



Parsons Down Partnership of Schools

Early Years Foundation Stage and Key Stage 1
Parent Handbook
2023/2024



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Welcome to Parsons Down Partnership of Schools

On behalf of all governors and staff we welcome you and your child to Parsons Down Partnership of Schools.

We hope that your child will be happy and successful, and that you too will enjoy a growing involvement in your child's education through your association with the school.

This handbook will give you an idea of our vision, which underpins everything we do at Parsons Down Partnership of Schools. It will also give you details of how the school is organised, practical information about the school and curriculum content.

Please do not hesitate to ask if you have any further queries.

Mrs Catherine Bull
Headteacher

Mrs Marilyn Cornwell
Chair of Governors

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Our Vision, Mission and Core Values

On 4th February 2013, Parsons Down Schools officially became a Federation under one Headteacher and one governing body. After an extensive building project, completed in 2022, both the infant and junior schools now operate on one site. The schools continue to operate as two separate entities but the ethos and learning journey flows between the two schools, both of which benefit from being under one roof.

Our Partnership Rules	Our Vision
Be kind. Be safe. Be respectful.	Learn together. Grow together. Succeed together.

The governing body actively encourages and supports the opportunities for staff and children to learn together through the sharing of resources, the sharing of ideas and creations or the sharing of achievements and successes. As a Federation, we have agreed upon partnership rules, a vision and a set of learning behaviours. These underpin all that we do in school.

Learning behaviours

 Ruby	Ruby learners are kind.
 Topaz	Topaz learners value themselves and other.
 Emerald	Emerald learners attempt new challenges.
 Sapphire	Sapphire learners manage their distractions.
 Amethyst	Amethyst learners work together as a team.
 Diamond	Diamond learners solve problems.

Our Open Door Policy

Please do contact us at any time when you have a concern, even if it appears to be minor. The 'little' difficulties are easy to deal with - do not let them become major concerns.

The Open Door Policy is alive and well at Parsons Down Partnership of Schools. If you wish to talk about your child please:-

1. Approach the class teacher, making an appointment if necessary.
2. For SEN,D queries speak to Miss Street
3. Miss Shepherd, Deputy Headteacher
4. Mrs Bull, Headteacher

Our school is a busy place and it may be that someone is not available to talk to you straight away. However, someone will get back to you as soon as possible if you leave your contact details with our receptionist.

School Calendar

Term Dates for 2023 / 2024

Autumn Term 1	Tuesday 5th September – Thursday 19th October
<i>Half Term</i>	<i>Friday 20th October – Monday 30th October</i>
Autumn Term 2	Tuesday 31st October – Wednesday 20th December
<i>Christmas</i>	<i>Thursday 21st December – Friday 5th January</i>
Spring Term 1	Monday 8th January – Friday 9th February
<i>Half Term</i>	<i>Monday 12th February – Friday 16th February</i>
Spring Term 2	Monday 19th February – Wednesday 27th March
<i>Easter</i>	<i>Thursday 28th March – Friday 12th April</i>
Summer Term 1	Monday 15th April – Friday 24 th May
<i>Half Term</i>	<i>Tuesday 28th May – Friday 31st May</i>
Summer Term 2	Monday 3rd June – Wednesday 24th July

The total number of specified pupil days will be 190 days for the academic year 2023-2024.

Holidays

Parents and carers are requested to arrange holidays to coincide with the school holidays. If, in **exceptional** circumstances, holiday arrangements must coincide with pupil term days, please contact the school and complete a holiday form. Holiday forms are available from reception and should be completed **at least 3 weeks in advance** of the dates being requested.

Please note that holidays during term time cannot be automatically authorised.

The Partnership uniform is as follows:

Red sweatshirt with a V-neck and school logo
or

Red cardigan with a school logo

White polo shirts at the infant school

White shirts / blouses at the junior school

(it is not a requirement to have a polo shirt, shirt or blouse with the logo on)

Grey skirts, trousers, shorts or pinafores

Red gingham summer dresses

Black, grey or white socks

Black or grey tights

School shoes should be black. For health and safety reasons, shoes should fit securely and have a low heel. Trainers or boots will not be allowed. Children are able to wear any colour of coat or hat to school.

