



# Prior Heath Infant School

Prior Road, Camberley, Surrey GU15 1DA

Tel: 01276 25546

Email: [info@prior-heath.surrey.sch.uk](mailto:info@prior-heath.surrey.sch.uk)

Headteacher: Mrs Lindsey Chivers

8<sup>th</sup> September 2023

Dear Parents,

I hope that you all had a lovely summer break. It has been wonderful to see the children in Years 1 and 2 come back in to school so happily and independently. I can't wait to see them all continue to flourish this year.

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.

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 R	Miss Bates	Chestnut	Mrs Daly (Mon & Tu) Mrs Maynard (Wed, Th, Fri)
	Miss Myring	Willow	Mrs Sweeney (am) Ms Forster (pm)
Year 1	Mrs Stephens (Mon & Tues) Mrs Shah (Wed, Thurs, Fri)	Holly	Ms Forster
	Mrs Bradford	Oak	Miss Day
Year 2	Mrs Bewley	Cherry	Mrs Northcote
	Mrs Haygarth	Rowan	Mrs Nelson (Mon, Tu, We, Fri) Mrs Hearnshaw (Th)
TA Support	Mrs Burditt Mrs Diovisalvi Ms Hart Mrs Muzzall Mrs Turner		
Office Staff	Mrs Dalford Mrs Harris Mrs Vinson	School Business Manager Senior School Administrator School Administrator	
Cleaner/caretaker Caretaker	Mrs Kercher Mr Stokes		
Caterer	Ms Terrett		

Mrs Stephens will continue in her role as Curriculum & Standards Leader in addition to teaching in Holly Class and will deputise in my absence. In order to undertake the responsibilities associated with this role, Mrs Stephens will have non-contact time on Wednesdays. 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.

As Designated Safeguarding Lead (DSL), I am responsible for safeguarding together with Mrs Stephens, Deputy Safeguarding Lead (DDSL).

The SENCO role will be fulfilled by myself, alongside Mrs Nelson. Mrs Nelson will be the first port of call for all parent liaison on matters related to SEN and will be contactable via the school office.

### **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, school term and holiday dates 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](mailto: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.

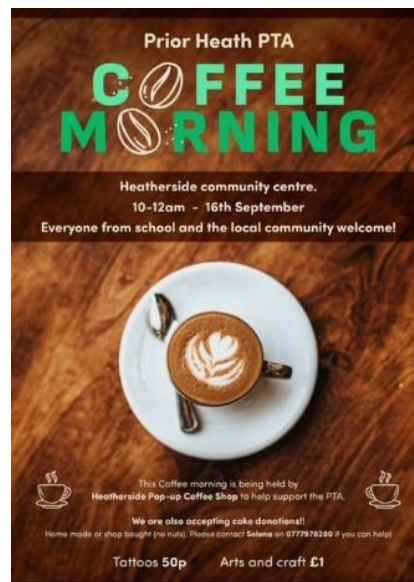
## **PTA Coffee Morning – Saturday 16<sup>th</sup> September**

Heatherside pop up coffee shop are kindly holding a coffee morning at Heatherside Community Centre from 10.00am to 12 noon on Saturday 16<sup>th</sup> September to help us in our fundraising for the new school library.

Everyone is welcome, both from the school and the wider community. We would be very grateful if you could join us with your children to enjoy a chat, coffee and cake for a couple of hours. There will be a few activities for the children as well.

The PTA would also be grateful for donations of cakes for the coffee morning. These don't need to be home made and can be shop bought. They also need volunteers to help with tattoos and arts and crafts.

If you are able to help, please volunteer through the PTA website: <https://www.pta-events.co.uk/priorheath/> or message Selena on 07779 782808.



