



Welcome  
to Prior Heath Infant  
School



# Organisation

6 classes:

- |        |   |                   |   |
|--------|---|-------------------|---|
| Year R |  | Chestnut & Willow |  |
| Year 1 |  | Holly & Oak       |  |
| Year 2 |  | Cherry & Rowan    |  |

## How do we form the classes?

- Children come from a wide area (almost half from PHN but also from other pre-schools).
- Try to balance classes – not ability grouped.
- Equal numbers of girls and boys.
- Share children born throughout academic year.
- Try to keep with some children from the same pre-school.
- Children who don't know anyone soon make friends.

# Staffing

- A ratio of 1 teacher to 30 children with Teaching Assistant support.
- Teachers plan very closely – each Reception class will receive the same curriculum and this will be matched to each child's needs.
- On Friday, every class has a session with Music teacher.
- All staff undergo an enhanced DBS check.

# Induction

- Children's pre-school experiences are different.
- We are aware of children's needs – introduced to school sensitively.



# Year R Attendance

## Wednesday 10<sup>th</sup> July:

Children have a short visit to their class from 9.30 until 10.30am. In order to help prepare the children for September it would be preferable if you could leave your child and collect them at 10.30am. The PTA will provide refreshments in the school hall and there will be another opportunity to purchase second hand uniform for parents who wish to stay.

## September 2019:

Wed 4<sup>th</sup> September,

Home visits (12.30 to 3.00pm)

Thurs 5<sup>th</sup> & Friday 6<sup>th</sup> September: Home visits (9.00am to 3.00pm) Date & time given to parents at meeting on 9<sup>th</sup> July

Monday 9<sup>th</sup> September:

All children start at staggered times, go home at 12 noon (staggered timings will run from 8.40am until 10.10am and will be given to parents on 9<sup>th</sup> July)

Tues 10<sup>th</sup> & Wed 11<sup>th</sup> September: Normal start time of 8.50am until 12 noon

Thurs 12<sup>th</sup> & Fri 13<sup>th</sup> September: Stay to lunch, go home at 12.30pm

From Monday 16<sup>th</sup> September: Stay all day (8.50am until 2.50pm)

# Settling In: Home Visits

We conduct home visits. We have done so since:

- These provide a wonderful opportunity for your child to meet their new teacher and Teaching Assistant in their home environment before commencing school in the autumn term.
- It will also be an opportunity for you to share information about your child and ask questions.

# Settling In

- In Reception, parents are welcome to accompany their child into the classroom at 8.40am and help them to settle until 8.50am.
- If your child is happy to come into the classroom without you, then let him/her do so as this encourages their independence.
- If your child is distressed when you leave they soon recover.
- We will contact you if there is a problem.

# Communicating with the Teacher

- If you have any concerns it may be possible to speak briefly to the Teacher or TA in the morning.
- If the Teacher or TA is busy, leave a message with the office.
- It may be necessary to arrange a time outside teaching times for a longer discussion.

# Lunchtime

- These less structured times in the day can be harder for some children.
- Children are gradually introduced to the playground – initially with class and Reception staff.
- There are opportunities for children to be in a quieter area.
- Children will also attend special assemblies during the year.



# Lunches

- At present the Government provides funding for all infant school children to have a free cooked meal at lunchtimes.
- We hope that all parents will take up this option of a free meal for their children.
- School meals are freshly prepared and cooked by Commercial Services, part of Surrey County Council.
- Reception children all have lunch at the same time at 12.00pm.
- Menus for September/October 2019 are included in your information pack.
- If parents would like to change their child's preference for school meals/packed lunches we ask that you give the office at least a week's notice.

# Curriculum

- Miss Bates and Miss Clarke will talk about the Early Years Foundation Stage curriculum on at the meeting for parents at 7.00pm on Tuesday 9th July.
- I suggest you attend since this will be an invaluable opportunity for you to find out how to help your child in school and to ask any questions.

# Curriculum – Years 1 & 2

- In Year 1 and Year 2, children follow the Key Stage 1 National Curriculum.
- Literacy and Numeracy lessons are structured and include whole class work and group activities.
- Children work in groups according to ability.

# Assessment in KS1

- In Year 1 children are assessed in Phonics.
- In Year 2 children are assessed in English, Maths and Science.
- Assessment is a continuous process. Children will be assessed on a regular basis to monitor progress and inform teaching.

# Reporting

- Parental consultations are held in the Autumn and Spring terms to discuss progress and share targets for learning.
- End of Year reports are sent out to parents in the Summer term.
- Always opportunities to see class teacher to discuss any concerns.
- Arrange a time with the teacher or contact the school office.

# Parental Support

- We value parental support and are fortunate to have interested and helpful parents.
- Training is offered to parents who volunteer to help.
- All parental/volunteer helpers undergo an enhanced DBS check.

# PTA

- We have an active and hard working PTA.
- In previous years, the PTA gave £10,000 to part-fund the Trim Trail and the refurbishment of the Adventure Playground.
- Funds have also provided Learn Pads, the YR tower, Y1 and Y2 covers, new staging, new shading and seating outside, PE equipment, computers, books and audio equipment to name but a few.
- Lucy Holmes is our current PTA Chair but she will be stepping down as her child leaves Prior Heath.



