

Thoughtful. Explorers. Awesome. Motivated.



**School Brochure**

**2019 - 2020**

**Headteacher  
Mrs A Stone**

## **SAFEGUARDING STATEMENT**

At Folly Hill Infant School we strongly recognise the need for vigilant awareness of safeguarding issues. It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, pupils, parents and governors should feel confident that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff. This is supported by clear behaviour, anti bullying and child protection policies, careful risk assessment, appropriate induction and training, briefing and discussion of relevant issues and relevant learning through our Personal Social Health and Emotional (PSHE) curriculum.

We recognise that the key elements of safeguarding children are health, safety and ensuring achievement.

Designated Safeguarding Lead (DSL) – Mrs A Stone  
Deputy DSLs – Mrs J Norbury, Mrs T Farr, Mrs E Mann  
DSL Governor and Looked After Child Governor – Mrs E Hardy

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[www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk)

**WELCOME TO FOLLY HILL INFANT SCHOOL**

June 2019

Dear Parents and Carers,

On behalf of the Governors and Staff of Folly Hill Infant School, it is my pleasure to welcome you and your child to our school. We hope you find this brochure interesting, informative and useful. It has been written to enable you to visualise our school and answer some of your questions.

We are very proud of our “Outstanding” school and we hope you enjoy being part of our TEAM.

We look forward to meeting you.

Yours sincerely

*Ali Stone*

Mrs A Stone  
Headteacher



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## INTRODUCTION TO OUR SCHOOL

Folly Hill School is a school for boys and girls between the ages of four and seven years. Built in 1973, the school consists of three classrooms sharing one activity rooms and a central library area. The spacious hall is used for PE, Drama and Musical activities as well as doubling as a Dining Hall. Meals are cooked on the premises. All children at Folly Hill School are eligible for a free school meal.

This is a small school in which each child is recognised as an individual with their own particular needs. Specialising in early years education, we provide planned learning experiences to promote the development of the skills, concepts and knowledge upon which a child's education can be based. We hope to develop a close partnership with you in order that your child may acquire the attitudes and skills needed to progress through school life happily and successfully. We believe that children should be encouraged to become independent learners and develop to their full potential. To this end, the whole child must be nurtured through physical and intellectual development combined with a social, moral and spiritual awareness.

### Our vision for each child:

To provide a nurturing environment in which all children can experience the joy of learning so that they become confident lifelong learners and responsible citizens

### Our Values

Thoughtful

Explorers

Awesome

Motivated

Together we are a **TEAM**

**As a school we aim to facilitate:**

**Being a TEAM:**

- Developing within the school a lively and caring community and making relevant links with our local community to promote learning and co-operation.
- Fostering understanding of spiritual and moral values and developing awareness of our multicultural and multi-faith society.
- Developing awareness of the importance of caring for our environment.
- Recognising, encouraging and promoting talents of all kinds, and endeavouring to provide an environment in which everyone can reach his/her potential.
- Developing the joy of learning by providing a curriculum and professional development which is flexible, relevant and meaningful for everyone, striving to develop independent, persevering learners.
- Setting before pupils the highest standards of honesty, integrity, endeavour, self-discipline, co-operation and care for others.
- Preparing pupils for the next stage of their education and for the rest of their lives.
- Promoting physical, aesthetic, mental and practical ability so as to enable everyone to lead an active, healthy life.
- Promoting the benefits of a healthy diet and providing healthy food options and opportunities to drink plenty of water.
- Seek to promote a healthy mind and body.
- Awareness of potential threats to health and well-being.

### **Our school will:**

- Encourage your child to do their best at all times;
- Provide a broad, balanced curriculum tailored to meet individual needs;
- Encourage your child to take care of their surroundings and others around them;
- Work in partnership with you to develop a holistic picture of your child, their learning, their needs and concerns;
- Provide an annual written report on your child's progress and attainment;
- Provide feedback to pupils on their learning to include next steps;
- Provide guidance on homework activities to support learning ensuring it is appropriate and relevant;
- Keep you informed about school activities through regular communication;
- Contact you if there is a problem with sickness/accident or if there is a problem with attendance, punctuality, equipment or difficulties of a serious nature;
- Ensure you know about school policies, rules and code of conduct;
- Contact you if there are any concerns or problems that affect your child's learning or behaviour, seeking advice from external agencies when necessary;
- Welcome, encourage and involve you in the busy life of our school.

Above all, we aim to provide a happy, caring and stimulating environment so that your child can achieve their maximum potential intellectually, culturally, emotionally and physically, socially, morally and spiritually, in an atmosphere of trust, respect and safety.

