



Windlesham Village Infant School
Parent Information Pack
2021-2022

Windlesham Village Infant School
School Road
Windlesham
Surrey GU20 6PB
01276 472212

website: www.windlesham.surrey.sch.uk



Windlesham Village Infant School



WindleshamInfs

Dear Parents/Carers,

This Parent Information Pack provides you with information about our school in one, easily accessible place. Our latest news is always on our website and I would urge you to visit it regularly.

This is our Vision Statement, which guides everything we do:

We champion the small school. We nurture our children and value

- *Active learning*
- *Outdoor learning*
- *Diversity*
- *Our team spirit*
- *Our community spirit*

We want our children to be:

- *Resilient and confident*
- *Independent*
- *Engaged and motivated*
- *Curious*
- *Tolerant and caring*
- *Happy*

Now more than ever, our focus will be on all of our children, particularly their social and emotional development and well-being. Given the extent of the national lockdowns from March 2020 onwards, we have been adapting our teaching approaches and our curriculum to best meet the needs of all of our pupils and support them in their learning. Most of all, we are excited about the possibilities that are presenting themselves for the next academic year and we look forward to welcoming your child to our school.

I will be talking with you more about this in September and in the meantime, I hope you find this booklet useful.

Mrs Ezzard

Mrs Ezzard

Headteacher



Contents

Our school	4
The organisation of our school	5
The Local Academy Board.....	6
The school day	7
The day-to-day running of our school.....	8
Getting to school.....	10
Attendance and absence	11
School uniform.....	12
Children and parents getting involved.....	14
School-home communication	16
Health and well-being	17
The curriculum	20
Home learning.....	21
Events during the year at school.....	22
FOWVIS events during the year	25
Dates for 2021-2022	27
Feeling safe	28
The school rules	29
Our School Values	30
Internet Access code of conduct.....	31
Notes during the year	32

Our school

Development plan

The development of the school, both curriculum and management, is set out in the School Development Plan (SDP). It is produced by the Headteacher and staff after consultation with staff, governors and parents; yearly priorities are then decided upon. The School Development Plan can be found on our website in the *About Us* section.

Ofsted report

Our last Ofsted Inspection was carried out in October 2006 and the school was rated as an 'Outstanding' school. This can be found in the *About Us* section of the website. The Interim Assessment by Ofsted in July 2011 confirmed that the school's performance had been maintained. A risk assessment is carried out on a yearly basis and if there is no cause for concern then 'Outstanding' schools are exempt from inspections.

A full review of the school was conducted by an external consultant in 2015; the review concluded that the school was still 'Outstanding'. This report is available on our website.

The school carries out a Teaching and Learning Review each year, supported by a School Improvement Adviser who holds the school to account for its performance. This work will continue as part of The Alliance Multi-Academy MTrust.

TAMAT

The Alliance Multi-Academy Trust (TAMAT) brings together local, like-minded schools within collaborative reach to achieve even greater outcomes for every child than would be individually possible.

We place learning at the heart of our communities. We pool our resources to deepen and nourish the education of all. We aim to improve the life chances of all our children, by helping them develop wisdom, hope, a sense of community and dignity.

Each school's unique ethos and values, whether secular or faith, are strengths to be celebrated and enrich our Trust. Fundamental to all schools within our alliance is a belief in a child-centred approach to education and a commitment to raising the aspirations, achievements and well-being of every one of our children, our staff and our communities.

Our schools:

Connaught Junior School
Crawley Ridge Infant School
Crawley Ridge Junior School
Holy Trinity Primary School
Windlesham Village Infant School



The organisation of our school

Staff 2020 - 2021

Mrs Ezzard – *Headteacher & Designated*

Safeguarding Lead (DSL)

Miss Leggett - *Deputy Headteacher & Deputy DSL*

Teaching staff

Miss Leggett

Miss Burton

Mrs Ezzard

Miss Powell

Mrs Oliver

Mrs McMahon – *Teacher for Staff Cover*

Mrs Messinger – *Special Needs Coordinator (SENCo)*

Learning Assistants

Mrs Waters

Mrs West

Mrs Graham-Scott

Mrs Ferris

Mrs Williams

Mrs Collopy

Mrs Hart

Mrs Vikram

Mrs Miles

Learning Assistants undertake lunchtime duties to maintain consistency inside and outside the classroom.

Administrative staff

Mrs Atkinson *Office Manager*

Mrs Vikram *School Administrator*

Premises Manager

Mr Rana

Senior Midday Supervisors

Mrs Waters

Mrs Graham-Scott

Midday Assistants

Mrs Graham-Scott

Mrs West

Mrs Ferris

Mrs Collopy

Mrs Williams

Mrs Miles

Mrs Hart

Caterer

Miss Dowley

Catering Assistant

Mrs Paterson

Ms Ellis-Garde

Forest School Teacher

Vicki Balaam/Derek Smith

Safer recruitment

Our recruitment procedures ensure that all staff have obtained a satisfactory DBS (Disclosure & Barring Service).

It is school policy for all our Governors and regular parent volunteers to undergo an Enhanced DBS check to confirm that they are cleared to volunteer with children.

The Local Academy Board

Our Local Academy Board has 10 members and our Deputy Headteacher is “in attendance” at each meeting. We are supported by a Clerk and meet once per term, with additional meetings to monitor safeguarding, learning, finances, health & safety.

Fundamentally, school improvement is the heart and the purpose of school governance and everything our governors do is directed at increasing pupil performance and giving the children the best start in their learning careers.