P.E. and Summer Games:

Black shorts

Plain white t-shirts

Plimsolls or training shoes are essential for outdoor PE

(Most indoor work is done barefooted, but if your child has a medical condition which could be contagious, please ensure he/she comes with plimsolls.)

Winter Games:

Shorts or tracksuit and white t-shirt.

Warm sweatshirt or sports top.

Suitable footwear for wet ground

Skoolkit in the Kennet Centre in Newbury is the stockist of our school sweatshirts and cardigans.

A school-wear range comprising of polo shirts, fleeces and shower proof jackets with the school logo may also be purchased from the Skoolkit store in Newbury. Baseball caps and beanie hats are also available.

Please note these items are optional and are in no way compulsory.

Partnership Organisation

Early Years Foundation Stage (EYFS)

The Foundation Stage covers children from 4 years of age to the end of the Reception Year. We take children into our Foundation unit from 4 years of age (if they turn 5 within that school year).

In accordance with the school's admission arrangements, children whose fifth birthday falls between 1st January and 31st August may take up a full-time place in the autumn term.

The maximum class size is 30 children. The children follow the Foundation Stage curriculum, working towards the Early Learning Goals. In both EYFS and Key Stage 1, phonics is an important part of the daily timetable.

The teacher is supported by a trained Educational Support Assistant (ESA).

Key Stage 1

Key Stage 1 covers children from 5 to 7 years – Years 1 and 2. The maximum class size is 30 children.

Children in Years 1 and 2 work within the class at their own rate in groups of varying sizes and abilities, depending on the activity.

The teachers plan programmes of work together for all the children within the team.

There is a weekly timetable, which is carefully structured to ensure the right balance of all curriculum activities but is still flexible enough to be changed when anything unusual crops up.

Trained Educational Support Assistants provide extra support in all classes throughout the school.

The school teaching week is 21 hours, as recommended by the Department for Education and Skills.

Key Stage 2

Key Stage 2 covers children from 7 to 11 years, Years 3 to 6. There is a partnership between both schools and the children due to transfer in September have opportunities to meet their new teachers beforehand. We work closely together to ensure a smooth transition.

Foundation Stage Curriculum

Young children learn and are motivated best through activities they enjoy. We aim to build on this natural inclination by providing a wide range of structured activities within a broad and progressive framework. These activities cover all the seven areas of the curriculum which comprise of:

Personal, Social and Emotional Development

This area of learning is about emotional well-being, knowing who you are and where you fit in, and feeling good about yourself. It is also about developing respect for others, social competence and a positive disposition to learn.

Communication and Language

Children are encouraged and supported to become good communicators and this permeates in all the areas of learning. This area of learning includes: speaking, listening and understanding in different situations and for different purposes. Children will be exposed to a wide range of vocabulary through stories, non-fiction books, poems and rhymes.

Physical Development

Physical development in the Foundation Stage is about improving co-ordination, control, manipulation and movement. It also helps children gain confidence in what they can do and enables them to feel the positive benefits of being healthy and active. It involves both whole body and fine finger skills.

Literacy

Literacy incorporates both reading and writing. Children are read to and exposed to a wide range of texts to develop a love of reading. Children learn how to develop the skills to read simple texts independently. Writing involves transcription and composition. Children are encouraged to mark make before progressing to learning about letters and the sounds they make, for their own writing.

Mathematics

This area of learning includes: counting, sorting, matching, copying and creating patterns and making connections. Children work with numbers, shapes and space and measures including height, length, weight, time and coins. Mathematical understanding is developed through stories, songs and rhymes and imaginative play, so that children enjoy using and experimenting with numbers.

Understanding the World

In this area of learning children are developing the crucial skills and understanding that help them to make sense of the world. This forms the foundation for later work in Science, Design and Technology, History, RE, Geography and Information and Communication Technology (ICT). Activities are based on first-hand experiences that encourage exploration, observation, prediction and problem solving.

