

# **PETERSFIELD INFANT SCHOOL**

ST PETER'S ROAD  
PETERSFIELD  
HAMPSHIRE GU32 3HX

Website: [www.petersfield-inf.hants.sch.uk](http://www.petersfield-inf.hants.sch.uk)

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

Tel: 01730 263048 Fax: 01730 300310

HEADTEACHER: Mrs Allyson Crew

DEPUTY HEADTEACHER: Mrs Julie Amor

CHAIR OF GOVERNORS: Mr Julian James

FINANCE OFFICER: Mrs Jenny Standing

ADMINISTRATIVE OFFICER: Mrs Tracy Starley

OFFICE HOURS 8.30 am - 4.00 pm

SCHOOL HOURS 8.50 am - 3.10 pm

OFSTED (October 2008) stated "In this outstanding school, pupils are extremely happy and achieve very well ..... 'Everyone is special and everybody has gifts' is central to the school's philosophy and this motto is included in the school's song ....."



# **WELCOME TO PETERSFIELD INFANT SCHOOL**

Our school is a learning community in which everyone is encouraged to achieve their maximum potential within a secure, stimulating and happy environment.

Petersfield Infant School is a large four-form entry infant school. Approximately 90% of the pupils are of white British origin and about 10% are of minority ethnic background. Average numbers of pupils have learning difficulties and/or disabilities, including moderate learning needs, autism and speech and communication difficulties. There are approximately 10% of pupils on free school meals and 10% of pupils with English as an additional language. The school is located in the centre of the market town of Petersfield and this location enables us to complement many curricular activities with hands-on learning experiences, which is a key aspect of the school's philosophy and ethos.

Petersfield is a market town with a population of almost 15,000. It lies on the main A3 London to Portsmouth road and has a main line rail link with both towns. The population has grown considerably in recent years and further development is in progress. The school is sited near the centre of the town beside the Petersfield Museum and St. Peter's Church. The original building is dated 1894 and still exists within today's more modern structure. There was extensive remodelling in 1984/85 and then again during the past decade, which has added to the creation of a school building unique in design and character. Petersfield Infant School offers all the facilities of a modern school, whilst retaining many of the more traditional and endearing qualities of the old. The classes are organised into three separate year groups: Year R, Year 1 and Year 2.

It is the school's policy to teach the National Curriculum through topic-based programmes of study, with English and Maths addressed as separate subjects, enabling the teacher and the children to explore several of the attainment targets at the same time. The themes are carefully planned out and allow for the children's natural pleasure in, and enthusiasm for, practical experiences, their love of investigation and their need to acquire skills, both physical and mental. Not only will they be discovering the skills of research and building up fundamental facts, but they will also be applying their knowledge through predicting, estimating, testing and hypothesising. The skills of working together as a team and the skills of co-operation and leadership, all add to the completeness of the learning process. We believe that an interested learner is a more willing learner. In a fast moving, ever-changing world, our children must be literate and numerate, but they must also be able to think for themselves; weigh up evidence and make judgements; care for and about people and things and learn what is or is not acceptable within the community. Emotional development, social adjustment and positive attitudes are as important as a store of knowledge.

We firmly believe in a true partnership between home and school. The views and concerns of parents are always considered and valued. If you would like to make an appointment to visit our school, or would like further information, please ring our office on 01730 263048. We will be happy to help you.

# PETERSFIELD INFANT SCHOOL



## MISSION STATEMENT

Our school is a learning community which encourages everyone to achieve their maximum potential within a secure, stimulating and happy environment.

## AIMS

At Petersfield Infant School we aim to:

- ◆ create an inclusive, inspiring and motivational environment with a friendly and creative atmosphere and a strong sense of community
- ◆ promote high expectations of learning and behaviour
- ◆ value and encourage active parental involvement in their child's learning with exchange of ideas and information
- ◆ nurture and develop the essential life skills of self motivation, self esteem and the will to succeed and thrive
- ◆ give everyone opportunities to develop their skills to the best of their ability and to celebrate all successes
- ◆ develop the enthusiasm and processes which enable life long learning
- ◆ ensure a confident and positive start to children's school life, recognising and building on their previous knowledge, experience and understanding
- ◆ ensure strong links are maintained with local educational settings as well as our local and wider community
- ◆ promote education to meet the ever changing needs of the 21<sup>st</sup> century through sustainability and citizenship

