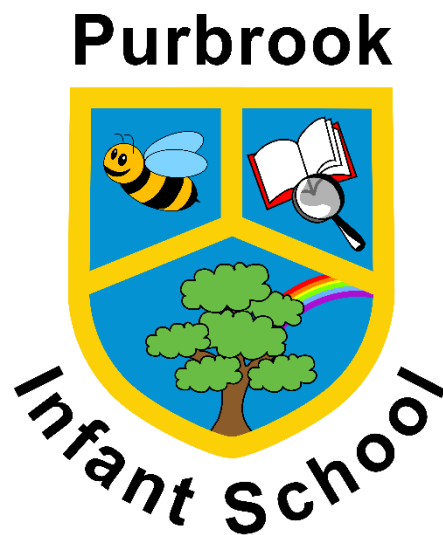


Purbrook Infant School



Parent Information Booklet 2022/2023



Foreword from the Chair of Governors

I would like to welcome you and your child to Purbrook Infant School. I am certain that you will find that the school has a warm, friendly and happy atmosphere in which your child will enjoy learning and which will ensure they make a positive start to their education

The Governing Body works with the Headteacher and staff to ensure that all children are provided with high quality teaching, the appropriate resources, and a secure and stimulating learning environment in which they can make the best possible start to their schooling

Year R

School Visits

We will be starting your child's transition into school on Wednesday 06 July and we are inviting children and their parent/adult into school to visit their new class (**sorry, no siblings**). To enable us to spend time with each child, we are limiting the number of children attending each session. We have divided these up alphabetically according to the number of children whose surnames fall into the various brackets. Please see the timetable below:

Time of visit	Child's Surname (from – to)
9.30am - 10.30am	A - E
11.00am - 12.00pm	F - M
1.15pm - 2.15pm	N - Z

Please can we ask that you do not arrive too early as we will be starting the visits at the published times and children get very bored waiting around. We would also request that you leave promptly so that teachers can get the classroom ready for the next sessions.

If you do have questions for the teachers after your visit, please leave your contact details with the school office and one of the teachers will call you back.

Please come in through the main school entrance.

Please stay with your child during their visit and explore with them the classroom and outdoor learning environment.

Things you need to know about school routines

Contact details

Please can you ensure that we have up to date contact numbers for you and any others you have named on your registration form. **This is especially important if your child is ill and needs to go home.** The school office should be informed of any changes as soon as possible.

Friday Flier

This is our weekly newsletter and a link from the school website is emailed out to parents via ParentMail every Friday. If this ParentMailed link is not received, please go to Parents tab, then Newsletters and select the appropriate flier. Please also let the office know that you are not receiving emails from ParentMail.

Absence

We would be grateful if parents could please inform us if their child will not be in school due to illness before 10am. **One** phone call on the first day of absence is sufficient. Further consecutive absences in that week will be assumed to be for the same reason.

If your child has either sickness or diarrhoea (or both) please do not send them back to school until 48 hours after the last episode. We have been advised by the Health Protection Agency that this is the length of time children should be absent from school in order to stop “bugs” spreading.

Water bottles

All children will receive a free water bottle when they start school in September. These are kept in school. If you wish to purchase a new bottle, these are priced at £1 and are available for sale from the school office.

Naming school uniform

Please can you ensure that all clothing is named in order to prevent uniform going astray.

Purchasing School Uniform

This can be obtained from Skoolkit in Havant, please refer to the email sent previously as they are offering discount weeks. The school also has some second-hand items, these are located in the reception lobby with a donation box.

Slippers and Wellington Boots

In our Year R classrooms, all staff and children wear slippers during learning time. Over a decade of research has proven that wearing slippers in school improves children’s confidence, sense of community and learning behaviour.

We ask that all slippers have backs and that they do not have large characters or accessories attached as this makes it difficult to sit on the carpet.

For outside play and forest school sessions the children will need a pair of welly boots. This prevents school shoes being damaged or muddied during water play, mud kitchen and playing in the sandpit, as well as learning in the forest.

The slippers and wellies will stay at school during term time so we ask that both are clearly named and are recognisable to your child.