### **We hope parents will :**

- Ensure your child arrives at school on time, not before 8:50am (unless attending Breakfast Club) but definitely by 9:00am when registers are called, and collect on time;
- Make sure your child attends school regularly and inform the school promptly if your child is absent for any reason;
- Telephone the school, on the first morning of absence, if your child is to be away from school;
- Ensure you complete a special leave of absence form if your child is to be away from school for any reason;
- Provide your child with appropriate clothing for school including clothing for physical education and other activities as required;
- Encourage your child to take care of school property, returning it in good order, when required;
- Support the school's curriculum policies and guidelines;
- Support the school's policies and guidelines on non-curriculum aspects, including Behaviour, Health & Safety and Charging;
- Attend regular Consultation Meetings, to discuss your child's progress and attainment;
- Share homework activities and other opportunities for learning at home with your child;
- Inform the school about any concerns or problems that might affect your child's work or behaviour;
- Get to know about your child's life at school;
- Do not arrange holidays during school time.

Above all, share in the enjoyment and wonder of learning.

### **GOLDEN RULES FOR CHILDREN**

# **Ready. Respect. Safe.**

## FACTS AND FIGURES

### **Governors :**

Helen Bond (Chair)	Parent		Annie Hughes	Co-opted
Paul Goodwin	Co-opted		Chris Cary	parent
Joan Maynard	Local Authority		Emma Hardy	Co-opted
Jane Norbury	Staff		Alison O'Dell	Parent
Tim Savage	Co-opted			

Mrs E Fuller- *Clerk to the Governors*

The Governors meet at least once a term as a Governing Body. In addition, there are working parties looking at all aspects of school life and management in order to fulfil the duties that have come within the Local Management of Schools and Governor handbook. More information can be found on our school website [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk)

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### **Local Authority**

Assistant Director for Schools and Learning  
Liz Mills  
Connect House, Kingston Road  
Leatherhead  
Surrey, KT22 7LT  
Tel: 01372 705708

Surrey County Council  
Admissions and Transport Team  
Quadrant Court  
35 Guildford Road  
Woking GU22 7QQ  
Contact Centre Tel: 03456 009009

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### **School Address**

Folly Hill Infant School  
Coniston Drive  
Farnham Surrey GU9 0DB

Tel: 01252 716121

Number on roll - 82

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### **Teaching Staff**

Mrs A Stone – *Headteacher*  
Mrs T Farr  
Miss T Bunch

Mrs S Allan  
Mrs J Norbury  
Mrs A Prince

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### **Support Staff**

Mrs E Mann – School Secretary  
Mr D Stone – Caretaker  
Miss C Price-Teaching assistant  
Mrs D Nixon – Teaching Assistant  
Mid-day Supervisor / Breakfast Club Supervisor  
Mrs M Hooper - Middy Supervisor/ Teaching assistant/Breakfast club

Mrs Goshawk – SEN TA  
Mrs C Woolridge – HLTA  
Mrs Cartledge – SEN TA  
Miss E Gardiner – Caterer and Breakfast club  
Mrs S Smith – Servery Assistant  
Mrs Bavin - SEN TA



**Times of the School Day**

Morning Session	9.00am – 12.00noon	(Break 10.30 – 10.45)
Afternoon Session	1.00pm – 3.00pm	

**Teacher Responsibilities for the Curriculum Areas:**

English	Ali Stone
Mathematics	Anna Prince
Science	Shona Allan
Geography, History, Art & DT	Jane Norbury
ICT and Computing	Tuesday Bunch
Music	Shona Allan
Physical Education	Ali Stone
RE	Tania (Charlie) Farr
Art & Design Technology	Jane Norbury
PSHE	Ali Stone
G & T	Ali Stone

**Other Areas of Responsibility:**

Designated Safeguard Lead	Ali Stone
Deputy DSL	Tania Farr, Jane Norbury and Emma Mann
Staff Development	Ali Stone
Early Years	Tuesday Bunch
Special Needs	Tania Farr
Looked After Children	Ali Stone and Emma Mann
Assessment and Record Keeping	Ali Stone
Senior teachers	Tania Farr and Jane Norbury

**Class Organisation:**

<b>Class Name</b>	<b>Pupil Age</b>	<b>Teacher</b>	<b>Year Group</b>
Rainbow	4-5	Tuesday Cook	R
Sunshine	5-6	Tania Farr / Jane Norbury	1
Moonbeam	6-7	Anna Prince/Shona Allan	2

## **ADMISSIONS**

By law children must start full-time education no later than the beginning of the term following their fifth birthday. In Surrey, the Education Committee has approved a development plan which now enables all children to be admitted into school in the September of the school year in which they are five.

Parents can request that full time attendance be delayed until the beginning of the term after their child turns 5. In addition, parents of children born between 01 April and 31 August can request for their child to be admitted to Reception a year later outside their chronological year group. Please contact the County Admissions Team for further information.

Rainbow Class caters for children who will be five during the academic year 1<sup>st</sup> September to 31<sup>st</sup> August. New children are invited to visit the school on a number of occasions before they start so that they get to know their future teacher, classroom and the other children.

The admission number for Folly Hill School is 30 with a maximum on roll of 90.

