



# Portway Infant School



# Information for Parents

**MISSION STATEMENT  
FOR  
PORTWAY INFANT SCHOOL**

**We will encourage all our children to strive for  
excellence and to develop moral values within  
a stimulating and supportive learning  
environment**



**OFSTED QUOTE**  
November 2006

“This is a good school. Parents agree and they recognise that the staff are committed to pupils’ care and well being. As a result the school is a very caring community in which pupils are happy and secure. Pupils say emphatically that they enjoy school.”



**[www.portwayinfants.co.uk](http://www.portwayinfants.co.uk)**

## **GENERAL INFORMATION**

Portway Infant School is a non-denominational Infant School catering for boys and girls from four to seven years of age.

It is proposed to admit 90 pupils to the Reception Year giving an estimated total roll for the school of 270.

Normally children remain at this school until the end of the Summer Term of the year in which they are seven on or before 31 August, when they transfer to a Junior School.

### **SCHOOL HOURS**

**Morning School**      **8.55 - 12.00 noon**  
(Doors open at 8.50am)

**Afternoon School**      **1.00 – 3.20pm**

Allocation of teaching time: 22 hours per week

### **OFFICE HOURS**

The school Administration Office is open from:-

8.30am – 4.30pm - Monday – Thursday

8.30am – 4.00pm – Friday

**Please do not telephone before 8.30am**

**Portway County Infant School is maintained by the  
Education Department of Hampshire County Council.**

Headteacher - Miss Sara Allen  
Deputy Headteacher - Mrs Helen Borley

Portway County Infant School  
Ashfield Road  
Andover  
Hants SP10 3PE  
Tel: 01264 323716  
Fax: 01264 351730

E-Mail: [adminoffice@portway-inf.hants.sch.uk](mailto:adminoffice@portway-inf.hants.sch.uk)

Any information that is required from the Education Authority should normally be obtained from the Area School Improvement Manager, whose address and telephone number are:-

Winchester Local Office  
Clarendon House  
Romsey Road  
Winchester  
Hants  
Tel: 01962 869611

The headquarters of the Education Department are in Winchester and enquiries should be directed to:-

The County Education Officer  
The Education Department  
The Castle  
Winchester  
Hants  
Tel: 01962 841841

# PORTWAY INFANT SCHOOL

## STAFF

Headteacher	Miss Sara Allen
Deputy Headteacher	Mrs Helen Borley
Administrative Officer	Mrs Sharon Brown
Administrative Assistant	Mrs Tina Lindridge

		<b>Teacher</b>	<b>Teaching Assistant</b>
<b>Year R</b>	Duckling Class	Mrs Gill Amos	Mrs Helen Cullip
	Cygnets Class	Mrs Jackie Tricker	Mrs Sandra Doney
	Gosling Class	Miss Louise Keast	Ms Neelia Rose
<b>Year 1</b>	Robin Class	Mrs Marilyn Strauss/ Mrs Jo Craggs	Mrs Mary Howell
	Woodpecker Class	Miss Carolyn Treadwell	Miss Cordelia Pickett/ Miss J Loader
	Kingfisher Class	Miss Hannah Maletroit	Mrs Wendy Parr/ Mrs Nadine Russell
<b>Year 2</b>	Eagle Class	Mrs Rebecca Griffiths	Mrs Jayne Walker
	Osprey Class	Mrs Lesley Nichols	Mrs Karen
	Woodhead Hawk Class	Mrs Claire Vignaux	Mrs Marian Brewer

**Early Years Teaching Assistant (PPA) – Mrs N Russell**

**E.L.S.A. – Mrs Karen Woodhead**

### **Special Educational Needs**

Mrs Evelyn Smith - SENCO  
Mrs Lesley Andrews  
Mrs Karen Sinnott

### **Supervisory Assistants**

Mrs L Andrews (Senior S.A.)  
Mrs A Zielinski  
Mrs K Sinnott  
Mrs S Sinnott  
Miss E Tobin

### **Caretaker**

Mr Kevin Waite

### **Cleaning Staff**

Mrs J Beasley  
Mrs C Parry

Miss C Pickett  
Miss J Loader  
Mrs J Coles  
Mrs J Jerome  
**June 2009**

Ms C White

**Effective from**



## **PORTWAY INFANT SCHOOL GOVERNING BODY**

Chairperson	Mrs Mary Dobson
Vice Chairperson	Mrs Celia White
Clerk to the Governors	Mrs Valerie Tuffrey

### **Local Education Authority Governors**

Mrs Liz Skone  
Mr Paul Hurring

### **Community Governors**

Mrs Mary Dobson  
Mrs Becky Schofield  
Mrs Kerry Harrington-Hardy

### **Parent Governors**

Mrs Nadine Russell  
Mrs Tara Day  
Mrs Celia White  
Mr Richard Fettes  
Mr Barry Knight

### **Staff Governors**

Mrs Claire Vignaux  
Miss Louise Keast



## **CHILD PROTECTION**

Parents should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse the Headteacher, under the Children's Act (1992), is obliged to follow the Child Protection Procedures and inform the Child Protection Officer at Social Services of the concern.