PE and Forest School

The children will be taking part in weekly PE and Forest School Sessions. We will provide parents with a timetable of when these will be taking place. On these days the children should come to school dressed in their PE or Forest school clothing. Further details will be provided in September.

Money

Please ensure that all monies come into school via your child's class teacher and not through the school office. Money should be in an envelope with your child's name on it and should clearly indicate what the money is for.

Lunch boxes

May I politely advise you that sweets of any sort are not permitted to be eaten in school and children will not be allowed to eat them. They will be asked to take them home if they are in their lunch boxes. For these purposes, fun sized Milky Ways, Mars Bars etc are deemed to be sweets. A chocolate biscuit or a cake is acceptable.

Please can you ensure that your child's name is on the **outside** of the lunch box as many children have lunch boxes with the same design and this will ensure that the right box is taken home at the end of the day!

Administration of Medicines

The school is only able to administer medicines if the prescribed dosage is four times a day. If this is the case, a completed medical consent form will need to be filled in. These forms are available from the school office. All medicines must be handed to office staff and collected by parents. They should not be sent in with the children. We are not allowed to administer paracetamol or ibuprofen unless it has been prescribed by a doctor.

If your child does have any significant health issues that we should be made aware of, please can you speak to a member of the office staff as you may need to complete a health care plan for your child. In this way we can ensure that your child's condition is managed appropriately.

Asthma Inhalers

If your child suffers from asthma and you would like an inhaler to be kept at school, please can you contact the school office who will ask you to complete a consent form.

Nut allergies

As we have a number of children in school with a wide variety of allergies, which for some includes an intolerance to nuts, please could we ask that when you pack your child's lunch you avoid obvious nut-based snacks and fillings, such as peanut butter.

Hay fever and other allergies

If your child is affected by this ailment, please can you give them the appropriate medication prior to coming to school as we are unable to administer hay fever remedies to a potentially large number of children. There are a variety of "one a day" or morning

and evening medications available; we would be grateful for your support in this matter so that children are not distressed and are ready to learn.

Milk

Milk can be provided free for all children until they are five years old. After their fifth birthday, your child may continue to have milk, if you would like them to do so, but you will be required to pay for it. The cost of the milk is 26p per day and you can pay either half termly or termly. Please go online to coolmilk.com to register, for further details refer to the email previously sent out.

Milk will only be provided on receipt of registration. Please can you ensure that you add your child to the correct class.

Prospectus

A copy of this is available on the school website, please do take the opportunity to read this prior to your child starting school as it contains lots of useful information. This is located under the "Our School" tab.

Wrap around Care

The school provides its own breakfast and after school club which is run out of the Year R Unit. If you would like your child to attend, please complete a registration form. If your registration form and deposit is received by Wednesday 06 July we will guarantee your child a place. Please note that any forms received without a deposit will not secure a place until a deposit is received. Fees and deposits can be paid online, by cash or cheque which should be made payable to HCC. We cannot guarantee places for forms received after this date. Please note that notice periods and late fees apply.

Hair

Please remember to check your child's hair regularly for headlice. I am advised that the most effective method of removing nits is still to comb conditioner through wet hair with a fine-toothed comb regularly. Tea tree oil can be used as a repellent. This is a natural product and can also be combed through the hair.

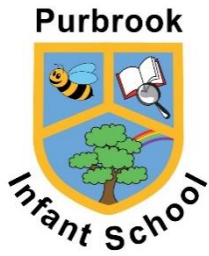
For boys we ask that they do not have tram lines, zig zags or any other designs cut into their hair. For girls we ask that they do not have large bows.

Collection arrangements at the end of the day

If your child is going home with someone different at the end of the day, please can you advise staff when you drop off **in the morning**. Office staff are very busy at the end of the day and are not always able to leave the office to take messages to class teachers in time. This can cause distress to the children – we will of course do our best to get messages to teachers on time and are aware that sometimes emergency situations can arise which cannot be foreseen.

