at home. Children will be allocated a username and password during their first few weeks at school.

History

History helps children to understand more about themselves as individuals and how they fit into society.

At Prior Heath we aim to give the children the opportunity to develop an awareness of the past and to consider how and why things have changed over time. They may do this by studying local history, visiting historical buildings, such as a castle, or by visiting museums in the area. We also welcome visits from museums into our school to provide an interactive learning experience for Years 1 and 2 when the children have the chance to look at and handle artefacts and meet famous historical figures in role e.g. Florence Nightingale.

Finally, children are encouraged to research the lives of famous historical figures. The study of artefacts, photographs and role play related to these people helps to develop a chronological awareness.

Geography

Our aim in Geography is to stimulate children's interest and curiosity in the immediate and wider world and to develop their awareness of their part in it. Pupils investigate their own locality and surrounding areas and also develop an awareness of the wider world, learning about different environments, places and the people that live there. Children are encouraged to develop their enquiry skills through questioning and fieldwork within the school grounds. Children have the opportunity to use a range of resources which enrich the Geography curriculum; these include photographs, maps, books, computers and Learn Pads.

We also welcome visits from the Freshwater Theatre Company focussing on developing geographical knowledge through drama e.g. Continents in Year 2.



Design Technology

Design Technology gives the children opportunities to design, make and evaluate products using different materials, tools and techniques. Planning ideas, practical skills of construction, safety aspects and the evaluation of finished products are all part of this subject. It develops many important skills from across the curriculum and encourages children to think creatively, make choices and take risks as they develop their ideas.

Physical Education

Physical Education at Prior Heath enthuses and inspires pupils to participate fully and develop a lifelong love of physical activity, sport and exercise as well as healthy, active lifestyles. We aim to provide an enjoyable, satisfying and balanced programme with opportunities for all pupils to develop physically, socially, emotionally and intellectually. The Physical Education curriculum offers a comprehensive range of experiences to meet the needs of individual pupils of all abilities and talents. The children develop fundamental movement skills which underpin all sporting activities through taking part in Gymnastics, Dance and Games. They receive a minimum of 2 hours PE weekly.

Sports Activity Morning

“Every child got to shine and had an equal opportunity to enjoy all of the activities.” (Parent comment following sports morning 2019)

Each year all children take part in a Sports Activity Morning. This provides them with the opportunity to compete and demonstrate some of the skills they have learnt throughout the year in P.E. Parents are invited to come and watch their child’s achievements.



Sporting aims and provision

Our sporting aims are as follows:

- to develop key skills which are fundamental to many games and sports, e.g. agility, balance, co-ordination and speed
- to teach and play simple competitive games individually, in pairs and in groups using simple tactics e.g. marking and intercepting
- to develop an understanding of healthy active lifestyles and inspire a love of sport and exercise.

Prior Heath has excellent resources for PE. There is an extensive range of small apparatus and much of this has been recently purchased.

Children have the opportunity to use the adventure playground, trim trail and climbing wall on a rota basis at playtime and lunchtime. It is only used during the school day and not before or after school for safety reasons. At play times and lunchtimes the children also have access to a wide range of small games equipment including cricket, football, tennis, skipping ropes, hoops, bean bags, balls etc. The children also take part in “brain breaks” during the day which provides another opportunity for them to develop the fundamental movement skills that underpin all sports.

Primary School PE and Sports Funding

Primary School PE and Sports Funding has been allocated to all schools to improve the provision of PE and sport and inspire children to lead active and healthy lifestyles.

Schools are free to spend the Primary School PE and Sports Funding as they see fit. However, we will be held accountable for how we have used the additional funding to support pupils in PE and Sports. We will publish online information about how we have used the funding on our website. This will ensure that parents and others are made fully aware of the provision and impact of this funding.