## ABOUT OUR SCHOOL

There are mixed ability classes in each year group. Children may also be taught in smaller groups during the day, according to their needs, using a variety of groupings eg ability, friendship, interest. Children transfer to the next year group in September each year. Each class is supported by a teacher and a learning support assistant. Each year group is also supported by a higher level teaching assistant. Additionally, pupils who have learning difficulties, or who are exceptionally able, may have the benefit of specialist advice and extra teaching within the normal timetable. The school also employs special needs assistants to cater for the needs of specific children.

Other visiting specialist teachers, advisors, health service personnel and consultants visit the school regularly by arrangement to address the needs of specific children. Parents are informed of these visits.

### **i) Organisation**

Morning school **begins** at 8.50 am, but **from** 8.40 am children may go straight to their classrooms. Year 1 and Year 2 pupils enter school via the library entrance and the side west door respectively. Year R pupils enter school via their classroom doors. Please encourage your child to be independent as soon as possible.

In the afternoon, Year 1 and Year 2 children are taken out to the playground by their teachers to meet parents. Year R children meet their parents in the enclosed area beside their classrooms.

### **Please arrange to meet your child in the correct area.**

The school gates will be locked at **8.50** am each morning. After this time, children must report to the front office.

If someone other than Mum or Dad is collecting a child, you need to record this in the class / year group book in Year R or on the clipboards where Year 1 and Year 2 enter the school. Alternatively, contact the office if you are unexpectedly delayed. If the designated person meeting the child is not there, the child is taken to the office and will wait to be collected. Children will not, under ANY circumstances, be allowed to leave the school premises unaccompanied.

There will be no outside supervision before 8.40 am or after 3.20 pm. Children on the school premises at these times are vulnerable and at risk unless they are supervised by their parents.

### **ii) Parking**

We regret there are no parking facilities on the school premises for parents. A Parking Permit Scheme is in operation for parents wishing to use Tesco's car park. Permits are **free of charge** and are available from the school office. If using this scheme, please drive slowly in the car park and use the marked pedestrian footpaths and crossings.

The permit allows you to park in the area located over the river nearest the school at morning drop off and afternoon collection times **only**.

### **iii) The Adventure Playground and Gym Equipment**

This must NOT be used before or after school hours by children attending this school or by their brothers or sisters.

### **iv) Attendance and Punctuality**

It is vital that children attend school regularly and arrive on time. If your child is absent, you should always inform the office staff on the morning of the first day of absence. Term time holidays are not permitted and may result in a fine from County. The headteacher will authorise absence in exceptional circumstances.

The outside doors will be opened at 8.40 am and the register will be taken at 8.50 am. Lateness and absences must be recorded and reported by the school. If a child arrives after 8.50 am they will be marked late in the register.

### **v) Homework**

To support children's learning, parents are requested to hear their child read every day at home. There will also be other home learning activities suggested on year group newsletters each half term which parents are asked to support. The home-school partnership is an essential part of the school's ongoing learning process.

### **vi) Dogs**

Dogs are not permitted in the school grounds.

### **vii) No Smoking Policy**

The school and its grounds operate a **NO SMOKING** policy and we ask that people do not smoke close to the school gates as this is a hazard to passing children.

### **viii) PISA**

Petersfield Infant School Association has a very active support fund raising group. All parents automatically become members. Extra volunteers are often required for the various functions during the year. If you are able to offer any help please contact **Frances Torrance (Chair) on 07789 930274.**

## **ix) Uniform**

Although uniform is not compulsory, most children do wear it.

Boys wear grey trousers or shorts with a yellow polo shirt and a sweatshirt; girls wear grey trousers or a grey skirt or pinafore, again with the yellow polo shirt and a sweatshirt or cardigan. In summer, the girls may wear yellow and white or green and white checked or striped summer dresses.

We sell the following items in the office: sweatshirts, cardigans, yellow polo shirts, PE t-shirts, backpacks, PE bags and hats. All of these items have the school logo on them.

For PE, your child will need a bag containing shorts and a t-shirt. This should be kept in school at all times. Plimsolls may also be required in the summer term.