Expressive Arts and Design

Children are given opportunities to express their ideas and feelings through art, music, dance, role-play and imaginative play. All children's creative work is valued and for many the process is of greater importance than the end result. They have opportunities to explore resources from a range of cultures.

Foundation Stage Practical Details

School Hours

The doors open for the school day at 8.45am, all children finish at 3.15pm.

Attendance

- Please let us know as soon as possible the reason for any absence.
- If there is likely to be a delay in picking your child up, please telephone to warn us.
- Please also inform staff if a different adult will be picking your child up.
- Please fill in a holiday form in advance if you wish to withdraw your child from school. This will only be authorised under exceptional circumstances.

Clothing

Please ensure that all items are named.

Children should wear school uniform outlined in the uniform section. The only exception is that we recommend that children wear jogging trousers while in the Foundation Stage, in grey or navy, as they allow greater movement for outdoor learning and physical activities. Alternatively, children can wear grey trousers, shorts, skirts or pinafores if they wish.

It is statutory for us to use the outdoor environment as an extension of the indoor classroom therefore all children must bring a coat every day which should be warm and waterproof. Gloves and hats will be needed in the winter months as we go out in all weathers.

Children should also have wellington boots in school all the time as we use the grassy areas a great deal. Please ensure that boots, along with all other items of clothing, are clearly named. They also need a pair of plimsolls for climbing on large apparatus. These should be named and kept in a drawstring bag – no plastic carriers or large rucksacks please.

Jewellery should not be worn in school other than simple stud earrings and watches. These should not be worn to school on the days when we have indoor physical activity sessions. Hair adornments – small, neat and in school colours only.

Appointments

If you have any concerns about your child's wellbeing, do feel free to ask any member of staff. If necessary, a mutually agreed time for an appointment with the teacher may be appropriate for more in-depth discussions. Each term there is an opportunity to make a formal after-school appointment to discuss your child's progress.

Curriculum Statement

Our Curriculum Intent

Our policy is to provide a broad and balanced curriculum, in line with the National Curriculum 2014, that will encourage all children to reach their full potential.

We know that at Parsons Down, our children are more engaged in their learning if it has a context and theme that runs through it. Our topic programme is tailored to each age group and ensures that children cover all the required National Curriculum content during their time in Key Stages 1 and 2. In planning units of work and individual lessons across the different subjects, we endeavour to include cross-curricular links where appropriate, building on the children's existing knowledge and experiences. This increases the relevance of what the children are learning and improves their engagement, helping them to make good progress. These cross curricular opportunities provide a chance for the children to further develop their intellectual, imaginative, aesthetic and critical minds.

Outdoor Learning, educational visits and enrichment activities also sit at the heart of what we do. These opportunities are planned out across the year for each topic and build on the children's interests. Wherever possible the books the children read and weekly library lessons are also linked to the children's interests and build on prior knowledge.

Curriculum Aims

Our curriculum reflects the school's local context. Children begin their educational journey at Parsons Down from a range of backgrounds and life experiences and our curriculum is designed to broaden their understanding of the world they live in. We have high expectations for all children and using the National Curriculum, we aim to help the pupils according to age and ability in the following ways:

- To acquire knowledge, skills and practical abilities while working towards varied end products.
- To use language and number effectively.
- To appreciate human achievements in art, music, science, technology and literature to prepare for their adult lives.
- To develop the capacity to live as independent, self-motivated adults and to become contributing members of society.
- To understand the concepts of health, safety and risk taking.

Assessment and monitoring

During their time in school the children's progress and attainment are regularly assessed by their teachers. Each child's assessment record is passed on from year to year to ensure continuous progression. Learning is assessed through observations, questioning the children, work produced and more formal assessment where appropriate, including SATs tests for English, Maths and Science. The outcomes of these assessments are used alongside the Teacher Assessments and are reported to parents at the end of the school year.

The SLT, subject leaders and teachers will continue to monitor the effectiveness of the curriculum and gather feedback from pupils, parents and stakeholders, making further developments where needed. School governors are assigned a curriculum area in order to support its development, monitoring and evaluation.

