

School Information



The information below is a summary of school policies and procedures. School policies are available from the school office or via the website.

Children's safety

All parents are asked to complete a Contact Details form when their child first joins us. We ask that you ensure that this is updated as required and we will also send it home regularly for updating.

If a child is to be collected by someone different than usual, especially if they are not named in the child's contact details, parents must write this information in the '**Going Home**' book kept in each classroom. School staff will not release your child to another person unless they are either named in the child's contact details or in the 'Going Home' book.

For the safety of us all, parents are not allowed to bring their cars onto the school premises. Please park safely with regard to all children and with consideration for our neighbours. Children may ride their bikes and scooters to school accompanied by their parents. Please ensure that they dismount at the gates and walk safely around the site. There is a bike/scooter park beneath the Y1 patio and by the playground gate.

Pastoral Support

The School Office is open from 8.30 a.m. until 4 p.m. Tanya Mills and Julia Davis are able to assist you or provide contacts which can support any children's health and welfare concerns you may have.

Alton Cluster Family Support

Sarah Allen & Emily Evans

This team are available to directly support or signpost you to help with a huge variety of areas related to bringing up a happy child. Please contact them through your class teacher or the school office.

These professionals visit our school regularly to support the children:

School Nurse Team

02382 311221

The School Nurse Service supports and monitors the health of children in our School. Parents are offered a health screening for their child in the term in which they turn five. Parents are invited to request a meeting with the school nurse to discuss any concerns. Parents may be asked to complete a medical form by the School Health Authority.

Speech Therapist

Solent Therapy Team

Educational Psychologist

HIEPS (Hampshire & Isle of Wight Psychology Service)

Medical Information

It is important that the school knows of any illnesses, allergies or weaknesses, which may possibly have an effect on the children's access to learning, including P.E. or which affects their general health and wellbeing (e.g. hearing, sight, convulsions, asthma, allergies). Please ensure that these details are kept up to date. The school asks all parents of children with asthma, whether or not they need to take their medication in school, to complete a medication form that is available from the office. Our staff are trained to support children with Asthma, Anaphylaxis Shock Syndrome (allergies), Epilepsy and Diabetes. The School Nurse Service provide excellent support for staff when a child with a medical condition starts with us.

Medicine

Please do not send children to school if they are unwell. The school is able to give prescribed medicines to children when **more than** 3 doses a day are required, but only if they are fit to cope with school. If your child is given any medication i.e. antibiotics, that are required just three times a day the doses should be given at home. Parents are always welcome to administer medication for their child personally at school. All medicines must be clearly labelled and checked into the office where a consent form must be completed by the parent/guardian only. Unless specified otherwise, medicine will be administered at the end of the morning session and this is recorded. Staff will not normally administer non-prescribed medicines. We do not hold or administer any form of medicine other than that provided by parents which meets the criteria above. At the end of term all medicines are sent home for parents to check expiry dates.

Attendance

Please inform the school office by telephone before 9am if your child is unwell and will be absent. If we do not hear from you, we will text to ensure that your child is safe. If no response comes from our text, we will call all alternative numbers and if necessary, the Police to ensure children and family are safe. A letter for our records is useful if your child is absent for more than one day.

If a child has been sick or had a stomach upset it is a requirement that they remain at home for 48hrs from the last onset.

All other absences must be requested in advance by completing an 'Absence from school due to exceptional circumstances' form, available from the office. Schools are only able to authorise absence in exceptional circumstances.

When making a request for a leave of absence we ask parents to consider:

- The timing of the request, in particular the importance of pupils being present for the beginning of term or significant assessment points.
- Previous attendance during the year.
- Whether there are any educational visits or special learning events being held during the time of the request.
- The impact of the request on the child's social and academic development and overall well-being.

When considering a request, the Headteacher will use their discretion in line with county and government policy but in particular will consider whether there are extraordinary circumstances and the factors listed above.

Please see the office for any further clarification or in the event of exceptional circumstances.

Lateness: Please note that the School day **starts at 8.55am** (although doors are open from 8.45am) Lateness **before 9.10am** is recorded as late. **After 9.10am**, we are required to record lateness as an **unauthorised absence**.

End of school day

The school day **ends at 3.15pm** The children will be dismissed from their classroom doors from this time. On the rare occasion that you may have an emergency which prevents your child being picked up on time they will be cared for in the office **until 3.30pm**. For pick-ups **after 3.30pm** the school has the right to place your child in the After School Club for which a **charge will be made**.