Safety in PE / Jewellery

Children are discouraged from wearing jewellery to school. All jewellery must be removed before children take part in PE lessons as the wearing of any jewellery can cause injury to the wearer and other children. Therefore, we follow Surrey County Council advice which states that "any jewellery worn in physical education lessons is an unnecessary risk and should be avoided at all times".

Children wearing earrings must be able to remove them by themselves otherwise they will not be allowed to take part in PE lessons. Long hair should be tied back with a suitable soft headband.

Music

Our aims are to encourage children to take an active part in music making and to promote their musical development.

The emphasis is on participation and children are encouraged to create accompaniments and invent compositions using their voices, bodies and a variety of tuned and un-tuned percussion instruments. Children listen and respond to live music and recordings from a spectrum of musical genres.

School productions give pupils the opportunity to perform in front of an audience. These invaluable experiences help to develop their self-confidence.

The children will take part in singing and playing instruments (including ukulele and recorder in Year 2), developing rhythmic skills and learning to appreciate music.

Art

Art is a very important part of a child's education. Through art we aim to promote confidence and enjoyment in: communicating, developing the imagination, creativity, expression and observing and recording.

We aim to foster an appreciation of the work of famous artists and that of other children. Through our Art curriculum we teach specific skills in drawing, painting, print making, textiles and 3D work.



As a school we annually celebrate our work in art through holding an art exhibition or a special art day led by an artist in residence.

Religious Education

At Prior Heath we nurture sound moral values, kindness to others, and an appreciation of our part in the community and in the world. We aim to stimulate wonder, awe and thankfulness for all we have and aim to foster an awareness of the wider world through our support of charities and the local community.

The children will learn *about* religions by developing knowledge and understanding. They will also learn *from* religions by exploring, reflecting on and responding to religious beliefs, values and experience. They will study Christianity in each year group and aspects of other religions. They will find out about different religious festivals throughout the year. Much of the teaching will begin with the children's own experiences and concerns and interests. We also invite visitors from different faiths to talk to the children to foster a greater understanding and respect for other people's beliefs and cultures.

If any parents have concerns about the teaching of this subject, they are very welcome to discuss the matter with the Headteacher, especially if they are considering withdrawing their child from a lesson.

Assemblies

A fifteen-minute assembly is held each day which is broadly Christian in content and encourages the children to respect the values and beliefs of others. It fosters a sense of community, provides opportunities to share common interests and reinforce school values.

Each week an additional Celebration assembly occurs where children's achievement in all areas is recognised, including a focus on school values chosen by the children and staff e.g. respect, kindness, friendship, responsibility, teamwork and perseverance.

Spiritual, Moral, Social and Cultural Development (SMSC) and British Values

SMSC is embedded throughout our curriculum. The children are encouraged to reflect upon their work and share their experiences with others. There is recognition of a broad set of common values and purposes which underpin the school curriculum and the work we do. These include valuing ourselves, our families and other relationships, the wider groups to which we belong, the diversity in our society, the environment in which we live, mutual respect, individual liberty, the rule of law, democracy and tolerance for different faiths.

Personal, Social, Health and Citizenship Education (PSHCE)

“The support my child has received at Prior Heath has been outstanding and we are so grateful to everyone.” (Parent Survey 2019)

In PSHCE, pupils learn about themselves as developing individuals and as members of their community, building on their own previous experiences. They learn the basic rules and skills for keeping themselves healthy and safe and for behaving well. They have opportunities to show they can take some responsibility for themselves and their environment. They begin to learn about their own and other people's feelings and become aware of the views, needs and rights of other children and older people. As members of a class and school community, they learn social skills such as how to share, take turns, play, help others, resolve simple arguments and resist bullying. They begin to take an active part in the life of their school and its neighbourhood.

PSHCE is delivered through a variety of learning opportunities, such as: in designated PSHCE lessons and circle times; in other curriculum subjects; through the enrichment of assemblies, visitors to school and visits out of school.

