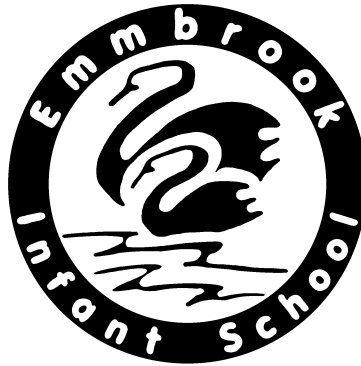


# Welcome to Emmbrook Infant School

## Mission Statement

Together **Everyone Achieves More**



Our vision is one where every child will matter and will know that they are a valued member of the school. We will embrace the individual needs of each child and work in strong partnership with home.

Our school is a very inclusive, safe and healthy community and we will strive to provide exciting, inspiring and enjoyable learning experiences, where individuals appreciate each other. We will promote children's learning in a secure, stimulating, caring environment.

Our children achieve personally, socially, and academically, laying the foundations for life-long learning and independence.

**An adventure for the mind and a home for the heart.**

## **Introduction**

Emmbrook Infant School is for children aged between 4 and 7 years old. The children are admitted to our Foundation year at the start of Autumn term during the academic year in which they turn five years of age.

We share a pleasant site with Emmbrook Junior School and St Paul's Playgroup is situated in the Emmbrook Infant School building. The Emmbrook Secondary school is on the opposite side of the road. There is also a privately run after school club situated within the school grounds which offers out of hours provision for our children before and after school.

Children are taught in classes of no more than 30, and we have 2 parallel classes in each year group. The Infant school teaches children in their Foundation year, Year 1 and Year 2. Children transfer to Junior school at the age of 7 and to Secondary school at age 11.

Behaviour in our school is very good, as reported in our last Ofsted report. If there are any behavioural difficulties they are dealt with by the Head Teacher and, where appropriate, parents are contacted to discuss any problems.

A copy of the school Behaviour policy is available on the website, or on request from the school office.

## **Admissions**

Our number of admissions is 60 children per year group. This is the number of children we admit into our foundation class each year. The Admissions team at Wokingham Borough Council deal with all of our admissions.

## **Healthy Schools Initiative**

We are part of the Healthy Schools Initiative, which aims to ensure children learn and grow in a school where the atmosphere and ethos promote a positive learning environment. We are proud to have achieved 'National Healthy School' status.

Projects have included improving playground facilities, easy access to fresh water, promoting the Golden Rules for behaviour, embedding our Core Values using circle time, Social & Emotional Aspects of Learning (SEAL), and we have peer mediators and School Council to give the children an important voice.

## **School Open Times**

The main school gate opens at 8.30am and children enter the school through their outside classroom door. Please be at your class door at 8.45am. Registration is at 8.50am. Parents/carers are responsible for their children until they enter the school building and must not be dropped off at the main gate. Morning break time is from 10.45 – 11am and lunchtime is from 12 – 1.15pm. At the end of the day, the Foundation classroom doors open at 3.15pm. Year 1 and year 2 classroom doors open at 3.20pm.

If your child arrives late and the classroom doors are closed, please go to the main office where your child's arrival will be registered. (This is essential in case of fire or another emergency). Your child will be marked as late in the register which the Education Welfare Officer monitors every half term.

At the end of the school day pupils are collected from the outside door to their classroom and the teacher sees them out to the person collecting. Please inform the class teacher in person or call the school office if there is a change to the usual collector. Children will not be released from school without prior notification from their parent.

### **Playground Equipment**

Due to health and safety and insurance purposes, children are not permitted to play on the playground equipment before or after school. Please ensure your children are aware of this.

### **Pedestrians on site**

ALL Parents, carers and children must enter the school site via the pedestrian gate. For the safety of you and your children, please ensure you DO NOT walk through the staff car park at any time but use the pavements and zebra crossing to walk around the school site. It would be very helpful if you could talk to your child about dangers of walking near cars and explain that the car park cannot be used as a short-cut.

### **Cars**

Parents and carers are not permitted to drive onto the school site to ensure all children's safety. Of course if your child is ill and needs to go home you will be able to drive onto the school site to collect them. Local residents have politely requested that parents and carers park considerately and do not park in front of driveways or entrances to properties. We thank you for your assistance with this.

Disabled drivers who need to drive onto the school grounds must obtain a permit from the school office which will be renewable each term.