Members of Our Governing Body	
Mrs Ezzard	<i>Headteacher</i>
Mr Griffiths	<i>Chair, Co-Opted Governor</i>
Mrs McDermott-Paine	<i>Vice Chair, Co-Opted Governor</i>
Mrs Keightley	<i>Co-Opted Governor: Child Protection Portfolio</i>
Ms Cowell	<i>Co-Opted Governor: Achievement & Child Protection Portfolio</i>
Vacancy	<i>Co-Opted Governor: Curriculum Portfolio</i>
Miss Burton	<i>Staff Governor: Achievement Portfolio</i>
Mr Watts	<i>Parent Governor: Safeguarding Portfolio</i>
Vacancy	<i>Parent Governor: Finance Portfolio</i>
Miss Leggett	<i>Associate Governor</i>
Mr Bradley	<i>Clerk</i>

The responsibilities of our Local Academy Board are set out in our Scheme of Delegation, which details how the Local Academy Board works in relation to the Trust Board and Members. See TAMAT website www.tamat.org.uk

Any queries regarding the Local Academy Board can be directed to Mr Bradley: clerk@wvi.tamat.org.uk

The school day

7.45am – 8.30am	Breakfast Club in hall
8.30am	School doors are open for children and welcomed by their class teacher
8.40am – 12.00noon	Morning session (Break time is at 10.30am)
1.00pm – 2.55pm	Afternoon session
3-6pm	Complete Coaching After-School Club on site

Doors open at 8.30am for registration with the class teacher at 8.40am. There are two areas where you drop-off and pick-up your child at school. Year R and Year 1 children arrive and leave school via the front entrance and Year 2 children use the back entrance.

Mid-morning all children are offered a healthy snack and drink followed by a short break in the playground.

Lunchtime is from 12.00 noon - 1.00pm. Cooked school lunches are prepared in our own kitchen or children can bring packed lunches from home. All school lunches are paid for by the government. Free play takes place after lunch and before the afternoon session begins.

Parents/carers should collect their children from the correct pick-up area at 2.55pm. The back-entrance gate will be open from 2.50pm.

Play time

We have different areas in the playground and a variety of equipment to use. During the year, children may take on the role of 'Lunchtime Monitor'. These pupils assist staff during break and lunchtimes.

Assemblies

We hold whole-school assemblies which take a different format and theme each day. Assembly time gives us the opportunity to emphasise our core school values and introduce the children to Christian and other world faiths.

Monday: Values Assembly
Tuesday: Singing Assembly
Wednesday: PSHE Assembly
Thursday: RE Assembly
Friday: Celebration Assembly

After school clubs/activities

We offer a broad range of extra curricular activities after school organised by teachers and outside agencies. These are advertised via the website and forms are available from the school office.

Day	Club	Time
Monday	Musical Theatre	3.00pm-3.45pm
Tuesday	Street Dance	3.00pm-3.45pm
Tuesday	Football	2.55pm-4.00pm
Wednesday	Tennis(seasonal)	2.55pm-4.00pm
Wednesday	Gymnastics	2.55pm-4.00pm
Thursday	Gymnastics	2.55pm-4.00pm

On days when your child is not attending a club which he or she normally attends, please inform us so that we can write this on the message board in the morning.

Breakfast Club is run every day in the school hall by SCL coaching; come to the main entrance. Booking can be done in advance or on the day; £5/session. Toast and/or cereal available.

After School Club is run by Complete Coaching every day 2.45-6pm.

PLUS 1 session operates from 2:45pm to 4pm.
www.completecoaching.org.uk

The day-to-day running of our school

Our school office is run by Mrs Vikram, our School Administrator, and Mrs Atkinson, our Office Manager. The office is open from 8.15am to 3.15pm every day. A telephone answering service is in operation outside these hours. Any message left will be responded to as soon as possible.

To email the school office, the address is:
school@wvi.tamat.org.uk

Alternatively, you can reach us by completing the *Contact Form* on the school website. Our first priority is to support your children and should there be any changes of circumstances at home, please let a member of the office staff know.

Messages

All teachers have Message clipboards in the morning for confirming collection arrangements. Please note teachers are unavailable before school to discuss issues concerning your child without prior arrangement, but please speak to the staff to arrange an appointment for after school.

Personal belongings

Children should only bring in personal belongings when they relate to learning taking place in school or the teacher has requested them. If such an item is brought to school, it should be named and given to the class teacher for safekeeping. The school takes no responsibility for loss or damage to any item brought into school.

Lost property

Any unnamed items found on the site are placed in the Lost Property container, situated in the school office.

Monies, forms and letters

It would be appreciated if all envelopes containing monies, absence letters, reply slips,

forms and correspondence for staff be placed in the blue postboxes at the front and rear of the school. Please clearly mark the envelope with the child's name, class and the activity to which it relates.

Please also mark the back of a cheque with your child's name and the activity to which it relates and make it payable to: TAMAT.

Post/forms/payments for FOWVIS (PTA) should be posted in the silver postboxes.

Security

If you need to come into school between 8.15am and 3.15pm, please use the intercom at the main entrance doors and report directly to reception.

Emergency closures

In the event of an emergency school closure we contact parents via PMX (e-mail and/or text). We also post details on our school website.

It is essential that any updates to emergency contact numbers are communicated to the school office.

School policies

Our school policies are reviewed annually and some of the more commonly requested policies can be found on the school website.

Home/school agreement

On entry to the school, you will be asked to sign the Home/School Agreement. This outlines the responsibilities of both the school and the parent/carer. Please return signed forms to the school office.

