



Prior Heath Infant School

Prior Road, Camberley, Surrey GU15 1DA

Tel: 01276 25546

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

Headteacher: Mrs Lindsey Chivers

6th September 2024

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 information

In addition to myself, please be aware that Mrs Bradford and Mrs Haygarth are both senior leaders at Prior Heath and will be deputising on the occasions when I am not in school.

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

The SENDCO role will be fulfilled by Mrs Bradford alongside Mrs Nelson, our SEND Manager. Mrs Nelson will be the first port of call for all parent liaison on matters related to SEND and will be contactable via the school office.

Library

I am absolutely delighted to let you know that the first stage of our library refurbishment happened during the summer holidays! We now have an inviting, purposeful space within which a love of reading can be promoted. A separate letter will follow later on in the month with information about the official opening, how the children will be using the library and a wish list of books that we have put together. There will be an opportunity for parents to come in to look at the new space too.

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 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 the well-being and morale of staff. 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 Term & Holiday Dates and Inset Days for 2024/25

A reminder that the remaining four INSET Days for the 2024/25 school year when school will be closed to children for staff training are as follows:

Monday 18th November 2024
Friday 4th April 2025
Tuesday 6th May 2025
Monday 30th June 2025

The school will also be closed on Monday 5th May 2025 which is a bank holiday.

Please find attached a reminder of the school term and holiday dates for the 2024/25 and 2025/26 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

Parents must not park in the staff car park apart from in an exceptional circumstance which must be agreed by the 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 the Uniform and Merchandise Shop on the PTA website: www.pta-events.co.uk/priorheath.

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 PE hoodie (optional), school jumper, cardigan.
- Trainers (preferably no laces please and no flashing lights).

The P.E. days for the 2024/25 academic year are:

Chestnut:	Tuesday & Wednesday (from week commencing 16 th September)
Willow:	Tuesday & Wednesday (from week commencing 16 th September)
Holly:	Monday & Thursday
Oak:	Tuesday & Friday
Cherry:	Monday & Thursday
Rowan:	Monday & Wednesday

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

Raincoats

We would like to keep a small number of spare raincoats in each class. If you have a raincoat at home that your child has grown out of and would be suitable for the age range of our children, we would welcome a donation. These can be handed to your child's class teacher or the school office.

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.

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 23rd and Thursday 24th 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 23rd 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 2025

If you or a friend has a child who was born between 1st September 2020 and 31st August 2021 or you currently have a child in Year 2, you will need to apply for a Reception or Junior School place for September 2025.

Surrey County Council have requested that admissions to Reception and Junior School in September 2025 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 **4th November 2024** and **15th January 2025**. 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

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 3rd October 2024 at 9.15am
Tuesday 15th October 2024 at 9.15am
Thursday 14th November 2024 at 9.15am
Tuesday 19th November 2024 at 9.15am
Wednesday 27th November 2024 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 18th 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 black ink, appearing to read 'L Chivers', written in a cursive style.

Mrs Lindsey Chivers
Headteacher

Diary Dates 2024/25

Tuesday & Wednesday	10 th & 11 th September 2024	Year R attend 8.40am to 12.30pm
Tuesday	10 th September 2024	Meeting for parents who have children in Year 2 in the school hall at 5.30pm
Wednesday	11 th September 2024	Meeting for parents who have children in Year 1 in the school hall at 5.30pm
Thursday	12 th September 2024	Year R attend all day from today
Wednesday	25 th September 2024	Flu immunisation in school
Thursday	3 rd October 2024	Prospective parents (Sept 2025 intake) meeting & tour at 9.15am
Tuesday	15 th October 2024	Prospective parents (Sept 2025 intake) meeting & tour at 9.15am
Friday	18 th October 2024	Harvest Day – further details to follow
Wednesday & Thursday	23 rd & 24 th October 2024	Parent interviews with class teachers after school – further details to follow
Monday – Friday	28th October to 1st November 2024	Half Term
Thursday	14 th November 2024	Prospective parents (Sept 2025 intake) meeting & tour at 9.15am
Monday	18th November 2024	INSET Day – school closed for staff training
Tuesday	19 th November 2024	Prospective parents (Sept 2025 intake) meeting & tour at 9.15am
Wednesday	27 th November 2024	Prospective parents (Sept 2025 intake) meeting & tour at 5.30pm
Friday	20 th December 2024	End of autumn term at 2.00pm – please note early closure
Monday	6th January 2025	School re-opens for the Spring term
Monday – Friday	17th to 21st February 2025	Half term
Thursday	3 rd April 2025	End of spring term at 2.00pm – please note early closure
Friday	4th April 2025	INSET Day – school closed for staff training
Tuesday	22nd April 2025	School re-opens for the Summer term
Monday	5th May 2025	Bank Holiday – school closed
Tuesday	6th May 2025	INSET Day – school closed for staff training
Monday – Friday	26th to 30th May 2025	Half term
Monday	30th June 2025	INSET Day – school closed for staff training
Tuesday	22 nd July 2025	End of summer term at 2.00pm – please note early closure