### **Absence**

If your child is unwell and not coming into school, please telephone or email the school office before 9am to advise us of their absence, for every day that your child is absent from school. We are required to keep a record of pupil absence as well as the reasons for pupil absence.

If your child becomes unwell during the school day, we will contact you to make arrangements to have your child collected from school. Please ensure that you let us know if your contact details change so that we are always able to contact you quickly when your child is unwell.

We follow guidance from the Health Protection Agency which states that if your child has sickness or diarrhea, they should not be sent into school for 48 hours after their last episode to prevent other children from becoming unwell. If your child returns to school before this, then you will be contacted to collect them.

Holidays are not permitted in term time in accordance with Department of Education guidance. Fixed penalty notices may be issued by Wokingham Borough Council if a holiday is taken. Please see our policy for further details.

### **Health**

Your child should have had the pre-school booster vaccinations. Please ensure that this is done before your child starts school.

### **School Medical Service**

Children will have their height, weight, sight and hearing checked during their first year at school. Parents may request a health interview during their first year in school and these are arranged by the community school nurse.

## **Medicine**

If your child is prescribed medicine that needs to be administered during the school day by a member of staff, you will need to complete a medicine consent form available from the school office. School staff cannot administer any medicine that has not been prescribed by a doctor and if it is not in the original packaging. Alternatively, parents/carers are welcome to come and administer medicine to their own child at the appropriate time.

## **Pupil Premium Grant**

The Pupil Premium was introduced in April 2011. It is allocated to local authorities and schools for children from low-income families who are known to be eligible for free school meals (FSM) as well as children who have been looked after continuously for more than six months. The aim of this funding is to 'close the gap' in the attainment of these children compared to their peers.

If your child is eligible, the grant can contribute towards school trips, uniform and extra-curricular clubs. It will also be used to provide extra support where necessary, to ensure your child reaches their full potential.

Are you receiving one of the following?

- Income Support
- Income based job seekers allowance
- Tax Credit Award notice (TC602)

Or is your child:

- Looked after
- Special Guardianship Order
- Residency Order
- Adopted from Care

**If yes**, please complete the Pupil Premium Grant Form in your pack and contact the school office should you have any questions. **Please be assured that all information will be dealt with confidentially.**

## **School Meals**

School meals are cooked in the Junior School kitchen and are served in the Infant school hall. A hot main meal is available daily with a vegetarian option which includes a drink of water. Packed lunches may be brought from home and are also eaten in the school hall. A packed lunch **MUST** include a drink, separate from their class water bottle. All children in Foundation, Year 1 and Year 2 are entitled to a Free School Meal.

Menu options are available daily. The menu is available on the school's website. Children are asked to choose which meal option they would like during morning registration.

## **Snacks and Milk**

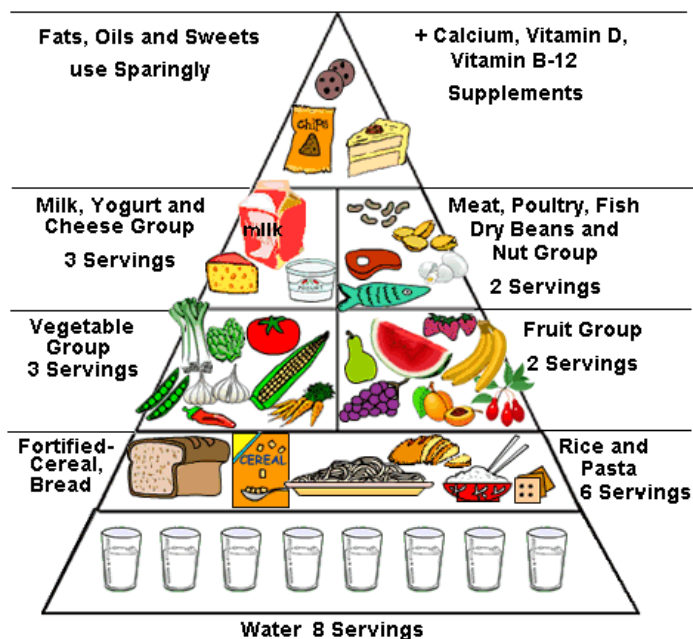
Cool Milk are the company who provide the milk for children at school. Children under five receive free milk under the UK Government's Nursery Milk Scheme. Children aged five or over have the option of receiving milk at snack time for a subsidized cost of just 22p per day. If you wish your child to receive milk, you must register your details on the Cool Milk website even if your child is due a free entitlement. You will find a separate letter in your admissions pack containing details of how to register.