PSHCE promotes the social and emotional aspects of learning which are self-awareness, managing feelings, motivation, empathy and social skills. These are incorporated into school life together with our school values: respect, kindness, friendship, responsibility, teamwork and perseverance.



The other areas of study include healthy eating/lifestyles, financial capability and discussions on medicines.

PSHCE provides opportunities for children to develop knowledge, skills, attitudes and behaviour which will enable them to become successful learners and effective citizens within and beyond school.

Relationship & Sex Education

At Prior Heath, sex education is discussed in the context of family life, loving, caring relationships and respect for others.

In this context our aims are:

- To develop children's awareness of themselves and others through science education as part of topic work.
- To encourage children to develop a moral code, self-confidence and self-esteem.
- To answer children's questions about the physical gender difference, reproduction and human development as appropriate to their age and understanding.

If any parents have serious concerns about the teaching of this subject, they are very welcome to discuss the matter with the Headteacher, especially if they are considering withdrawing their child from a lesson.

Special Educational Needs

At Prior Heath we support children with a range of Special Education Needs from gifted and talented pupils through to children requiring support to access the curriculum. All children are fully integrated into the life of our school and we aim for all children to be as independent as possible across the school day. The majority of additional needs are met through quality teaching and differentiated provision in a child's classroom. Sometimes a child may need additional support and this is provided through one to one or small group provision. When support is highly personalised, involvement and training from outside agencies may be sought to support individual needs.

We regularly monitor and track the progress of all pupils at our school. Parents, staff and outside agencies work in partnership when tailoring and reviewing support for pupils. At Prior Heath, Special Educational Needs are met in line with the Special Educational Needs Code of Practice and more information about our SEND provision can be found on the school website.

Children with Disabilities

At Prior Heath we are committed to ensuring equality of education and opportunity for all children, irrespective of disability. Disabled pupils are admitted where the school, together with professional advice and parental involvement, decide that admission into the school is possible and in the best interests of the child. As with all special needs, provision is reviewed regularly and professional support and advice is sought.

Assessment

Assessment is an important on-going tool that is used by teachers to ensure effective learning through identifying what children know and highlighting future areas for development. As children progress through school they are encouraged to become more involved in this process by reflecting on their learning and identifying what they have done well and how they can improve their work next time.

Every child's progress is carefully monitored; opportunities for this are many and varied, ranging from informal observations to specific tasks and tests.

On entry to school, all children are assessed to establish a baseline for which the teaching staff use to plan provision and measure progress. While in Reception children are observed and information collated in the seven areas of learning to inform the statutory Foundation Stage Assessment.

In Years 1 and 2 assessments are used across the Key Stage 1 curriculum. In June, Year 1 children take part in the national Phonics Screening Check. The Year 2 teachers assess children in English, Maths and Science throughout the year. Alongside this the children take part in national tasks and tests in English and Maths in the month of May. The results of these help to inform the teachers' end of Key Stage 1 attainment judgements.

Parents are kept fully informed of their child's progress and future steps in their learning through parent/teacher consultations which are held twice yearly and an annual written report is presented in July. Additional opportunities are provided during the year to allow children to share their learning with parents e.g. in the summer term, parents are invited to visit their child's class during an open session.

Pupil Premium

The Pupil Premium is allocated to children from low-income families who are currently known to be eligible for Free School Meals (FSM), children who have been looked after continuously for more than six months immediately before being adopted and children who come from Service families. This also includes pupils eligible for FSM at any point in the last six years (known as the Ever 6 FSM measure).

Schools are free to spend the Pupil Premium as they see fit. However, we will be held accountable for how we have used the additional funding to support pupils from low-income families. We are required to publish online information about how we have used the Pupil Premium. This will ensure that parents and others are made fully aware of the attainment of pupils covered by the Premium and the extra support that they receive. Please see our Pupil Premium strategy on the school website.

