

**Windlesham Village Infant School
Parent Information Booklet
2026-2027**



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

website: www.windlesham.surrey.sch.uk



windleshaminfants



windleshaminfants

Dear Parents/Carers,

This Parent Information Booklet 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*

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 hope you find this booklet useful.

Miss McGann

Headteacher



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Our school

Our values

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 six 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 each value at school, in the community and at home.



TAMAT

The Alliance Multi-Academy Trust (TAMAT) has come together to be an inclusive, educational environment where nobody is left behind, nobody is held back, and everybody is valued.

Our Ethos:

- Our academies place learning at the heart of our communities.
- Our academies pool our resources for deepening and nourishing education for fullness of life.
- Our academies improve the life chances of all our children, so that they develop wisdom, hope, and a sense of community and dignity.
- Each academy's unique Ethos and Values, whether secular or faith-based, are valued, celebrated and enrich the whole MAT.

- All our academies have a belief in a child-centered approach to education and a commitment to raising the aspirations, achievements and well-being of every one of our children and staff and being a valuable member of the community.
- Every child will have access to high quality education through the best teachers and the best resources.
- Every parent should be well-informed and helped to support their child to flourish.
- Every member of the TAMAT team knows the difference they make and is supported to be the best they can be.

Our schools:

- Connaught Junior School
- Crawley Ridge Infant School
- Crawley Ridge Junior School
- Holy Trinity Primary School
- Powell Corduroy Primary School
- St Martin's Primary School
- Windlesham Village Infant School

Ofsted report

Our last Ofsted inspection was carried out in January 2024; the full report can be found in the *About Us* section of the website.

Overall Effectiveness: Good

Leadership and Management: Good

Early Years Provisions: Good

Behaviour and Attitudes: Good

Personal Development: Good

Safeguarding: Effective

The trust also carries out a Teaching and Learning Review each year led by a School Improvement Partner who holds the school to account for its performance. The most recent review, held in November 2024.

The organisation of our school

Staff 2025 - 2026

Miss McGann: Headteacher & Deputy
Designated Safeguarding Lead
(DDSL)

Miss Leggett: Deputy Headteacher & DSL
(Dedicated Safeguarding Lead)

Miss Shine: Deputy Designated
Safeguarding Deputy (DDSL)

Teaching staff

Miss Leggett
Miss Powell
Miss Shine

SENCO

Mrs Taylor
Mrs Barron (Assistant SENCO)

Learning Assistants

Mrs Graham-Scott
Mrs Williams
Mrs Hart
Mrs Miles
Mrs Barron
Mrs Jones

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

Office staff

Mrs Baker
Mrs Harkness

Caterer

Miss Dowley

Catering Assistant

Mrs Paterson

Forest School Teacher

Vicki Balaam

Safer recruitment

Our recruitment procedures ensure that all staff, governors and regular parent volunteers undergo an Enhanced DBS (Disclosure & Barring Service) check to confirm that they are cleared to volunteer with children.

The Local Academy Board

Our Local Academy Board (LAB) has 12 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, finance and health & safety.

Fundamentally, school improvement is the heart and 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	
Miss McGann	Headteacher
Fiona Torley	Chair
Dashini Gowing	Co-Opted Governor
Kerry Lloyd	Co-Opted Governor
Miss Powell	Staff Governor
Miss Shine	Associate Governor
Miss Leggett	Associate Governor
Kirpal Randhawa	Parent Governor
Beth Fitzmaurice	Parent Governor
Lyndsay Hall	Clerk

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

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

The school day

7.30am – 8.20am	Breakfast Club
8.20am	School doors open. Children are welcomed by their class teacher
8.30am – 12.00noon	Morning session (Break time is 10.30am)
1.00pm – 3.10pm	Afternoon session
3.10pm – 6.00pm	After-School Club (onsite)

Doors open at 8.20am for registration with the class teacher at 8.30am. If you arrive after registration you must enter via the school office to sign your child in, giving a reason for lateness.

Drop-off/ pick up your child at school; Year R arrive and leave school via the front entrance and Year 1 and 2 pupils (whose classroom is in the hut) 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 12.00noon - 1.00pm. Cooked school lunches are prepared in our own kitchen, or children can bring packed lunches from home. Please note **we are an allergy aware school** so all packed lunches and snacks **must** be nut and sesame-free. Other allergens may also be added to the exclusions list from time to time, as determined by the needs of our children. These will be communicated via Arbor as and when changes occur.

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 either the front or back entrance pick-up area at 3.10pm. The back-entrance gate will be open from 3pm.