Photographs

We are keen to develop links with the local community and issue news releases and photographs to the local press about events in the school. We also like to upload event photographs to our website and include them in

our school prospectus. You will be asked to complete a consent form as your child starts school, to give permission for your child to be in such photographs.

Photographs should only be taken of parents' own children when in school and should never be uploaded and shared on the Internet via sites such as Facebook, Flickr, YouTube or Bebo.

Equality

The school provides an inclusive education for all. Our equality scheme and policy is available on the school website. It brings together the school's approach for promoting equalities in our day to day practice and interaction with the whole school community.

Compliments and complaints

We hope your child will enjoy coming to school and that as a parent, you will be happy and satisfied with your child's education.

Should you have any concerns or problems, please let us know. Please discuss it in the first instance with your child's class teacher and, if unresolved, with the Headteacher. We will attempt to offer solutions to help with the problem or issue. If you feel that a complaint has not been handled satisfactorily by the school, you may wish to make a formal complaint. Details of the procedure for doing this can be obtained from the school office.

Please also let us know when you are happy with what we are doing.

Getting to school

Walking

We actively encourage walking to school. At the front of the school pedestrians should enter the school grounds by the small gate – and not the car park entrance – and through the large wooden gate on the right unless visiting the school office.

At the back of the school Year 2 children should enter the school via the gate in the lane.

Scooters

We actively encourage children to walk or scoot to school under the supervision of parents/carers. Any scooter brought onto the school site is entirely at the owner's risk. Children must dismount on entering the school grounds at the gate, walk with their scooter and leave this in the scooter park at the front or back of the school.

Parking

Our school is on a busy road within a residential area. As such we ask you to take extra care when parking to make sure it is safe for you and also not inconveniencing our neighbours by parking across their drives. Please park only on the 'school-side' of the road with children disembarking on the pavement side. Parking is not permitted on the yellow zig-zag lines at the front of the building. Parents may only use the staff car park when dropping off at Breakfast Club, collecting their children if they have become ill during the school day or collecting children from After School Club.

Buggies

We regret that buggies are not allowed inside the school building for health and safety reasons.

Disabled Access

Disabled access is available by entering the school through the Year 1 pupil entrance. Disabled visitors may park in the staff car park.

Attendance and absence

Punctuality

For children to achieve, it is important that they attend school regularly and be on time. If children are late, not only is this recorded in the register, but they have missed essential teacher input at the start of the day.

Assuming Covid restrictions allow, in September 2021 we will return to all children entering school from 8.30am with registration at 8.40am.

If a child arrives after registration, it is the responsibility of the adult to report to the school office and sign the child into the 'Late Book' in reception, giving the reason for lateness.

If a parent/carer is late when collecting their child at the end of the school day we also ask them to come to the school office and sign in the 'Late Collections' book giving the reason for the lateness.

Reporting absence from school

Absence from school must be reported before 9am on the first day by the parent/carer via Parentmail (PMX) 'report absence'.

Please also remember that if your child has vomited or had diarrhoea they should not return to school until they have been **clear for 48 hours**.

Please refer to the school website for guidance on the symptoms etc and exclusion periods for most illnesses, or refer to www.gov.uk/government/publications/infection-control-in-schools-poster

An attendance rate of less than 90% is considered as Persistent Absence and may be liable for a Penalty Notice.

Appointments during school hours

Wherever possible, appointments with the doctor, dentist etc. should be made outside of school hours. However, if unavoidable, please notify your child's class teacher in writing prior to the date of the appointment and provide a copy of the appointment letter/card.

Children should be signed in or out in the appointments book in the school office. If appropriate, please let us know if your child will require a school meal on that day.

Holidays in term time

We actively discourage holidays during term time as children can miss crucial aspects of learning. Two weeks a year of school missed can culminate in half a term missed in a child's school life at Windlesham.

Parents who require leave during term time are requested to speak to the Headteacher and complete a Leave of Absence Request Form. This form can be obtained from the school office or downloaded from our school website.

Our policy is that absences will only be approved for exceptional circumstances.

Absences for holidays will not be authorised. **Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice.**

Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

School uniform

We are proud of our children and their uniform and expect all children to wear it. We believe that wearing school uniform:

- Gives a child a sense of belonging and unity to the school;
- Enables children to concentrate on their education and not be preoccupied with fashion;
- Allows children to attend school and not be confronted by peer pressure;
- Assists parents so that children do not make a fuss over what they are going to wear for the day.

Uniform can be purchased from Kids-Biz: <https://www.kidsbiz.co.uk/>

They also have a warehouse in Unit 2, Broadway Green Farm, Lightwater where you can go with your child to try on uniform.

FOWVIS operates a second-hand uniform service for the school, with reduced price, good quality uniform available to buy. Half termly after school sales are held outside the YR/Y1 drop off area and you can also contact our uniform coordinator by email: uniform@fowvis.org to arrange specific items.

All uniform **must** be clearly named. All un-named items of lost property are disposed of at the end of each term.

Uniform

Summer

White polo shirt (with logo)

Grey trousers or shorts

School shoes (not boots, trainers or open toe sandals)

Royal blue sweatshirt (with school logo)

Royal blue cardigan (with school logo)

Grey or white socks

Or

Royal blue and white dress (check)
Royal blue sweatshirt (with school logo) or

Royal blue cardigan (with school logo)

Grey or white socks

Flat school shoes

(Black, Brown or Navy Blue)

Winter

White polo shirt (with logo)

Grey trousers or shorts

School shoes (not boots, trainers or open toe sandals)

Royal blue sweatshirt (with school logo)

Royal blue cardigan (with school logo)

Grey or white socks

Or

Grey skirt, pinafore or trousers

Royal blue sweatshirt (with school logo)

Royal blue cardigan (with school logo)

White polo shirt (with school logo, unless wearing pinafore)

White or grey socks, grey or blue tights

Flat school shoes (not boots or trainers)

Jog pants for cold weather

PE Kit

White T-shirt (with school logo)

Blue shorts

Trainers with Velcro fastening preferred

Coats

A coat should be brought to school every day.