All children are provided with a free daily snack of fresh fruit or vegetables such as carrots, tomatoes, apples or bananas.

## Packed Lunches

Please do not send sweets or fizzy drinks in your child's lunch box. We have children in the school who suffer from severe allergic reactions to peanuts and other nuts that can be fatal. We ask that you please DO NOT SEND ANY NUT PRODUCTS in your child's lunch box.

A balanced diet ensures that you eat from the five food groups from the diagram below. The servings give a guideline as to how much of each group should contribute to your food intake.



## Healthy Lunch Box

This should include:

- A portion of starchy food (a wholegrain roll, pitta bread or tortilla wrap)
- A portion of protein (lean chicken, fish or a meat alternative such as hummus)
- A portion of dairy (milk, yoghurt or cheese)
- Fruit and vegetables
- Plenty of liquid to hydrate (No fizzy drinks)
- A treat food (piece of cake or a chocolate biscuit)
- NO NUTS or NUT DERIVATIVES because of life threatening allergies. Please check all food labels carefully to ensure all food is nut free. (e.g. breakfast bars)
- NO SWEETS (e.g. Milky Ways or Fun size bars)

The Food Standards Agency  
[www.eatwell.gov.uk](http://www.eatwell.gov.uk)  
0207 276 8829

The British Nutrition Foundation  
[www.foodfactoflife.org.uk](http://www.foodfactoflife.org.uk)  
0207 404 6504

## Water bottles

Children must bring a named water bottle to school every day. This is in addition to any drink you put in your child's packed lunch box.

### **Letters to teachers**

Please ensure that any notes, forms or letters brought into school are handed to your class teacher on arrival to school in the morning and not left in book bags.

### **Uniform and Equipment**

Our logoed uniform is available to purchase online: [emmbrookinfant.gooddies.co.uk](http://emmbrookinfant.gooddies.co.uk), more information will also be available at the Parents' Evening in June and on the Learning Platform. All children will need a book bag with the school logo and a named water bottle.

Girl's School Uniform:

- Bottle Green cardigan or jumper with the school logo or plain
- White polo shirt
- Grey skirt, pinafore, trousers or shorts
- Green checked summer dresses (optional in warmer weather)
- Green or grey tights
- Grey, black or white socks
- Black school shoes – flat, rubber soled (no boots please)

Boy's school uniform:

- Bottle Green jumper with the school logo or plain
- White polo shirt
- Grey trousers or shorts
- Grey, black or white socks
- Black school shoes (not trainers)

P.E. kit: **(To be left in school at all times)**

- Bottle Green T-shirt with the school logo or plain
- Black or bottle green P.E. shorts
- Jogging bottoms and a sweatshirt (required for the autumn and spring term for outdoor P.E.)
- Trainers

Sizing Samples are available in school. We encourage parents to check sizes before an order is placed.

Children with long hair should have it tied back at all times during the school day.

Children with pierced ears should only wear small studs to school and must have them covered with micropore tape during P.E. This is available in the school office and school staff will apply this at the start of the P.E. session.

Nail varnish and jewelry (except a watch or religious item) are not permitted. Religious items and watches should be removed for P.E. lessons.

### **Lost property**

Please, please, please name all of your child's belongings. This helps us to return lost items to their owners when they are found. Our lost property box is located under the canopy outside Year 1 classrooms.

### **Broadmoor Alert**

In the event of a Broadmoor alert no child will be allowed to leave the school during this time unless they are collected by a parent or carer known to the school.

### **After School and Breakfast Club**

In association with the school, there is a privately run club which is held in the bungalow within the school grounds. Further information is available from Jane Banks on 07740 862283. The afterschool club is always oversubscribed so do approach them as soon as possible if you believe you will need a place.

### **School Clubs**

We offer a wide range of extra-curricular activities in school that are open to all children. Activities vary from term to term and are held during lunchtimes and after school.

Towards the end of each term you will receive a list of extra-curricular activities on offer during the next term. This will include start and finish dates, timings and the cost.

If your child would like to take part in one or more of the activities, you will need to complete the application form(s) and send in with the payment by the date given. Late entries are not accepted as all clubs are oversubscribed.