## **LEAVING DATES**

To enable staff to prepare books and a report for your child to take to the next school, it would be appreciated if you would inform us in writing of leaving dates as soon as possible and not less than two weeks in advance. Books and samples of work will be given to your child on leaving, to be handed to the receiving school immediately on arrival. These will help your child to settle quickly in to a new situation by giving the teaching staff some evidence of previous performance. Parents are also requested to collect, and sign for, children's records on the last day of attendance, also to be handed on to the new school.

## **HOME TO SCHOOL TRANSPORT**

### **Children qualify for free transport from home to school if:**

§ they attend their designated school, or a school nearer to home, or a school named by the authority because the designated school is full

**and**

§ the distance from home to school – measured by the shortest practicable walking route – is more than 2 miles for children up to the end of the school year in which they have their eighth birthday.

**Children do not qualify for free transport from home to school if:**

- § they attend a school which is not the designated school and which is further away from home than the designated school
- § parents name a school other than the designated one as their first choice, are unsuccessful in their application and then do not get a place at their designated school.

Parents will have had the opportunity of a place at their designated school, including the entitlement to free transport and will have made the decision not to take up this opportunity, so foregoing the entitlement to free transport.

Parents are responsible for their child's attendance at school, whether or not transport is provided.

**Note:** *A child's 'designated' school means the school which serves a designated geographical catchment area which includes the child's home address.*

## **Buses**

Buses to and from school are available to those living in the Artists Way and Charlton areas. Current details are available from John Pike Coaches.



## **PASTORAL CARE AND YOUR CHILD**

At Portway Infant School we aim to teach children how to be independent to know how to keep safe and to seek help. We hope to teach them to take an interest in each other and to care for each other so that they can play and work in harmony. Good patterns of behaviour are developed through praise, where possible, and aggressive tendencies are actively

discouraged. We hope that children will be able to discuss their problems with their teachers, but in the event of this failing, we will discuss the situation with their parents.

Should there be a serious accident, or one which needs medical attention from other agencies, **parents are informed by telephone** as soon as possible. For more minor cuts and bumps, where the child appears to be alright, a note will be given or a telephone call made, if this is felt to be necessary. We will try hard to care for your children in a sensible way.

When your child is admitted to this school, you will be asked to complete a form giving details of where you can be contacted should an emergency arise, such as your child being ill.

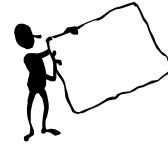
**It is very important that you keep us informed  
if you change your place of work or telephone number.**

## **YOUR CHILD ON SCHOOL PREMISES**

- ✓ Parents are responsible for their own children until 8.50am. Parents and children should not be on the school site until 8.45am when you should **wait in the playground**. The doors open between 8.50am and 8.55am when children will come straight into school.
- ✓ The exterior doors are kept secure so that access is only via the reception area except at the start and finish of the school day.
- ✓ The exterior doors can all be opened from inside for swift evacuation.
- ✓ Please keep the paths and gateways clear.
- ✓ Please keep pre-school children with you at all times whilst on school premises. We ask you to take care that they do not disturb children in classrooms.
- ✓ Parents are asked to collect their youngest child first.
- ✓ Please wait for Year R children in the Year R play areas and collect them from the classroom door.
- ✓ Please wait for Year 1 children in the front playground.
- ✓ Please wait for Year 2 children near **the kitchen area but please do not block the roadway**.

## PROMOTING GOOD BEHAVIOUR AT PORTWAY INFANT SCHOOL

### Code



We expect all children to conform to The Portway Code.

### The Portway Code

<b>We are kind</b>	to one another, at all times
<b>We listen</b>	to each other
<b>We walk</b>	in school and speak quietly
<b>We work hard</b>	and always try our best
<b>We are careful</b>	with everything in school
<b>We are polite</b>	to everyone

Children watch how people treat each other and need to see positive examples of good behaviour. Children learn by example and experience and they will copy behaviour at home and at school.

We believe that the management of behaviour must be **positive** and we will actively promote this and encourage everyone in school and parents to achieve our aims.

We expect children to co-operate and to conform to our standards of behaviour. We expect their parents to support the school's policy as part of our home/school partnership.

### Disciplinary measures

If school procedures are not supporting the child and their behaviour is not improving, other professionals employed by the Local Education Authority maybe involved.

The Educational Welfare Officer (EWO), Educational Psychologist or Behaviour Support Team (BST) may be asked to advise. Behaviour targets will be set and reviewed in discussion with the parents.

In **extreme** cases the Headteacher has the authority to exclude the child for one or more days (parents have 24 hours notice) whilst a solution is sought. County procedures are followed.

## ADMISSIONS POLICY

### Introduction

The normal catchment of the school is the area north and west of Weyhill Road and the railway line and west or south of Goch Way, including Charlton Village and the Pentons as well as the DLO Andover. A full list of catchment addresses is held in the school office.