School shoes/trainers

Sensible shoes should be worn at all times. Trainers, open toe sandals, jellies, shoes with heels or boots are **not acceptable**. Shoes fastened with Velcro are preferred rather than buckles or laces.

Jewellery

Jewellery is not allowed in school at any time except for normal watches for Year 1 and Year 2 children.

The wearing of jewellery and earrings is not permitted. This is a Surrey County Council Health and Safety regulation.

If you are to have your child's ears pierced, please make sure this is done at the start of the Summer break so that earrings can be removed for school.

Children and parents getting involved

Friends of Windlesham Village Infant School

FOWVIS is our parent association group, a registered charity that raises in excess of £10,000 for the school every year. Simply by becoming a member of our WVIS community all parents/carers automatically become members of FOWVIS.

FOWVIS organises a number of fun socials as well as key fundraising events throughout the year and we actively encourage everyone to come along and get involved.

We meet every term to agree how funds should be used in school, to discuss previous fundraisers and to plan upcoming events and socials. Everyone is welcome to attend our friendly informal meetings.

The Annual General Meeting is when parents/carers can put themselves forward for elected committee FOWVIS roles - Chairperson, Treasurer and Secretary, and to become trustees. We also have a variety of large and small non-committee roles that parents can get involved in too and each year we look for people to join us.

We have a superb and data safe communication platform with parents called Classlist. You can join us now – download the App in the Appstore or sign up online at Classlist.com. This app allows parents and carers at the school to communicate with each other as well as a tool to know what FOWVIS events are coming up and what help is needed.

We would be delighted to have more people volunteering – 30 minutes here or an hour there really makes a difference to our efforts! If you could volunteer any of your time, skills or expertise in fundraising please contact info@fowvis.org

Parent helpers

We actively encourage parents to come in to school to help; each class teacher manages the parent-helper timetable for their class. As part of our safeguarding procedures, Disclosure & Barring Service (DBS) checks will need to be undertaken. We ask parents to adhere to our parent helper 'Code of Conduct.' Mobile phones are left in the school office whilst volunteers work in class.

During the Autumn Term there is a Parent Helper Coffee morning to explain to parents how they can support learning in school.

Parent helpers are reminded that they must sign in/out using the Visitors Book and wear a visitor lanyard whilst on the premises. Please speak to the School Office for further information of what is required.

Links with the wider community

We encourage the children to understand the wider community in which they live as well as develop an understanding of other communities in the world.

Included in our planning are visits to the school by people from other countries, faiths or with different experiences.

We are keen to consolidate links with local businesses and plan visits to, for example, the Dentist and the veterinary practice and have visits from local services (Police, Fire) as well as artistic groups to support specific curriculum activities.

As a school we support a number of charities throughout the year. In the last academic year, we supported: The Poppy Appeal; Children in Need; Save the Children; Camberley Besom and SSAFA. When supporting charities, we take the opportunity to learn more about the people we are helping. The School Council discusses which charities to support.

Pupil voice

School councillors are appointed at the start of each new school year; those children who are interested in becoming a councillor write a letter explaining why they would like to be on the council.

These are led by teachers and meetings take place regularly. The councils give the children a 'voice' and anything can be discussed at the meeting. If a child wants the council to talk about something, they should tell their class councillor and council leader.

Getting ready to move on

Year 2 children will be leaving for their new school at the end of the Summer term. We have close links with both local junior schools – Connaught and Hammond - and plan to make the transition as easy as possible with visits from the Year 3 teachers to our school and visits by the children to their new school. This takes place in the Summer term and details will be announced nearer the time.

We work closely with all the schools in Surrey Heath and seek to support transition with any school that one of our pupils are moving to.

Transition folders, containing ongoing assessment, are passed on to the junior schools to give information of children's attainment and ensure continuity of progression.

Standard Assessment Tasks (SATs) take place in the Summer term, during May. For parents of Year 2 children, there is a SATs Information Afternoon to explain this in detail. Results of these tests will be shared with parents at the end of the Summer term and an anonymous

summary of the entire year group is shared with all parents.

Forest School

Vicki Balaam and Derek Smith lead Forest School every Friday and each class attends in rotation; half the class attends with a Learning Assistant for one of two sessions.

On Forest School Day, the children come to school in their 'garden clothes' with their uniform in a bag to change into afterwards, if necessary. We go to Forest School in all weathers, so please make sure that your child has warm layers, waterproofs and wellies. In summer months, the children should still wear long-sleeved tops and trousers. School provides waterproof trousers for those children who don't bring their own.

Over time, we have seen the importance of Forest School to enhance our outdoor learning and see it as a vital way to address 'nature-deficit disorder' in us all. Typically, the children learn in our copse. The session begins with a gathering in the teepee and a story-telling session, which ends in an invite to an activity. Being child-focused, the children have a choice of activity, which can include tree-climbing, rope work, den-building and observing nature. We see high levels of teamwork, cooperation, engagement and enjoyment.

Weekly Forest School is funded by our Sports Premium Grant from the government and shows our commitment to this important part of our learning.

School-home communication

We understand the importance of good two-way communication between parents/carers and the school and there are various ways this is achieved.

PMX/Book bag

As part of our desire to be more environmentally aware, we communicate with parents via PMX (Parentmail).