Illness or Accident at School

When children become unwell at school or have an accident requiring medical attention Parents, or if unobtainable another emergency number will be contacted. **It is vital that these numbers are kept up-dated please and that at least two contacts are provided.** If the school are unable to contact Parents or their emergency number, staff will ensure treatment is obtained for your child through the Health Centre or hospital, if appropriate.

Infectious Diseases

Please inform us of any infectious diseases that children may have. The School Office will always inform you of the quarantine guidelines issued by the School Medical Officer. Please see school website parent page for more information.

<https://www.wootey-inf.hants.sch.uk/lateabsence-procedures/>

Head lice

If you suspect that your child may have head lice, please notify the school immediately. This allows school to advise other parents to be vigilant. Information, together with preventative measures is available from the school office.

The Curriculum

In Year R, the children are taught within the Early Years Foundation Stage.

There are seven areas of learning and development that shape the learning in Year R. All the areas of learning and development are important and inter-connected.

Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

These are the prime areas:

- communication and language
- physical development
- personal, social and emotional development
- There are four specific areas, through which the three prime areas are strengthened and applied.
- The specific areas are:
- literacy
- mathematics
- understanding the world

- expressive arts and design

All of those areas of learning are connected together. The characteristics of effective learning weave through them all. That's because children in the early years are becoming more powerful learners and thinkers. These characteristics develop as they learn to do new things, acquire new skills, develop socially and emotionally, and become better communicators.

Three characteristics of effective learning are:

- playing and exploring - children investigate and experience things, and 'have a go'
- active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

When the children are ready, they follow Programmes of Study in the National Curriculum for Key Stage 1. The National Curriculum includes the following subjects:

- English
- Maths
- Science
- Computing
- History
- Geography
- Art and Design
- Music
- Physical Education (PE)
- Design and Technology (DT)
- Personal, Social and Health Education (PSHE) (this includes Relationships Education)
- Religious Education (RE) is taught according to the Hampshire Guidance.

Parents are kept fully informed of their children's learning in school through newsletters, weekly memos online and Curriculum Information Meetings, Class Assemblies, Annual Reports and Parent Consultations. Teachers assess the children's learning through ongoing assessments as well as regular summative assessments. In June Year 1 children are assessed through Phonic Screening. At the end of the school year your child's report will inform you of their attainment and progress.

Computing

The children are taught Computing skills through all areas of the curriculum, ranging from programming, word processing skills, data handling, art and design work, as well as Adventure Programmes. Computers, Interactive Whiteboard, laptops and ipads are available. Programmable toys such as Bee Bots and Roamers are also used.

Religious Education and Collective Worship

Religious Education is included in our school curriculum and follows the Hampshire R.E. syllabus. Religious Education forms part of the learning within the classroom. The children learn particularly about Christianity and Hinduism as well as exploring other religions.

We emphasise such things as British Values, morals, relationships and mutual consideration as well as learning about the multicultural nature of society.

Each school day has a Collective Worship opportunity, which is broadly Christian in character. We hope that all children will take part in it. On Fridays we hold Celebration Assembly which focuses upon celebrations of learning, achievement at home and school and good behaviour. On special occasions, parents and other family members are invited e.g. Class Assemblies and Harvest Festival.

If parents wish to withdraw their child from R.E. or Collective Worship on grounds of conscience they are asked to inform the Headteacher in writing.

Relationship and Health Education

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. It is our aim to ensure that our children grow up as informed and responsible adults. Relationship Education is lifelong learning about appropriate healthy relationships. It is about the understanding of the importance of stable and loving relationships, respect, love and care for family life. It involves acquiring information, developing skills and

forming positive beliefs, values and attitudes. Our Relationships Education programme is firmly rooted in our PSHE framework and Science teaching and not taught in isolation.

Homework

At Wooteys, we strongly believe that children learn best when there is good communication between home and school. Parents are fully informed of what is being taught in class, giving them an awareness of how they can extend learning at home. If at any time you require additional information, please do not hesitate to ask.

The children take home reading and library books to share. We ask that your child reads their reading book at least 3x per week.

A variety of age appropriate learning activities are available on the school's website www.wootey-inf.hants.sch.uk

Class Organisation

When organising the classes prior to each new school year we seek to ensure that they are as balanced as possible in terms of gender and ability. We also take friendships into account and new children are placed with others that they know where possible. Our intake numbers can differ a great deal from year to year and this results in careful consideration of the best way to organise classes each year. In all organisational decisions the impact on learning and social outcomes for children are at the core.