The guiding principles of the school admission policy are, first, to enable as many children as possible to attend their parents' preferred school; second, to enable each school to serve its local community; third, to assist parents in planning their children's education; fourth, to ensure that all children are allocated a school place. Therefore, the aims of the admission criteria are –

- to be easy for parents and schools to understand and operate;
- to enable siblings, as far as possible, to attend the same school (or infant and junior schools on the same site);
- to enable children, as far as possible, to attend their local school and thereby minimise long or difficult journeys to school;
- to promote high educational standards through curricular and pastoral continuity between schools serving the same catchment areas;
- to promote school involvement with the local community.

### Admission Criteria

**Hampshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations.**

The County Council will consider first all those applications received by the published deadline **midday on Friday 21 November 2008**. Late applications (i.e. those submitted after midday 21 November 2008) will be considered after all on-time applications have been fully processed unless exceptional circumstances merit earlier consideration. **Letters to parents offering a primary school place will be sent by the County Council on 23 January 2009.**

**The published admission number (PAN) for Portway Infant School for 2009-2010 is 90.**

For the main admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated preference will be allocated.

**If the school is oversubscribed, places will be offered in the following priority order. Places for late applications will be allocated using the same criteria:**

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided.)
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living **within** the catchment area of the school who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of Portway Infant School or Portway Junior School and who will still be on roll at the time of the sibling's admission
4. Children living **within** the catchment area of the school who live closest to the school, based on a straight line measurement from the school to the entrance of the property. (See '*Distance measurement*' paragraph for details.)
5. Children living **outside** the catchment area of the school who, at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of Portway Infant School or Portway Junior School and who will still be on roll at the time of the sibling's admission.
6. Children living **outside** the catchment area of the school who live closest to the school, based on the measurement of a straight line from school to the entrance of the property. (See '*Distance measurement*' paragraph for details.)

*N.B. School Closures statement.*

In the event of a school closure, pupils from the closing school may be given a higher priority (for example this might include the child being treated as in-catchment) within the admission criteria for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with School Admissions Code and will be published at the time for the specific schools affected by a particular closure.

### **Siblings**

Criteria 3 and 5 includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

### **Distance measurement**

If the school is oversubscribed from **within** any of the above categories, the distance criterion (see 4 and 6 above) will be used to prioritise applications. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school brochure. Distance is measured as a straight line from the front door of the home to the admin office of the school. Where straight line distance is used, Hampshire County Council's Geographic Information Systems (GIS) will be used to

confirm the order of applicants. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

### **Multiple births**

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

### **Pupils with statements of special educational needs**

The governors will admit any pupil whose final statement of special educational needs names the school.

### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on government guidance. If an admission raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

### **Waiting list**

When all available places have been allocated, schools will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. In-year fair access and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

### **Deferred entry to Year R**

Pupils reach statutory school age at the beginning of the term following their fifth birthday, but, in Hampshire, most pupils are admitted as rising fives. Places for pupils whose parents wish to defer entry to Year R may be held open until the beginning of the spring term of the academic year of the child's fifth birthday. Places will not be reserved beyond this date. If parents of summer born rising fives wish to defer their admission until they reach statutory school age, admission will be considered for Year 1, their appropriate year group.

## **HOMEWORK POLICY**

Homework is a valuable part of learning and is supported by our home/school partnership agreement.



At Portway Infant School we actively encourage parents to play a part in educating their child.

In line with recommendations from the DfES we believe children in the Infant School should be encouraged and helped with homework for about 10 minutes each day.

### **What is appropriate homework for Infant School pupils?**

We believe that helping children to enjoy books and supporting reading is an important homework task.

We have introduced maths activity packs which the children may borrow.

The class teacher will select tasks for the child which are appropriate for his/her age and ability. These will include vocabulary lists and spellings, which will be sent home weekly.

### **The parents role is to:-**

- support the home/school partnership and make sure homework is completed on time
- encourage the child to do their homework set (usually a reading task) and praise his/her efforts
- find a suitable time and a quiet place where the parent and child will not be interrupted
- consult with the class teacher at parents' evenings about the progress their child is making and alert him/her about any concerns which arise between meetings.

### **The school role is to:-**

- set regular and appropriate homework
- decide if learning targets need to be supported by homework
- consult with the parents at parents' evenings about the progress their child is making and alert him/her about any concerns which arise between meetings
- keep the parents informed through curriculum workshops and parents' meetings.
- offer advice and support if requested by the parent.

Currently reading books are selected and sent home regularly and maths activities packs are sent on a Friday.

## **ATTENDANCE**

It is **very important** that children attend school regularly and arrive on time.

The start of each session is usually when instructions for the work for the day are given. Children need to feel secure, settled and know what they are going to do next.

The doors open between 8.50am and 8.55am when children will go straight into school. If you arrive **later than 8.55am** please send your child in via the office as, once the classroom door closes, the teacher will need to take charge of her class and will begin registration. She is not permitted to open the door to late arrivals.

### **Rain, Ice and Snow**

When it is raining in the mornings, the staff on duty will decide at 8.45am that it is 'wet' and the doors will be open until 8.55am.