All you need to do is provide to us on your registration forms email addresses for those wishing to receive communications. We use PMX to allow parents and carers to give permissions for school trips or meetings, and to sign up for a time slot at Parent/Teacher Consultation Evenings.

We sometimes send home information via book bags so it is always good to check those too.

Please do check for emails as this is the timeliest way of keeping you up-to-date with what is going on at school.

Message boards

Every class has its own message clipboard. These are maintained by the Class Teacher at drop off/pick up. As an example, you will need to let us know if your child is being collected by a different adult as we are unable to let your child leave school with other adults if the school office or class teacher has not been informed. If you regularly lift-share with another family, please inform us of these arrangements in writing.

Newsletters

We publish weekly school newsletters on Fridays which are sent via PMX, to highlight key events and share news about the school.

The children create their own termly newsletter – *The Informer* – and this enables us to get the children's perspective on the learning that has taken place.

Website

We use our website as a key way of promoting the school and communicating with the local and wider community.

The address is:

<http://www.windlesham.surrey.sch.uk>

Sometimes we add polls through PMX as a way of inviting feedback from parents/carers and children about events and learning activities.

Notice boards

There are two notice boards displayed near the front entrance and at the rear of the school. One displays notices from school and the other features news from FOWVIS.

Please check these regularly and support our activities, as well as offering to help us, as the funds raised really make a difference to the opportunities we can offer the children.

There is also a Parent Information Board in the school office.



Facebook follow/join us
Windlesham Village Infant School



Twitter @WindleshamInfs

Health and well-being

Health and safety

We want to ensure that our school and its surroundings are a safe environment for our children.

Fire drills are carried out regularly, at least once a term as legally required. Governors inspect the premises termly for health and safety issues. We also rehearse lock downs in a child-friendly way.

Safeguarding children

We have a duty to ensure our children are safeguarded from the risk of harm and abuse. Your child's safety and well-being are our first concern. We will investigate any physical injury until we are satisfied that the cause was accidental.

If we suspect any form of abuse, we shall report our concern to Children's services. The governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure that there are adequate arrangements within our school to identify, assess and support those children who are suffering harm.

Our Designated Safeguarding Leads (DSLs) are Mrs Ezzard and Miss Leggett. Our Governor Child Protection Representative is Nicola Cowell. They can be contacted via clerk@wvi.tamat.org.uk

Operation Encompass

The school is part of the Operation Encompass scheme which will run jointly between local schools, Surrey Police and Surrey County Council. Operation Encompass has been designed to provide early reporting on any domestic incidents that occur outside of school and might have an impact on a child in school.

Operation Encompass will ensure the Designated Safeguarding Lead is informed the next morning that there has been a domestic incident or if a child has been reported as missing.

For more information see

www.operationencompass.org

Behaviour policy

At Windlesham Village Infant School, we aim to create an orderly environment where children are encouraged to develop attitudes and values necessary to contribute positively to their own personal development and to that of the school.

We believe that a structured and consistent approach to behaviour throughout the school helps all children to understand what is acceptable. The policy is available to view in the school office or can be downloaded from our website. Our school rules which were drawn up by the School Council are listed as an appendix to this document. The School Council has written a code of conduct for dealing with playground problems.

Healthy eating

School meals are cooked daily on the premises.

Menus are available at:

<http://www.myschoollunch.co.uk/surrey/parents/menus/default.asp>

All infant school pupils are eligible to receive free school meals. We offer the children the opportunity to choose which day of the week they have a school meal or bring a packed lunch from home, though it would be our preference that all children have a school meal each day. We do request that a regular pattern is maintained to assist the catering staff when ordering. This pattern can be changed if necessary, by informing the school office.

Special dietary requirements can be catered for – please discuss your child's needs with the school office.

Pupil Premium

Pupil Premium is additional funding given to the schools for children who were formerly eligible for Free School Meals and is income-based. The extra funding (currently £1,320 per year, per pupil) is given to schools to narrow the attainment gap that can exist between pupils from disadvantaged and more affluent backgrounds. The Pupil Premium enable us to deploy additional LA hours to support small group work and catch up programmes. It is also used to help children from low-income families to access extra-curricular activities. A Service Child Premium (currently £300 per year, per pupil) is provided for children with parents in the armed forces. The aim of this additional funding is to support the learning and emotional literacy of those children. "Sunshine Group" is a nurture group for our Service Premium pupils. As a school we are required to report how these premiums are spent and this information can be found on our website.

Please speak to Mrs Vikram if you believe your child is eligible for either Premium.

Lunchboxes and water

Please try to pack a healthy lunch for your child and make sure that food packets can be opened independently. **We do not permit sweets, nuts/peanut butter, chocolate bars/chocolate spread or fizzy drinks in lunchboxes.**

Please ensure that your child comes to school each day with fresh water in a clean bottle that does not spill. Please do not send other drinks such as squash or juice and please name the bottle clearly. During the day, children are encouraged to refill them, as necessary, from our water fountains. Bottles are available for purchase from the school office.

Healthy snacks

All children are provided with a free fruit/vegetable snack at break time.

Milk

If you would like your child to receive milk, simply call Cool Milk at School on 0844 854 2913 to register or visit www.coolmilk.com. Milk is free for children under 5 years and subsidised for children aged 5-11 years.

Medicine policy

We are able to administer prescribed medicines to your children. Please do not forget to register your child with the school office if he/she is asthmatic or has any other allergies/chronic conditions of which we should be aware. In special cases, medical plans are drawn up in association with parents and the school nurse.

