

# Welcome to Emmbrook Infant School

Together **E**veryone **A**chieves **M**ore



## **Our Mission**

Our school is a secure, healthy, stimulating and caring environment in which staff and children appreciate and respect each other as they develop and deepen new skills and concepts.

Learning is exciting, inspiring, challenging and enjoyable. Every child is happy, caring and confident whilst knowing they are a valued member of our school. We embrace the individual needs of every child to progress and grow through our Core Values, whilst working in strong partnership with home. Children achieve personally, socially and academically, laying the foundations for life-long learning and independence.

## **Our Vision**

Our vision is to deliver outstanding education as a part of the trio of Emmbrook schools, giving the local community a school, of which, parents, carers, pupils, staff and governors are proud. Our reputation and skills are such that, as part of a professional learning community, our outwardly focused staff are recognised and used as mentors for sharing our best practice.

## **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.

## **School Open Times**

The main school gate opens at 8.35am 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. If your child arrives after the close of registration at 9.20am, then they will be entered as absent in register (DfE guidance) but signed into the Pupil Signing-in Book to record they are in school. They will be registered for the afternoon session.

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.

## **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 you do not report your child as absent, the school office will make contact with you by 9.15am to confirm your child's whereabouts. If the office are unable to make contact, Mrs Gillard, our Head Teacher, or a member of her Senior Leadership Team will personally drive to your home address to make contact and verify your child's safety and reason for absence from school. If in the event there is no one at your home, then the police and children's services will be contacted as your child will be deemed as missing from education.

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 for Free School Meals, 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. Free School Meal checks are carried out termly and if your child stops being eligible for Free School Meals they will still be entitled to additional support as necessary but will no longer be eligible for assistance with school uniform and trips.

Are you receiving one of the following?

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

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**

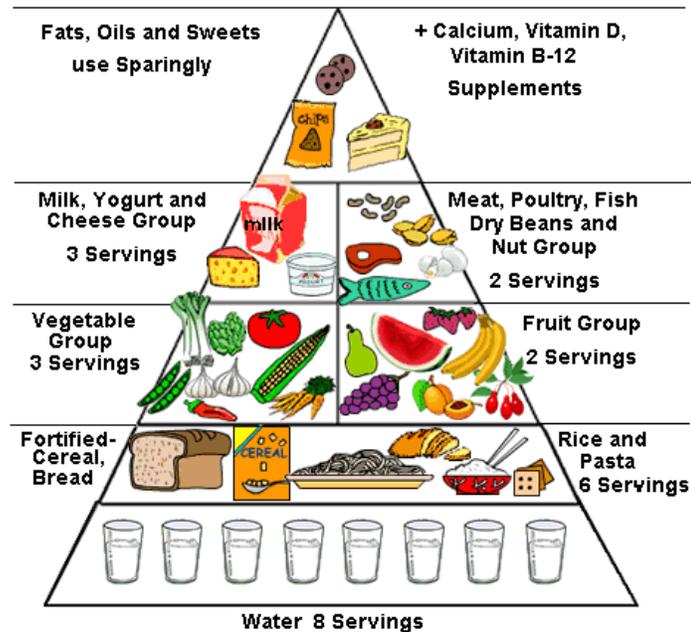
Cool Milk are the company who provide the milk for children at school. Children under five receive free milk under the UK Government's Nursery Milk Scheme. Children aged five or over have the option of receiving milk at snack time for a subsidised cost of just 22p per day. If you wish your child to receive 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 therefore 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.foodafactoflife.org.uk](http://www.foodafactoflife.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 at [www.emmbrookinfant.gooddies.co.uk](http://www.emmbrookinfant.gooddies.co.uk) Please note that orders placed before the 15<sup>th</sup> of each month will be delivered by the end of the month and orders placed after the 16<sup>th</sup> of the month will be delivered by the 15<sup>th</sup> of the following month. Home deliveries incur a delivery charge of £6.50 but deliveries to school are FREE. 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 – **No zips or hoods please!** (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 classroom and school staff will apply this at the start of the P.E. session.

Nail varnish and jewellery (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 the 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.

Please note that school clubs are only offered to the Foundation Stage children from the Summer Term.

From the Summer Term, 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!
Martial Arts	Football
Multi-Sports	Spanish

### **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 monitoring 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.

Childrens' work is monitored by continual assessment and as parents you will be informed of your child's progress at the 1:1 parents' evenings in the Autumn and Spring terms and through their end of year report in July. Parents and carers have the option of meeting with your child's class teacher in the Summer term, once reports have been sent out, if you have any concerns you feel should be dealt with before your child moves up to the next year group.

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 Life (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 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. Reflection time is held in class twice a week. On Friday we hold our celebration assembly where children are awarded the following:

- Silver Swans – achievement and effort in their learning that week
- Core Value Leaf – embodying the core value characteristics
- Photo on the Rainbow Board – for modelling a Golden Rule
- Head Teacher Award – for manners, kindness or going above and beyond
- Actives Challenge – The class who are seen to have tried their hardest in PE lessons are awarded with 'Actives Alfie' mascot to have in their classroom for the week and the child who is awarded Actives Pupil of the Week receives a certificate and prize for their efforts in being actively healthy through sport, activities and diet throughout the week.

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 9.30am. 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.

**Useful 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



# Emmbrook Infant and Junior PTA

[ptachairemmbrook@gmail.com](mailto:ptachairemmbrook@gmail.com)

you can also contact us through either school office



**Last year, we raised over  
£15,000 for the schools!!**



## What is the PTA?

Registered charity set-up to raise money for the Infant and Junior schools through social and fundraising events.