### **Security**

Doors are secured as soon as the children have entered school. **If you think your child may be late please bring them straight to the office.**

**After 8.55am please bring your child to the School Office  
so we can check that they are here safely.**

Parents who are bringing or collecting children at any time during the school day **for any reason must report to the school office.**

### **Lateness**

We are required to record lateness. An adult explanation, written or spoken, is needed for our records.

The Administration Staff will record these daily in a "late book" as the children arrive.

As well as being disruptive, lateness embarrasses and upsets many children. Children arriving after 8.55am and 1.00pm will be marked "late", however lateness after 9.25am and 1.30pm will be classed as unauthorised absence. (In accordance with DfEE guidelines).

If a child has late marks 3 times in a week or a regular pattern of lateness over a month, the Head will write to the parents. Repeated unexplained lateness; or lateness with no acceptable reason will be referred to the Education Welfare Officer. The EWO has access to the registers on a regular basis, in order to fulfil their statutory duties within school.

If parents know their child is going to be late they should let the school know in advance by telephone or e-mail.

## Attendance Figures

The governing body is required to report unauthorised absences from school.

### When is absence authorised or unauthorised?

An absence will only be authorised if:

- ✓ A letter or telephone call of explanation is provided by the parent.
- ✓ The Headteacher deems the explanation to be sufficient.

After each absence a letter of explanation should be provided by the parent. The ultimate responsibility to authorise an absence rests with the Headteacher. A note or telephone call does not mean an automatic authorised absence. In the case of illness the school has the right to request further information.

The Class Teacher will send a letter to remind parents when no reason for absence has been given.

Absence resulting from participation in a day set aside for Religious observance will be classified as authorised.

*Between September 2007 and 23 May 2008 there were 167 registered pupils (Year 1 and 2) on roll.*

*5.0% authorised absences were recorded among 156 pupils (Years 1 and 2).*

*There were 61 sessions (0.1%) of unauthorised absences among 14 pupils.*

## Holidays



***Parents are not entitled to take their children away on holiday during term time.***

If a child is away for holiday reasons in term time, **up to 10 days** in an **academic year** may be '**authorised**', at the discretion of the Headteacher providing suitable reasons are given and a 'Permission for Holiday' form is completed **before** the absence period. With pupils of compulsory school age all applications will be carefully considered on their merits given the importance of continuity of learning.

## COMPLAINTS PROCEDURE

Our aim is to offer your child the highest quality of educational experience.

From time to time there maybe a breakdown in communication resulting in misunderstandings or complaints. **In the first instance please refer to the Class Teacher**, then the Headteacher.

Should you have a complaint about curriculum matters please refer them in the first instance to the Headteacher (as stated in section 23 of the Education Reform Act 1988).

Any parent who is still not satisfied should contact the Chair of Governors (details of the current Governing Body are circulated annually). Finally the Area Director can be contacted on telephone: 023 8081 6127.

### ILLNESS

If your child has sickness or diarrhoea we ask that they are kept at home until they have been **without any symptoms and eating and drinking normally for 48 hours**. This helps to prevent the spread of the germs and protects your child and staff from further infection.

### Head Lice

Head lice have become more prevalent all over the country in recent years and Andover is no exception. Lice are small, wingless insects (2-3mm long) and can be seen moving in the hair. Nits are the eggs of the lice and they are attached to the ends of the hair at the scalp. The lice feed on the blood of the scalp, and in so doing, make bites that irritate so much that constant scratching may lead to infection. Even the cleanest child can become infected with head lice and other members of the family are likely to catch them. They are spread from one person to another by direct close contact. The responsibility for giving treatment lies with

## SCHOOL HEALTH SERVICE AND OTHER AGENCIES

The aim of the School Health Service is to promote the health of all children and to ensure that help and advice is available to children, parents and teachers.

Each school has a team with a Community Paediatrician and School Health Nurse, who have training in childrens development and school health. They work with you, the school, Health Visitors and other professionals within the Health Service, Education and Social Services.

In the term after your child's 5<sup>th</sup> birthday we will send you a School Health Questionnaire. By completing and returning it to the school nurse, you will help to identify health needs that may affect your child in school. You can request to see the School Health Nurse at any time throughout your child's school life.

Your consent is sought before any screening and you will be sent the results. If you prefer we will arrange for you to attend with your child.

Your School Health Nurse is Julie Francis and can be contacted via the school, or the following address:

School Health Community Nursing Office  
AWMCH  
Charlton Road  
Andover  
Hants  
Tel: 01264 835241

Should there be any cause for concern about your child's educational needs, the School Psychological Service or Advisory Teaching Service is always available to give help. In such cases we will always consult with you and keep you informed. If you wish to bring problems of this kind, or of a behavioural nature, to our attention, we are willing to seek help on your behalf. These services are well used and you should never be shy about coming for help. Quite often the solution is simple and saves much anxiety for us all.

## MEDICINES IN SCHOOL



Though it is not always so in every school, we are prepared to give medicines to children if prescribed by a doctor. However, with safety and practicality in mind, there are certain restrictions.