Pupil medication request forms are available on the school website. We will not be able to administer medicines without a consent form from the parent so please remember to hand this in along with the medicine.

First aid

All staff are trained in first aid and hold 'Emergency Aid in School' certificates. The School Administrator and Office Manager also have Paediatric First Aid training.

If a child sustains a head injury at school, we will email the parent with details of what happened and any first aid given. Any small injuries such as a bumped knee will be recorded in school and we will monitor the child's recovery.

If we have a concern, we will telephone the parent/carer immediately on the emergency contact numbers supplied. Please ensure you keep the office informed if any of these numbers change.

Allergies

We have a number of children currently at school with allergies and for this reason we do not allow nuts within packed lunches. Any child with an allergy must inform the school office. All staff have been trained to spot anaphylaxis and administer adrenaline pens. We are willing to administer antihistamine medication during the school day as necessary, if provided.

Sickness

If your child has vomited or has an upset tummy, we ask that you keep them at home for a clear 48 hours after recovery.

Head lice

From time to time, we get cases of head lice. Please inform the class teacher who will organise for a message to be sent out to the class, reminding parents to check and treat their child's hair. Please be vigilant and check your child's hair weekly. If your child has a case of head lice, he or she is able to be at school as long as the hair has been treated, taking advice from a pharmacist for the most effective treatment. Long hair needs to be tied back.

Flu

The school endorses the Government's campaign to Catch it - Bin it - Kill it. Hand gels are provided in the children's toilets and standards of personal hygiene are a core part of the PSHE curriculum.

No smoking

Windlesham Village Infant School is a No Smoking Zone. Please do not smoke anywhere on the premises, inside or outside the building.

Dogs

Please do not bring dogs onto the school premises or leave them unaccompanied outside.

The curriculum

Planning

Children make continued progress in learning with good planning, high quality teaching, informative assessment and record keeping. We set targets and monitor and track children's progress. Teachers assess children's attainment individually, in groups and as a whole class. Children's work is sampled and assessed on a regular basis.

There are statutory assessments within the Foundation Stage and at the end of Year 1 and Year 2. In Year R, class teachers make their assessments through talking and observing the children as they learn.

Year 1 children take a 'Phonics Screening' test during June so the school can determine if your child is making the expected progress with phonics for their age. Standard Assessment Tasks (SATs) are taken by Year 2 children in May and are used to support teacher assessments.

Learning

We use a range of learning strategies to support all learners. These include accelerated learning, the use of talk partners and strategies to support visual, auditory and kinaesthetic learners.

Visits

Visits to the school by external speakers are arranged. Such visits stimulate children's imagination and enthusiasm and enrich their learning experiences.

We organise a school trip each year for each year group which supports the topics they are learning about throughout the term.

We may ask for additional contributions for trips outside of school. We do not want any family to feel excluded so if there is any financial difficulty

in contributing, please speak with the Headteacher in the strictest confidence.

Special Educational Needs & Disability

We are fully committed to providing an inclusive education for all children. To do this we aim to identify and assess children with special educational needs as soon as possible and to use our resources to support these children as effectively as possible, seeking outside specialist help when necessary.

Our class teachers work closely with the school's Special Needs Co-ordinator (SENCo) to identify children who may need additional support and will devise a Pathway Plan to focus on the specific areas for development.

More able children are identified and supported using a range of strategies. Extension activities and challenges are planned.

Disability

We are committed to ensuring equality of education and opportunity for staff, pupils and all those receiving services from the school, irrespective of disability.

Home learning

Home learning is not just about formal exercises carried out without the help of adults. It is the active involvement of parents in joint activities that is most valuable in promoting children's learning.

We recommend the following time for home learning:

Year Group	Reading	Other activities
Reception	10mins	10mins
Year 1	15mins	10mins
Year 2	20mins	10mins

We encourage parents to undertake short activities of different kinds – simple games, learning spellings and number facts but predominantly reading.

Feedback for children, parents and teachers

We encourage parents to give immediate feedback to children on their home learning. Teachers give feedback through class learning or through comments written in the home learning books. Children's efforts are rewarded through smiley faces, stickers and praise points.

We regard it as essential to have feedback from parents on the activities they have undertaken with their child, both on how well he/she did the activities and on whether the activities were interesting/too easy/too hard etc.

Parents are encouraged to write comments in the home learning and reading record books and to keep up a dialogue with their child's class teacher.

Reading

It is essential that children read daily at home. We encourage all our children to either read to a parent or be read to for between 10 to 20 minutes a day. Children bring reading books home every evening.

During their time at Windlesham children work through reading schemes which are book banded into different levels. The teacher will inform you via your child's Reading Record Book the level at which your child is reading.

Year R	Lilac	Red National Average YR
	Pink	
	Red	
	Yellow	
Year 1	Blue	Orange National Average Year 1
	Green	
	Orange	
	Turquoise	
Year 2	Purple	Gold National Average Year 2
	Gold	
	White	
	Lime Green	
	Brown	

The children also have access to the 'Bug Club' which is a variety of online books for them to read at home. A password will be issued once your child starts school.

Events during the year at school

School photographs

A specialist school photography company comes into school to take individual photographs in the Autumn Term. Class photographs are taken in the Summer Term.

Cake sales

Throughout the year the class reps organise a cake sale to raise additional funds for resources. Please support this by purchasing cakes and donating cakes for your class sale.

Parent/Teacher consultation evenings

We hold two parent and teacher consultation evening sessions throughout the year. One takes place in the second half of the Autumn Term; the other is during the Spring Term.