## **School Term & Holiday Dates and Inset Days for 2023/24**

The remaining four INSET Days for the 2023/24 school year when school will be closed to children for staff training are as follows:

Monday 30<sup>th</sup> October 2023  
Tuesday 2<sup>nd</sup> January 2024  
Thursday 28<sup>th</sup> March 2024  
Monday 3<sup>rd</sup> June 2024

Please find attached a reminder of the school term and holiday dates for the 2023/24 and 2024/25 school years which are also available on the [school website](#).

## **HEALTH & SAFETY – IMPORTANT INFORMATION**

### **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 (e.g. peanut butter, some cereal bars and some chocolate spreads) within their packed lunch. Additionally, we have a member of staff who is severely allergic to nuts. If your child has nut based cereal, peanut butter or any nut products for breakfast, please may we politely request that they wash their hands and face before coming to school. Thank you for your understanding.

### **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, stage 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 for your understanding.

### **Staff car park and front of school**

Please would you ensure that you do not let your child/children run through the staff car park, walk around the wall outside the school office or run through the flower beds at the beginning or end of the school day. Staff and delivery vehicles use the staff car park at different times throughout the day and we are concerned for the children's safety. The wall outside the office is very high and children may seriously hurt themselves should they should fall off. Thank you for your support.

### **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.

### **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 with the school logo are available for purchase from [Brenda's Schoolwear](#), 130 Frimley Road, Frimley GU15 2QN. Other uniform items are available from any school uniform supplier.

Good quality second hand uniform items will continue to be available to purchase from the PTA and items can be ordered via their email: [ptauniform@prior-heath.surrey.sch.uk](mailto:ptauniform@prior-heath.surrey.sch.uk).

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.

### **P.E. Uniform**

The children will continue to wear their P.E. kit to school on P.E. days. This helps to maximise P.E. teaching time by reducing the time spent getting changed at the beginning and end of the lessons. A reminder that the P.E. kit is:

- Blue P.E. t-shirt with Prior Heath logo.
- **Plain** black or navy shorts (**plain** black or navy leggings or tracksuit bottoms will also need to be worn over these during colder weather). Please do not send your children to school wearing clothing with pictures or logos on.
- School jumper, cardigan or hoodie.
- Trainers (preferably no laces please).

### **The P.E. days for the 2023/24 academic year are:**

Chestnut:	Tuesday & Wednesday (from week commencing 18 <sup>th</sup> September)
Willow:	Tuesday & Wednesday (from week commencing 18 <sup>th</sup> September)
Holly:	Monday & Thursday
Oak:	Thursday & Friday
Cherry:	Monday & Tuesday
Rowan:	Monday & Wednesday

If P.E. days change, parents will be notified by ParentMail.

### **Jewellery & Hairstyles**

If your child wears earrings to school, please ensure that these are PLAIN studs only. Children should not be wearing any type of hooped or dangly earrings as this poses a health and safety risk.

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.

In line with our school policy, jewellery of religious significance can be worn to school. However, we do ask that you speak with your child's class teacher if this impacts your child so that appropriate health and safety measures can be put in place to keep them safe during physical activity.

We have noticed that a number of children have returned to school wearing pieces of fashion jewellery, including colourful holiday bracelets. Please could we ask that these are removed asap as they pose a health and safety risk and do not conform with our school uniform policy.

We ask parents to ensure that children's hair is tidy and in a style that is appropriate for school. Colourful hair braids and 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, parents will be contacted 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](http://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.

### **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.

### **Parent Interviews**

The Autumn term parent interviews with your child's class teacher will take place after school on Wednesday 18<sup>th</sup> and Thursday 19<sup>th</sup> October. The PTA kindly fund the ParentMail Parent Evening Manager application which will enable you to book your appointment online. 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 18<sup>th</sup> 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.

### **Registration for September 2024**

If you or a friend has a child who was born between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020 or you currently have a child in Year 2, you will need to apply for a Reception or Junior School place for September 2024.