Where medicine is prescribed for **four times** a day, it **will be given at lunchtime**, which is a time of normal break, when a member of the office staff is available to administer it in an

organised way. Those prescribed for three times a day can usually be managed at home, in the morning, after school and at bedtime.

### ***If your child requires medicine:***

- ✓ Please complete a Medical Consent Form available from the school office.
- ✓ The child must be told that they need to take medicine in school. Teachers will try to remind them.
- ✓ All medicines should be carefully labelled with names and instructions.
- ✓ Asthma sufferers should have a duplicate inhaler at school, and instructions for use should be detailed carefully.
- ✓ School staff are unable to administer self-prescribed medicines, tablets or cream, which can be dealt with at home, before or after school.
- ✓ We do not administer drops to eyes, nose or ears.
- ✓ If there are specific medical problems please come and talk to us about them, so we can agree how to deal with them in school.

We have no objection to your child bringing sun protective cream to school providing he/she can apply it him/herself. The cream should be leak proof, named and for the use of your child only.

## **WATER**



Research has shown that children's brain function improves if they drink plenty of water and once a child is thirsty they are already dehydrated.

The Governors have agreed to buy a water bottle for every child starting school. This will then become the parents' responsibility. Children bring their bottle to school each day full of **water only**, other liquid is **not permitted**.

Children are reminded to take their bottle home at night to be washed and refilled. Water to refill bottles during the day is available in every classroom. This way children have continuous access to water. Replacement bottles can be purchased from the school office.

## **SCHOOL UNIFORM**

Although school uniform is not compulsory, we wish to promote a sense of belonging to a school community and smart appearance.

The Portway colours are royal blue and grey. Please see the attached appendix regarding the prices of school uniform.

## **SCHOOL UNIFORM**

**All Year:** Sensible black shoes  
Sweatshirts or cardigans – royal blue  
Socks or tights – grey or white  
Shirts/polo shirts – light blue



*Sweatshirts and cardigans can be purchased from the school office*

**Winter:** Boys' trousers – black or grey  
Girls' skirts, pinafores or trousers – grey  
Sensible flat shoes, black or brown.



**Summer:** Boys' shorts – grey or black  
Girls' checked dresses – light or dark blue  
Flat shoes or sandals with enclosed toe suitable  
for running in the playground or on the field



**PE:** Shorts and T-shirts, plimsolls

*We sell royal blue shorts and light blue t-shirts with school logo  
and PE bags.*

- § All clothing and shoes should be clearly marked and the child taught to recognise his/her name.
- § PE clothing should give unrestricted movement without being loose – shorts and T-shirt. No footwear will be worn in the hall for PE, unless for medical reasons. Plimsolls are worn for outside activities.
- § Children will need to keep PE kit in a named bag and this will be sent home to be washed at weekends.
- § All jewellery/watches must be removed for PE – if earrings cannot be removed they must be secured with either surgical or masking tape which you must provide and teach your child to use.
- § Changing at school can be a frustrating experience for a child so the most successful garments and shoes are those a child can manage confidently by itself (ie please keep buttons and laces to a minimum).
- § Please ensure all items of clothing and shoes are of a sensible and practical nature. For health and safety reasons, comfortable, sensible footwear is important. High fashion shoes and shoes with more than a basic heel are considered to be unsuitable. In addition sandals with sling backs, open toes or flip flops can often cause accidents in the playground. If children come wearing such shoes they will be asked to change into their plimsolls.
- §
- § Please note that we do not have enough space for backpacks or large sports bags in our cloakrooms.
- § Please ensure your child's hairstyle is suitable for an active school day. Long hair must be kept tied

## LOST PROPERTY

Lost property will be disposed of if unclaimed within a term. Please ask your child's teacher if your child has lost any article of clothing. We usually seek out the owner of property if a name is clearly marked in the item. You are well advised to take particular care of sweatshirts, jumpers and cardigans as they are very similar! **Please name clothing.**

## JEWELLERY

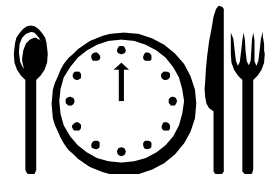
**No jewellery should be worn in school**

If your child has pierced ears, then **only small plain studs** will be accepted, and these only with great reluctance, with the understanding that you will accept responsibility for any problems which may arise. **For PE they must be removed, or covered with either surgical or masking tape** which you must provide and teach your child to use. At playtimes and in PE they can cause nasty accidents to your child and to others.

Valuable or very precious possessions should not be brought to school. Watches may be worn if the child can read the time, but we cannot take responsibility for their loss or damage.

## SCHOOL MEALS

Our school dinners are very good offering a balanced choice. We consider lunchtime to be a valuable time for social training, when children learn to share a meal and to enjoy a variety of foods.



Dinner money is paid in advance, due on Mondays. You may pay weekly, half termly or termly in advance. Please make all cheques payable to Hampshire County Council. Where cash is used, your child should bring it in a **named purse** or **sealed envelope**, in the exact amount, if possible.