Please ensure **all** your child's belongings are clearly named.

Hampshire County Council does not assist with the cost of uniform at primary school level but if parents have difficulty providing essential clothing or footwear, a limited amount of financial assistance may be available. Further details of this assistance can be obtained from the school office.

## **x) Jewellery**

Children are **not** permitted to wear jewellery to school. Earrings should be small studs only and should not be worn on the day when a child has PE.

## **xi) Lost Property**

Any items found in school will be placed in the lost property box situated in the Year 1 area. Lost property is displayed at the end of each half term and after this unclaimed items are recycled or disposed of.

## **xii) Home School Partnership**

We value a close partnership between home and school and seek regular opportunities to develop this.

Should you have any worries or enquiries at any time please do not hesitate to contact us. We find that the sooner problems are sorted out, the better for all concerned. Likewise if we have any concerns, we will also share them with you.

## RECEPTION YEAR

In Hampshire, children are admitted to school at the beginning of the academic year in which they become five. This means that to start school at the beginning of the autumn term children must reach their fifth birthday between September 1st and August 31st (inclusive).

We hope that you and your child will be able to take the opportunities offered to meet teachers and classmates before formally starting school. Our induction programme includes:-

- i) visits to the pre schools and nurseries by members of the Year R team
- ii) visits to school for parents to meet the classteacher and headteacher
- iii) a home visit by your child's class teacher and learning support assistant
- iv) a short period of part-time attendance

This induction programme has been carefully planned and set up to give your child the best possible start in school. It has been proved beyond doubt that the links forged between home and school and between parents and teachers are vital factors in the educational process. Your interest, encouragement and support are essential to your child, and the home visit sets a seal on that partnership.

Year R continues the work begun in pre-schools and is carefully designed to cater for the needs of four and five year old children. We place a strong emphasis on an active curriculum within the seven areas of learning defined in the Early Years Foundation Stage document. These include three prime areas of learning; communication and language, physical development, and personal, social and emotional development. There are also four specific areas of learning. These are literacy, mathematics, understanding the world and expressive arts and design.



## **KEY STAGE I**

At the end of the Reception Year, children enter Key Stage I. This stage of their learning takes two years, and includes Year 1 and Year 2 of the National Curriculum. The range of subjects includes English, Mathematics, Science, RE, Computing, History, Geography, Music, PE, Art and Design Technology.

### **Year 1**

In Year 1, children continue their learning journey, building on knowledge gained in the Foundation Stage. They will bring reading books and other tasks home to support and extend their learning. We use the English and Maths sessions to concentrate on developing skills in these vital aspects of learning, but we also ensure that we include a broad, balanced curriculum that has an active learning approach. Some of the children's work forms part of a topic, which usually lasts up to half a school term. We also include 'Specialist Days' and whole school focus events to ensure a rich and varied curriculum.

Year 1 children are supported by a teacher and a part-time assistant. As in Year R, the children are assessed regularly to check on their progress and targets are set for their learning.

### **Year 2**

At the start of Year 2, work is planned to follow on closely from the Year 1 expectations. Children are again supported by a teacher and a part time assistant. High emphasis is placed on developing and extending skills in English and Maths. Topic work continues, and children are encouraged to take reading books home as in previous years. The commitment our parents make by assisting in their children's learning at home is vital.

Throughout their time in school, teachers will be making ongoing assessments about the levels attained by the children. The results of these assessments are shared with parents in July at the end of Year 2.

Where children have special educational needs, parents are invited to meet staff on a regular basis and share the specific programmes planned to meet their child's individual needs.

## **VISITS**

From time to time, visits are arranged to enrich the standard curriculum. Sometimes the children go off site and at other times visitors come to the school. We usually need to seek parental help in funding on these occasions. We aim to arrange a wide variety of opportunities to stimulate the children's imagination and add depth and breadth to their education.



## **THE GOVERNORS**

Governors are unpaid volunteers who have a responsibility for the effective management of the school, acting within the framework set by the national legislation and by the policies of the Local Authority. They are concerned with, and contribute to, the management of all areas of the establishment, ie the budget, employees, curriculum and resources, buildings and grounds, as well as the general ethos and aims of the school.