Additional Learning Support

Special Educational Needs and Disabilities

Wootey Infant School believes strongly in an inclusive approach to education. All children are welcome to attend our school according to our Admission Policy. We work with many outside agencies to ensure that our provision matches the needs of all individuals who attend our school.

Class Teachers and Learning Support Assistants naturally assist all the children in their learning. Sometimes children may need extra support. Consequently they would receive this from either the Teacher or Learning Support Assistants, either individually or in small groups. The provision is constantly reviewed through Teacher Assessments. If teachers consider it is necessary to seek extra professional advice, Parents are fully consulted and guidance is offered. Our Parents are always kept fully involved in children's developments.

Our Special Educational Needs Policy supports all children who have Special Educational Needs and Disabilities (SEND). Mrs Tracey Thomas is the named Special Educational Needs and Disabilities Co-ordinator and Mr Ben Bastin is the link Governor with Special Responsibility for SEND.

More Able

Both Hampshire County Council and Wootey Infant School recognise the potential of more able children. Children are taught throughout the school according to their needs to ensure that learning is matched to their abilities and continues to stretch and develop them. The class teacher and leadership monitor the children's progress and teachers plan the children's learning accordingly.

Educational Visits

Parents will be informed of these in writing, in advance. Please be assured that at all times the children are well supervised and the school follows regulations laid down by Hampshire County Council. There is insurance cover for all off-site activities. These may include visits to Alton Library, Portsmouth Historic Dockyard, Marwell Zoo, Southsea and Windsor Castle for example. For some of these activities our parents are asked for voluntary contributions towards the cost.

Behaviour

Our **Core Values** of **Happiness**, **Respect** and **Creativity** foster the right attitude towards learning and the cultivation of a high standard of behaviour. All adults in school expect a high standard of self-discipline, courtesy and behaviour and this is enhanced through following our Golden Rules and Silver Learning Code. Children all have the right to their 'Golden Time' Club each week because we trust and expect them to behave well. Golden Time Clubs are an opportunity each week for children to choose a Club they would like to join such as Gardening, Cooking, Technology, Construction, Making Puzzles, Party Games and Sport.

Should a child behave in an unsuitable manner, sanctions which are consistent across the school are used. A child may be asked to have time out with a senior member of staff or the headteacher if their behaviour is particularly hurtful, physical or has continued over an extended period of time. Parents will be informed in order to support working together to change the behaviour.

In exceptional situations, it may be deemed necessary to suspend a pupil temporarily or permanently exclude them following Local Authority and DFE guidance. We do all we can within our school to manage behaviour positively. However,

there are times when we may need to use force to keep a child or children safe, or to maintain good order within the school. In such cases, we would always act within the principle of reasonable force. We have a policy which gives more detailed guidance on the use of restrictive physical intervention. This policy is available to parents on request and on the website. If you have any concerns with any aspect of behaviour, please contact the Class or Head Teacher.

Clubs

The After School Club is based at Wootey Infant School. Staff collect children from the Junior School or their Infant Classroom to escort them to the club. We accept Child Care Vouchers to assist parents. The After School Club is available Monday to Friday from 3.15-6pm. The Breakfast Club run by Wootey Junior School is held there each day from 7.45am. Full information is available from Wootey Junior School Office 01420 82532 or by visiting their website <https://www.wootey-jun.hants.sch.uk/>

Lunchtime

Our Free School meals are cooked on site by Caterlink and our Cook also produces meals for the Junior School. We are able to accommodate children taking a cooked dinner on differing days each week. The children choose their meal option (meat or vegetarian) each day in their classroom so that it is cooked to order. Specific dietary requirements can be accommodated. Please contact the office for further information or visit

<https://www.hants.gov.uk/educationandlearning/hc3s/education-catering/specialdiets>

Children can bring a packed lunch to school if they wish. This must be in a secure, labelled container. Drinks (not fizzy) should be brought in unbreakable, leak proof containers. Water is provided for all children. In order to meet the requirements of the School's Food Trust, it is essential that healthy lunches are provided. **No sweets or predominantly chocolate products** are permissible. To support the health of all children we are also a **nut free school** and ask that you do not use nut based products in your child's lunches.

Children are seated with their class and there is no segregation of children eating a packed lunch or hot dinners. The children are supervised throughout the lunch break by Learning Support Assistants and Supervisory Assistants.

Parental Partnership

For informal contact for quick queries, parents are encouraged to speak to staff on the gates or classroom doors at the beginning of each day, as staff welcome their presence and interest. If Parents wish to have a longer discussion, they are welcome to contact the School Office to make an appointment or speak to staff at the classroom door at the end of the day. Information about school events is emailed. A text messaging service is used for reminders. All letters can also be found on the school website.