Occasionally children may forget to bring or lose their dinner money. A reminder will be sent to parents at the end of the week. Following Hampshire County Council regulations, **cooked meals will be withdrawn after ten days of non-payment.**



## PACKED LUNCHES

Provision is made for children who bring their

## FREE SCHOOL MEALS

If you are receiving Income Support, Jobseekers Allowance or are in receipt of a Child Tax Credit all your children are entitled to free school meals.

*When receiving **child tax credit**, your child is only eligible for free school meals if:*

- § You earn less than £16,040  
and
- § You **do not** receive Working Tax Credit

Every child who has a right to a free school meal should be able to have one. If you think that your children may be entitled to free school meals, please ask at the school office for an application form, which has to be completed each term.

Those of you whose children are receiving free school meals may like to know that on the day of an educational visit children can be provided with a packed lunch from the school kitchen. This will not be done automatically, since on a special occasion you may prefer to provide you own lunch, but the facility is there if you would like to use it.

## PLAYTIME SNACKS

**Playtime snacks are not permitted**

To avoid the problem of children eating their packed lunches at the wrong time, and because of shortage of space, the children are NOT allowed to bring break-time snacks. Every child has a piece of fruit during the morning as part of the “Free fruit for schools” programme. We expect children to have a healthy breakfast to sustain them until lunchtime.

## **TOYS IN SCHOOL**

**No toys should be brought to school**

## **THE CURRICULUM AND LEARNING**



### **Philosophy for Learning**

We believe that learning happens when we have the opportunities which enables us to discover, to know and to understand.

At Portway Infant School, we are continued to provide the opportunities that will enable every child, regardless of gender, race or ability, to gain in knowledge and understanding. There is no limit to achievement!

In Early Years (Year R or Reception Year) children follow the Foundation Stage Curriculum for 3-5 year olds.

In Year 1 and Year 2 the children follow the National Curriculum.

### **Ofsted Quote**

“Teaching and learning are good and the curriculum provides a good range of stimulating activities.”

### **How Learning is Organised**

Learning is organised so that children learn in the most appropriate way. There is a mixture of class lessons, group tasks and individual work to suit the subject being taught. We may use a thematic approach e.g. 'Ourselves' to teach in a more exciting way as this motivates the child's interest. Many subjects are linked in this way e.g. Art, Design Technology, History and Science may be taught using the theme "In the Olden Days".

Religious Education is taught following the Hampshire agreed syllabus "Living Difference".

Spiritual, Moral, Social and Cultural development is promoted through all the National Curriculum subjects with explicit opportunities in Religious Education and Personal, Social and Health Education (PSHE), Citizenship and Rights Respect and Responsibility programmes (RRR).

## **Further Information**

In September each year you will receive an information booklet about the curriculum for that school year and you will be able to discuss this with the class teacher.

Please keep this in your folder for reference. If you would like to see our Policy for Learning please ask for a copy at the school office.

## **PROFESSIONAL TRAINING DAYS**

Five days of your child's holiday have been reserved for use as professional development days for staff. **These closures are statutory and part of your child's holiday entitlement.** You will be informed of dates as far in advance as possible when closures have been planned. We liaise with the Junior School so that if at all possible we both close on the same day.

## **PARENTS CONSULTATION EVENINGS**

We have an open door policy and if you have any concerns we urge you to come and discuss them. It is usually possible to see the teacher on the same day, but we ask you to make an appointment that is mutually convenient.

There are parent consultation evenings each term when you are invited to discuss your child's progress and learning targets. These interviews are private.

Progress in Year R is reported through the Foundation Stage Profile in July with a summary report in July. Annual reports are written in March for pupils in Year 1 and Year 2.

## **EDUCATIONAL VISITS AND VISITORS**



Children learn best when they do and understand. We believe in giving children first hand experiences to enrich their education.

Visits from experts and professionals such as puppeteers, actors and musicians are most valuable in providing stimuli for children and making their learning exciting and meaningful.

Whenever arrangements are made for pupils to leave the school site to participate in activities elsewhere, you will be given, in advance, details of the proposed arrangements. However, it is hoped you will accept that it is not always possible to forecast the occasional spontaneous walk in the immediate environment. In these cases, supervision is always well within the Authority's regulation of fifteen children to one adult. We will give you a form to sign to give general consent for these local expeditions. It will be given to you when your child is admitted to school and kept on file.

## Governors Policy on Charging

### Freedom of Information Act

The Governing body has determined that:

- (1) to charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998
- (2) to charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2000; and
- (3) to charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

### School Activities

The Education Reform Act prevents schools from charging for activities held in school time. Educational visits give the children a broad and exciting curriculum. We ask you to make a **voluntary contribution** towards the cost of these activities. We rely on your support or they just can't take place.

The Headteacher, in consultation with the Chair of Governors, may withdraw an activity due to be funded by voluntary contributions which proves to be significantly under supported.

The activities which may need to be funded by you through voluntary contributions in the future are as follows:-

- ✓ Class or school educational visits.
- ✓ Visiting theatre groups or musicians etc.
- ✓ Cooking, needlework or design/technology models, where you could be asked to pay for the product.
- ✓ Transport costs to take the children to a venue away from school.
- ✓ Replacing reading/library books borrowed from school which are subsequently lost or damaged



If a piece of school equipment or property is damaged wilfully by a child, the Governors can instruct the Headteacher to ask the parent or guardian for a contribution towards replacement or repair, or the full cost.