### **The number of children on roll for this year is 80**

Full details of the admission arrangements for Surrey's community and voluntary controlled schools and Surrey's primary and co-ordinated schemes are available on the school admissions pages of the Surrey County Council website under 'School admissions policies and reports' - [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

The admission criteria for the majority of Surrey's community and voluntary controlled schools (including Folly Hill) are set out below:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at the school or at an infant/junior school which operates shared sibling priority on the date of admission. [A sibling will be considered to be a brother or sister of the same parents (whether living at the same address or not), or a half brother or sister, step brother or sister or an adopted or fostered brother or sister living as part of the same family unit at the same address.]
4. Children for whom the school is the nearest to their home address - the nearest school will be the school closest to the home address that has a Published Admission Number to admit pupils of the appropriate age range and which admits local children. The nearest school may be either inside or outside the county boundary.
5. Any other children, prioritised according to the distance they live from the school.

Unless otherwise stated, distance will be used when any category is oversubscribed and will be measured by straight line from the address point of the pupil's house to the nearest official school gate for pupils to use. Where two or more children share priority for a place, the drawing of lots will determine which child should be given priority.

For full details of the Admission Procedure you must read the Surrey County Council Information on Primary School Admissions carefully. This can be viewed online at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or you may ring 0300 200 1015 to request a hard copy.

## THE SCHOOL DAY

7.45	Breakfast Club starts
8.50	Gates open
9.00	School starts
10.30	Playtime
12.00	Lunchtime
1.00	Afternoon session begins
3.00	End of school day
3.00	After School Clubs start

### BREAKFAST CLUB

Breakfast Club is a valuable provision for parents, both on a regular basis and for one-off occasions.

The Club is available for Folly Hill pupils only and runs each weekday morning during term time from 7.45 - 8.50am, when children are taken to their classrooms. It is not open on Inset Days or during the school holidays.

Places are limited and families booking for 5 days a week will be given priority. Fees are payable half a term in advance (please note that these are not refundable in case of absence) and invoices are sent out twice a term. 'One-off' days may also be booked if a week's notice is given and if space is available. The charge is £6.50 per session. This must be paid at the time of booking and is not refundable.

Please ask at the office for further details.

### 8.50 COMING IN TO SCHOOL

Children may arrive at school from 8.50am onwards, a member of staff will be on the school gate to greet the children. Parents may leave their child at this stage. The children then enter the school through the front door. If they bring a packed lunch, they should place their lunchboxes in the hall.

Year 1 holds handwriting workshops once a week - children should be accompanied into the classroom by a trusted adult. They will enter and leave the classroom by the classroom door.

### 9.00 REGISTRATION

School starts at 9.00am. The Attendance Register is a legal document and must be completed at the beginning of the morning and afternoon sessions. Children arriving between 9.10am and 9.20am will be marked as late. After this time a child will be marked as having an unauthorised absence unless a suitable explanation is given.

All letters/forms/payment (e.g. school trips) should be in an envelope marked with the child's name and details of what is enclosed. These can be either handed into the school office or the children should hand these to the class teacher who will then place them in the Class Register folder to be returned to the Office.

### COLLECTIVE WORSHIP

This is held in the Hall every day. It should take a broadly Christian view of the morals and ethics appropriate to the life of an Infant School child.

On Fridays, achievements will also be incorporated in to Assembly. Significant achievements will be celebrated and selected children will receive a certificate. During assembly children will have the opportunity to perform to an audience when appropriate, e.g. play a musical instrument, read a poem or story they have written etc. Birthdays are celebrated on the child's birthday if possible.

### PLAYTIME

During the morning, there is a 15 minute playtime break for KS1 pupils. EYFS children have free flow play all morning. Fruit is provided through the Government 'Free Fruit and Vegetable' scheme. Fruit waste should be disposed of in the compost bin on the playground. Parents may also subscribe to the 'Cool Milk' scheme (free for the under 5s) – **please see the separate leaflet included with this pack for full details**. Staff will organise distribution of Cool Milk to those who subscribe in the classroom.

#### Playground Rules

- No child shall go on the playground without an authorised adult.
- Children leaving the playground must ask an adult and use the front door to re-enter the school
- The adult on duty will make the decision about playing on the grass and Trimtrail.
- Children should not play on the steps or railings, nor roll or run down the bank.
- If a child is injured or ill they should be escorted to the school office by a friend or adult depending on the extent of the injury/illness.

#### Playtime Activities

Classes take turns to use the Trimtrail, each class having a turn when their teacher is on morning playground duty. The Trimtrail should not be used in damp conditions, when it may become too slippery. Other small toys and activities are available for use during playtime, and these are locked away in the blue shed at the end.

#### Wet Playtimes

During wet playtimes children remain in their classrooms with quiet activities. Scissors and paint are not allowed. The teacher and teaching assistant on duty will supervise the children.

#### End of Playtime

The bell will be rung which will be the signal for other staff to join playtime staff on the playground.