In the Autumn Term we do not offer these clubs to the Foundation Stage children as they are settling into school and may be tired at the end of the school day.

All children in an after school club will go straight to their activity at the end of the school day and can be collected from the hall door nearest to the office at the end of session. Parents are not required to take or accompany their children to the club. All children are collected for school clubs by the club leader and safely delivered to the school hall at the end of the session.

Some of our extra-curricular activities include:

Gymnastics	French
Dancing Stars	iRock!
Recorders	Football
Multi-Sports	

### **Cake Sales**

Cake sales usually happen once a term and are hosted by a particular year group. Parents will be sent an email letting you know when this will be so that you and your children can bake some lovely cakes. The year class teachers, teaching assistants and parent volunteers will then run the cake sale at the end of the school day. All proceeds go towards purchasing valuable resources for the year group.

### **Book Fairs**

We invite book fairs to come into school for a week during both Autumn and Summer terms. Parents will be sent a letter informing you of dates and staff will set up the hall after school for parents and children to come and browse and buy books.

### **Monitoring and Evaluation**

Each curriculum area has a subject leader who is responsible for the subject scheme of work and termly planning of the subject. Teachers write their lesson plans individually or in teams in order to meet the particular needs of the children in their care.

A separate scheme of work linked to the Early Years foundation is followed by the foundation stage pupils.

Children's' work is monitored by continual assessment and as parents you will be informed of your child's progress at the 1:1 parents' evenings.



If you have any concerns regarding the curriculum, in the first instance, please speak to your child's Class Teacher.

### **Curriculum Subjects**

We endeavour to offer all children a rich, stimulating, varied, warm and caring environment where they are taught the National Curriculum and develop the skills necessary to play their part in our changing world.

The children are taught to show consideration, tolerance and respect for others and are encouraged to share and help one another.

We seek to achieve high standards of education for all children. Within a working week of 21 hours the following subjects are covered:

#### **English**

Great emphasis is placed on developing each child's speaking and listening, and reading and writing skills, building on the wide knowledge that the child brings from home and following the requirements in the literacy framework.

Reading is taught in a sound structured environment, developing pre-reading skills, phonics and sight recognition of whole words. The children use a published reading scheme, which is supported and supplemented by other reading material. Children take their reading books home to share their new reading skills with their family and we ask you to hear your child read five times a week. Practising their reading skills is essential if they are to become fluent readers with good comprehension.

Writing develops alongside reading. The children are taught letter formation and gradually learn to write in sentences. They have the opportunity to write for a variety of purposes, including storytelling, research, chronological writing, invitations, recounts and thank you letters. During their time at our school they learn the basic rules of spelling, grammar, punctuation and presentation. Children are taught to use a continuous cursive handwriting styles from Foundation.

The children are given opportunities to develop their speaking and listening skills. Time is given to discussion, questioning and sharing information. Pupils are taught 'good listening skills'.

#### **Mathematics**

During their Infant years, the children acquire the basic early skills, covering the knowledge and understanding of numbers, algebra, measures, shapes and data handling. From the beginning, our aim is to link maths with familiar situations for the children and to use a wide variety of apparatus including computers and games. Pupils are encouraged to do simple arithmetic in their heads and explain how they reach their answers.

#### **Science**

Our scheme of work, which covers the National Curriculum requirements, is taught primarily through topic based units of work. The children are taught to make careful observations, to enquire and eventually begin to make a hypothesis. This is a practical subject where the children enjoy hands-on experiences.

#### **Computing**

The children have the opportunity to develop their computing capability skills and techniques using hardware and software. Computing skills are used and developed in most curriculum areas using our computer suite and interactive whiteboards. A variety of computing is used in the classrooms including digital cameras, bee-bots, i-pads and talking books.

## **Religious Education and Personal, Social and Health Education**

We follow guidelines set out in the Local Education Authority's syllabus (SACRE) for our Religious Education scheme of work and follow the SEAL National Programme for Personal, Social and Health Education (PSHE). Parents may, if they wish, request that their child be withdrawn on those occasions when religious worship or religious teaching is taking place.

At Key Stage 1, Sex Education focuses on friendships, family relationships and raising self-esteem, which are included in topics such as science and PSHE.

A copy of the school Sex Education policy can be found on the learning platform or is available from the school office on request.