Play time

We have different areas in the playground and a variety of equipment for the children to use during morning break and over lunchtime.

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: PSHE/Values Assembly
Tuesday: Themed Assembly
Wednesday: Singing Assembly
Thursday: Headteacher Assembly
Friday: Celebration Assembly

After school clubs/activities

We offer a range of extracurricular activities after school organised by outside agencies. Please see our website for details [The School Day - After School Clubs](#)

On days when your child is not attending a club which they would normally attend, 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, led by Complete Coaching, access via the front door. Booking can be done in advance or on the day. Toast and/or cereal available.

After School Club is run by Complete Coaching every day 3.10 - 6pm. PLUS 1 (hour) sessions operate from 3.10 – 4.10pm.

Booking links are detailed on the school website here: [Wrap Around Care - Windlesham Village Infant School](#)

The day-to-day running of our school

Mrs Baker and Mrs Harkness, our School Administrators, run our school office. The office is open from 8.15am to 3.15pm every day.

The office email address is: school@wvi.tamat.org.uk. The office telephone number is 01276 472212.

Our first priority is to support your children and should there be any changes in circumstances at home, please let a member of the office staff know.

Messages

All teachers have 'message clipboards' 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 teacher or office staff to arrange an after-school appointment.

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 drawer, situated in the school office. Lost property is displayed outside the front of school periodically for parents to claim items. Any remaining unnamed items of lost property are disposed of at the end of each term.

Returning forms and letters

Forms/letters should be returned to school either via your child's blue book-bag or handed in at the school office. Please clearly mark any envelopes with your child's name and class. Forms/letters can also be sent electronically to the office using school@wvi.tamat.org.uk.

Security

Access to the site is restricted during the school day. If you need to come into school, please use the intercom at the main entrance doors and report directly to the school office.

Emergency closures

In the event of an emergency school closure, we will contact parents via Arbor (e-mail) in the first instance. We may also post details on our school website and social media platforms where appropriate.

It is essential that any updates/changes to emergency contact numbers and email addresses are communicated to the school office.

School policies

Our statutory school policies are reviewed annually. Many 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 the signed form to the school office.

Photographs

As part of our role within the local community, we often share news, including photographs, with the local press and parish council. We also include photos on our school website, school prospectus, newsletters and social media channels. You will be asked to complete a consent form as your child starts school, to give permission, or otherwise, for your child to be in such photographs.

Any photographs taken by parents whilst on the school site for events should only be taken of your own child(ren). Photos of other children should never be uploaded and shared on any internet/social media platforms (e.g. Facebook, Instagram YouTube etc.)

Equality

The school provides an inclusive education for all. Our Equality Policy is available on the TAMAT website. It outlines 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 enjoys coming to school and that as a parent, you are 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 endeavour to offer solutions to help with the problem or issue.

We ask that parents do not use social media platforms or parent-group WhatsApp chats to air grievances. This does not enable the school to deal effectively with your concerns and can often exacerbate issues.

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 on the pavement.

Please **DO NOT** enter via the car park entrance.

At the back of the school 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.

Buggies

During events, we regret that buggies are not allowed inside the school building for health and safety reasons. Buggies can be left under the sheltered area outside the front door.

Disabled Access

Disabled access is available via the ramp at the front of school. Disabled visitors may park in the staff car park, by prior agreement.

Parking

Our school is on a busy road within a residential area. As such we ask you to kindly take extra care when parking to make sure it is safe for you and also not to inconvenience our neighbours by parking across their driveways. 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 at any time of day/night.

Parents are not permitted to park in the staff carpark.

Attendance and absence

Punctuality

For children to achieve, it is important they attend school regularly and are on time. If children are late, they will miss essential teacher input at the start of the day.

Children can come into school from 8.20am with registration at 8.30am.

If your child arrives after 8.30am, they should enter the building via the school office, giving a reason for lateness. Their arrival will be marked as late on the register.

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 giving the reason for the lateness.

Reporting absence from school

Absence from school must be reported before 9am on each day of absence by the parent/carer via Arbor as this is the quickest and most efficient way.

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**.

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

Appointments during school hours

Where possible, appointments with the doctor, dentist etc. should be made outside of school hours. However, if unavoidable, please notify the school office of any appointments.

Children will be signed in/out by the school office. Where appropriate, please let us know if your child will require a school meal on that day.

Leave of absence (including holidays)

Term time holidays are not permitted and may result in a Penalty Notice being issued.

Two weeks a year of school missed can culminate in a half term missed in a child's school life at Windlesham.