Key Stage 1 Practical Details

School Hours

The doors open for the school day at 8.45am, school finishes at 3.15pm.

Uniform

Please ensure that all items are named. Children should wear school uniform outlined in the uniform section.

Jewellery

Jewellery should not be worn to school. Stud earrings and watches are permitted but not for PE.

Hair

Hair styles should be suitable for school. We do not allow extreme hairstyles: patterns cut into hair, excessively styled or brightly dyed hair. For health and safety reasons, long hair should be tied back away from the face. This is particularly important for P.E. lessons. Hair bands and Alice bands should be plain black, red or brown.

Found Property

From time to time items can become mislaid. Please ensure that your child's uniform and possessions are clearly labeled. A 'Found Property' cupboard is situated in the main Reception area where any unclaimed items are kept.

Picking up and dropping off from school

Please do not try to park your car in the school car park during the day. The car park is for staff.

The Nature Discovery Centre, in Lower Way, is providing us with the facilities to operate a Park and Stride scheme, whereby parents can park their cars and walk their child to school. The Discovery Centre car park is the first turning on the left on driving through the gateway. Parents can make use of the toucan crossing to cross Lower Way and walk through the gate onto the playground.

The areas around our school are mostly residential, please avoid parking in immediately adjacent streets and be considerate of our neighbours. We are an Eco-School so would like to encourage as many children as possible to walk, cycle or scoot to school. We would recommend all bicycles and scooters are locked and stored in the cycle racks, as we cannot take responsibility for them on site. Please ensure that children wear cycle helmets when cycling to and from school for their own safety.

In some instances, this is not always possible and children are delivered or picked up by car. In accordance with the Highway Code, double yellow lines can be used for picking up and dropping off only – not for waiting. **The zig zag line marking is not to be stopped on at any point during school hours.** We would be most grateful if parents would respect the road

markings outside the school gates so we can keep our pupils safe. We are an eco-school and operate a no idling policy. **Please do not leave your engine running when dropping off or picking up your children.**

Attendance

Regular and punctual attendance is crucial and the Partnership works closely with all parents and families to establish the strong home school links and communication systems to underpin these. Children are expected to attend school each day unless they are unwell. The expected level of attendance is a minimum of 96%. This allows for the occasional day or two of absence through illness, without a child falling behind with their work. At both schools, attendance is monitored regularly and we will notify you if we are concerned about your child's attendance. Each week we award an attendance cup to the class that has the highest attendance.

Attendance	Days lost over 7 Primary years	Weeks lost over 7 Primary years	Equivalent in terms
95%	66	13	1 term
90%	133	26	2 terms
85%	200	39	3 terms (whole year)

Absences from school

Illness

Please do not send children to school when they are unwell. Please telephone the school, select Option 1 for absences and leave a message to report your child's absence, call in personally or send an e-mail to office@pdp.w-berks.sch.uk, to tell us if your child is ill. Text messages are automatically sent out to parents informing of unauthorised absences at 9.30am by Schoolcomms. If you are unable to contact the school to let us know why your child is absent, a note explaining your child's absence should be sent upon his/her return to school. Absences which are not verified by parents must be treated, under current statutory regulations, as unauthorised, and recorded as such on annual pupil progress reports.

Let us know, in advance if possible, when your child has to be absent from school for all or part of the day for medical or dental treatment. Please inform us of any case of infectious disease as soon as it is confirmed and consult us if you are not sure how soon your child can return to school after recovery.

If your child is absent due to vomiting and/or diarrhoea, it is important that they do not return to school for 48 hours from the last time they are sick or have an upset tummy so as not to spread the illness amongst the other children and staff.

Leaving school

Please inform the school if your family is moving away from this area even if you are not sure of the actual date of departure. When children leave, it is helpful to know the details of their new school so that we can liaise with them to ensure a smooth transfer for your child.

Holidays

Parents and carers are requested to arrange holidays to coincide with school holidays. If, in exceptional circumstances holiday arrangements cannot coincide with school closure times, please complete a holiday form which can be obtained from the school office. This form should be completed at least 3 weeks in advance of the dates being required.