## **History/Geography**

The aim of these studies is to develop the child's understanding of people and places. We begin by looking at the school and local area, and later, at other areas of Britain and the World. The children learn about famous people and historical events. They also begin to learn about their family history, finding out about changes and comparing their Grandparents' childhood with their own.

## **Design Technology and Art**

Design and Technology involves the children in practical design and planning and construction. Our scheme uses advice from the Department for Education Scheme of work. Activities such as sewing, model making, wood work and cooking are a part of this subject.

The Art scheme of work following the National Curriculum guidelines offers children the opportunity to use a wide range of materials and techniques to develop their visual perception and creativity. The children learn about different types of art from different cultures and traditions as well as looking at the work of influential artists.

## **Music**

The children have the opportunity to listen to a variety of music. In music lessons the children sing and learn new songs and use percussion instruments to reinforce their appreciation of pattern and rhythm and learn simple composing skills.

## **PE**

This subject includes games, gymnastic skills, dance and orienteering. The children are encouraged to perform a range of simple actions and linked movements. They are taught to work safely on apparatus and develop the skills for games and working as part of a team.

## **Learning to Read**

Sometimes your child might bring home a reading game, words, or sounds to learn. This might involve putting out a few words or sounds face down so that the child turns one over and tells you the word, make a matching set and try putting the right words together, playing snap etc with them. Children also automatically become members of the school library and will have the opportunity to bring home both fiction and non-fiction books. Please note that there is a flat charge of £5 for all lost or unreturned books.

Even good readers may still enjoy being read to. It still helps to show interest in your child's choice of books and continuing trips to the library etc. With your enthusiasm and interest you will have not just a competent reader but with luck a reader for life!

## **Early Reading**

Long before starting school children begin to pick up the clues and strategies that will make them good readers.

### **Listening Skills**

- Listening to nursery rhymes, songs and simple poems and then repeating them
- Clapping rhythms and the syllables in their own name or yours, Mum-my, Sa-ra, Pe-ter

### **Learning to use your eyes**

- Noticing signs as you go along the road and 'reading' them.
- Helping in the supermarket by finding things you usually buy
- Enjoying simple picture books with just one or two words on a page which name objects or activities familiar to very young children

### **Stories and Poems**

Sharing stories, poems and rhymes becomes an invaluable experience when your child learns to listen. As you read the text, begin to discuss what is happening in the picture. You might ask your child "What might happen next?" or "What has happened?" in the story. Find out what your child likes and dislikes about a story. When you are reading sometimes point to the words as you read so that he/she realizes that print has meaning and that it goes from left to right across the page. Your child will be beginning to see how books should be handled and treated so that they can be enjoyed again and again.

Let your child see you reading, for pleasure and for information. Read instructions so that he/she will know reading has a practical purpose.

When children are small there is no need to limit their diet to fiction, many children thrive on books about real things and their thirst to know more about their world and beyond. Children enjoy choosing a book regularly from the library and don't be surprised if they repeatedly choose the same book. Children often love a book that is familiar that they can 'read' even if we tire of that same story again and again.

### **The Alphabet**

Many children are ready to learn the names of the letters and their sounds before they start school. Playing games where they listen to find a word that starts with the same sound as the word you say – bed/boy or finding a word that rhymes with the word you say – cat/hat will encourage the child's interest in sounds and the alphabet. Have an alphabet frieze or alphabet books so that your child is familiar with the alphabet. Children usually enjoy singing alphabet songs along with you.

### **Hearing your Child Read**

We will hold a Phonics and Reading evening in September when we will explain how we teach phonics and how you should hear your child read at home.

### **Starting school**

When children start school they bring a fund of reading skills with them and we aim to reinforce and build on this knowledge filling gaps and introducing a formal structured reading scheme to support their progress in reading.

Every day in school they will have experiences that will develop their reading skills. When he/she is learning to read at school your child needs your support at home to reinforce and consolidate newly acquired skills.

The best approach is usually short, regular practices in a comfortable setting where you will not be distracted by the television etc. Your child will bring a book home when the teacher feels they are ready.

Engaging pupils in a love of reading is a key focus. Once children start bringing books home, we encourage them to read at home to an adult five times a week and collect Reading Reward Time, one of the many enrichment activity times held in school, every Friday.

## **Curriculum Assessments**

### **Baseline assessment**

During the foundation stage school staff complete the EYFS (Early Years Foundation Stage) profile to identify the children's levels of development.