Parents facing difficulty in meeting requests for voluntary contributions are invited to discuss this with the Headteacher. In certain circumstances, funding is available for parents whose children receive free school meals.

## **FREEDOM OF INFORMATION ACT**

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. The classes of information that we undertake to make available are organised into four broad topic areas:

*School Prospectus* – information published in the school prospectus.

*Governors' Documents* – information published in the School Profile and in other governing body documents.

*Pupils and Curriculum* – information about policies that relate to pupils and the school curriculum.

*School Policies and other information related to the school* – information about policies that relate to the school in general.

### **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: [adminoffice@portway-inf.hants.sch.uk](mailto:adminoffice@portway-inf.hants.sch.uk)

Tel: 01264 323716

Fax: 01264 351730

Contact Address: Ashfield Road, Andover, Hants SP10 3PE

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

## **FAIR PROCESSING NOTICE**

Portway Infant School processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint<sup>1</sup>. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website: <http://www3.hants.gov.uk/education/schools/schoolsdataprotection/fairprocessing> for those pupils/parents where this is not practical, a hard copy can be obtained from the office at Portway Infant School, Tel 01264 323716.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of parents and pupils. This information can be obtained by either contacting the office at Portway Infant school (Tel 01264 323716) or by looking at the following website: <http://www3.hants.gov.uk/education/schools/schoolsdataprotection/fairprocessing>

## **SEX EDUCATION**

The Governors have decided that children should not be taught Sex Education at Portway Infant School. Appropriate questions arising naturally as part of the curriculum will be answered truthfully and with sensitivity in line with the Sex and Relationships Policy.

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<sup>1</sup> ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support

## **ABLE AND TALENTED CHILDREN**

We believe that every individual should have the opportunity to develop and realise their true potential and that the able child needs just as much support, guidance and encouragement as the less able.

### **Aims**

Our main aims are to:

- identify the able child as early as possible in his or her time at the school
- develop the specific skills and talents of each individual child
- recognise each child as an individual and be concerned for the whole child, both socially as well as intellectually
- offer an entitlement to an appropriate education involving activities that are broader, deeper and enriching going beyond the normal curriculum
- recognise that these children may have emotional and/or social problems, or may present themselves as underachievers or children with learning difficulties
- support the child to work largely within the classroom environment or year group or in exceptional circumstances work with an older class
- provide and make resources available to facilitate children's learning
- record and review progress
- inform and involve parents
- consult and liaise with other agencies where appropriate
- inform and involve governors about the school's provision for the able child

## **RELIGIOUS EDUCATION AND SCHOOL ASSEMBLIES**

Religious Education is taught following 'Living Difference' the Hampshire Syllabus which is non-denominational in character. If you wish, you are welcome to see a copy of the syllabus.

Assemblies are held each day. We assemble either as a school, sometimes as a year group, or as a class. Assemblies are non-denominational in character and involve the school meeting, almost as a family, to talk together and to share new experiences.

Parents have a right to withdraw their children from Religious Education and assemblies. If you would prefer that your child should not take part please discuss this with the Headteacher,

or class teacher. We will make arrangements for your child to join another class during Religious Education lessons and to sit in the library during Christian Assemblies.

Each Friday at 9.00am we hold a 'Celebration' assembly when children are rewarded and praised for their work. You are welcome to join us.

Staff will be made aware of pupils' religious, cultural, linguistic heritage.

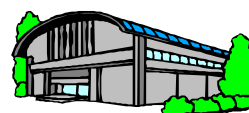
## **THE SCHOOL PRAYER**

Dear Lord

Bless everyone in our school. Please help us to take care of each other and to learn more every day.

Amen

## **ACCOMMODATION AND RESOURCES**



At Portway Infant School our environment for learning enables us to offer classroom areas, shared areas and outdoor areas for each year group.

There are 3 parallel classes of no more than 30 children with a teacher and a teaching assistant (TA).

Year R classes have a full-time teaching assistant (TA), Years 1 and 2 have part-time assistants and they all support Special Educational Needs (SEN). Currently we have 3 additional special needs assistants (SNA's).

Year R and Year 1 children have full-time access to fenced outdoor activity areas, to encourage environmental investigation and physical development. All children have access to a shared resources library, and Information Communication Technology (ICT) area situated in the Year 2 wing.

There is a large hall which is used for gymnastics, dance and drama, as well as assembly and as a school dining room.

There is a playground with developing facilities for imaginative play. There is playground apparatus for use by children who are pupils at this school. We can only accept responsibility for our pupils at this school climbing on the apparatus whilst supervised by a member of staff. Please do not let your children on the play equipment before, or after, school. We share extensive grounds, playing fields and a fenced pond/wild area with the Junior School.

## **SPECIAL EDUCATIONAL NEEDS**

The overall aim of the policy for Special Educational Needs (SEN) at Portway is to enable and encourage all children to achieve their full potential and to have access to a well balanced and broadly based curriculum.