#### 12.00 LUNCHTIME

Children wash hands in classrooms. The children line up and collect their lunch when their class is called. When children have finished their lunch, they ask permission to leave the table, take their plate to the clearing area and go out to the playground with the lunchtime assistant.

Children are encouraged to play games and engage in physical activity. The first supervisor out gets the toys ready with the playground pals.

There is a timetable in the Hall for lunchtime use of the Trimtrail. The Trimtrail must not be used until two lunchtime supervisors are on the playground.

If wet, children remain indoors and may have activities in the classrooms, or watch a DVD in Starlight class.

#### 1.00 REGISTRATION

The afternoon session begins at 1.00pm

#### 3.00 HOME TIME

School finishes at 3.00pm. Parents are asked to collect their children from outside their classrooms (For Moonbeam class this is Starlight room). If for some unforeseen reason children are not met at hometime, they should wait in their classroom with a teacher. Parents arriving late should come to the school office and staff will bring their child to them.

Teachers have a list of After School Clubs and who is to attend. They will escort the children to the club and ensure the tutor is there. The tutor takes on in loco parentis responsibility at this point. We do ensure that a member of school staff stays on site until all children have been collected. If a child has not been collected the school will take on the responsibility of getting them home.

Staff and tutors will ensure that children leave with the adult designated to collect them. A child should only be allowed to leave the school premises with a person authorised by the parent or guardian. Parents should make a note in the Going Home Diary (kept in the school office) if their child is to go home with a different person from usual or bring a letter with relevant details if this is to be the same each week (e.g. childminder).

Children should not be allowed on either playground at the end of the day as playgrounds are unsupervised. This includes all children who do not attend Folly Hill School. Once children are met, they are the responsibility of the adult meeting them, but we do expect them to conform to the School's standards of behaviour whilst on the premises. Both children and adults are asked to walk on the path and not on the drive.

## SCHOOL UNIFORM

Children are expected to wear School Uniform at all times in School. The school colours are Royal Blue and Grey and the following options are provided:

School Sweatshirt / Cardigan

Pale blue school polo shirt

Grey trousers / shorts / pinafore dress / skirt

Blue gingham dress in Summer

Shoes - sturdy shoes or sandals are routine wear; trainers and open-toed sandals are not an acceptable part of school uniform

They will also need :

a book bag

a shoe bag containing:

School PE shirt

White PE shorts

Plimsolls – elasticated front / Velcro fastening

Wellington boots

Waterproof clothing

School uniform, book bags and PE bags can be ordered direct from Brenda's School wear at 130 Frimley Road, Camberley GU15 2QN. Full details are obtainable from their website - [www.brendas.co.uk](http://www.brendas.co.uk) - or by contacting them at [info@brendas.co.uk](mailto:info@brendas.co.uk) / 01276 469697.

Please **label** all items of clothing, including socks and underwear.

**For safety reasons, no jewellery apart from studs / watches / medic alert bracelets are permitted.**

### **Helpful Points to remember**

- All clothing must be marked with child's name.
- Children are not allowed to bring sharp objects, jewellery or glass jars to school. The school cannot be responsible for the safety of watches.
- Toys and games are not allowed to be brought into school unless requested.
- No loose money is needed in school. When money is required at school, please place it in a named envelope and label it, e.g. school trips. Children are encouraged to take the responsibility of handing this to their teacher at registration.
- Long hair should be tied back for Health & Safety reasons.

### **LOST PROPERTY**

We aim to re-unite named items of lost property with their owner.

Un-named items are kept in the Lost Property box near the school office. Please come and check if your child or you have lost something – uniform, non-school clothing, water bottles, socks, sunglasses etc. Unclaimed items are disposed of at the end of term.

## **THE SCHOOL CURRICULUM**

At Folly Hill we believe that children's learning should be vivid and real, exciting and enjoyable, presented in such a way that all can participate in learning. We aim for the curriculum to be broad and balanced, giving the children first hand experiences and encouraging independence and creativity.

Our curriculum is everything that happens in school and reflects the school's aims and values and hence everything that happens in school or through school is part of our curriculum. It goes beyond the statutory national curriculum and we provide a nurturing environment in which all children can experience the joy of learning so that they become lifelong learners and responsible citizens.

### **At Folly Hill School we feel children learn best when . . .**

a variety of learning styles is embraced  
they are motivated and well-challenged  
they feel secure in their environment  
learning clearly defined and matched to ability  
they are confident to share their ideas, thoughts and feelings  
there is praise and encouragement  
they are valued as individuals  
resources are easily available, adequate and well organised  
there is support and encouragement at home  
they are given time to reflect and consolidate  
there is an ethos of mutual respect through the school community  
they are encouraged to value their learning and their view is respected  
they are encouraged to learn through taking risks as a building block to learning  
they are physically and mentally stimulated  
**they enjoy themselves!**

Please see our website for full details - [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk) the School Development Plan overview can be found under school information- performance tab.