### **Year 1 and Year 2 assessments**

We have a regular assessment programme for children in Years 1 and 2. A statutory phonics test is administered to Year 1 children in June.

### **Standard Assessment Tasks and Tests (SATs)**

SATs are administered to Year 2 children during May in accordance with DfE regulations.

A copy of last year's results can be found on the school website.

The Assessment policy can be found on the website or is available from the school office on request.

### **More Able and Talented**

There is a strong learning ethos in our school. We recognise, develop and celebrate the successful achievement of all our pupils.

High expectations are shared by all. Challenging and extending learning opportunities are a daily part of the curriculum. Monitoring, tracking and reviewing pupils learning targets and ensuring good levels of progress are high on the school's agenda.

We have an M,A&T subject leader who meets with the children on the schools Gifted and Talented register on a regular basis.

A copy of the school More Able and Talented policy can be found on the website or on request from the school office.

### **Special Educational Needs**

At Emmbrook Infant School we welcome all children including those with any additional needs or disabilities. As part of our inclusive approach we aim to ensure that all children have equal access to a broad and balanced curriculum, tailored to their individual needs.

We are a designated school for children with hearing impairments. We ensure that every child matters, and that all children explore and reach their full potential. If your child needs additional adult support to access an after-school club – please see the SENCo (Mrs Massarella) or Mrs Gillard.

### **How We Work**

Children's needs are assessed and identified early. The use of personalised plans are challenging but realistic, and regularly monitored, involving the child and their parent/guardian.

If your child has an additional need that requires an Individual Support Plan, you will be invited into school every term to discuss this with the SENCo and class teacher.

Teachers and Support Assistants work closely with the Special Educational Needs Coordinator (SENCo) and outside agencies to keep abreast of the latest information.

### **Collective Worship**

Assembly is held in the school hall three times a week and includes a story, prayer, hymns, discussions, drama and visitors. On Friday we hold our celebration assembly. Parents may request that their child is withdrawn from collective workshop.

### **Class Assemblies**

Each class holds a class assembly for parents/carers once a term. This is an opportunity to see what your child has been learning during the term. They are usually held on a Friday afternoon at 2.30pm, with tea and coffee available afterwards. The Foundation Stage children do not have an assembly in the Autumn Term.

### **Meet The Teacher**

Each term a Meet the Teacher Meeting will be held where parents/carers will be given more information about the learning their children will be doing that term in class. These are held at 2.40pm in the school hall.

### **Christmas Productions**

Each year the children produce a Christmas production for parents and carers to come and watch. Foundation children host a separate play to Years 1 and 2 who put on a joint production. Ticket allocation is restricted to two tickets per family but extra tickets may be requested.

### **Year 2 Leavers Assembly**

Year 2 parents are invited to an assembly as their child comes to the end of their time at Emmbrook Infant School. This will normally occur near the end of Summer term in July.

### **Sport Day**

On Sports' Day, children must come to school wearing their P.E. kit. Parents are invited to come and watch the infant school races from 10.00am. This is then followed by a family picnic for all infant and junior school families. Infant school children will then return to class in the afternoon when the junior school races commence.

### **Visits and Trips**

At appropriate times during the year the children take part in organised educational visits. There are opportunities for the children to participate in special events and days in school. These include sports skills development, music and drama workshops and visits from authors. Anyone who wishes to share their skills, experiences or talents with us are warmly welcomed. Where possible, links within the local community are promoted within the school.

### **Home Visits**

As part of our smooth transition into school, all children receive a home visit from their new class teacher in September. This is a great opportunity for children to meet their new teacher in their own home environment where children feel more confident and relaxed. A home visit will last approximately half an hour.

**What's next?**

Contact Wokingham Local Authority for information on the admissions process. Hearing Impaired children will be given priority if Emmbrook Infant School is the named school on their statement of Special Education Need.

