



Prior Heath Infant School

Prior Road, Camberley, Surrey GU15 1DA

Tel: 01276 25546

Email: info@prior-heath.surrey.sch.uk

Headteacher: Mrs Lindsey Chivers

7th September 2021

Dear Parents,

I would like to take this opportunity to officially welcome all of the new Year R children and their families to Prior Heath Infant School. We very much look forward to working in partnership with you all over the next 3 years.

I hope that you all had a wonderful summer break. We are very much hoping that this year will be more of a 'normal' school year. It has already been lovely to see the children in Years 1 and 2 mixing together at playtimes and they are once again enjoying gathering together in the hall for shared assemblies and lunchtimes.

Apologies for the length of this newsletter! However, it is important that all of the following information is included. Do please read through each section and make a note of the diary dates. These will be regularly updated on our school website.

Staffing

Year Group	Teaching Staff	Class	Teaching Assistants
Year 2	Miss Rogers	Cherry	Mrs Galloway
	Mrs Stephens (Mon & Tues) & Mrs Shah (Wed to Fri)	Rowan	Mrs Taylor
Year 1	Mrs Bewley	Holly	Mrs Ryan
	Miss Myring	Oak	Mrs Aldridge
Year R	Miss Bates	Chestnut	Miss Day (Mo, Tu) Mrs Maynard (W, Th, F)
	Mrs Bradford	Willow	Ms Forster
Music	Mrs Porter	All classes	
TA Support	Mrs Burditt	Year R	
	Miss Day	Years R & 2	
	Mrs Diovisalvi	Year R	
	Mrs Horne	Year 2	
	Mrs Muzzall	Year 1	
Mrs Turner	Years 1 & 2		

Office Staff	Mrs Dalford Mrs Harris Mrs Heslop	Bursar Senior School Administrator School Administrator
Cleaner/caretaker Caretaker	Mrs Kercher Mr Stokes	
Caterer	Mrs Fanone	

Mrs Stephens will continue in her role as Curriculum & Standards Leader in addition to teaching in Rowan Class. In order to undertake the responsibilities associated with this role, Mrs Stephens will have non-contact time on Thursdays. All schools have a statutory requirement to provide teachers with 10% non-contact timetabled teaching time for planning, preparation and assessment which they have on one afternoon per week. Music will continue to be taught by Mrs Porter every Friday. Mrs Porter also provides supply cover across the school as required.

Mrs Heslop, our school administrator will be leaving us on 21st September to take up a business manager position in another school. I am sure that you will join us in wishing her the very best of luck. I would like to take this opportunity to thank Mrs Heslop for everything that she has done for the children and staff at Prior Heath over the last three years.

Communication

To ensure an effective and consistent approach to communication between the school and parents, we would like to take this opportunity to remind you of the following.

The majority of whole school communication is sent to parents via ParentMail. Copies of newsletters and whole school letters are also uploaded to the school website: <https://priorheathinfant.co.uk>. The website also includes information about the curriculum, school policies, after school clubs, school meals etc. and we would suggest that you check this regularly.

If you have a query about any of the information that you have received from us or you have a concern that you would like to discuss with a member of school staff, please communicate this with us via the school email address info@prior-heath.surrey.sch.uk or telephone 01276 25546. This approach enables us to respond promptly, with the most up to date information that we have. We would strongly discourage the use of social media platforms to express opinions or grievances in relation to the school. Judgements without knowledge, can impact upon staff morale. We do however, always welcome constructive thoughts and ideas, so do please come directly to the school should you wish to discuss a matter.

Information from the class teachers is sent home in book bags or via ParentMail. Class email addresses will continue to be available for parents to communicate directly with their child's class teacher. As the class teachers are teaching during the day, it may take up to 48 hours for you to receive a response, therefore if your communication is urgent, please go via the school office. A reminder of the class email addresses are as follows:

chestnut.class@prior-heath.surrey.sch.uk
willow.class@prior-heath.surrey.sch.uk
holly.class@prior-heath.surrey.sch.uk
oak.class@prior-heath.surrey.sch.uk
cherry.class@prior-heath.surrey.sch.uk
rowan.class@prior-heath.surrey.sch.uk

PTA WhatsApp groups will not be used to share information and are not formally associated with the school. You are of course more than welcome to create parent WhatsApp groups as a means of social interaction but these should not feature 'Prior Heath' in the title of the group. All communication from the PTA is sent out via Parent Mail, from the school office. This procedure ensures that all parents receive the same information, at the same time

The PTA will be sending out regular newsletters, via Parent Mail, with reminders about their upcoming events. Information will also be available on the PTA website which can be accessed from the home page of the school website. Each class will continue to have a named rep that parents will be able to contact about anything PTA related. However, the class PTA reps are not responsible for communicating issues with the school that are raised through social media groups. This is the responsibility of individual parents/carers.

We thank you for your understanding and co-operation with our procedures.

School Holiday & Term Dates and Inset Days for 2021/22

With reference to my email of 22nd July, the Government has announced there will be an extra Bank Holiday in June 2022 for the Queen's Platinum Jubilee. This is on Friday 3rd June 2022, which falls during the summer half-term. As a result, the Department for Education has informed schools that they only need to provide 189 teaching days in the 2021/22 school year instead of the usual 190 days.

Surrey County Council, in liaison with teaching unions, decided that all Surrey community and voluntary controlled schools (which includes Prior Heath) will be closed on Friday 22nd October, which is the day immediately before the October half term. This will be the day to replace the additional bank holiday.

As 22nd October was originally scheduled as an INSET day at Prior Heath with training for staff provided by an external specialist, we have had to reschedule this INSET day to **Thursday 21st October**. This training cannot be moved to later in the year as it involves the launching of a year long Teaching and Learning project that we are taking part in as part of our School Development Programme.