CARING FOR YOUR CHILD

“All the staff at the school are very friendly and helpful and this is reflected in the children and their enjoyment of school.” (Parent Survey 2019)

“My child has bounced into school every day since he started at Prior Heath. The best school ever.” (Parent Survey 2019)

Giving the children at Prior Heath a voice

The children at Prior Heath take part in the development of their school through our School Council and Eco Council. The School Council meets to discuss issues of importance to the children and their school. The Eco Council meets to discuss school Eco issues of importance to the children and their school. Each class has two representatives for both councils who meet and share ideas with their fellow class mates. At Prior Heath we place great importance on the children contributing to their school community and the School Council and Eco Council have proved to be highly successful and very popular amongst the children.

The Buddy Bench

When the idea of the School Council was introduced to the children and possible projects were discussed, the idea of a buddy bench was raised. A buddy bench is placed in a prominent position in the playground. If a child feels sad or lonely they can sit on the bench. This action is immediately spotted by other children who will then approach the child to come and join in their game. We feel that this is particularly important for new children joining our school. They will always feel welcome and know that the playground is a happy and unthreatening place. For the older children it fosters a sense of responsibility and sense of community.



We also have a rota of 'Playground Pals' from Year 2. Older children take it in turn to assist younger children at lunchtime.

Child Protection and Safeguarding

Prior Heath Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We endeavour to work with parents to build an understanding of the school's responsibility to ensure the welfare of all children. Our first priority is the children's welfare and there may be rare occasions when our concern about a child means we have to consult other agencies even before we contact parents. The procedures we follow have been laid down by the Surrey Safeguarding Children Board and the school has adopted a Child Protection and Safeguarding Policy in line with Surrey County Council guidance for safety of all.

The class teacher is responsible in the first instance for the general welfare of her group. It is essential therefore that she should always be kept informed of any medical problems or happenings at home which might affect the behaviour, emotional well-being or academic progress of your child.

Supervision

Children are supervised by teachers or midday supervisors at all times throughout the school and its grounds.

Behaviour

We aim to create a caring, secure and happy environment. The children are involved in establishing and understanding classroom and playground rules and all members of the school community have contributed to our Behaviour Policy. We help the children to develop self-discipline and learn to live in harmony with one another. We work in partnership with parents in order to promote a purposeful learning environment.

School Meals

The Government provides funding to offer a free cooked meal to every child in Reception, Year 1 and Year 2 every day. School meals are freshly prepared and cooked by Twelve15 (previously called Commercial Services), part of Surrey County Council, and their commitment to parents is that:

- ❖ all dishes are freshly prepared
- ❖ 80% of ingredients are produced in the UK
- ❖ all meat and poultry can be traced back to the farm of origin
- ❖ eggs are free range and laid in Elstead, Surrey
- ❖ they never use fish on the Marine Conservation Society "fish to avoid" list
- ❖ menus are free from undesirable additives, aspartame, MSG, trans fats and mechanically recovered meat
- ❖ all meat, poultry and cheese is Red Tractor Farm Assured or Organic



The quality of school meals is rigorously monitored to ensure they are nutritionally balanced. In addition to the main meal option, there is a vegetarian and jacket potato option every day. Therapeutic and religious dietary requirements are supported and considered on completion of a special diets request form which is available from the school office. There are also specific menus for the following diets: gluten free, dairy free, egg free and vegetarian. Further information about school meals is available on the Twelve15 website <https://itstwelve15.co.uk/>

Mid-morning snacks

Prior Heath is part of the national 'Healthy Schools' scheme that encourages children to eat fruit and vegetables. As part of this, each child is provided with a piece of fruit or vegetable daily to have at snack time and they are allowed to bring a plastic bottle containing water to drink.

School Milk

We provide a milk scheme that is available to all of our children. School milk is free for all under-fives and for some children who are in receipt of Pupil Premium funding. It is subsidised for pupils aged five or older at around £15 a term. Our scheme is run by Cool Milk, the UK's leading school milk supplier. If you would like your child to receive milk in school, simply register at www.coolmilk.com or complete a registration form available from the school office.

