



Welcome to





I would like to take this opportunity to officially welcome you to Prior Heath Infant School. We are all very much looking forward to meeting you and your children in September. Please be reassured that the emotional well-being of everyone in our school family will be our main priority as we settle your children during their first term. Hopefully the information provided within this presentation and accompanying booklet will answer any questions that you may have.

Kind regards



Mrs Chivers

(Headteacher from September 2020)

Welcome to Year R



Chestnut class - Miss Bates



Willow class - Mrs Bradford

All of our classes are named after different types of trees. You will be advised shortly as to which of the two Year R classes your child has been placed in.

How do we form the classes?

- Children come from a wide area (almost half from Prior Heath Nursery but also from other pre-schools).
- We try to balance the classes so that:
 - there are an equal number of girls and boys per class
 - children born throughout the academic year are distributed evenly
 - some children from the same pre-school are kept together
- Please be reassured that children who don't know anyone on entry soon make friends!

Staffing

- In Year R, there is 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 carefully to every child's needs.
- On Friday, every class has a session with a specialist music teacher.
- All staff undergo an enhanced DBS check.

Induction

Our induction programme will take account of:

- The different pre-school experiences that the children have had.
- The varied experiences of the children over the last few months.
- Individual's social, emotional and learning needs.

Once our induction timetable is finalised we will send this to you.
Reception children will follow a part time staggered induction from
7th September.

Morning Arrangements

- Children will be encouraged to say goodbye to their grown-ups at the classroom door at the start of the day.
- If your child is upset when you leave them, please don't worry. They will be looked after by a member of staff until they settle (which is usually very quickly).
- 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, please leave a message with the school office.
- It may be necessary to arrange an appointment outside of 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 their own class and Reception staff.
- There are opportunities for children to be in a quieter area.





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.
- School meals are freshly prepared and cooked by Twelve15, part of Surrey County Council.
- Reception children all have lunch with their class.
- Menus for the Autumn term will be forwarded to you before the beginning of term.
- 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 please.

Curriculum

- A separate PowerPoint presentation detailing the Year R curriculum will be sent out to you. There will be a strong focus on emotional well-being, particularly in the first term.
- Miss Bates and Mrs Bradford will provide more in-depth information about how reading is taught during the autumn term once the children have settled in.

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.
- Please note that the wooden gates onto the playground and the gates to Southcote Park are locked once the children are all in school in the morning. They are unlocked shortly before the end of the school day.
- 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.
- 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 school day, please wait in the playground to collect your child.
- Please inform us of any change in collection arrangements.

Please be aware that due to the updated COVID-19 guidance, these times are likely to be changed in September 2020 as we will be operating staggered start/finish times.

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 of the last bout of illness.
- 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.

Uniform



	<u>Boys</u>	<u>Girls</u>
Winter:	Light blue shirt Grey trousers/shorts Grey socks Blue sweatshirt Navy/blue striped tie	Light blue blouse Grey tunic/skirt/trousers/shorts White socks or grey/navy tights Blue sweatshirt or cardigan Navy/blue striped tie
Summer:	As above	Light blue/white gingham dress Blue sweatshirt or cardigan White socks
Shoes:	Sensible school shoes are required for the uniform. Trainers and open toe shoes are not acceptable.	

Uniform can be purchased from Brenda's Schoolwear in Frimley: <https://www.brendas.co.uk/>

The PTA run a second hand uniform shop every month in term time. If you would like to purchase second hand items before September, please email the school office: info@prior-heath.surrey.sch.uk.

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 very difficult to return un-named items of clothing to the correct child.

Thank you!

We hope that these slides have provided you with the key information that you need. If you have any unanswered questions, please do not hesitate to contact the school office over the next couple of weeks.

Have a lovely summer and we'll see you in September!