Children with special educational needs will be deemed to be those who are unlikely to achieve or maintain a reasonable standard of health, behaviour, emotional development or academic achievement without the provision of extra help and support. Also included will be those who, for various reasons, are thought to be underachieving.

Support is given within a nurturing environment for children to develop academically, physically and emotionally, to the best of their ability.

The school employs an Emotional Literacy Support Assistant to work with individual children or small groups to support their emotional health and wellbeing.

We aim to identify children with SEN as early as possible and to provide support for the class teacher (CT) together with Individual Education Plans (IEP's) where necessary.

Regular screening and intervention continues to take place starting with Foundation Stage Profile assessment taking place throughout Year R and ending with SATs in Year 2.

At the end of Year R, all children are screened using the DEST test, to identify those at risk of being Dyslexic. The 'At Risk' children receive an intensive daily programme to address their needs, the work being phonic based. The children either work individually or in groups of no more than four, depending on their level of need.

The Speech and Language Therapist visits regularly, so does the Educational Psychologist.

Teachers, children and parents will work together to ensure that the needs of individual children are recognised and addressed appropriately. The needs of most children with SEN will be met by the school.

Parents are kept informed at parents evenings when they are asked to sign their child's IEP (Individual Education Plan) and the Special Needs Co-ordinator (SENCo), is available for discussion throughout the term.

## **DISABILITY**

The school does not discriminate against pupils with disabilities and makes every effort to be inclusive. The school is committed to offering equal opportunities for all pupils. (Equal Opportunities Policy available on request.) The school building is on one floor with easy access to all classrooms. There are handrails to assist pupils who need them. A space for disabled parking can be organised by arrangement with the Headteacher. The school accessibility plan is available on request.

## **COMMUNITY LINKS**

We are proud of our links with local business organisations. In the summer term Year 2 children will develop their Design and Technology skills by visiting Stannah or Britax as part of a project.

We believe such liaison teaches the staff and children about the world of work, and applications of Science and Technology. It also educates local business about recent developments in the National Curriculum and the ways children learn.

Each year we have community visitors in school to enrich the children's experiences. These include Rev. Rankine from St. Michaels Church and Health Professionals eg. The School Nurse, Julie Francis.

## **PARENTS IN SCHOOL**

Various opportunities will be given to parents, during the year, to come into school, and to join the children in assemblies and on other occasions.

In order that parents can meet their child's new teacher in Years 1 and 2, special afternoons are held at the start of each school year.

Parents of new reception children will be invited to come to a meeting during the Summer term. This will enable parents to understand the methods used in school and will also give an opportunity for them to meet their child's teacher, who will let them know how the children have settled in. In the Autumn term further information will be given about the curriculum.

All visitors are asked to report to the office and sign in before going into school. This is a safety precaution which enables us to check that all adults entering the grounds or buildings have a legitimate reason for being on site. All adults working with children in school will have an enhanced CRB check. We cannot be too careful when young children are involved. A visitor's badge will be issued to anyone spending time in school.

Parents needing to have an informal word with class teachers are asked to restrict their visits to the start of school or preferably at the end of school after the children have

## **PARENTAL HELP IN THE CLASSROOM**

There are many classroom activities where the help of a willing adult can be used to advantage. If you are free to commit yourself to help for a morning or afternoon a week, on a regular basis, your help will be gratefully received in normal circumstances. It is often best for your child if you do not help in his/her classroom, but elsewhere in the school. By working alongside the teacher, you are able to gain insight into the methods of the school and the purpose behind them, which is of benefit to you and to us. Many of our parent helpers continue long after their own children have passed through the Infant School, which must be a sign that they enjoy their time with the children and helping them to progress.



Activities include: help in a classroom, with book change, with occasional special projects (e.g. Craft Week), on school trips, in the school office, in the library and with cookery sessions and gardening.

Please volunteer if you can spare the time, since the more adults we have in the school, the more the children benefit. We are required to CRB check all volunteers.

## **THE PORTWAY SCHOOLS' ASSOCIATION**

The Portway Infant and Junior Schools have a joint Schools Association, and all parents are automatically members.

It is hoped that, through the PSA, will foster a better understanding between parents and teachers. The Association exists for the benefit of children attending the Portway Schools and with this purpose in view:

- ✓ it is a means of communication of educational ideas between parents and teachers,
- ✓ it arranges social events to enable parents and teachers of both schools to meet informally, and
- ✓ it organises activities to raise funds to serve the needs of pupils of the schools.

A list of committee members, elected each Autumn term at the AGM, is held in the school office. Notification of forthcoming events is always done by letter, via the children.

**Portway Infant School is a no smoking site.**

**The school and grounds are a smoke free zone. It is against the law to smoke on these premises.**

The information contained in this booklet is correct at the time of printing. However, since the needs of the school or the Authority may cause policies to be altered, no guarantee can be given that changes will not be made.

**Translations of key school documents, including pupil reports, can be made available in languages other than English.**

**A copy of this information booklet is available in large print if requested.**

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