Illness

If a child is unwell at school, parents will be contacted and sick pupils will be cared for by the School Assistants until parents arrive. Everyday cuts and grazes, unless serious, which occur at break times are dealt with by our first aid trained staff.

In case of emergency or sudden illness a telephone contact number is required for every child. **PLEASE ENSURE, THEREFORE, THAT WE ARE NOTIFIED IMMEDIATELY OF ANY CHANGE IN ALL CONTACT TELEPHONE NUMBERS.**

If your child is absent due to illness or unforeseen circumstances, please inform the school by telephone before 9.30 a.m. on the first day of absence. Please inform the school of the nature of your child's illness as certain conditions are notifiable by the school to the local authorities. When your child returns, a letter of explanation will be required for our records, please.

Medicines

Prescribed medicines can be administered and these should be handed in at the school office for safekeeping. To comply with the Health and Safety Act a written request must be received from the parents or guardian - forms for this purpose can be obtained from the office.

Emergency Procedure

Parents are advised that Prior Heath has an Emergency Plan which includes a lockdown procedure. In the event of an incident, parents are asked to observe instructions communicated to them by text and email.

In the event of an unforeseen school closure, for example in bad weather conditions, parents will be sent a text message and e-mail. Emergency notices are also placed on the school website www.priorheathinfant.co.uk.

Broadmoor warning system

In common with other Surrey Heath schools, in the event of an escape from Broadmoor Security Prison the siren will sound. School will continue as normal, but at playtime children will be kept indoors. Adults must collect children from the classroom.



ADMISSION ARRANGEMENTS

“My daughter in Reception transferred from another school in late Sept/early Oct. The information, help and communication I received during this process was OUTSTANDING. Staff always have the time to listen to any concerns, they are always acted on and communicated back. I have never experienced such fantastic ‘customer service’ from any public body (schools, healthcare, local authorities etc.). The homework is also very clear and well structured. Thank you.” (Parent Survey 2019)

Surrey County Council offers the opportunity for all Reception children to attend school on a full-time basis from the Autumn Term. There will be a short settling-in period for all children. The Reception teachers will carry out home visits during the first week of term in September after which the children will start school. They will stay until 12 noon during their first few days in school followed by several days when they will stay for lunch until 12.30 pm. From the third week of term in September, the children will attend school full time from 8.50 am until 2.50 pm.

Registration and Application

If you are considering sending your child to Prior Heath, you are invited to complete and return the school’s initial registration form which can be found on the website. This expresses an interest but does not guarantee a place. It will also ensure that we write to you with information about our Open Morning and the Surrey County Council admissions information leaflet which will provide details on how to apply for a school place.

If your child was born between 1 September 2016 and 31 August 2017 you will need to apply for a September 2021 primary school place between **2nd November 2020 and 15th January 2021**. The quickest and easiest way to apply for a school place is online. Visit www.surreycc.gov.uk/admissions to access the application form and more information on the application process and admission arrangements for Surrey schools. To request a paper application form or for all other enquiries, you can contact Surrey admissions on 0300 200 1004.

During the Autumn Term we usually run a number of “talk and tour” sessions with the Headteacher, Mrs Lindsey Chivers. These are for prospective parents who will have children starting school the following September and need to be booked in advance. Please note that arrangements will be different for September 2021 admissions due to COVID-19 restrictions. Prospective parents are invited to contact the school office by telephone: 01276 25546, or email: info@prior-heath.surrey.sch.uk for further information.