The children in the **Reception Class** follow the Early Years Foundation Stage to achieve the Early Learning Goals. Each child has an Individual Pupil Profile, which is shared with the parents once a term.

The prime areas of learning are :

Physical development,  
Personal, Social and Emotional development,  
Communication and Language.

The four specific areas of learning are :

Literacy,  
Mathematics,  
Expressive Art and Design,  
Understanding the World.

Children in **Years 1 and 2** are working at Key Stage 1 of the National Curriculum. At this stage the curriculum is divided into core and foundation subjects, as follows:

Core subjects:	English, Maths and Science
Foundation subjects:	Computing, History, Geography, Music, Art and Design, Design Technology, Physical Education, Religious Education and Personal, Social & Health Education (PSHE)

The basic skills of reading, writing and mathematics are taught both within topic work and separately as considered appropriate.

Through assemblies and RE and PSHE lessons, Folly Hill offers an awareness of the needs of others and a sense of community are fostered and attitudes of tolerance, sympathy, sensitivity and self-discipline promoted.

## **English**

All aspects of English are taught following the National Curriculum and the Early Years Foundation Stage expectations making links with other curricular areas where appropriate. A command of English in all its forms – reading, writing, speaking and listening – is essential to the all-round development of the child. Our English scheme of is based on our commitment to developing reading and writing through engagement with high quality talk and drama in a range of learning environments.

### Reading

Reading is one of the most important skills taught in school. Folly Hill aims to foster a life long love of reading. When your children start school, they will bring home books to enjoy with you. Your child's teacher will decide when it is appropriate to change the books from the reading scheme, as other linked reading activities may be planned.

These books, together with the reading record, should be kept in the reading folder and brought to school every day so that they are available for any reading activities which may have been planned. A book bag printed with the school logo is available to buy from our uniform supplier.

We encourage children to read a range of texts through guided reading, individual reading, quiet reading, reading partners and they will have the opportunity to select a library book weekly.

### Writing

Correct letter formation is essential from the start. Writing is a complex process requiring a number of skills. Successful writing takes time - initially children are encouraged to make marks and write freely. Most early writing is of a personal nature and children's work reflects their home life and hobbies. Correct pencil grip, spelling, grammar and punctuation are always encouraged.

Before your child starts school, you can help by showing them the correct way to hold a pencil and encouraging them to write their name using correctly formed lower case letters.

### Speaking and Listening

Oral language comes naturally to most children in the early years but there is a continuing need for development and improvement. At Folly Hill School we provide ample opportunity for relaxed as well as more formal talking activities, which are shared with parents.

A vital part of growth and personal development is learning to be a good listener. Such situations as Circle Time, talk partners, drama, and role play are included in the school programme to help children to develop their listening and verbal skills. Children are encouraged to be imaginative and creative, to reason and develop a sense of humour.

## **Mathematics**

Mathematics is an essential and universal method of communication and a broad spectrum of techniques is used to teach it. This encourages children to understand mathematical concepts and to develop the mechanical learning necessary to apply this subject. As a school, we have adopted the 'mastery' approach to our planning and teaching of maths, where we aim to develop deep mathematical understanding through the use of concrete (practical) apparatus.

We believe understanding and enjoyment of Mathematics comes through practical situations and suggest that you involve your child in everyday mathematical activities such as counting, sorting, making patterns and models, handling money, pouring, balancing and playing dice and board games.

## **Computing**

Children are growing up in a world full of technology. We follow the National Curriculum programmes of study with the aim of equipping our children to use technology purposefully, usefully and with an understanding for their safety when working on-line. The school has an Interactive Whiteboard in each classroom and access to iPads and laptop computers. Children will be taught basic coding skills.

## **Science**

A wide range of scientific ideas is explored at this level. It is founded on meaningful, first-hand, practical experience and encourages children to develop a questioning and investigative attitude to the world around them.

Children have access to our outside area, which includes a pond, vegetable beds, herb garden, orchard and sensory areas.

## **Design Technology**

Children are encouraged to use their creativity and imagination to plan, design, evaluate and make a variety of artefacts and to solve practical problems, using a wide range of materials and tools safely and effectively.

## **Physical Education and sporting provision**

All children take part in gymnastics, dance and games activities, with athletics in the Summer Term culminating in a traditional Sports Day and fun sporting activities. The children are encouraged to take part in Maypole dancing at local festivals. Lunch-time supervisors run activities at lunchtime.

We are currently receiving additional sports funding from the government which we are using to extend pupils' experience.

## **History**

Children are introduced to the concept of the past and learn about aspects of family life in the past, as well as historical characters and events. They develop skills in analysing information, drawing conclusions and nurtures their inquisitive nature.

## **Geography**

At Folly Hill we aim to develop in the children, a curiosity about the world and its people that will remain with them and inspire them to explore their world and expand their horizons. Children explore geographical aspects of their local environment and learn about their own and other countries, usually through topic work and discussion about world events.