Bikes and Scooters

Please do not allow your child to ride their bicycle or scooter once they are inside the school gates. The school site is very busy at the beginning and end of the school day and children travelling at speed on 'their vehicles' present a hazard to other children. In order to avoid accidents, I would ask you to co-operate with this request.



PURBROOK INFANT SCHOOL
ALDERMOOR ROAD EAST, PURBROOK PO7 5NQ

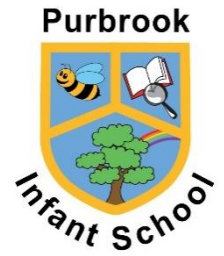
Telephone: 023 9261 0761

Email: adminoffice@purbrook-inf.hants.sch.uk

Headteacher: Lisa A de Carteret

Assistant Headteacher: Paul Stray

Business Manager: Hazel K Dean



Dear Parents/Carers

Improving School Communications with ParentMail

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.

We use ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail will be beneficial to you because you can:

- Use a free mobile app on Android and iOS to pick up school messages instantly.

Registering with ParentMail is very easy! Over the next few weeks you will be sent either an email and/or text message from ParentMail, when you receive this please just follow the instructions in the message.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

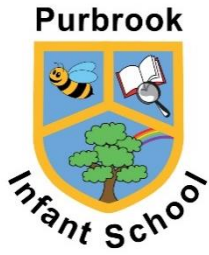
Once registered, if you have an Android or Apple smartphone, we highly recommend you download the ParentMail App for the best user experience. To do this, simply search for "ParentMail" in your App store.

If you need any additional information or assistance, please visit the help site: <https://www.parentmail.co.uk/help/parenthelp/> or if you have not received any contact from ParentMail by September please speak to Mrs Parker or Mrs Gray in the school office.

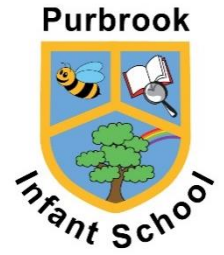
Yours sincerely

Mrs L A de Carteret

Headteacher



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Dear Parents/Carers

As your child will be having lunch at school from Monday 12 or Tuesday 13 September, please click on the following link to access a copy of the menus [school lunch menu](#). Menus vary over a three weekly cycle. The week beginning 12 September is "Week 3". Children are able to choose from two options (one being vegetarian).

As you may already be aware, all infant school aged children are entitled to a free school lunch. In order for this to happen, we require all parents to fill in and return the registration form in the Admissions Booklet by **Wednesday 06 July 2022 at the latest**.

If your child would like to try school lunches and has special dietary needs, please speak to Mrs Gray in the school office. (Special menus are for medically identified food intolerance and allergies only).

If your child is arriving at school late because of medical appointments etc a meal will only be provided for them if it has previously been requested, either the day before, or by telephone message that morning. If the school office is not made aware of medical appointments, your child will be marked as absent and no lunch will be ordered for them on that day.

For more information about free meals in Hampshire, please visit the HC3S website.

Yours sincerely

Mrs L A de Carteret
Headteacher

PARENTS, TEACHERS AND FRIENDS ASSOCIATION - (PTFA)

PURBROOK INFANT SCHOOL

As the parent/carer of a child at Purbrook Infant School you are automatically a member of the PTFA and we would be delighted to meet you at one of our regular gatherings. Information as to meeting dates and times can be found on "Friday Fliers" (the school's weekly newsletter) and on our notice board outside the door to the main office.

The Parents, Teachers & Friends Association (PTFA) is a registered charity, some of whose members form a committee. The PTFA raises money for the benefit of all the children at Purbrook Infant School and also supports school events by providing both adult helpers' time and additional resources. Money raised enables the purchase of valuable equipment and resources as well as provision of events such as the annual Christmas pantomime which has been funded by the PTFA for several years.

Throughout the year exciting events are organised for all the family to enjoy. The main fund raising events are usually held in the summer term and at Christmas.

Other ways in which the PTFA support the children and the school is by organising and running the Year 2 leavers disco and arranging the refreshments for open days. They also provide Christmas Markets where the children can, if they choose, do their own Christmas shopping for their families.

This coming year we are continuing to focus our fundraising efforts on the outside learning environment.