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school expects parents to contact the headteacher **in writing** at least **two weeks** prior to the proposed start date of the absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

A 'Leave of Absence Request Form' is available for this purpose and can be downloaded from the school website. Once completed, the form should be passed to the school office for processing/review by the headteacher.

Any requests for leave during term time will be considered on an individual basis. The school will not grant leave of absence for the purposes of family holidays.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in a penalty notice. The school cannot grant leave of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Penalty Notices

An **unauthorised absence of 10 sessions (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. From September 2024, the Penalty Notice is £80, per child per parent/carer, if paid within 21 days or £160 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.

Further details on attendance, including the issuing of penalty notices, can be found in the school [Attendance Policy](#).

School uniform

We are proud of our children and their uniform and expect all children to wear the correct uniform. 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
- Assist parents as children do not make a fuss over what they are going to wear for the day.

We aim to keep the use of branded items to a minimum to ensure uniform is affordable. Most of our uniform is unbranded and can be purchased from the supplier of your choice.

Branded uniform can be purchased from PMG School Wear: [School Uniform](#)

FOWVIS operates a second-hand uniform service for the school, where reduced price, good quality uniform is available to buy. Should you wish to purchase any items then please contact the school office. school@wvi.tamat.org.uk.

All uniform **must** be clearly named. There is a lost property box in the office, you are welcome to come and look for missing items. At the end of each term/end of the school year items are left out the front of school to be claimed. Anything left is donated to charity or disposed of.

Summer uniform

White polo shirt
Grey school trousers or shorts
Royal blue logo sweatshirt/cardigan
Grey or white socks
Or

Royal blue and white checked summer dress/playsuit
Royal blue logo cardigan
Grey or white socks

Winter uniform

White polo shirt
Grey school trousers or shorts
Royal blue logo sweatshirt/cardigan
Grey or white socks
Or
Grey school skirt, pinafore or trousers
Royal blue logo sweatshirt/cardigan
White polo shirt
White or grey socks, grey or blue tights

PE Kit

White T-shirt (with school logo)
Navy blue PE shorts
Trainers with Velcro fastening preferred
Navy blue jogging bottoms

Coats

A coat should be brought to school every day.

School shoes

Sensible school shoes should be worn at all times. Black or navy blue. Trainers, open toe sandals, jellies, shoes with heels or boots are **not acceptable**. Shoes fastened with Velcro please.

Jewellery

Jewellery is not allowed in school at any time with the exception of 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.

Should you choose to have your child's ears pierced, please ensure this is done at the start of the summer break as it is required that earrings are removed before coming to school.

Hair

Long hair should be tied back using hair ties/clips/bands which are blue, grey or hair coloured. Any bows must not be 'excessive' in size; no more than 10cm.

Children and parents getting involved

Friends of Windlesham Village Infant School (FOWVIS)

FOWVIS is our parent association group, a registered charity that raises vital funds for the school every year. Simply by becoming a member of our school community all parents/carers automatically become members of FOWVIS.

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

FOWVIS 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 these 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. There is also a variety of large and small non-committee roles that parents can get involved in throughout the year.

FOWVIS uses WhatsApp community for communication, which is made up of class groups, FOWVIS team groups and specific groups for events. Parents are invited to join specific class groups when they join the school.

FOWVIS are always delighted to have more people volunteering – 30 minutes here or an hour there really makes a difference to their efforts. If you could volunteer any of your time, skills or expertise in fundraising please contact get in touch with the school office and they will pass on your details.

Parent volunteers

We encourage parents to come into school to help. As part of our safeguarding procedures, any volunteers will need to undertake a Disclosure & Barring Service (DBS) check prior to helping in school. We ask parents to cover the cost of the check (currently £12.50) which the school can carry out on your behalf. Volunteers must adhere to the volunteer 'Code of Conduct.' Mobile phones should be left in the school office whilst volunteers work in class. Other safeguarding procedures will also be followed.

Parent volunteers will need to sign in/out at the school office. They will be issued with a lanyard that must be worn whilst on the premises. Please speak to the School Office should you require further information.

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 where possible plan visits to our local dentist, veterinary practice and so on. We 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; Royal British Legion, Children in Need; Save the Children; Camberley Besom and Red Nose Day. 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; the children who are interested in becoming a councillor write a letter explaining why they would like to be on the council.

School council meetings are led by teachers and take place regularly. The council gives 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.

Forest School

Vicki Balaam leads 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 'outdoor clothes' with their uniform in a bag to change into afterwards. *Please supply spare underwear and socks too.* 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 in enhancing our outdoor learning and see it as a vital way to address 'nature-deficit disorder' in us all. Typically, the children learn cooperation and teamwork in our woodland. The session begins with a gathering and a story-telling session, which ends with 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.