Surrey County Council have requested that admissions to Reception and Junior School in September 2024 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 **30<sup>th</sup> October 2023** and **15<sup>th</sup> January 2024**. 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 five 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:

Thursday 12<sup>th</sup> October 2023 at 9.15am  
Thursday 2<sup>nd</sup> November 2023 at 9.15am  
Tuesday 14<sup>th</sup> November 2023 at 9.15am  
Wednesday 22<sup>nd</sup> November 2023 at 9.15am  
Monday 27<sup>th</sup> November 2023 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. This year, we be having our special harvest day on Friday 13<sup>th</sup> 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.

We hope that this academic year is a happy one for all of our families.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Lchivers'.

Mrs Lindsey Chivers  
Headteacher

## Diary Dates 2023/24

Monday & Tuesday	11 <sup>th</sup> & 12 <sup>th</sup> September 2023	Year R attend 8.40am to 12.30pm
Tuesday	12 <sup>th</sup> September 2023	Meeting for parents who have children in Year 1 in the school hall at 5.30pm
Wednesday	13 <sup>th</sup> September 2023	Year R attend all day from today
Saturday	16 <sup>th</sup> September 2023	PTA coffee morning at Heatherside Community Centre 10.00am to 12 noon
Monday	18 <sup>th</sup> September 2023	PTA AGM at 7.00pm in the school hall
Tuesday	26 <sup>th</sup> September 2023	Meeting for parents who have children in Year 2 in the school hall at 5.30pm
Thursday	12 <sup>th</sup> October 2023	Prospective parents (Sept 2024 intake) meeting & tour at 9.15am
Friday	13 <sup>th</sup> October 2023	Harvest Day – further details to follow
Wednesday & Thursday	18 <sup>th</sup> & 19 <sup>th</sup> October 2023	Parent interviews with class teachers after school – further details to follow
<b>Monday – Friday</b>	<b>23<sup>rd</sup> to 27<sup>th</sup> October 2023</b>	<b>Half Term</b>
<b>Monday</b>	<b>30<sup>th</sup> October 2023</b>	<b>INSET Day – school closed for staff training</b>
Thursday	2 <sup>nd</sup> November 2023	Prospective parents (Sept 2024 intake) meeting & tour at 9.15am
Tuesday	14 <sup>th</sup> November 2024	Prospective parents (Sept 2024 intake) meeting & tour at 9.15am
Wednesday	22 <sup>nd</sup> November 2023	Prospective parents (Sept 2024 intake) meeting & tour at 9.15am
Monday	27 <sup>th</sup> November 2023	Prospective parents (Sept 2024 intake) meeting & tour at 5.30pm
Friday	15 <sup>th</sup> December 2023	End of autumn term at 2.00pm – please note early closure
<b>Tuesday</b>	<b>2<sup>nd</sup> January 2024</b>	<b>INSET Day – school closed for staff training</b>
<b>Wednesday</b>	<b>3<sup>rd</sup> January 2024</b>	<b>School re-opens for the Spring term</b>
<b>Monday – Friday</b>	<b>12<sup>th</sup> to 16<sup>th</sup> February 2024</b>	<b>Half term</b>
Wednesday	27 <sup>th</sup> March 2024	End of spring term at 2.00pm – please note early closure
<b>Thursday</b>	<b>28<sup>th</sup> March 2024</b>	<b>INSET Day – school closed for staff training</b>
<b>Monday</b>	<b>15<sup>th</sup> April 2024</b>	<b>School re-opens for the Summer term</b>
<b>Monday</b>	<b>6<sup>th</sup> May 2024</b>	<b>Bank Holiday – school closed</b>
<b>Monday – Friday</b>	<b>27<sup>th</sup> to 31<sup>st</sup> May 2024</b>	<b>Half term</b>
<b>Monday</b>	<b>3<sup>rd</sup> June 2024</b>	<b>INSET Day – school closed for staff training</b>
Tuesday	23 <sup>rd</sup> July 2024	End of summer term at 2.00pm – please note early closure