Funds raised in recent years have been spent on playground markings, a wooden train in the playground and many other resources used by all the children such as items to revamp the book corners and ensure they are inviting. In May 2015 we purchased our new outdoor classroom "The Learning Lodge". Our latest project was the library refurbishment which was completed in October 2020 and this achievement was celebrated with an official opening by the Mayor of Havant.

As children move through the school and eventually leave to attend junior school, so our members move on too. It is therefore vital that each school year we encourage new parents to attend our meetings and become involved in our activities so that we maximize our capacity to support the children of Purbrook Infant School.

There is often a lot of work involved behind the scenes in organising events and the more parents who help the easier it is to get it all done. Working parties are held as required: they are often great fun as they are informal, and serve as social gatherings as well as getting the jobs done!

The PTFA welcomes all new members and would appreciate your active support from September when your child joins our school. Meetings are held every other month. With your support we will be able to do even greater things in the future!

We look forward to meeting you,
With best wishes
From the PTFA

SCHOOL ABSENCES

It is a parent's legal duty to ensure their child's regular attendance at the school at which they are registered. Regular attendance is essential to ensure good academic progress.

[What is unauthorised Absence?](#)

Children of school age are required to attend school. If your child does not come to school for any reason and the school has not given permission for the absence, then this is an unauthorised absence. The Education Welfare Officer (EWO) makes visits to the school to check our registers, monitor attendance and will follow up any concerns we have.

[Holiday Requests](#)

New regulations came into force on 1 September 2013 under the Education Act which states that Headteachers are no longer permitted to authorise leave of absence during term time unless under very exceptional circumstances.

Whilst we understand that families may wish to take annual holidays during term time, we have no other option than to follow those guidelines and therefore code any absences as unauthorised.

We must make you aware that for any unauthorised absences you may be liable to a fixed penalty fine or prosecution.

[What if my child has a medical or any other appointment?](#)

Bring the appointment card or letter to school for us to take a copy to keep in your child's records.

If you have any concerns regarding your child and their attendance please do not hesitate to contact us to make an appointment to see the Headteacher.



School Matters!



Home School Agreement

We intend that all children will be encouraged to develop their intellectual, social, moral, spiritual and cultural understanding and be given opportunities to engage in physical activities individually or as part of a team. We will do this by:

- providing high quality teaching
- planning a creative and stimulating curriculum which is responsive to the interests and needs of our children
- ensuring that all resources, including those for ICT, support learning and are of high quality
- differentiating effectively so that all children are suitably challenged
- valuing the individual contributions of all members of the school community
- building and maintaining strong links with parents and the wider community
- developing children's independence and providing opportunities for them to acquire the necessary skills and attributes to be lifelong learners
- teaching children to respect others and their ideas as well as to respect themselves
- celebrating everyone's successes and achievements

We value children as individuals and parents as partners and prime educators.

Throughout their time at the school, children will be nurtured according to their individual needs; within a caring, secure and happy environment. All children are encouraged to fulfil their academic potential at a pace which challenges their individual capabilities.

When the children transfer to the next stage of education, it is our intention that they will be:

- confident
- independent
- resilient
- aware of their own self-worth, and of the respect due to others
- prepared with the necessary skills to respond to future challenges, both socially and academically.

The school will:

- care for children’s safety and happiness by providing a secure and welcoming environment
- provide children with high quality education
- encourage all children to do their best and have pride in their achievements
- encourage children to be kind in their words and actions and to take care of their surroundings
- keep you informed about general school matters and, in particular, your child’s work, behaviour and progress.