School Admissions Policy

Surrey County Council is the admission authority for Prior Heath Infant School. To find up to date information about the school’s admission arrangements and details on how to apply, either as part of the normal intake or during the school year, please visit the admissions page of the Surrey County Council website: www.surreycc.gov.uk/admissions



SCHOOL MANAGEMENT

Governors

Governors have an important and active role in the life of the school. They have the responsibility for strategic development and are accountable for the school's performance. There is a committee structure that includes such aspects as finance, staffing, curriculum and health and safety. Meetings take place regularly throughout the year and a set of the latest minutes is always available in the school office. The Governing Body is made up of representatives of the Local Authority, community, parents and staff.

Parent Governors

The Governing Body includes four parent representatives. When vacancies occur, parents will be informed and will then have the option of putting themselves forward for election. This is an excellent opportunity to contribute to life in your child's school.

Parents and the school complaints procedure

Staff, governors and parents work closely to provide a caring and high quality learning environment. If you have any concerns, please contact the class teacher or Headteacher in the first instance. Most concerns can be resolved in this way but should this not prove possible parents can approach the Governors or Local Authority. A copy of the complaints policy and procedure is available from the school office and on the school website priorheathinfant.co.uk.
SCHOOL POLICIES REGARDING THE CURRICULUM SUBJECTS AND ALL AREAS OF SCHOOL MANAGEMENT ARE AVAILABLE IN THE SCHOOL OFFICE FOR PARENTS TO SEE.

USEFUL INFORMATION

School uniform

	<u>Boys</u>	<u>Girls</u>
Winter	Light blue poly/cotton shirt Grey trousers/shorts Navy blue sweatshirt Navy/blue striped tie Grey socks School shoes, not trainers please	Light blue poly/cotton blouse Grey tunic/skirt or Tailored classic grey trousers/shorts Navy blue sweatshirt or cardigan Navy/blue striped tie White socks or grey/navy tights School shoes, not trainers please
Summer	As above	Light blue/white gingham dress White socks Navy blue sweatshirt or cardigan School shoes, not trainers or open-toed sandals please

All school uniform items can be purchased from Brenda's Schoolwear, 130 Frimley Road, Camberley, Surrey GU15 2QN Tel: 01276 469697 <https://www.brendas.co.uk/>

Physical Education uniform

The children change for PE into T-shirt, shorts and plimsolls. A T-shirt with the Prior Heath logo can be purchased from Brenda's if desired. PE kit should be kept in school in a drawstring bag.

The children are encouraged to wear a sun hat with the school logo during sunny weather. Sun hats, book bags, PE bags, T-shirts with the Prior Heath logo and fleece lined jackets are available for purchase from Brenda's Schoolwear.



School shop

An excellent school shop is run by parents, offering good quality second-hand uniform in all sizes. Parents are notified by the PTA when a school shop is to be held.

Name tapes / shoe labels

TO AVOID CONFUSION PLEASE ENSURE THAT ALL LUNCHBOXES AND WATER BOTTLES, CLOTHING AND FOOTWEAR, APART FROM UNDERWEAR, ARE MARKED CLEARLY WITH YOUR CHILD'S NAME.

Hairstyles

We ask parents to ensure that children's hair is tidy and in a style that is appropriate for school. Hairstyles involving shaven sides, obvious 'steps' and/or razor lines are not considered appropriate at Prior Heath. If a child comes to school with an inappropriate hairstyle the Headteacher will contact the parents to discuss the matter. Please tie long hair back as this helps children see and concentrate on their work as well as deterring the spread of head lice, should they be present. Hair braids, which are often plaited into children's hair during holidays, can pose a risk of injury if they get caught up, particularly in PE.

Jewellery and items from home

Jewellery can be easily lost at school, which causes distress to the child concerned. Therefore, we strongly advise that all forms of jewellery be left at home. Plain analogue watches may be worn by the older children at parents' risk.

PLAIN GOLD STUDS MAY BE WORN BY CHILDREN WHO HAVE PIERCED EARS ON THE UNDERSTANDING THAT, FOR REASONS OF HEALTH AND HYGIENE, THEY ARE NOT WORN ON DAYS WHEN CHILDREN HAVE PE.