An online booking system is made available on PMX so that parents can select their preferred time. We understand that for some parents a late afternoon or evening appointment can be difficult and so the two evenings offer different times.

In the Spring Term, at the consultation, your child's work will be placed in their tray in the classroom, so please arrive 10 minutes before your appointment so that you have an opportunity to view this.

We anticipate offering a choice of a virtual meeting using 'School Cloud' or a face to face meeting in school.

Annual reports and open day

In the Summer Term, we hold an 'Open Day'. This is an opportunity for you to visit the school with your child to share and celebrate their year's work.

Parents will receive a copy of their child's annual report on this day (& Year 2 SATs certificates).

Information evenings and workshops

These sessions aim to keep you informed of any new initiative or ways in which we are able to work together to support your child.

In the Autumn Term we will hold a 'Meet the Teacher' evening to give parents an overview of the year ahead and how each year group operates day-to-day. FOWVIS will be offering the opportunity to socialise in the school hall during this event.

In the Summer Term the Year 2 staff hold a SATs information meeting to explain how the Year 2 children will be presented with their National Tests.

In the Summer Term Year 1 staff deliver an information meeting on the Year 1 phonics screening.

In the Summer Term we also hold an Induction Evening to inform new parents of routines and information about starting school and to provide an opportunity to look around the school and meet staff.

The Year R class teachers visit each child in their home before he or she starts school in September. This is to meet the child and provide information on school routines, expectations and helpful tips for starting school.

We offer regular E-safety updates. Parents can also speak to our Computing Co-ordinator if they require support with online safety.

Harvest assembly

The children attend a Harvest assembly. We invite Reverend Hillman to attend and collect contributions of food which the children help to distribute to a local food bank.

Christmas celebration

The children in each year group put on a production for parents/carers at Christmas time in the school hall. They also attend a Carol Service at St John's Church.

Christmas Party

All children take part in the Christmas Party held during the school day, organised and run by the school staff; this is supported by FOWVIS.

Year group singing assemblies

We hold a termly singing assembly to which parents of children in a specific year group are invited. Year 2 parents will be invited in the Autumn Term, Year 1 parents in the Spring Term and Year R parents in the Summer Term.

Curriculum days/weeks

Throughout the year, we arrange a number of themed weeks and days.

'Art Week' is held in the Autumn Term where we study the work of a chosen artist/genre and then create our own work in a similar style. 'Book Week' will be in the Spring Term and children may be asked to dress up around a book theme on one of these days. These are always very popular weeks in the school year.

In the Spring Term we also hold our Family Learning sessions, when family members are invited into school.

In the Summer Term we hold our Health and Sports Week, culminating in our Sports Day.

Year 2 Leavers' assembly

Before the Year 2 children leave Windlesham Village Infant School, we hold a leavers' assembly to which Year 2 and other leavers' families are invited.

The Friends of Windlesham Village Infant School (PTA)

FOWVIS is our parent association group, a registered charity that raises in excess of £10,000 for the school every year. Simply by having a child at WVIS all parents/carers automatically become members. FOWVIS organises fundraising as well as social events for both parents/carers and their children. The proceeds of these events are then donated to the school to improve equipment, technology, and play and learning spaces, as well as support other projects centered on maintaining the outstanding educational experiences WVIS pupils have come to enjoy.

Most of our events have historically been successful because of the overwhelming support of our parent body; whether it be donating goods and services or volunteering to organize and work at an event. We need your help to make the school the best it can be for your children.

FOWVIS meets every term and organises a number of social and fundraising events throughout the year. Everyone is welcome to come along and get involved. The dates of these meetings and meeting minutes are posted on Classlist – our parent App.

Classlist - Download for free on the App store, or sign up online at [Classlist.com](https://www.classlist.com). Classlist is fully GDPR compliant and offers parents and FOWVIS a 2-way communication tool, events sign up and marketplace. The majority of FOWVIS information is sent out via Classlist.

The Annual General Meeting is held during the Autumn term when parents/carers can put themselves forward for specific FOWVIS roles eg Chairperson, Treasurer, Secretary, Ticket Master for one year.

More information can be found on the FOWVIS page of the school website or by using this link <https://www.fowvis.org/>

FOWVIS events during the year

These fundraisers/socials are examples of what has been run before and may not all run in the same school year.

Autumn Term

New Starters Teddy Bear Picnic (10th September)

The first event of the school year provides an opportunity for all children starting in Year R to come together with their parents/carers. In good weather this event is held on the school field.

Cheese and Wine Evening (9th September TBC)

This social evening, which takes place in the school hall and runs parallel to the 'Meet the Teacher' meetings, provides current and new parents a chance to meet each other and kick off the new academic year. It is a great way to start to feel at home in the school and to meet other parents and the staff. It is also where you can learn about FOWVIS and the elections take place for the new committee.

Fireworks and Bonfire Night (5th November)

Held on the School Field, this is one of FOWVIS's largest fundraisers which also involves the local community. Whatever the weather, it is always fun – including a bar and barbecue, and items to buy for the children. Tickets will be sold in advance at school. *Note capacity is limited – all tickets sold out in advance of the event last year.*

Spring Term

Quiz Night (in February historically around Valentines)

Finally, a school event just for the grown-ups! Join us for an evening of quips and quizzing as we match our wits against each other and the school staff.

Summer Term

Kids camping (in July)

Kids and a parent spend the night camping on the school field. With games, supper, a bonfire

and a cooked breakfast in the morning, this is always a fun and very popular event.

Summer Fair (historically in May)

An informal social gathering for the entire family, the fair includes BBQ, drinks, games and a summery theme. This is a great family-friendly afternoon, whatever the weather!