Help in school

Parents and other family members are welcomed into school to work with the children. Parents can help with reading, play maths games, assist with creative activities or help with administration for the Class. Please see the Office to collect some paperwork and a DBS form and notify your child's class teacher if you are able to help. Mrs Palmer or Mrs Thomas will meet with you to share school policies and procedures through induction.

PAWS (Parents at Wootey Schools - PTA)

Wootey Infant School has a friendly and enthusiastic Parent Teacher Association (P.T.A.). The association is a member of the National Confederation of Parent Teachers Association (N.C.P.T.A.). PAWS administers its own funds. The A.G.M. is held in the Autumn Term. All parents are automatically a member of PAWS and many join the committee to organise fun events such as Christmas and Summer Fayres, children's discos and coffee afternoons. These events add superbly to the life of the school whilst raising money. Please see PAWS notice board outside the office for further information.

Facebook page: <https://m.facebook.com/wooteyspta/>

Email: pta00@outlook.com

Parental Access to School Records

There are individual school records kept for children in accordance with the requirements of the general Data Protection Regulation (GDPR). Hampshire schools keep careful records on the development and progress of each of their pupils.

There are two main reasons for keeping records on the children in school. Firstly, it is important that the school has the facts concerning each child, e.g. who he/she is, how old, where he/she lives and who is his/her guardian. Secondly, Teachers need to record progress in learning as a child progresses through the school.

School Records are not open documents in the sense that pupil's records may be consulted by anyone. They are 'confidential' to the school and to Parents or guardians. Parents may, within the arrangements made by a school, ask to read School Records, but it will probably be most helpful if progress is discussed in a general way with the child's Teacher,

when fuller explanations can be given than it is possible to record on official records. The school has a Freedom of Information Policy and a Privacy Notice (GDPR), copies of which is available from the school office or on the school website

The Complaints Procedure

If Parents have a complaint about any aspect of the care provided at Wootey Infant School, they should speak to the Class Teacher or Headteacher in the first instance. It is quite likely that the problem will be sorted out this way, but if not the schools complaints procedure should be followed. This is within the complaints policy available from the school office or on the website.

School Uniform

Our school uniform consists of:

- Royal blue sweatshirt or cardigan
- White or sky blue polo shirt (sky blue is the more popular option)
- Grey or black trousers, shorts, skirts or pinafores

For PE the children require the following to be kept in school in a named drawstring bag please:

- Plain, dark coloured shorts
- White T-shirt or polo shirt
- Plimsolls or Trainers

For outdoor PE in colder weather the children will also need

- Plain dark sweatshirt
- Plain dark jogging bottoms or tracksuit
- Socks

School Uniform with a logo is supplied by Skoolkit.

We keep a small stock in school, which we hope will help with the odd emergency purchase, most orders will take approximately 10-14 days. Orders and payment to be made via the SCO online payment system. Samples are available in school for your child to try before purchase. **You are welcome to purchase supplies from any outlet.**

For safety reasons jewellery may not be worn apart from medi-alert bracelets and a small stud in each ear, which must be removed or covered with tape for PE. Hooped earrings must not be worn.

Students

Students from many schools such as Eggars and Amery Hill undertake school work experience with us and we support T Level and other students from Alton College. We are a partner with Alton Teaching School Alliance (ATSA) and as such we often have trainee teachers from the partnership or Universities working alongside us.

Pre-Schools

We have a pre-school on site called First Friends. Their website <https://firstfriendsltd.co.uk/>

Class Teachers visit new children in their Pre-School setting, to enable them to get to know the children and to see them learning in a familiar environment. Teachers talk to the Pre-School Leaders or Key Workers. We appreciate the records of achievement which Pre-schools provide before the children start in September. We work very closely with Bushy Leaze Children and Families Centre, who support us with outreach.

Wootey Junior School

Teachers plan many opportunities for the children to learn alongside children from Wootey Junior School. Regular sessions with their buddy classes and shared activities e.g. Discos, Class Assemblies and Christmas performances, Christmas and Summer Fayres all develop the Infant children's confidence and familiarity with the Junior school children, building and staff. There is very close liaison between the two schools and Year 2 and 3 staff meet regularly in order to achieve a smooth transfer for the children concerned.

Children who are 7 years old on or before 31st August transfer to Wootey Junior School in September. In the Summer Term, parents are invited to a meeting with the Headteacher of the Junior School, and the children visit their new classes several times. A Junior School Prospectus may be obtained from our school office.

Please do contact the school office for any further information. Thank you.