Please also note that holidays during term time cannot be automatically authorised.

Emergency Closure

In the case of very severe weather conditions, or other extraordinary circumstances that make it necessary to close the school, we will notify parents by text message. It is therefore important that you notify school of any change of contact mobile telephone numbers. Radio stations, Heart and Radio Berkshire, will also issue an announcement and notices will be posted at all school entrances. The school website is also a source of up-to-date information. Should it become necessary to close the school during the school day, we will contact you by text. No child will be sent home without notice or without prior permission before the end of the normal school day.

Lunchtime Arrangements

A choice of hot dinner is available daily and menus are sent home. All EYFS and KS1 children are entitled to a free school dinner.

Children may bring packed lunches. Drinks may only be brought in closed beakers or flasks - no cans please. We can accept no responsibility for loss or damage to packed lunches or drinks, or their containers.

PLEASE DO NOT ALLOW YOUR CHILD TO BRING NUTS INTO SCHOOL.

We have children in school who have serious allergies. Please ensure that no products that have nuts as their main ingredient are sent into school for either packed lunches or party food. From time to time, information may come home regarding additional items which are not allowed in school.

We believe that it is beneficial to pupils' physical well-being and mental alertness if they drink **plenty of water** during the school day. Pupils are encouraged to bring in a small, refillable bottle of water which they can keep with them in their classroom and refresh themselves when necessary. (Squash is not permitted). Bottles are available for purchase from the school reception.

We have a wonderful playing field which provides additional play space to our hard standing playground. Children are permitted to play on the field whenever the weather allows.

Home-School Contact

School newsletters are sent home weekly, either electronically or with your child, they are also available to view via the School website. Please check your child's bookbag daily for any other important information or letters. Please let us know if there are any changes in your

circumstances, e.g. change of address, telephone number, emergency contact details, medical information etc. It is essential that the school knows where to contact both parents during working hours, the name of your family doctor and anything that might affect urgent medical treatment - e.g. allergy to penicillin or certain foods, etc.

Please contact your child's class teacher if you have any problems or worries about your child at school. Remember we are here to help your child.

School Website

Our website address is: www.pdp.w-berks.sch.uk

The school website is a source of valuable information which we, as a school community, try and update on a regular basis. If the school has to close due to adverse weather conditions, information regarding the closure will be placed on the website.

Parents' Evenings

There are two parents' evenings throughout the year; one in the autumn term and one in the spring term. You will have an opportunity to see your child's work and talk to your child's class teacher. In the summer term, you will receive an annual written report for your child. You are welcome to come in and discuss the report with your child's teacher. If there is something that you would like to discuss with your child's class teacher at another time in the year, please contact the teacher directly to make an appointment.

Twilight Club

Twilight Club is open before and after school, offering childcare facilities for children attending the infant and junior schools. If you have any questions relating to this matter or would like to speak to a member of the Twilight Club staff, please contact the Club directly on 07919 803682.

Behaviour

Parsons Down Partnership of Schools is committed to creating a safe and secure environment in which children can learn. We want our children to take responsibility for their actions and to show care and concern for themselves, appreciate the needs of others, the school and its contents and the community around them.

We have a consistent, yet age appropriate approach to behaviour throughout the Partnership, which is designed to foster positive, caring attitudes towards each other and mutual respect. It ensures each child's safety by setting clear boundaries with regards to acceptable and appropriate behaviour.

The full behaviour policy is available on our website.

Learning Gems

To encourage the children to acquire skills to enable them to learn we reward children with 'Learning Gems'. These are small glass pebbles which are given to the children when they have demonstrated a skill. There are 6 learning gems; amethyst for working as part of a

group, sapphire for coping with distractions, emerald for attempting a new challenge, topaz for sharing ideas, ruby for being kind and diamond for solving problems.

Medical Matters

Administering Medication

Medicines can be administered during the school day if a medical form has been completed. Even if this form is submitted, no responsibility can be accepted or implied. It must be stressed that, to comply with the requirements of the Health and Safety at Work Act 1974 as applied to schools, we cannot administer medication without written authority. Medicine must be handed only to a responsible member of staff for safe storage and **must be collected by an adult**. We can only accept medication prescribed by a doctor. Forms are available from the school reception area.

