

Willow Bank Infant School

Key Information



This booklet is for you to keep as a reference

WILLOW BANK INFANT SCHOOL TERM DATES 2020/2021

AUTUMN TERM 2020	
INSET DAY 1	TUESDAY 1 ST SEPTEMBER 2020
AUTUMN TERM 2020	WEDNESDAY 2 ND SEPTEMBER 2020 TO THURSDAY 17 TH DECEMBER 2020
INSET DAY 2	FRIDAY 23 RD OCTOBER 2020
AUTUMN HALF TERM	MONDAY 26 TH OCTOBER 2020 TO FRIDAY 30 TH OCTOBER 2020
INSET DAY 3	FRIDAY 18 TH DECEMBER 2020
SPRING TERM 2021	
SPRING TERM 2021	MONDAY 4 TH JANUARY 2021 TO THURSDAY 1 ST APRIL 2021
SPRING HALF TERM	MONDAY 15 TH FEBRUARY 2021 TO FRIDAY 19 TH FEBRUARY 2021
INSET DAY 4	MONDAY 22 ND FEBRUARY 2021
SUMMER TERM 2021	
SUMMER TERM 2021	MONDAY 19 TH APRIL 2021 TO WEDNESDAY 21 ST JULY 2021
MAY DAY 2021	MONDAY 3 RD MAY 2021
SUMMER HALF TERM	MONDAY 31 ST MAY 2021 TO FRIDAY 4 TH JUNE 2021
INSET DAY 5	MONDAY 7 TH JUNE 2021

The school day

The classroom doors will be open at 8:50am Monday to Friday and the children are encouraged to be on the playground at 8.40am ready to line up and enter the classroom at 8.50am.

School starts and children are registered at 9:00am. Children who are not in class at this time are recorded as late. When the doors are closed please take your child to sign in at the office.

Morning break at 10:40 – 11:00am

Lunchtime at 12:10 - 1:20pm

School ends at 3:15pm

Access to school

In the mornings and at the end of the school day, the school playground, where the children line up at the start of the day, may be entered through the pre-school gate off Duffield Road or through the side gate between the Junior and Infant buildings.

Family time

Family time takes place on a rolling timetable of Fridays between 8.40am and 9.00am. It is an opportunity to look at your child's work, share their achievements and talk informally to the class teacher. You may use this time to complete a task given by the teacher or read with your child. Younger members of the family are welcome too. The final family time of each term includes a coffee morning with teachers and headteacher.

Absence

If your child is away from school because of illness please contact the school office – 0118 969 5452 by 8:45am to report their absence. Outside school hours you are able to leave a message on our answerphone.

Should your child develop sickness or diarrhoea, it is really important that your child is kept away from school for 48 hours from the last episode to minimise infection. It is also important to notify the school should your child develop chicken pox, scarlet fever, measles, German measles or any other contagious illness.

Medical Appointments

If your child has a medical appointment please notify the class teacher in writing. Should the appointment be during the day please come to the school office and your child will be collected from their class.

Medicines

Only prescribed medicines in their original packaging can be given during the school day. Please complete a 'Parental agreement for school/setting to administer medicine' form, which is available from the school office. We can only give medicine at 12.10pm or 1.20 pm. Unless it has been prescribed, we are unable to give children Calpol or Ibuprofen.

Holidays during term time

The Department for Education have advised schools only to authorise leave of absence/holidays in exceptional circumstances and we follow these clear guidelines. A request for leave of absence form can be obtained from the school office. The school will endeavour to respond to your request within 5 working days. Please note that taking your child away during the school term is detrimental to educational progress. Please be aware that if holidays are taken without approval, this information will be passed to our Educational Welfare Officer and a penalty notice may be issued without further warning. Payment of a Penalty notice within 21 days is £60 per parent/ guardian per child. More details are available on the Wokingham Council; website or from the Educational Welfare Service.

Extended School services (Breakfast and After School club)

There are two extended school services. Get Active run the infant Breakfast and After School Club and Energy Kidz run our Breakfast and After School club that serves both infant and juniors. Breakfast club opens at 7.30am and staff ensure that the children arrive safely into the care of Willow Bank Infant staff. Children who attend After School club are either collected from our school by Energy Kidz and escorted to the club premises which are located at the Junior school or attend the Infants Club in the school ICT Suite. Children need to be collected by 6.00 pm. For further details see:

<https://www.energy-kidz.co.uk>

<https://www.getactivesports.com>

After School Activities

We have a wide range of popular extra-curricular after school clubs that include dance, gym, football, sports club and cooking club. We do advise that Foundation children only start extra-curricular clubs in January.