Please be advised that if the class's designated PE day has to be changed and your child is wearing earrings, they will not be permitted to take part in PE that day, unless they are able to remove the earrings themselves.

We discourage children from bringing toys and other treasures to school, unless asked by their teacher to do so, in case of loss or damage which could cause disappointment.

Times - arrival and departure

The doors are open from 8.40 am when children can come into classes. Parents must be responsible for supervising their children until they are admitted to their classroom. The Adventure Playground, Trim Trail and Climbing Wall should not be used by children or younger siblings before or after school for safety reasons. The school day starts at 8.50 am when classroom doors are locked for security. If your child arrives after this time, please go to the office.

Times:	Mid morning playtime	10.45 am to 11.00 am
	Lunch time (Year R)	12 noon to 1.05 pm
	Lunch time (Years 1 & 2)	12.15 pm to 1.10 pm

School finishes at 2.50 pm. If for any unforeseen reason you cannot collect your child please telephone the office staff so that your child's mind can be put at rest. If you know in advance that your child's normal collection arrangements will change, please give a written note to your child's teacher.

School attendance

Attending school ensures that children have the best start in life and that they are equipped for succeeding both academically and socially. The school staff, alongside the Local Authority, strongly believe that all pupils benefit from regular school attendance. To this end, we will do all we can to encourage parents/carers to ensure that the children in their care achieve our expectation of 100% attendance and that any problems that prevent full attendance are identified and acted upon promptly.

Our parents recognise the benefits of their child's regular attendance at Prior Heath and unauthorised absences rarely occur. Illness and religious observance are recognised as valid reasons for authorised absences. We expect parents/carers to book their family holidays during the school holiday dates which are published a year in advance. Absence for term time holidays will not be authorised. If a term time absence is unavoidable due to exceptional circumstances, an absence request form must be completed prior to the absence. Reasons for the absence should be clearly stated and parents may be invited to meet with the Headteacher to discuss the request. A copy of our [Attendance Policy](#) can be found on the school website.

In Year 2, Key Stage 1 tasks take place between March and the end of May/beginning of June. If a Year 2 child is absent at this time it could mean tasks are missed and results incomplete. Assessments also take place throughout the year.

Please do all you can to see that your child arrives in class on time and attends school regularly. Unauthorised absences will be marked as such in the class register. Similarly, lateness will be recorded for any child arriving after registration has been completed.

Parents and the school

Before your child starts school you and your child will be invited for school visits to meet the Reception staff. This also provides an opportunity to meet other parents and children and helps the children make a happy and confident start at school. In the first week of the autumn term in September, we offer you the opportunity to have a home visit. Home visits provide the opportunity for the children to meet the adults who will be working with them in the environment where they are most at ease. They will also give staff the opportunity to find out about the particular needs of each child and give parents the chance to voice any concerns they may have about their child starting school.

During the school year, appointments will be offered when you can chat privately with the teaching staff about your child's progress. If at any time you are worried, please come and

see us because we want to help and will always find time to talk to you. The office staff will make an appointment for you to see either your child's class teacher or the Headteacher. Similarly, if we have any worries about your child we shall contact you.

We also regularly seek parents' views through the use of an annual Reception survey and a whole school parent survey. The survey analysis and actions arising inform school development.

The majority of correspondence is sent to parents by e-mail using ParentMail. The children are also given letters informing you of events taking place at school. The Parent Teacher Association will also send out regular newsletters or appeals for help etc. Please check book bags daily for letters and messages. Copies of letters sent out are also kept in the school office and the website is updated regularly.