# Parking & Safety

- Through the Schools Travel Plan we have a path to provide access to additional parking in Southcote Park to ease the congestion outside school.
- Children enter school through the pedestrian entrance not through the staff car park.
- Please note that the wooden gates onto the playground are locked at 9.10am and the gates to Southcote Park are locked at 9.15am. They are unlocked at 2.35pm.
- The Trim Trail, Adventure Playground and Climbing Wall are used at supervised times during the school day and must not be used by any children before or after school.

# Times

- Classroom doors are opened at 8.40am. Year R parents are welcome to accompany their children into the classroom to help them to settle until the start of the school day at 8.50am.
- Children need to be in school by 8.50am since teaching begins at this time. **Your child will miss valuable learning if they are late.**
- If you are later than 8.50am you will need to report to the office to ensure your child is included in the register and meal arrangements.
- At the end of the session, please wait in the playground to collect your child.
- Please inform us of any change in arrangements.

# Absence

- We have to keep detailed records of absence which are monitored by the Local Authority (Surrey County Council).
- If your child is unable to attend school, please ring the office before 9.30am on the first day of absence.
- One of our pupils is immunosuppressed and this puts the pupil at serious risk if exposed to measles, chicken pox or shingles. We need to know immediately if your child has measles or chicken pox or if anyone in your household has shingles.
- We follow NHS guidance regarding diarrhoea and vomiting and request that you do not allow your child to come back to school until they are 48 hours clear.
- On return to school we require a letter explaining the absence for our files, in addition to the initial phone call.

# Attendance and Punctuality

- Children need to be punctual to school in the morning and have regular attendance to develop routines and build on their understanding.
- Absence due to illness is unavoidable.
- **Holidays will not be authorised in term time.** They are disruptive to your child's education and that of the other children in the class.
- Term time holidays are marked as an unauthorised absence in attendance registers which are monitored by the Local Authority.
- If an unauthorised absence is 5 days or more, a fixed penalty notice may be issued to each parent.

# Caring for your Child

- If your child is taken ill whilst at school we will contact you. We need up-to-date contact details please.
- If your child sustains a minor knock during the day, first aid will be administered.
- If they have a bump on the head, they will be monitored by staff and will bring a note home so that you are aware.
- For more serious accidents, or if medical treatment is required, we will contact you.
- If we cannot speak to you, we will seek advice from medical services which may result in your child going to hospital. We will continue to try to contact you.

# Administration of Medicine

- If your child needs prescribed medicines, these can be given by a member of the office staff as long as they are in the original container and labelled by the pharmacist.
- Non-prescribed medicines such as Calpol cannot be administered by staff.
- We must have a signed form from a parent. These can be obtained from the office.

# After School Clubs

We have several after school clubs which are run by external providers:

- Football (SCL) on Monday from 2.55 to 3.55pm
- Club Energy (SCL) on Tuesday from 2.55 to 3.55pm
- Nutritional Ninjas (cookery club) on Tuesday from 2.55 to 3.55pm (Years 1 & 2)
- Musical Theatre (Terri Bowen) on Wednesday from 2.55 to 3.55pm
- Tennis (Camberley LTC) on Wednesday from 2.55 to 3.55pm (Year 1 & 2)
- Gymnastics (SCL) on Thursday from 2.55 to 3.55pm (Years 1 & 2)
- French (Sue Leatherdale) on Thursday from 2.55 to 3.55pm (Years 1 & 2)
- Rocksteady music on Friday afternoons (Years 1 & 2)
- Street Dance (Nicola Bowen) on Friday from 2.55 to 3.55pm

Reception children are able to attend SCL Club Energy, Musical Theatre and Street Dance from the start of the **Spring Term (January)** and then SCL Football from the start of the Summer Term (April).

- Mrs Breden at Prior Heath Nursery manages our before and after school club (known as K Club) from 8.00am until 8.50am and from 2.50pm until 5.30pm every day.

# Lunchtime Clubs

- Science Club (Year 2)
- Gardening Club (Year 2). Volunteers are needed to help run this popular club.

# Uniform



## Boys

Winter: Light blue shirt  
Grey trousers/shorts  
Grey socks  
Blue sweatshirt  
Navy/blue striped tie

Summer: As above

Shoes: Sensible school shoes are required for the uniform.  
Trainers and open toe shoes are not acceptable.

Uniform can be purchase from Brenda's Schoolwear in Frimley.

The PTA run a second hand uniform shop every month.

## Girls

Light blue blouse  
Grey tunic/skirt/trousers/shorts  
White socks or grey/navy tights  
Blue sweatshirt or cardigan  
Navy/blue striped tie

Light blue/white gingham dress  
Blue sweatshirt or cardigan  
White socks

## P.E.

- Children will need shorts, T-shirt and plimsolls.
- For safety reasons, children cannot wear any jewellery for PE. Earrings should be taken out at home on PE days.
- Long hair must be tied back.

## A plea from the Office!

- Please label all clothes, including shoes.
- With 180 children in school all wearing the same uniform, it is virtually impossible to return un-named items of clothing to the correct child.

Thank you!



Any questions?