Lunches

Pupils have the option of either bringing a packed lunch to school or having a free hot meal. Packed lunches must not contain nuts of any kind including peanut butter and Nutella as this can affect children who have a nut allergy. We also ask that parents do not include chocolate or sweets in the lunches they provide in line with our Healthy Schools status.

During the 2020/21 academic year, school meals for infant school children remain free of charge. All meals are provided by CaterLink, who also provide the Junior School's meals, in line with current Government guidelines. We encourage parents to take advantage of the free school meal option as it will provide your child with a hot nutritious meal that will sustain them until the end of the school day. A copy of the menu can be found on the school website or in reception.

Universal Free School Meals

With effect from September 2014, the new government initiative for universal free school meals for all Foundation and KS1 children began. All children within these year groups are now eligible for a free school meal.

Pupil Premium Funding

Pupil Premium is additional funding provided to schools for supporting pupils to ensure they benefit from the same opportunities as all other children.

Children eligible to attract the Pupil Premium Funding are:

- Pupils eligible for Free Schools Meals (Government means testing)
- Adopted children
- Children under special guardianship
- Children under Residence Order
- Looked after children
- Children of Service Personnel

This funding may be used in the following ways:

- Subsidise educational visits
- Intervention support in class
- Subsidise extended school clubs (Breakfast and After School clubs and activities)
- Specialist services

However, we strongly advise and encourage you to still apply for a free school meal if you think you may be eligible, as this will generate additional funding from the Local Authority - **Pupil Premium** - to help address inequalities in pupil achievement and opportunity. Funding reflects the number of pupils in school who currently receive Free School Meals or have received Free School Meals during the last six years. You may be asked to complete an application for Free School Meals Form, with the following essential information.

- Full name of parent/guardian
- Date of Birth of parent/guardian
- National Insurance Number of parent/guardian
- Child's Name
- Child's Date of Birth

Fruit and Milk

Fresh fruit is available for your child at playtime every day. However, if you prefer to send your own fruit or vegetables that is fine. Children under 5 are entitled to free daily milk but there is the opportunity to pay for your child to have milk beyond this age. See the Cool Milk application form for further details.

Water

Children are encouraged to drink water throughout the day. Please provide your child with a water bottle that is clearly labelled with their name. Please make sure only water is sent in rather than squash.

Helping in school

Parents are encouraged to help in the school on a voluntary basis in a variety of ways. We welcome them to work alongside the teachers in the teaching areas. They also play a major part in the running of the school library. There is a handbook for all parents to look at before they help in school. This is kept in the office. All volunteers are DBS checked. We do advise our new parents to wait a term before helping to give their child a chance to settle into school life.

Gem Power

Children will be encouraged to demonstrate:

- Diamond Power – being responsible and trying to solve their own problems rather than relying on an adult;
- Ruby Power – supporting and helping others;
- Emerald Power – being courageous and sticking with it even when it gets tough;
- Sapphire Power – Keeping focused

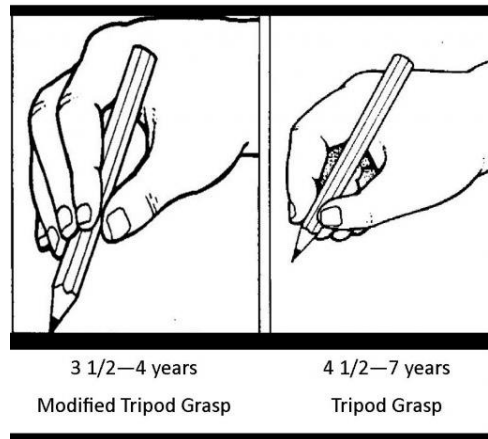
These gems will be introduced gradually throughout your child's time at Willow Bank Infant School.

Toys

No toys should be brought to school other than those brought in connection with work the children are doing. These should then be given to the teachers for safekeeping and should be marked with the child's name. We cannot accept liability for any loss or damage of toys brought into school.

How to help your child prepare for school over the summer holidays

- When your child picks up a pencil or crayons encourage them to hold the pencil in a tripod grasp (froggy legs) as shown below:



- Show your child how to use a knife and fork.
- Let your child get dressed by themselves. Teach them how to do zips and how to turn their clothes the right way before putting them on.
- Ensure your child is completely independent with their toilet routines.
- Read to your child every day and talk about the story.
- Sing nursery rhymes with your child.
- Always encourage your child to take turns and when playing games let them lose as well as win.
- When your child makes a new friend arrange a play-date to help consolidate friendships.
- Practise letter and number formation at home by making it fun for example writing letters with fingers in trays of sand, shaving foam etc. Children can also paint letters with water, as well using pens, crayons and pencils.
- Practise name writing with your child, ensuring that they write the first letter as a capital letter and all other letters as lower case letters. Ensure that letters are formed correctly.
- Practise using scissors and cutting skills at home with your child.
- Encourage your child to tidy up after themselves.