Parent Teacher Association (PTA)

As a parent with a child at the school you automatically become a member of the PTA and are most welcome to attend the monthly meetings, set up to discuss fundraising events for the school and identify any new fundraising ideas or initiatives you may have. The money raised on these occasions is used in a wide variety of ways to enhance the education of our children. Prior Heath has a very supportive PTA with an annually elected committee for which new representatives are always welcome. The PTA have their own website <https://www.pta-events.co.uk/priorheath>

Charges for school activities

Class or year outings and additional visitors, e.g. museum and theatre visits, enhance the curriculum focus extending the work that is done in the school. Our policy for charging and remissions at Prior Heath for these and other activities is:

- A charge will be levied to cover the cost of transport, the entrance fee charge for children and for those parents asked to accompany the party in a supervisory capacity.
- The PTA or school fund will continue to pay the charge for some pupils who are in receipt of the Pupil Premium.
- A charge will be levied to cover the cost of visiting groups that provide enrichment activities e.g. workshops, theatre visits.
- A nominal voluntary charge may be levied towards the cost of consumable materials used in design technology.

Car parking

We encourage parents to share transport or walk to school whenever possible. There is limited parking in the Surrey Heath Borough Council car park outside the school. Alternative parking is available in Southcote Park on the Portsmouth Road, and access to the school can be gained through a gate onto the school field. If it is necessary to park on the residential roads close to the school, please exercise care and show consideration for the residents and other road users. Please do not park in the staff parking area.

When using the main Prior Road entrance, the children must enter and leave school by the small metal gate next to the school sign. PLEASE take great care at all times when entering or leaving the school grounds. A little patience and courtesy would be very much appreciated at very busy drop off and pick-up times.

Dogs

In the interests of safety and hygiene we ask you not to bring dogs into the school grounds.

Smoking & E-cigarettes

Prior Heath Infant School is a non-smoking site, therefore staff, parents and other adults must not smoke within the school premises, including the school grounds. We also request that any visitors to the site refrain from the use of electronic cigarettes (e-cigarettes) on school premises.

After school activities

We have various after-school activities including football, club energy, cookery, French, tennis, musical theatre and street dance. All clubs are organised and run by outside agencies and details are sent home in the children's book bags.

Prior Heath Nursery

Within the grounds of Prior Heath Infant School there is a Nursery with provision for up to 80 pre-school age children per day. The Nursery is privately managed by Mrs Sharon Breden, and maintains close links with the school teaching staff and governors. Being located on the school premises means that the Nursery has the considerable advantage of access to facilities such as the school hall and grounds, which allows it to offer a particularly wide range of activities. Prior Heath Nursery has two adjacent classrooms, Butterfly and Ladybird, offering parents flexible arrangements for childcare. Butterfly class provides a choice of morning sessions (from 8.45 to 11.45am), afternoon sessions (from 11.45am to 2.45pm), also children can attend from 8.45am to 2.45pm. Ladybird class offers one session from 8.30am to 2.30pm daily.

Prior Heath 'K' Club

The Ladybird classroom is also home to the Prior Heath 'K' Club, a before and after school hours club, also operated by Mrs Breden. The 'K' Club opened in February 2002 providing supervised care for children between the ages of 3 and 7, from 8:00 am to 8:40 am when the school day begins, and from 2:50 pm when school finishes, to 5:30 pm. The aim of the before and after school club is to provide parents, particularly working parents, with a flexible, secure, well managed and cost-effective facility for the care of their children during out of school hours, with the emphasis being on providing an out of school environment for children which is full of fun and creativity.

Further information about the Nursery and 'K' Club is available from Mrs Sharon Breden, telephone 07710 469729 or email pachildcareltd@hotmail.co.uk.

Local Authority Staff

Surrey County Council Contact Centre 03456 009 009

North West Local Education Authority Office: Quadrant Court, 35, Guildford Road, Woking, Surrey GU22 7QQ

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Thank you for reading our prospectus. Additional documents such as school policies and Ofsted report are available to read on the school website and in the school office on request. If you have any further questions or would like to make an appointment to visit the school, please contact the school office on 01276 25546.

We look forward to welcoming you to our school.