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

Getting ready to move on

Year 2 children leave for their new school at the end of the summer term. We have close links with both our local junior schools (especially Connaught) and aim to make the transition as easy as possible. Visits take place with the Junior School Year 3 teachers, and the children take part in a transition day in the summer term where children spend the day at their new school.

Whether your child is moving to a school locally or further afield, we will support them with their move and liaise with the new school to ensure a smooth transition.

Pupil folders containing key assessment information and the final end-of-year report are passed on to the junior schools to give information of a child's attainment and ensure continuity of progression.

Standard Assessment Tests (SATS) are no longer statutory; in line with all the schools in our Trust, we have chosen NOT to use these tests. At the end of the summer term, the class teacher assesses whether each child has met the Expected Standard for the end of Key Stage 1 in Reading, Writing, Mathematics and Science. These individual results are shared on the pupil's end-of-year report, and an anonymous summary of the entire year group is shared with all parents.

Home-school communication

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

Communications

We use Arbor as our main form of communication. A message sent from us will appear in your email in box. When your child starts with us as part of the registration process a parent/guardian account will be made on Arbor.

We use Microsoft forms and occasionally Arbor to allow parents and carers to give permissions for school trips or meetings. These will always be sent via Arbor.

Parent/Teacher Consultation Evenings are also managed/booked on Arbor.

We do sometimes also send home information via book bags so it is always good to check those each evening too and you can return completed forms or paperwork to the school office via the book bag too. It is worth noting that you can always drop them directly to the office too.

Message boards

Every class has its own message clipboard. This is updated by the Class Teacher at drop off/pick up. For 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 a weekly bulletin and a monthly newsletter (sent via Arbor and published on the school website), to highlight key events and share news about the school.

Website

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

The address is:

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

Social media

You can find us on the following social media platforms:



windleshaminfants



**Facebook follow/join us
Windlesham Village Infant School**

Safety, health and well-being

Health & 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 Lead (DSL) is Miss Leggett, and our Deputy DSL is Miss McGann and Miss Shine. Our Child Protection Governor is Fiona Torley who can be contacted via clerk@wvi.tamat.org.uk.

Operation Encompass

The school is part of the Operation Encompass scheme which runs 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 if there has been a domestic incident or if a child has been reported as missing.

For more information see www.operationencompass.org

Behaviour policy

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 on our school website or in the school office. 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.

Pupil Premium

Pupil Premium is additional funding given to schools for children who were formerly eligible for Free School Meals and is income-based. The extra funding (approx. £1,550 per year, per pupil for 2026/2027) is given to schools to narrow the attainment gap that can exist between pupils from disadvantaged and more affluent backgrounds.

The Pupil Premium enables us to deploy additional Learning Assistant hours to support small group work and catch-up programs. It is also used to help children from low-income families to access extra-curricular activities.

A Service Child Premium (£360 per year, per pupil for 2026/2027) 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.

As a school we are required to report on how these premiums are spent and this information can be found on our website.

Milk

If you would like your child to receive milk at school, you can register at [Cool Milk](#). Milk is free for children under 5 years and subsidised for children aged 5-11 years.

Medicines and Medical Conditions

We are able to administer prescribed medicines to your child. Pupil medication request forms are available on the school website; these need to be completed and returned to the school office with the relevant medicine. The medication must be in its original box/packaging showing the children's name and details on the prescription label. We will not be able to administer medicines without a consent form being completed by the parent/carer.

Should your child suffer from a medical condition such as asthma, diabetes or have a chronic condition we should be made aware. In this instance a separate medical form will need to be completed and in some cases a care plan will be drawn up in association with parents, the school and where necessary the school nurse.

Allergies

We have a number of children currently at school with allergies and for this reason we do not allow nuts or sesame seeds or products containing nuts/sesame seeds on site. From time to time, we may also add further exclusions, as determined by the needs of our children. Should this list change and/or be extended this will be communicated via Arbor. Any child with an allergy, their parent/carer must inform the school office, and the appropriate form will need completing and a management plan agreed. All staff have received anaphylaxis training including how to administer auto-injector adrenaline pens.

First aid

All staff are trained in basic first aid. The School Administration team, Deputy Headteacher and

some other members of staff also have 2-day Paediatric First Aid training.

If a child sustains a head injury at school, we will email the parent via Arbor 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.

Sickness

If your child has vomited or has an upset tummy (diarrhoea), we require 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.