Headteacher’s signature:

Class teacher

My family will:

- make sure I attend school regularly and whenever I am fit to do so (at least 96% or better attendance is expected)
- make sure I arrive on time – by 8.55 a.m. each day
- inform the school promptly if I am ill
- tell the school about any concerns or problems that might affect my work or behaviour
- help me to practise my reading for ten to fifteen minutes five times each week
- work with the school to support my learning; acknowledge my achievements and participate in school events
- attend my Parents’ Evenings and discuss my progress and targets
- attend other school events to support me at school
- support the school as necessary if my behaviour is not in line with school expectations

Parent/Carer signature:

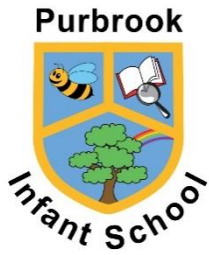
I will:

- do the best that I am able to in all things
- be kind and helpful
- take care of my work and other people's work
- talk quietly and walk when I am inside the building
- listen and follow instructions carefully
- think about other people when I am working and playing
- ask permission before using the internet
- never give out my personal details; name, home address, telephone number, school etc.
- tell a teacher immediately if I see anything I am unhappy with or receive messages I do not like
- be aware that the school may check my computer files and internet sites I visit
- be aware that if I deliberately break these rules it may result in not being allowed to use the internet or computers

Child's signature:



Home School Agreement



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Dear Parents/Carers

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- statistical forecasting and planning
- to comply with the law (including legal requirements to share data with the local authority and Department of Education)
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education
- to communicate effectively with our parents and carers

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attend) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Safeguarding information (such as court orders and professional involvement)

Legal Basis for Processing

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data where complying with a legal requirement includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your consent you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data in accordance with our retention schedule. A copy of which can be obtained from the school office.

Who do we share pupil information with?

We routinely share pupil information with:

- schools
- local authorities
- the Department for Education (DfE)
- school Nurses
- outside agencies to support pastoral care – Social Services, Police, CAMHS, Behaviour Support Service and Children's Services
- companies who provide IT services to the school
- our PTFA
- school photographer

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

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

We are required to share information about our pupils with our local authority (LA) or the Department for Education (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

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

The National Pupil Database (NPD)

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

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

Requesting access to your personal data

Under the General Data Protection Regulation, parents and pupils have the right to request

access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, Mrs Dean, the school's Data Protection Officer.

You also have the right, subject to some limitations to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO or through the courts

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

Contact:

- If you would like to discuss anything in this privacy notice, please contact: Mrs Dean who is the school's Data Protection Officer or Mrs de Carteret.

Yours sincerely



Mrs L A de Carteret
Headteacher










INTERNET SECURITY AND SAFETY

As part of the school's computing programme, we offer pupils both supervised and, from time to time, unsupervised access (when they are carrying out independent research) to the Internet. Before being allowed to use the Internet, we require all pupils have an understanding of what is acceptable online.

Access to the internet will enable pupils to explore thousands of libraries, databases, and other information. Every effort will be taken by the school to ensure that pupils are only able to access suitable information sources. The school Internet Service Provider operates a filtering system that restricts access to inappropriate materials. Whilst our aim for internet use is to further educational goals and objectives, it is always possible that pupils may find ways to access other materials. We believe that the benefits to pupils from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Rules for Internet Use

-  Children must ask permission before using the internet
-  Children must not bring software or discs into school without permission
-  Children must never give out personal details; name, home address, telephone number, school etc
-  If your child sees anything they are unhappy about they must tell a teacher immediately
-  Children must not search for offensive material
-  The school may check your child's computer files and internet sites they have visited
-  Deliberately breaking these rules may result in your child not being allowed to use the internet or computers.



Term and Holiday Dates

Autumn Term 2022

Starts on Thursday 01 September 2022 and ends on Friday 16 December 2022
(please see your Admission Arrangements for Year R children)

Half term from Monday 24 October to Friday 28 October 2022)

Spring Term 2023

Starts on Tuesday 03 January 2023 and ends on Friday 31 March 2023

(Half term from Monday 13 February to Friday 17 February 2023)

Summer Term 2023

Starts on Monday 17 April 2023 and ends on Friday 21 July 2023

(Half term from Monday 29 May to Friday 02 June 2023)

INSET DAYS FOR 2022/2023

- Thursday 01 September 2022
- Friday 02 September 2022
- Friday 21 October 2022
- Tuesday 03 January 2023
- Monday 05 June 2023



Thank you for taking the
time to read this booklet

If you have any queries,
please speak to a member of
staff in the school office