Therefore, school will close to children for the October half term break at the end of the school day on Wednesday 20th October and children will return on Monday 1st November 2021.

The remaining four INSET Days for the 2021/22 school year when school will be closed to children for staff training are as follows:

Thursday 21st October 2021
Monday 21st February 2022
Tuesday 19th April 2022
Friday 27th May 2022

Please find attached a reminder of the school term and holiday dates for the 2021/22 and 2022/23 school years which are also available on the [school website](#).

HEALTH & SAFETY

IMPORTANT NOTICE – ALLERGIES

We have a "no nuts" policy at school because for children and staff 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 nuts (eg peanut butter, some cereal bars and some chocolate spreads) with their 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/Climbing Wall/Den Building & Outdoor Learning Areas

We are not insured for children to use the adventure playground, trim trail, climbing wall or den building area 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 touch 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 by email or telephone. 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.

Second hand uniform will continue to be available to purchase from the PTA and items can be ordered via their Facebook page: <https://fb.me/priorheath2ndhanduniform>.

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 & Hairstyles

As you know, children are not allowed to take part in P.E. wearing any jewellery, including earrings and 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 or we ask that you please remove these at home on P.E. days. We do not allow children to cover earrings with tape during P.E. lessons.

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, I will contact parents to discuss the matter.

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 ParentMail 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 and email addresses, please would you let the school office know immediately.

Parent Interviews

Parent Interviews with your child's class teacher will take place after school on Tuesday 19th and Wednesday 20th October. The PTA kindly fund the ParentMail Parent Evening Manager application which will enable you to book your appointment on your computer, tablet or smart phone. Further information about the booking process will follow but please make a note of the dates in your diaries. Later appointments will be available on Wednesday 20th October.

Please note that 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 please.

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 speak with your child's teacher. Please note that appointments will be after the end of the school day.

Registration for September 2022

If you or a friend has a child who was born between 1st September 2017 and 31st August 2018 or you currently have a child in Year 2, you will need to apply for a Reception or Junior School place for September 2022.

Surrey County Council have requested that admissions to Reception and Junior School in September 2022 are completed on-line and further information can be found on the SCC website: <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-and-infant>

This year, applications for infant, junior and primary schools can be made between **1st November 2021** and **15th January 2022**. If you would like a paper copy of the admissions form you will need to contact Surrey County Council by telephone on 0300 200 1004.

School Tours for Prospective Parents

This year, we will be running three repeated events to provide prospective parents with the opportunity to visit the school. The events will consist of a talk about the school which I will present followed by a tour led by a member of our Senior Leadership Team. The events are scheduled to take place on the following dates and must be booked in advance. Each event will last for approximately one hour and is aimed at prospective parents rather than children. Further details are available from the school office:

Friday 8th October 2021 at 9.15am
Thursday 11th November 2021 at 9.15am
Monday 22nd November 2021 at 5.30pm

Harvest Celebrations

Harvest celebrations are an important event on our school calendar during the autumn term and provide the children with an opportunity to learn about the importance of this annual custom. Following the success of last year's event, we will once again be having a special harvest day on Friday 15th October which will include the children and staff being invited to dress up in a harvest themed outfit e.g. a farm worker, an animal or a scarecrow. Further information will follow shortly but please note the date in your diaries.

Dates for your Diary

Please find attached a table of current diary dates for your information. These are updated throughout the year and included with every newsletter. The list of diary dates and school term and holiday dates are available on the school website and can be found in the "Dates" section on the home page.

Thank you in advance for bearing with us during the next few weeks as our external works are completed. We hope that this academic year is a happy and healthy one for all of our families.

Yours sincerely,



Mrs Lindsey Chivers
Headteacher

Diary Dates 2021/22

Monday to Friday	6 th to 10 th September 2021	Year R children attend for two sessions across the week.
Monday to Friday	13 th to 17 th September 2021	Year R attend mornings only and stay for lunch on Thurs 16 th & Friday 17 th
Wednesday	15 th September 2021	Year 1 meeting for parents at 5.30pm in school hall
Monday	20 th September 2021	Year R attend full time from today
Thursday	23 rd September 2021	Year 2 meeting for parents at 5.30pm in the school hall
Friday	8 th October 2021	Prospective parents (Sept 2022 intake) meeting & tour at 9.15am
Friday	15 th October 2021	Harvest Day – further details to follow
Tuesday & Wednesday	19 th & 20 th October 2021	Parent interviews with class teachers after school – further details to follow
Thursday	21st October 2021	INSET Day – school closed for staff training
Friday – Friday	22nd to 29th October 2021	Half Term – please note this includes the additional holiday on Friday 22nd October in lieu of the Platinum Jubilee bank holiday in May 2022
Thursday	11 th November 2021	Prospective parents (Sept 2022 intake) meeting & tour at 9.15am
Monday	22 nd November 2021	Flu immunisation in school
Monday	22 nd November 2021	Prospective parents (Sept 2022 intake) meeting & tour at 5.30pm
Friday	17 th December 2021	End of autumn term at 2.00pm – please note early closure
Tuesday	4 th January 2022	Start of spring term
Monday – Friday	14th to 18th February 2022	Half term
Monday	21st February 2022	INSET Day – school closed for staff training
Friday	1 st April 2022	End of spring term at 2.00pm – please note early closure
Tuesday	19th April 2022	INSET Day – school closed for staff training
Wednesday	20 th April 2022	Start of summer term
Monday	2nd May 2022	Bank Holiday – school closed
Friday	27th May 2022	INSET Day – school closed for staff training
Monday – Friday	30th May to 3rd June 2022	Half term
Friday	22 nd July 2022	End of summer term at 2.00pm – please note early closure