The Governing Body meets at least twice a term. Governors keep parents informed via regular newsletters. The headteacher, who is also a governor, attends all meetings. Governors are elected every four years and represent different sections of the community – Headteacher, Staff, Local Authority, Parent and Co-opted.

### **Headteacher**

Allyson Crew

### **Staff**

Julie Amor

### **Local Authority**

Rebecca Leete

### **Parent**

Richard Crabtree

Sarah Pirie

### **Co-opted**

Birgitta Attley

Julian James (Chair)

Clare Parsons

Pearl Wheeler

Sue Barrows (Vice Chair)

Susan Phillips

Patrick Perez-Lopez

Cara Schwick

Anne Conroy

### **Clerk**

Annie Parks

If you wish to contact the Chair of Governors please email

[adminoffice@petersfield-inf.hants.sch.uk](mailto:adminoffice@petersfield-inf.hants.sch.uk) or call the school office on 01730 263048

***NB Governor details are updated annually in May and are subject to change during the year***

# **SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY**

## **Statement**

At Petersfield Infant School we believe that all the children should achieve their full potential. The early identification of each child's special needs is therefore essential in order that all can access and benefit from a broad, balanced curriculum delivered via an appropriate learning programme.

## **Aims**

- The early identification of children with special educational needs.
- To provide a staged approach to the assessment and support of those identified needs.
- To develop a strong, positive and supportive partnership with parents in dealing with their child's particular needs.
- To inform Hampshire LA of particular serious concerns as appropriate.
- To fulfil the requirements of Hampshire LA's Special Educational Needs Audit.
- To adopt a whole school approach to special educational needs ensuring that all staff receive appropriate training to educate and care for the children with whom they have daily contact.

## **Special Educational Needs and Disability**

Petersfield Infant School is committed to the belief that all children should be valued equally regardless of ability or behaviour. All children are entitled to a broad and balanced curriculum, relevant to their needs and appropriate to their competence and level of understanding. A child with an Education, Health and Care Plan (EHCP) will be supported as recommended by that document. Other children with identified special educational needs and a Personal Learning Plan, (PLP), will be supported according to their plan.

Whilst every teacher has a responsibility for special educational needs teaching within the classroom through the differentiation of tasks and activities, the Special Educational Needs Co-ordinator (SENCo) and Assistant SENCo, will be available to offer support to teachers and parents, to liaise with other appropriate professionals and to set up programmes of work specific to the individual needs of the child.

## **Living Difference III**

Our Religious Education programme is based on the Hampshire's RE document 'Living Difference III'. The choice of themes should enable the children to develop an understanding of, and reflect upon:

- i) themselves, their relationships and feeling
- ii) the feelings and needs of others within the family, the school and community
- iii) the world around them and their responsibilities for its care
- iv) our Christian heritage, the Bible and its teachings through its stories
- v) other cultures, faiths and beliefs and the right for all people to live with tolerance and respect and free from prejudice

### **Collective Worship**

Collective Worship takes place each day. As this is a Community School, our programme is defined as broadly Christian in content. From time to time we may arrange to have visitors to speak to the children in assemblies.

Parents who wish to withdraw their children from these religious activities should first discuss their views with the headteacher, then put their request in writing. Those children who are withdrawn will take part in a quiet supervised activity.

## **EQUAL OPPORTUNITIES**

Our school is committed to the principles and practices of equal opportunities. Positive attitudes to gender equality, cultural diversity and special needs are actively encouraged. We aim to teach children to grow into positive, responsible adults with due regard to the rights of each other. Our aim is to eradicate any outward or hidden discrimination; to enable differences to be positive and enriching assets to the school; to develop each person's abilities to the highest possible level, irrespective of individual attributes, and to promote an environment where all can share equally in the opportunities offered, and where children can develop acceptance and tolerance and learn confidently without fear of prejudice.

The statement of Hampshire County Council 'Policy on Equal Opportunities in the Curriculum' is recognised and endorsed.

## **SAFEGUARDING**

At Petersfield Infant School, we believe that all children have the right to be safeguarded from harm and exploitation without regard to race, religion, preferred language, ethnicity, gender, age, health or disability. As a school, we will comply with the guidance issued by Hampshire County Council and the DfE publication 'Keeping Children Safe in Education' (September 2018).

