

# Denmead Infant School



## Information Booklet

## **School Times**

Morning session 9.00am - 12 noon

Afternoon session 1.00pm - 3.20pm

The time set aside each day for teaching is 4 hours 20 minutes, making a weekly total of 21 hours 40 minutes. This total is above the Secretary of State for Education's minimum of 21 hours.

The School doors are opened at 8.45am. When children arrive at school they should go directly to their classrooms where their teachers will be ready to receive them.

In the interests of your child's safety please would you let us know, in writing, if your child is to go home from school in any way that is different from normal. In an emergency you can telephone school to let us know any change of arrangement.

Parents are asked to inform the school as soon as possible if a child is unable to attend. This can be done by telephone, letter or via another parent.

## **School Office**

The School Office is open from 8.45am - 4.00pm each day.

***If you change your address/telephone number/emergency contact number please inform the School Office as soon as possible.***

## **Academic year 2016-2017**

### **Autumn term**

Monday 5 September 2016 to Friday 16 December 2016

Half Term: Monday 24 October to Friday 28 October

### **Spring term**

Tuesday 3 January 2017 to Friday 7 April 2017

Half Term: Monday 20 February to Friday 24 February

### **Summer term**

Monday 24 April 2017 to Tuesday 25 July 2017

Half Term: Monday 29 May to Friday 2 June

There will normally be five days during each academic year when the school will be closed for in-service training. Parents will be notified of these as soon as they are organised. In recent years the Government has allowed an extra day for the implementation of Government Initiatives.



## School Uniform

Wearing a uniform encourages a feeling of pride and identity with the school community. We hope that parents will support the wearing of school uniform and sensible footwear. Uniform items and current prices (subject to change) are listed below and are sold in the school hall. Please enquire at the school office for opening days and times.

Sweatshirts	£ 9.00	Sweat cardigans	£ 9.00
PE T-shirts	£ 5.00	PE Shorts	£ 5.00

We request that, if possible, children wear the following:

Boys - grey trousers or shorts

white or blue shirt/polo shirt

school sweatshirt or blue or grey jumper

sensible and appropriate footwear

Girls - grey pinafore dress, skirt or trousers

white or blue blouse/polo shirt

school sweatshirt/cardigan or blue or grey cardigan/jumper

in summer girls may wear a blue and white checked dress

sensible and appropriate footwear

long hair should be tied back

For PE your child will need a pair of plimsolls, or trainers with velcro fasteners if possible, a pair of dark shorts and a white T-shirt. A school PE kit is available to purchase if you wish.

All clothing must be clearly labelled.

If you have any difficulty in providing your child with essential items of clothing or footwear, a limited amount of financial assistance may be available, depending on your income. For further details, please enquire at the Area Education Office.

## Jewellery

The wearing of jewellery in school, especially earrings, is discouraged. Only stud-type earrings may be worn at any time in school no child may take part in PE or any sports when wearing earrings so please ensure that your child can remove earrings prior to PE lessons; no member of staff will remove or replace a child's earrings. For safety reasons Hair clips and bands have to be removed for PE and long hair tied back with a soft 'scrunchy' or similar. The school cannot accept any responsibility for the loss of or damage to jewellery in school.

## **THE SCHOOL HAS A WHOLE SCHOOL FOOD POLICY**

### **Playtime snacks**

Acceptable snacks at break times are fresh or dried fruit and vegetables. We are also part of the Government's fruit and vegetable scheme and children receive an extra piece of fruit or vegetable daily.

### **Nut allergies**

At any time, there are a number of children in school who have a nut allergy so we ask that you do not include nuts of any kind in your child's snack or packed lunch.

### **Water is Cool!**

Children need access to water freely throughout the day. Every child is given a free water bottle at the beginning of term.



### **Universal Free School Meals**

All children in Year R, 1 and 2 will receive free school meals.

If your child has any food intolerances or allergies and you intend for them to have a school dinners, you will need to fill out a Special Diets Request Form. To obtain a form please contact the school office.

### **Medicines**

School is not the appropriate place for a child who is ill. Please keep your child at home until she/he is well enough to return and for at least 24 hours after tummy upsets. However we try to be as accommodating as possible and will give medicine to your child if:

- it has been prescribed by a doctor
- it is brought to the School Office by an adult and collected by an adult.

A medicine authorisation form, which you will need to complete and sign, is available from the Office. If medication is necessary to regulate a long-term condition, such as asthma or diabetes, we will of course administer it. Please make us aware of your child's needs.

### **Emergency Contacts**

It is essential for us, should an emergency arise, to have some means of contacting either the child's mother or father, or carer.

When your child starts school you will be asked to complete a Data Collection sheet which gives us contact details and the name of your family doctor. Please return this sheet to school as soon as possible. Please ensure that we have an up-to-date telephone number where you can be reached.

## THE STAFF

Denmead Infant School is staffed by committed and hard-working teachers and support staff who together make an organised and caring team.

**Headteacher :** Ms Jane Clabon

**Deputy Headteacher &  
Inclusions Leader:** Mrs N Payne

### Teachers

Mrs C Francis (Foundation Leader)

Mrs S Parrack (KS1 Leader)

Miss H Gillians (Year 1 Leader)

Mrs S Ellis

Mrs K Foster

Mrs K Edwards

Mrs K Chappell

Miss K Rowson

Mrs K Boylin

Miss L Evans

Mrs H Barty

Mrs L Gibbons

### Teaching Assistants

Mrs S Garnett

Mrs N Olway

Mrs L Cole

Mrs J Conlon

Mrs K Jones

Mrs M Graves

Mrs R Herbert

Mrs P Stevens

Mrs K Walker

Mrs C Hiron

Mrs T Owens (HLTA)

Mrs T Cottam (HLTA/ELSA)

Mrs S Froud

Mrs C McErlean

Mrs N Dry

**Finance Officer:** Mrs C Rose/Mrs S Wyatt

**Administrative Officer:** Mrs L Sale

**Assistant Admin Officers:** Mrs C Sparrow Mrs J Gillespie

### Senior Supervisory Assistant (lunchtime)

Mrs D Caine

### Supervisory Assistants (lunchtime)

Mrs Angela Belcher

Mrs Donna Harrison

Miss Rosemarie Oakes

Mrs Michelle Smith

Miss Samantha Deane

Mrs Kayley Webb

Mrs Catherine Byng

Mrs Nicola Dry

Mrs Rachael Curphey

### Site Manager & Cleaning Staff

Mrs D Caine

Mrs Kaley Webb

Miss Rosemarie Oakes

Mrs Brooke Cole