There is a small committee of four nominated people but each event is run by its own sub-committee.

The PTA send out newsletters 3 or 4 times a year and also communicates through parentmail and facebook.

## How can I help?

The best way you can help is by coming along and supporting the events. However, the events cannot take place without people stepping up and volunteering their time and effort for anything ranging from bringing in a bottle for the tombola, or running a stall for an hour, right up to organising an event.

## How is the money spent?

The PTA funds are vital and have enabled the schools to fund playground equipment such as the pirate ship, climbing frame and soft surfacing, IT equipment such as smart-boards, laptops and tablets, visiting workshops, new books and sports equipment.

## Regular events:

- Summer Fair
- Christmas Fair
- Discos and parties
- Quiz night
- Pamper evening
- Race Night
- Cake sales
- Ice creams sales
- Bag2school clothing collections
- Christmas cards

Everybody is a member of the PTA and each event is only as successful as the amount of support it receives.

# Emmbrook Infant School

## Parents' Forum



### webpage

[www.emmbrookinfantschool.co.uk/parentsforum](http://www.emmbrookinfantschool.co.uk/parentsforum)

### email

[Emmbrook.inf.forum@gmail.com](mailto:Emmbrook.inf.forum@gmail.com)

**A group of volunteer parents who meet twice a term with Mrs Gillard to discuss parents' feedback about the school as a whole, both the success and any concerns.  
We are looking for reps from both Cygnets' classes.**

### **What does it involve to be a rep?**

Becoming a forum rep requires attendance at 1-2 meetings per term to talk through feedback and writing the meeting minutes occasionally

The parents' voice



### **Current Reps:**

Katherine Pritchard(Chair), Christine Leddy, Kate Benson, Emma Wilkinson, Mel Morris, Catherine Stott, Karen Norcott, Anna Clinch.

# Privacy Notice for pupils/parents (How we use pupil information)

This document provides insight into how information about pupils is used in our school.

## **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, address and parental contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National Curriculum assessment and external examination results
- Relevant medical information
- Special Educational Needs information
- Exclusions/behavioural information

## **Why we collect and use this information**

We use the pupil data:  
to support pupil learning  
to monitor and report on pupil progress  
to provide appropriate pastoral care  
to keep pupils safe and healthy  
to assess the quality of our services  
to comply with the law regarding data sharing

## **The lawful basis on which we use this information**

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR)/Data Protection Act 2018.

## **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation/Data Protection Act 2018, we will inform you whether you are required to provide certain pupil information or if you have a choice.

## **Storing pupil data**

We hold pupil data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information.

We hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are securely destroyed.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- services that support teaching, learning, assessment, safeguarding and school management
- catering services
- parental communications services
- health services
- providers of extra-curricular services such as music services, before/after school clubs (where the child/young person accesses these services)
- academy trusts, federations

## **Why we share pupil information**

We only share information about pupils with others where the law and our policies allow us to, or where we have obtained any necessary consent. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe, or we are legally required to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our Local Authority and the DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

conducting research or analysis

producing statistics

providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the school using the details at the end of this document.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or post-16 providers or how they use your information, please contact

Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link: <http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

School Office, Emmbrook Infant School, Emmbrook Road, Wokingham, RG41 1JR

# 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 2018-2019**

### **Autumn Term 2018**

*Staff In-Service Training Day*

*Monday 3<sup>rd</sup> September*

*Staff In-Service Training Day*

*Tuesday 4<sup>th</sup> September*

**Start of Pupil term (Years 1 & 2)**

**Wednesday 5<sup>th</sup> September**

**Start of Pupil term (Foundation)**

**Wednesday 12<sup>th</sup> September**

**Half Term**

**Monday 22<sup>nd</sup> – Friday 26<sup>th</sup> October**

*Staff In-Service Training Day*

*Monday 29<sup>th</sup> October*

**End of Pupil Term**

**Wednesday 19<sup>th</sup> December at 2pm**

### **Spring Term 2019**

**Start of Pupil Term**

**Thursday 3<sup>rd</sup> January**

**Half Term**

**Monday 18<sup>th</sup>- Friday 22<sup>nd</sup> February**

**End of Pupil Term**

**Friday 5<sup>th</sup> April at 2pm**

### **Summer Term 2019**

**Start of Pupil Term**

**Tuesday 23<sup>rd</sup> April**

**Bank Holiday Closure**

**Monday 6<sup>th</sup> May**

**Half Term**

**Monday 27<sup>th</sup> – Friday 31<sup>st</sup> May**

**End of Pupil Term**

**Friday 19<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 Anna MacDonald

Mrs Christine Freemantle

Mrs Lucy McClymont

Mrs Helen Stamp

### **CLASSROOM SUPPORT**

Mrs Penny Cox

Mrs Nicky Gould

Mrs Michelle Allpress

Mrs Jenny Andrews

Mrs Hester Pickard

Miss Laura Maidment

Mrs Dawn Harvey

Mrs Kathryn Plummer

Mrs Trini Woodhead

Mrs Karen Pratt

Mrs Janine Bloomfield

### **INDIVIDUAL SUPPORT**

Mrs Teresa Wingfield

### **LUNCHTIME CONTROLLERS**

Mrs Nicky Gould

Mrs Jacqueline Bornshin

Mrs Teresa Wingfield

Mrs Hester Pickard

Mrs Janine Bloomfield

Mrs Sarah Devoy

Mrs Anuba Gupta

Mrs Kathryn Plummer

### **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 – no hoods or zips please (*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.**