Triennial Ball

Held once every three years, this is a lovely chance to dress up to the nines and have a fun night out whilst raising vital funds for the school. The next ball will take place in 2022.

Other

Second Hand Uniform Sales

Our parents kindly donate outgrown, nearly new and good condition uniform that FOWVIS then sells after school outside the reception/year 1 entrance. A great way to pick up school approved uniform for low prices. Parents can buy at any time between the sales – uniform@fowvis.org – and can donate uniform via the school office.

School Calendar

This fundraiser is a lovely gift for Christmas – each child has their self-portrait and birthday month included in the calendar along with class artwork, and useful school date reminders. If you happen to own your own business, the calendar also provides an excellent opportunity for advertising.

Christmas Panto Tickets

We have been offered an opportunity to raise funds for FOWVIS by buying group tickets to the Annual Pantomime in Woking.

Textile Recycling

We have termly textiles collection days where you can bring in your unwanted clothes – this raises funds for the school.

Foreign Currency Collection

We have just started collecting spare Foreign Currency from parents to turn into valuable funds for the school.

Bake Sales

We hold Cake Sales after the school singing year group assemblies (one per term). These are run by the Class Reps and are really popular. We welcome keen bakers to support their child's year group!

Leavers Book

Every year FOWVIS has created a lovely keepsake for the children leaving the school in Year 2.

Community Support

We have held MUFTI days in support of organisations such as SSAFA and other local charities. On a community level, we participate in village events including the Windlesham Summer Fete and Parochial Fair (with the super Teddy Bear Zip Wire!) at the St Johns the Baptist Church.

N.B: FOWVIS can only run all these events with support from the parent community. We reserve the right to cancel events or amend dates.

Dates for 2021-2022

Term/holiday	First day	Last day
Autumn 2021	2 nd Sept Y1 & Y2; 2 nd 3 rd 4 th Sept YR TBC after COVID-19 lockdown	17 th December
Half Term	22 nd October	1 st November
Spring 2022	6 th January	1 st April
Half Term	14 th February	18 th February
Summer 2022	20 th April (19 th INSET)	20 th July
Half Term	30 th May	3 rd June

Inset Days 2021 – 2022

Autumn	Wednesday 1 st September, Tuesday 2 nd November 2021
Spring	Friday 11 th February 2022
Summer	Tuesday 19 th April, Monday 6 th June 2022

Feeling safe in school

- We always ask a teacher before using dangerous or sharp objects
- We remember to tell an adult if we are going somewhere e.g. toilet
- The doors are kept locked during the day so no strangers can get into the building
- All visitors have to report to the school office, where they sign in and get a visitors lanyard
- There are always teachers around if we have a problem
- Reception children play in a separate area so they don't get knocked over by the older children
- At the end of the day the teachers make sure our parents are there to pick us up safely
- There are gates and fences around school to keep us safe

Think before you click

- S** I will only use the internet and email with an adult
- A** I will only click on icons or links when I know they are safe
- F** I will only send friendly and polite messages
- E** If I see something I don't like on the screen, I will always tell an adult

The school rules

Written by the children

- We play nicely with our friends in the playground
- We always try our hardest when learning
- We listen carefully
- We walk quietly and sensibly around school
- We respect other people's feelings
- We use good manners

Solving Playground Problems

We encourage the children to use the following "Kelsoe's Choices" to resolve minor conflicts, before they ask for adult support. Of course, staff are proactive in monitoring children's behaviour and would not expect children to resolve serious disputes on their own without adult support.

Kelsoe's choices are:

- Go to another game
- Talk it out
- Ignore it
- Make a deal
- Walk away
- Tell them to stop
- Share and Take Turns
- Apologise
- Wait and cool off

Our School Values

At Windlesham Village Infant School we adopt and provide a values-based education for the children. We work on developing principles that guide children's positive attitudes and behaviour, which will, in turn, support them in becoming citizens and develop them into self-disciplined, active learners.

We have 6 school values and focus on one each half term. This means that over the time the children are at our school, each child is introduced to, and gets an understanding of, the core values that will set them up for life. These values live through the behaviours that we encourage and that the staff model at school. We bring them to life through the children helping to create a definition of each one and deciding ways in which they can demonstrate it at school, in the community and at home.

- Autumn Term 1 - Respect
- Autumn Term 2 – Friendship
- Spring Term 1 - Happiness
- Spring Term 2 - Courage
- Summer Term 1 - Cooperation
- Summer Term 2 - Appreciation

Internet Access code of conduct

The internet and World Wide Web is an important and enriching learning tool but it comes with a burden of responsibility to ensure that children are only exposed to appropriate content and tools. At school we ensure that children only access the internet safely and appropriately in line with our Acceptable Use Policy. In order to ensure that this responsibility continues at home, we ask all parents/carers to sign and adhere to the internet access code of conduct below.

✓	I will encourage my child to keep the school website username and password secret
✓	I will ensure that my child logs out properly when they have finished using the learning area of the school website
✓	I will ensure I have the necessary filters on my computer (e.g. anti-virus, anti phishing/spam software and ideally parental controls set up to monitor internet usage)
✓	I will ensure my child only uses their own school website username and password and does not disclose personal information when using email and the internet e.g. address and telephone number
✓	I will supervise my child's use of the school website
✓	I will ensure that my child only uses the tools provided by the school website for the purpose for which they are intended
✓	I will ensure that I, other carers and my child do not use inappropriate language and only send polite and friendly messages
✓	I will ensure that no content on the school website (such as photographs) is published on other websites including all social networking sites
✓	I will report any incidents to the school that may breach this policy