Willow Bank Infant School Association

Registered Charity No. 1046227

WELCOME TO NEW PARENTS!

The School Association is more generally referred to as the “PTA” and is a team of voluntary parents who help the school by fundraising and organising fun events throughout the year. We raise funds to help the school in areas where budgets are sometimes a constraint, providing equipment and ‘fun days’ to enhance the school experience and provide lots of fun memories.

Our fundraising events

Discos (Halloween, Spring and Summer)
Christmas Fair
Cake sales
Second hand uniform sales
Non-uniform days
Happy School Bag collections
Christmas cards
Tea towels
School Lottery

How the money is spent

Playground equipment
Equipment (eg, ipads, digital cameras)
Easter egg hunt
Author visit
Martin the puppet man
Science and problem solving workshops
Living Eggs
Christmas gifts from Santa
Leavers gifts for Year 2s

How you can help us raise money for the school

You can get involved as much as you want, from simply coming along and supporting our events, or attending our planning meetings to input your ideas, or even by joining the committee.

Join our Facebook page to keep up to date with events: **Willow Bank Infant School PTA**

Bookmark our website: **www.pta-events.co.uk/willow-bank**

Earn money for us when you shop online by signing up to our easyfundraising page: **www.easyfundraising.org.uk/causes/willowbanksa/**

Keep an eye out for updates on the PTA noticeboards: **On the wall in the playground on the right-hand side of the Foundation classroom**

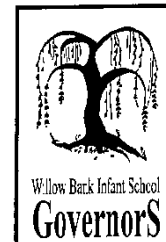
Come along to one of our planning meetings: **Usually a Tuesday early in the term, 7:30pm in the Staff room**

Join the team! **Email us at wbis.pta@hotmail.com and we'll send you more information.**

Thank you and look forward to meeting you in September!

Willow Bank Infant School Association

Your School Needs You!



Have you ever thought about becoming a school governor? Governors are the largest volunteer workforce in the UK and play a vital strategic and decision-making role in schools. Governors share a common commitment to children receiving the best possible standard of education and work closely as a body with the Head Teacher to make decisions. Skills from both the workplace and life add value to governing bodies and all volunteers over the age of 18 are welcome regardless of race, colour, nationality, sex, religion, disability, marital status or sexual orientation.

What does a governor do?

School governors make important collective decisions about a school's aims, values and policies. They act as a 'critical friend' to help school leaders drive improvement and have a responsibility to the school with a range of statutory duties that they legally required to fulfil. A good governor is passionate about children's education, open to new ideas and likes working in a team.

A governor's role includes:

- Promoting high standards of educational attainment and the setting of targets for pupil achievement;
- General responsibility for the conduct of the school;
- Management of the school's budget in conjunction with the Head Teacher;
- Making sure that the curriculum is balanced and broadly based, and in particular that the National Curriculum and religious education are taught;
- Participation in the appointment of senior staff (including appointing the Head Teacher).

A governor's work and time commitment includes:

- **Full Governing Body Meetings** – At least six Full Governing Body (FGB) meetings per academic year. FGB meetings take place in the evening (usually between 6.30pm and 8pm).
- **Training** – At least one taught course per year, plus independent online study and shorter evening courses. All new governors must attend a full day's induction training.
- **Reading & Writing** – Reviewing and authoring policies, reports and procedures; maybe even minute-taking and clerking.
- **School Visits** – Some roles involve school visits to evidence aspects of the school e.g. H&S, literacy, numeracy etc.

What Next?

If you would like to become a governor at Willow Bank Infant School then **please contact the clerk to the Governing Body, for an application form**. You may contact her via the school office (telephone 0118 969 5452). More information about the role can be found here: <http://www.sgoss.org.uk/read-the-facts.html>



Willow Bank Infant School

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

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

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

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

Why we collect and use this information

We use the pupil data:

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

The lawful basis on which we use this information

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

Collecting pupil information

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

Storing pupil data

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

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

June 2020

Who we share pupil information with

We routinely share pupil information with:

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

Why we share pupil information

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

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

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

Data collection requirements

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

The National Pupil Database (NPD)

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

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

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

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE

releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

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

You also have the right to:

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

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

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or post-16 providers or how they use your information, please contact Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link: <http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

Contact

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

Data Protection Officer at dpo@willowbank-inf.wokingham.sch.uk or 01189 695452