**Links:**

School Admissions

[www.wokingham.gov.uk](http://www.wokingham.gov.uk)

0118 974 6000

Special Educational Needs

[www.wokingham.gov.uk](http://www.wokingham.gov.uk)

0118 974 6000

Advisory Centre for Education

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

0808 800 5793

Council for Disabled Children

[www.councilfordisabledchildren.org.uk](http://www.councilfordisabledchildren.org.uk)

0207 843 6000

National Association for Special Educational Needs

[www.nasen.org.uk](http://www.nasen.org.uk)

01827 311 500

Office for Advise, Assistance, Support and Information for Special Needs

[www.oaasis.co.uk](http://www.oaasis.co.uk)

0800 197 3907

Parent Partnership Service

[www.parentpartnership.org.uk](http://www.parentpartnership.org.uk)

0207 843 6058

## The Parent / Teacher Association

Every Parent and Teacher at the Emmbrook Primary Schools is automatically a member of the PTA



The PTA exists to support both the Infant and Junior Schools. Whereas the PTA used to provide the nice "extras", it now helps to provide the essentials.

The PTA committee is a core group that meets regularly to discuss and organise fundraising and social events for all involved with the schools. However all PTA members are welcome to come along to any meeting they wish.

The PTA committee is always looking for new members as the constitution allows a maximum of four years consecutive service

### **WE NEED YOUR HELP!**



Without help we cannot organise events like EMMPO or the Christmas Fair, which raise funds for things like the regeneration of the environmental area or for equipment in the playground.

#### We are looking for:

- Parents who can help organise big or small events
- Parents who can help get photocopying done without charge
- Parents with marketing skills
- Parents who can help "on the day"
- Parents with ideas
- Parents with enthusiasm
- Parents with a bit of time



### **Parents' Forum**

Our school has a Parents' Forum where parent representatives from each year group are invited to meet with Mrs Gillard each term.

Junior Disco



Infant Party

Christmas Fair



Christmas Fair



School Uniform Sales



Ice Cream sales



Throughout the year the PTA organise a number of events:



Ladies Pamper Evening

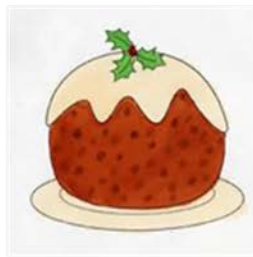


Calendar Sales

Infant Movie Night



Sales of Christmas Cards



Christmas Pudding Sales



Swishing Party





## PRIVACY NOTICE

For

### ***Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings***

#### **Data Protection Act 1998: How we use pupil information**

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

***We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.***

If you want to receive a copy of the information about your son/daughter that we hold, please contact Mrs Heli Braver via the School Office.

We are required, by law, to pass certain information about our pupils to our Local Authority (LA) and the Department for Education.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- Our local authority at [www.wokingham.gov.uk](http://www.wokingham.gov.uk) or
- The DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

# Emmbrook Infant School

## Our Golden Rules

- Listen to every adult in school - Show me Ten
- Remember to say please, thank you and excuse me
- Always sit calmly and sensibly on the carpet
- Always walk around school
- Look after your own things carefully and tidily
- Remember to wait your turn
- Use your inside voice in school
- Respect and think of others
- Keep your school clean and tidy
- Behave sensibly and play safely outside



## Emmbrook Infant School Core Values

**Respect  
(September)**

I understand that people's feelings and their belongings are important and we must take care of them.

**Resilience  
(October)**

I will keep trying when I find things difficult in my work and play.

**Empathy  
(November)**

I understand that everyone is different and I am always kind to everyone.

**Patience  
(December)**

I can wait for my turn without getting angry.

**Independence  
(January)**

I can do things on my own and think for myself.

**Curiosity  
(February)**

I like to ask question and want to find out more.

**Honesty  
(March)**

I will always tell the truth, play fairly and not take things that do not belong to me.

**Self-Discipline  
(April & June)**

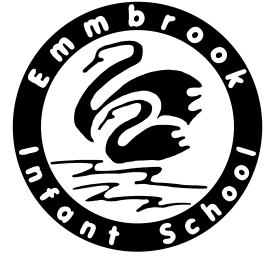
I know what to do in different situations and I will make the right choices.

**Confidence  
(May)**

I am happy to be me and not afraid to have a go.

**Teamwork  
(July)**

I can join in with other children, listen, use and share my ideas.