## **Music**

All the children explore sounds, rhythms and various instruments, take part in singing and **are** introduced children to a wide range of live and recorded music. Children are able to demonstrate their growing musical skills in assemblies and at more public performances such as our end of term events.

## **Art and Design**

Children will experience a wide variety of art techniques and media, enabling them to express their ideas and feelings, and record their observations. They will look at the work of artists and craftspeople who visit the school and appreciate their special talents.

## **Religious Education**

Religious Education takes place within the classroom as well as during the daily Assemblies, which may take the form of a short religious service. They include children's birthday celebrations and Achievement Award, which value children's work or a behaviour award. They are occasions when the whole school comes together to share stories, events, singing and prayers. It is a time to consider attitudes to life and the world in which we live. Other faiths are discussed and celebrated on special days, to broaden the children's understanding of others.



As a Surrey school we follow The Agreed Syllabus for Religious Education.

Parents have the right to withdraw their children from these religious activities if they are in conflict with their personal beliefs. This should be discussed with the Headteacher.

### **Personal, Health and Social Education**

At Folly Hill we believe that pupils must have the opportunity to acquire knowledge to develop a respect for facts and the truth so that they can be enabled to understand their own values. Our school is committed to working with parents and the broader community in order to empower the children in our charge with the knowledge and skills required to become confident and effective members of a modern, multicultural and technological society.

Pupils have the opportunity to experience the process of democracy by being on the School Council (voted on by other pupils), where they take an active part in school decisions.

### **Learning at Home**

Parents'/carers' assistance with children's learning is vital. Working on your child's reading through reading books, or related reading games and activities, is one way they can continue learning at home. Your help in practising these activities will be of great benefit to your child, as well as being mutually enjoyable. Each term children are asked to find out more about a particular subject or topic being explored and produce a project. Older children may be given maths activities and spellings to learn. On alternate half terms/ alternate weeks children will be given the opportunity to choose a library book or a maths game.

### **Special Educational Needs**

The school aims to identify children with special educational needs, including the more able pupil, in line with the demands of the Code of Practice for Special Educational Needs. When such needs are identified, through internal assessments and formal screening, they are discussed with the parents and appropriate action is taken.

This action will take the form of creating Individual support plans or Group intervention plan designed by the Class Teacher, the Special Needs Co-ordinator and parents to answer the individual needs of the child. When necessary, further advice will be sought from appropriate agencies, ie STEPS (specialist teachers and educational psychologists), County Advisors, Speech and Language Therapists, Social Services and Health Authorities.

*The school's Special Educational Needs and Inclusion Policy is available from the school office on request and on the website.*

### **Assessment**

Assessment of children's progress is vital to their individual progress and takes place continuously. This takes the form of formative and summative assessment where appropriate.

Children aged 4 and 5 are observed and assessed according to the criteria found in EYFS during their first year at school.

All children will take the KS1 Phonics check at the end of Year 1. Standard Assessment Tasks, at the end of Key Stage 1 of the National Curriculum, may be implemented to back up teacher assessment levels in the Summer Term of Year 2, which is the academic school year in which the child becomes seven.

### **Curriculum Enrichment**

We aim to enrich the curriculum through trips and visitors throughout the year, e.g. Windsor castle, animal workshops, and road safety workshop.

We currently offer a range of after school clubs, which include football, French, Spanish, gymnastics, dance and tennis.

### Performance Data

	Folly Hill all pupils		Surrey 2018		National 2018	
	Expected	GD	Expected	GD	Expected	GD
Reading	87%	28%	78.6%	32%	75%	26%
Writing	83%	21%	72.7%	18.8%	69.9%	15.9%
Maths	87%	24%	78.9%	25.2%	76%	21.8%
Combined	83%	10%	68%	14%	65%	11.7%
Phonics Year 1	83%		84.2%		82%	
Phonics Year 2	33%		62%		60%	
EYFS GLD	83%		78.3%		71.5%	

## **GENERAL INFORMATION FOR PARENTS**

### **Parental Involvement**

Parental involvement is welcomed, both by helping with classroom activities and with fund-raising activities to raise money for equipment and materials to enrich the children's education and pleasure. A number of parents come into school regularly to help the children in various ways. You may like to offer to help small groups of children with sewing, cooking, computer skills, maths, gardening and language games. Please contact me or your child's Class Teacher if you wish to be involved in this way, subject to **DBS** checks and references when appropriate. It is a statutory requirement that schools obtain enhanced Disclosure and Barring Service (DBS) disclosures on all staff, regular volunteers and governors who volunteer to work with children and maintain a single central record of these checks.

Parents wishing to discuss worries or progress are invited to make an appointment to see either the Class Teacher or Headteacher at a pre-arranged, mutually convenient time. Open Evenings are held once a term, when you will have the opportunity to discuss your child's progress.