First Aid

In the event of a child being taken ill or receiving accidental injury at school, every effort will be made to contact parents. Members of staff with First Aid training will assess the injury. If it proves necessary, it is obviously preferable for the parent to take the child for treatment, but, in an emergency, a member of the school staff will, of course, act in loco parentis, and take the appropriate action. We do ask that sick children should be collected and taken home as soon as possible.

From time to time accidents happen and your child may require First Aid. There are qualified First Aiders on site during the whole of the school day who attend to any minor injuries. Every care is taken to make sure your child is comfortable and reassured. Parents will be advised of actions taken. It may be necessary to contact emergency services if an injury is serious and the school will err on the side of caution when making this decision.

Safeguarding Arrangements

All adults who come into contact with children in their work have a duty of care to safeguard and promote their wellbeing. This includes our responsibility to ensure that all adults who work on behalf of children in school are competent, confident and safe to do so. Our Partnership has a strong and positive ethos of care, guidance and support for the children it serves as well as working policy and procedures. Staff all hold a valid Enhanced Disclosure and Barring Service (DBS) check and have due regard to current legislation and statutory guidance in relation to child protection and safeguarding.

Services and Support

Childline	0800 1111 www.childline.org.uk
Samaritans	0118 926 6333
NSPCC Child protection helpline	0800 800 500
NHS Direct	0845 46 47
Thames Valley Police	0118 953 6000
Victim Support	0845 3030 900
Citizens Advice Bureau, Newbury	01635 40205
West Berkshire Housing and Property Services	01635 519 364

A number of information leaflets for children and adults are kept in reception.

Visits to School

When visiting school, please remember to sign in at Reception (inside the main door) first. In the interests of safety, we have security fences and gates. The gates are operated by staff fobs and this means that after 9.00am and before 3.00pm there is no access to the school grounds. All outside doors are kept locked during the school day, although they can be instantly opened from inside in the event of an emergency. Teachers are under instructions not to admit any visitors directly into their class areas. Despite such unfortunate but necessary constraints, we still try to operate an "open door" policy at the school and you are welcome to visit at any time. It is helpful if you can phone reception to make an appointment to see your child's class teacher.

Parents are invited into school on a regular basis to work alongside your child in class.

Volunteers

We are always on the look out for volunteers to work in school, helping with outdoor learning, trips, reading, Art and Design Technology etc. For safeguarding reasons, every volunteer must have a clear Enhanced Disclosure and Barring Service (DBS) check (previously CRB checks). All information is available from the school office.

Homework Guidelines

Homework is an important area of our philosophy, it links our children's learning at school with their learning at home and it strengthens the partnership between school and family.

The homework policy in Key Stage 1 is that half term work will be given to all children in Year 1 and Year 2. We see homework as an extension or reinforcement of activities that the children are involved with at school. Please check your child's homework regularly. We rely on parents to support our homework policy and to share this time with their children. All children in Key Stage 1 have Reading Journals which are checked regularly and Foundation Stage children move onto a journal once they reach Phase 2 phonics. The school expectation is that children read at least 4 times in a week for 10 minutes each session.

All class teachers in Key Stage 1 plan a homework routine for children at the beginning of each term. Full details are provided in the autumn term.

To help your child at home you might like to consider the following:

- ✓ Give your child a healthy snack such as a banana before they begin work.
- ✓ Provide a peaceful place to work away from distractions such as the television.
- ✓ Provide a table and chair for your child; try to make it a clutter free area.
- ✓ Ensure that your child has the necessary equipment: pencil, rubber, ruler etc.
- ✓ Find a good time to do homework, this may be as soon as they come in from school, or first thing in the morning if they are an early riser. *Don't leave it till the last minute as something else may get in the way.*

- ✓ Encourage and give guidance to your child; but don't do the work for them.
- ✓ Let the class teacher know if your child is struggling with the work. *Feel free to write comments in homework books.*
- ✓ Value your child's homework. *Please sign your child's book to show that you have seen their work.*
- ✓ Praise your child for their efforts.