## School Term Dates 2017-2018

### Autumn Term 2017

Staff In-Service Training Day  
Staff In-Service Training Day  
**Start of Pupil term (Year 1 & 2 Only)**  
Staff In-Service Training Day  
**Half Term**  
**End of Pupil Term**

Monday 4<sup>th</sup> September  
Tuesday 5<sup>th</sup> September  
**Wednesday 6<sup>th</sup> September**  
Friday 20<sup>th</sup> October  
**Monday 23<sup>rd</sup> – Friday 27<sup>th</sup> October**  
**Tuesday 19<sup>th</sup> December at 2pm**

### Spring Term 2018

Staff In-Service Training Day  
**Start of Pupil Term**  
**Half Term**  
**End of Pupil Term**

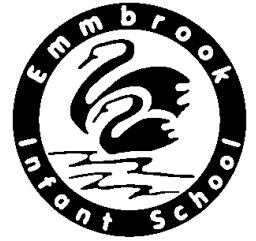
Wednesday 3<sup>rd</sup> January  
**Thursday 4<sup>th</sup> January**  
**Monday 12<sup>th</sup> – Friday 16<sup>th</sup> February**  
**Thursday 29<sup>th</sup> March at 2pm**

### Summer Term 2018

**Start of Pupil Term**  
Bank Holiday Closure  
**Half Term**  
Staff In-Service Training Day  
**End of Pupil Term**

**Monday 16<sup>th</sup> April**  
Monday 7<sup>th</sup> May  
**Monday 28<sup>th</sup> May – Friday 1<sup>st</sup> June**  
Monday 4<sup>th</sup> June  
**Tuesday 24<sup>th</sup> July at 2pm**

# School Staff



## **HEAD TEACHER**

Mrs Corrina Gillard

## **DEPUTY HEAD TEACHER**

Mrs Jenny Wright

## **TEACHING STAFF**

Miss Rachelle Godfrey  
Mrs Beccy Cooper  
Mrs Grace Massarella (SENCO)  
Miss Fiona Gaitens

Mrs Christine Freemantle  
Mrs Lucy McClymont  
Mrs Helen Stamp  
Mrs Karen Hardwicke (Teacher of the Deaf)

## **CLASSROOM SUPPORT**

Mrs Penny Cox  
Mrs Nicky Gould  
Mrs Michelle Allpress  
Mrs Jenny Andrews  
Mrs Gill Lowe  
Mrs Sharon Fuller  
Mrs Janine Bloomfield

Mrs Dawn Harvey  
Mrs Jane Machin  
Mrs Sally Dottson  
Mrs Karen Pratt  
Mrs Hester Pickard  
Mrs Kathryn Plummer

## **INDIVIDUAL SUPPORT**

Mrs Teresa Wingfield  
Mrs Maria Douglas  
Mrs Joanne Godwin  
Miss Laura Maidment  
Mrs Trini Woodhead

## **LUNCHTIME CONTROLLERS**

Mrs Nicky Gould (Supervisor)  
Mrs Jacqueline Bornshin  
Mrs Teresa Wingfield  
Mrs Maria Douglas  
Mrs Kathryn Plummer

Mrs Janine Bloomfield  
Mrs Sarah Devoy  
Mrs Sally Dottson  
Mrs Hester Pickard

## **OFFICE STAFF**

Mrs Jaime Barrett  
Mrs Heli Braver  
Mrs Jacqueline Bornshin

## **CHAIR OF GOVERNORS**

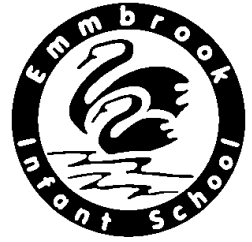
Mr Tony Charters

## **CLERK TO GOVERNORS**

Mrs Barbara Hunter

## **SITE CONTROLLER**

Mr Tom Bazely



# Checklist for parents/carers

## Uniform ([emmbrookinfant.gooddies.co.uk](http://emmbrookinfant.gooddies.co.uk))

- Bottle Green v-neck Jumper or Cardigan with school logo
- White polo Shirt
- Grey trousers, skirt, pinafore or shorts
- Green checked summer dresses (optional in the warmer weather)
- Grey Tights
- Grey, Black or White socks
- Black School Shoes

## P.E. Kit (*to be kept in school*)

- A small named P.E. bag (preferably not drawstring) containing:
- Bottle Green t-shirt with the school logo or plain
- Black or Bottle Green P.E. shorts
- Trainers
- Jogging bottoms and sweatshirt (*required for the autumn and spring terms for outdoor P.E.*)

## Other items

- Book Bag with school logo
- Water bottle (*Bring to school on Monday, home Friday.*)
- Sun hat in the warmer weather

**PLEASE NAME EVERYTHING!**

**This makes it easy to return any lost items to their owners.**