Parents are invited to join their children for lunch once a year as well as joining in for Sports day. Grandparents of all pupils are also invited to spend an afternoon in school during the Summer Term.

### **Friends of Folly Hill**

Parents of pupils automatically become members of the Friends of Folly Hill, an Association which supports the School in many ways and organises a range of social and fund-raising activities. The Friends are very hard-working and we greatly value their loyalty and support.

### **Letters Home**

We aim to send home as much information as possible by email and will ask you for a family email address we can use. Paper copies will be sent home in book bags if you do not have email and will always be sent if a parental signature is required (e.g. school trip consent).

Please use an email address which you access regularly – emergency information may be sent this way.

We try to give as much notice as possible of dates – please make a note of them on your calendar. A yearly calendar (paper copy) is sent home in September and the website calendar is regularly updated

Copies of letters sent home are put in the school notice board for you to see what has been sent out. Please check your inbox and/or schoolbag every day and let the office know if you have not received the information.

### **Safeguarding**

At Folly Hill Infant School, we strongly recognise the need for vigilant awareness of safeguarding issues. It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, pupils, parents and governors should feel confident that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff. This is supported by clear behaviour, anti bullying and child protection policies, careful risk assessment, appropriate induction and training, briefing and discussion of relevant issues and relevant learning through our PSHE curriculum.

We recognise that the key elements of safeguarding children are health, safety and ensuring achievement.

(DBS = Disclosure and Barring Service)

Aim:

We have a statutory duty to “safeguard and promote the welfare of children”.

If you have any concerns about the health and safety of a child at this school, or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

The Designated Safeguarding leads for the school are:

Alison Stone	Headteacher
Jane Norbury, Tania Farr and Emma Mann	Deputy DSL
Emma Hardy	Governor for safeguarding

**YOUR SUPPORT IN SAFEGUARDING THE CHILDREN/YOUNG PEOPLE AT OUR SCHOOL IS VITAL**

Child Protection documentation:

- All school staff will have enhanced DBS with reference to Folly Hill School specifically
- Governors have enhanced DBS with reference to Folly Hill specifically if they work regularly with children.
- All regular volunteers i.e. help in our school once a month or more will have enhanced DBS with reference to Folly Hill specifically
- All students over 18 years of age will have DBS checks with their colleges or schools which must be presented to the head on the first day.
- Students under 18 will not have a DBS check therefore they should never be left unsupervised with a group of children.
- All club leaders and their helpers must have enhanced DBS for their company or school whichever is practical - this applies even if they only run a one off club to cover for absenteeism. The school will ensure that external club providers use safer recruitment practice when employing staff.
- Any occasional volunteers will not need DBS checks but will be supervised by staff at all times and will not work with children unsupervised.
- Any contractors who need to work on the school site will be encouraged to come when the school is not open to children i.e. during school holidays, before 7.30am or after 4.30pm.
- If a contractor does have to be on site when children are present, they will be supervised at all times even if they have DBS. We should encourage the companies we use to DBS check their employees
- Consultants, trainers, specialist teachers, educational psychologists, health officials and inspectors will be expected to have a DBS check and this should be presented to office personnel before they may enter the school. SCC employees have date of DBS check on their pass
- The school has an up to date single central register of staff and volunteers stored in the administrative office – a copy is in the central office for checking purposes.
- The head will check Child Protection procedures of other schools to ensure that when staff from other schools visit our site they are fully DBS checked and have been through safer recruitment procedures.

PLEASE READ our CHILD PROTECTION POLICY which is available on the school website.

### **Safeguarding and Educational Visits**

The owners/managers of establishments used for visits from educational settings are responsible for:

- Ensuring that they comply with health and safety regulations
- Ensuring that the building /establishment and equipment is fit for purpose
- Training their staff in safeguarding and having appropriate DBS checks completed

Prior to booking the school will consider issues around:

- The suitability of our staff and volunteers - staff/student ratio, relevant safeguarding training, DBS checks where appropriate and have read this leaflet and Code of Conduct.
- Any specific safeguarding issues relating to a child included on the trip as well as any other special need issues.
- Security and safety on the journey and at the destination
- Fire and health and safety issues
- Personal hygiene

- Administering medicines
- First aid kit and first aider at hand
- The head teacher must give permission for the trip to go ahead.

A risk assessment of the trip should cover these aspects. The venue should also supply a risk assessment.

### **Charging and Remissions Policy**

The Education Reform Act (1988) maintains the right of all children to have free school education. It also confirms that all schools may continue to invite voluntary contributions to meet, or partially meet, the cost of activities during or outside regular school hours. We will invite such contributions to meet the cost of activities of educational value, which could not be organised otherwise, e.g. class excursions and groups visiting the school. These activities are of great value to the children's education and costs will always be kept to a minimum.

### **No child is ever excluded from any activity on financial grounds.**

In the event of any activity having to be cancelled, refunds as appropriate would be made.