## GENERAL INFORMATION

### Registration

Hampshire residents can apply on line at [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions). If you do not wish to apply on line, an application form is available from school or the County Admissions Team on 0300 555 1377, and should be returned to a Hampshire school or to the County Admissions Team using the address on the form. If you live outside Hampshire and wish to apply for a Hampshire school, you must apply via your home local authority.

### Transfer to Junior School

Children will normally transfer to Herne Junior School, Love Lane, Petersfield, in September if they have reached their seventh birthday on or before August 31st. Children who are transferring will have met their new teacher beforehand and will have the opportunity to spend a day in the junior school at the end of the summer term, to learn something of the routine.

### Special Education

Children with specific physical or academic requirements may be admitted to a special school more able to cater for their very special needs. Further details can be obtained from the Divisional Education Office at Havant, (address at the end of the prospectus).

### Transport

Petersfield Infant School caters for children who live within the town boundary. Transport is not normally provided for infant age children living within 2 miles walking distance from school.

### Allocation of Places September 2019

Published Admission Number	120
Medical / physical / psychological	0
In catchment	98 (of which 34 are siblings)
Out of catchment	10 (of which 2 are siblings)
Total admissions	108 (as at 3 June 2019)

## STATUTORY INFORMATION

### Truancy

As all children at this school are delivered to school by parents, truancy is not an issue. However, parents should be aware that 'unauthorised' absences must be recorded and reported to be included in national statistics. Absence can be authorised for sickness and medical appointments. Family holidays should be taken outside of school term time. All requests for leave of absence in term time must be applied for and may be unauthorised and incur penalty charges.

### Published Admission Number

120

### Attendance Figures

Pupils of Compulsory School Age for the period 05/09/18 to 31/05/19

Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
Year 1	122	109	89.3	3.2	23	18.9	0.3
Year 2	123	106	86.2	3.1	25	20.3	0.4
Total	245	215	87.8	3.2	48	19.6	0.4

### Pupil Premium Funding

The Pupil Premium is an allocation of additional funding provided to schools to support specific groups of children who are vulnerable to possible underachievement. These include pupils who's parents meet specific financial criteria, those looked after by the local authority, those children adopted from care and children from service families. During the financial year 2019 – 2020, Petersfield Infant School received the sum of £56,180 pupil premium grant.

We are using this money to provide targeted support and early intervention strategies to support those pupils. This includes running a variety of reading interventions and booster/extension groups across Key Stage 1, as well as a range of speech and language interventions and a variety of holistic and pastoral programmes across the whole school. For more detailed information, please see the school's website.

If you believe you are eligible for this allowance, we urge you to apply as soon as possible as this additional funding makes a big difference to our resource income and is vital funding for us. You can find out if you are eligible by going to <http://www3.hants.gov.uk/caterers/hc3s-freeschoolmeals>.

## **Complaints Procedure**

We aim to provide a harmonious atmosphere within our school and believe in a partnership between home and school, considering and valuing the views and concerns of our parents. However, we acknowledge that there may be occasions when problems arise and these will be dealt with as outlined below.

Complaints will be considered on 3 levels.

1. At an informal level concerns may be addressed to the class teacher. If he/she cannot resolve the problem it may be referred to the headteacher.
2. At a formal level the complaint may be addressed to the governing body.
3. A formal complaint may be made to the County Council.

The Education Reform Act 1988 requires Hampshire County Council to provide a procedure for the consideration of complaints about the actions of school governing bodies or the County Council over the school curriculum and related matters. These include Religious Education, Collective Worship, Charging Policy and Provision of Information.

The Hampshire procedure has been approved by the Secretary of State. This gives full details of the type of complaints to which this procedure applies. Complaints about other matters, such as Discipline and Admissions do not fall within the scope of this procedure. The headteacher will be able to advise on arrangements for dealing with these.

## **GLOSSARY OF TERMS**

OFSTED	The inspectorate for children and learners in England
Year R	Reception Year
SENCo	Special Educational Needs Co-ordinator
HCC	Hampshire County Council
RE	Religious Education
PE	Physical Education
PLP	Personal Learning Plan
DfE	Department for Education
LA	Local Authority