Tips for your child:

- ✓ Find a quiet place to work that has a table and space.
- ✓ Turn off the television and radio.
- ✓ Brothers and sisters can work alongside you or leave the room.
- ✓ Take regular short breaks to stretch your arms and legs, just a few moments is long enough.

Sun Protection Guidelines for Parents

We get around 80% of our sun exposure by the age of 21 and much of this exposure occurs when at school. Schools have a responsibility to ensure that pupils are protected from the harmful effects of the sun as much as possible during the school day. Although fair skinned people are more at risk from sun damage, sun protection is relevant to both fair and dark-skinned children.

At Parsons Down Partnership of Schools we want the children to enjoy the sun safely. We wish to work with children and parents to achieve this through the following guidelines:

1. In school the children are given sun safety education.
2. Shade is available during lunch and break times.
3. Sunglasses are not allowed, as they may cause injuries, except on specific doctor's recommendations.
4. The children are encouraged to wear hats provided by the parents. Wide brimmed or legionnaires style hats are recommended as they also give protection to the eyes and neck.
5. High factor suntan lotion (30+) should be applied before coming to school. If you feel that this needs to be reapplied during the day a named bottle of cream or roll-on needs to be sent in with your child. Please teach the children how to apply the lotion themselves. The lotion should be given to the child's teacher. It will be kept in a safe place in the classroom.
6. Summer PE kits must have a short sleeved T-shirt, as shoulders burn easily.
7. All children are advised to bring in a named bottle of water daily.
8. In cases of extreme hay fever, parents must remind their child not to go on the grass at playtimes. Prescribed medication can be administered during the day if necessary.

Drinks, hats and sun lotion will be the responsibility of the child therefore, as with all their belongings, they must be named.

Thank you for your support – together we hope we can have a very happy, safe and sunny summer

COMPLAINTS PROCEDURE

The following is generally the strategy that is suggested if difficulties arise – we have placed them in the order in which we hope you would use when searching for solutions:

1. Talk to the class teacher
2. Talk to the Inclusion Manager for SEN,D related issues.
3. Talk to the Deputy Headteacher
4. Talk to the Headteacher
5. Make representations to the Governing Body personally, or in writing to:

Mrs Marilyn Cornwell
Chair of Governors
C/o Parsons Down Infant School
Paynesdown Road
Thatcham
BERKSHIRE
RG19 3TE

6. Contact the Education Office in Newbury, their address is:

Deidre Devine
School Improvement Adviser
West Street House
West Street
Newbury
BERKSHIRE
RG14 1BD

Pupil Premium Funding

Register now! Help us to help you!
Further benefits for pupils from lower income families

The Government is funding schools to help children from lower income families do their very best. This funding is called a 'Pupil Premium'. For every child registered for Free School Meals (or who has been registered for FSM in the last 6 years), our school receives a fixed sum of money which the school can use to assist these pupils with their education. If you are registered you could also get help towards paying for the cost of school trips, school activities that require contributions, school uniform, extra curricular activities and Twilight Club to name but a few.

How Does it work ?

1. First, check if you qualify – it is not just if you are unemployed, so please look at the list below.
2. Registering is really quick and easy – if you think you qualify, phone 01635 503090 and someone will help you to register or you can apply on-line at www.westberks.gov.uk/freeschoolmeals.
3. If you want your child to have a free, healthy meal at lunchtime, that's great – it could save you up to £389 per year.
4. If you don't want your child to have the school meals they can continue as normal – as long as you qualify and are registered, the school will receive the additional funding which will enhance your child's education.

No one will know you have registered and it will not affect any other benefits you are claiming. Please talk to us about registering today.

Do you Qualify ?

You can register your child for Free School Meals if you get any of the benefits listed below:-

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

REGISTER NOW!! It is quick and easy to register, don't miss out on this opportunity for your child to receive additional support with their education.

Come and talk to us if you're not sure.