Hand Hygiene

The school endorses the Government's campaign to Catch it - Bin it - Kill it. Hand gel is 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; this includes vapes or any other e-cigarettes.

Dogs

Please do not bring dogs onto the school premises nor 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 (Year R) and at the end of Year 1. 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 in June so the school can determine if your child is making the expected progress with phonics for their age. Teacher Assessments are used in Year 2 to judge whether each child has met the Expected Standard for the End of Key Stage 1.

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 different types of learners. Topic webs are developed every term for each year group, outlining the main areas of learning. These are available to view within the Curriculum area of the school website.

Visits

Visits to the school by external speakers are arranged across the school year. Such visits stimulate the children's imagination and enthusiasm and enrich their learning experiences. External speakers are vetted as part of our safeguarding procedures.

Each year group is given the opportunity to go on a school trip each year; the trip is designed to support the topics they are learning in class.

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 contact the school office or speak to the Headteacher in confidence.

Special Educational Needs

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 effectively, 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 and stickers.

We regard it as essential to have feedback from parents on the activities they have undertaken with their child, both on how well they 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. We follow 'Essential Letters and Sounds' as our systematic synthetic phonics programme. In Yr R and Yr 1, children are allocated reading books each week, linked to the phonics we have taught in school. We ask that each pupil reads these key texts three times at home each week.

During their time at our school, 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.

Events during the year at school

School photographs

Individual pupil photographs are taken in the Autumn Term and whole-class photographs are taken in the Summer Term.

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. Consultations are booked via Arbor and are face to face.

Attendance

You can monitor your child's attendance on Arbor.

Annual reports

Parents/carers will receive a copy of their child's annual report towards the end of the Summer Term. The report will include the results of any Statutory Assessments and/or teacher-determined outcomes.

Information evenings and workshops

These sessions aim to keep you informed of any new initiatives or ways in which we can work together to support your child. These meetings include:

Autumn term: 'Meet the Teacher' meeting

Spring Term: Family Learning workshops

Summer Term: Year 1 Phonics Screening meeting

Summer Term: New Parents Induction Evening

Summer Term: New pupil home visits

Harvest assembly

The children attend a Harvest assembly. We collect contributions of food which we donate 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 and Panto

A visiting pantomime company perform for the children, normally during the last week of term. The children also have a Christmas Party during the school day, organised and run by the school; these events are funded 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.

'Book Week' is in the Spring Term and children may be asked to dress up around a book theme on one of these days.

In the Spring Term we hold Family Learning sessions, when family members are invited into school to look at the children's learning.

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

Year 2 Leavers' assembly

Before the Year 2 children leave our school, we hold a leavers' assembly to which Year 2, and other leavers' families are invited.

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

Teddy Bear Picnic (September)

The first event of the school year provides an opportunity for potential pupils to come together with their parents/carers. In good weather this event is held on the school field.

Fireworks and Bonfire Night (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 are sold in advance at school. Note capacity is limited and tickets may sell out in advance of the event.

Christmas Party (December)

A whole-school private party held towards the end of the Autumn term at Pirate's Landing in Camberley. This is a popular event to celebrate the festive season.

Spring Term

Easter Egg Hunt (March/April)

A fun event for all the family! This is a fairly new addition to the FOWVIS calendar – an Easter Egg Hunt around the copse!

Summer Term

Family camping (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 (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!

chance to dress up to the nines and have a fun night out whilst raising vital funds for the school.

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 email school@wvi.tamat.org.uk.

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!

Doughnut Sales

Hugely popular, pre-orders are taken to buy boxes of Krispy Kreme doughnuts for collection at pick up. Individual doughnuts can also be bought without pre-ordering. Don't hesitate to get your orders in as we always sell out!

Year 2 Leavers Book

Each year FOWVIS creates 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.

FOWVIS can only run these events with support from the parent community. Without this support, FOWVIS may have to cancel events or amend dates.

Feeling safe in school

- 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 must report to the school office, where they sign in and get a visitor's lanyard
- There are always teachers around if we have a problem
- 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
- We always ask a teacher before using dangerous or sharp objects

Think before you click

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

The school rules

- **Ready** (to learn)
- **Respectful** (of other children, adults and the environment)
- **Safe** (to act in a way that provides safety for children and adults)
- **We always try our best**

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

Internet Access code of conduct

The internet 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 adhere to the internet access code of conduct below.

✓	I will encourage my child to keep usernames and passwords secret
✓	I will ensure that my child logs out of learning platforms properly when they have finished
✓	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 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 and learning platforms
✓	I will ensure that my child only uses the tools provided by the school 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