### **The School Environment**

Although the school grounds are small, we make full use of them as part of the children's first-hand experiences. With the help of the Friends of Folly Hill and various local charities, we have been able to include a pond, wildlife garden, sensory garden, playhouses, hedging, vegetable gardens, a herb garden and an orchard. We also have outdoor classrooms with covered canopies, a gazebo and a pavilion to be used all year round. We like to take part in outdoor projects such as hanging basket growing and watching birds. The children regularly work in the garden with our Grounds Governor and Caretaker.

### **Equal Opportunities and Access for the Disabled**

While programmes of work are planned to meet the needs of individual children, all children are given the opportunity to experience the full range of class and school activities.

In accordance with our Single Equality Policy, no pupil or member of staff is discriminated against because of disability. The main entrance is accessible for wheelchair users and there are no split levels within the school building. There is a ramp available at the rear of the school. There are also toilet facilities for the disabled. We work closely with all outside professional bodies to ensure the best educational experience possible for children with disabilities; we have contact with Speech and Language Disorder therapists, the School Nurse and the Educational Psychology Service.

*The school's Single Equality Policy is on our website.*

### **Multi-culture**

Children are invited to enjoy a rich variety of other cultures and beliefs through visiting members of various Christian denominations and other faiths to our morning assembly.

Other aspects of our multi-culturalism are explored through role play, cookery, language etc.

### **Relationship and Sex Education**

Relationship and Sex Education will cover relevant aspects of the PSHE, Science and RE curriculum. It may be referred to when relevant during topic work or in response to individual children's needs and questions as they arise and would then be treated sensitively.

School policy can be found on the school website <http://www.folly-hill.surrey.sch.uk/safeguarding>

## **Drug Education**

Pupils will be equipped with knowledge, skills and attitudes to enable them to be in a position to make informed, healthy choices and decisions as appropriate to children in Early Years Foundation Stage and Key Stage 1. Policy can be found on the school website

<http://www.folly-hill.surrey.sch.uk/safeguarding>

## **Behaviour**

We try to adopt the kind of attitude towards behaviour that would be acceptable to a reasonable and caring family.

We look for a high standard of conduct from the children and they are expected to show caring and thoughtful behaviour towards others and a respect for the whole school environment. We aim to guide children towards self-discipline through rewarding good behaviour rather than focusing on unacceptable behaviour although on occasion they may be reprimanded or have 'reflection time' and this is usually sufficient.

If a child is experiencing behaviour problems, parents are invited to the school to discuss the matter in a supportive way and appropriate courses of action are discussed.

School policy can be found on the school website <http://www.folly-hill.surrey.sch.uk/other-policies>

## **Water Breaks**

It has been established that the drinking of water on a regular basis aids concentration, which in turn helps progress. We therefore provide each child in the school with a water bottle when they start at Folly Hill so they can have a drink whenever they need to.

Replacement bottles and lids can be bought from the school office.

## **School Meals**

School meals are cooked on the premises. Children, whether they eat a school dinner or bring a packed lunch, are encouraged to eat a balanced diet but are never forced to eat anything which they really do not want. Please inform us about any special dietary requirements. We re-achieved Healthy School status in July 2012 and Enhanced Healthy School status in July 2013. Parents are invited to lunch annually.

## **School Dinners**

All children at Folly Hill School are eligible for a free school meal. Your child will need to know whether they are having a free school meal or bringing a packed lunch in order that the correct number of meals can be cooked.

Healthy, balanced school meals are cooked on the premises and information from Surrey County Council is included in our Welcome Pack.

Special lunchtimes include Christmas, Chinese New Year, Sports Day etc. when all children are given the opportunity to have a school lunch.

.If you wish your child to bring a packed lunch, you should provide a named lunch box, clearly named on the outside, with an unbreakable and leakproof container for a drink. Fizzy drinks, cans, bottles and sweets should not be sent to school. Children with packed lunches eat their food in the Hall. Lunch boxes should be taken to school on arrival in the morning. We encourage children to bring a healthy packed lunch and to be sustainable with little waste, such as food wrapping, left at the end of the meal.

## **Pupil Premium Funding**

Parents below a certain income level may attract Pupil Premium funding. This money will be spent to develop specific aspects of the individual child's education. **We encourage all parents to fill in our eligibility form.**

If you receive one of the following benefits, your child may be eligible for Pupil Premium Funding – please ask at the school office for further details : Equal Based Jobseeker's Allowance/Employment and Support Allowance/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 Guaranteed element of State Pension Credit/Child Tax Credit, provided that you are not entitled to Working Tax Credit and that your annual income is less than the current threshold of £16,190/Working Tax Credit 'run-on'/Universal Credit. NB: If you receive Working Tax Credit, you do not qualify even if you receive child tax credit and your income is below £16,190.

### **Travel to School**

We encourage our pupils to walk or ride their scooter to school. They can park their scooters and bikes for the day in the scooter shed and bike rack.

The school car park is reserved for staff use during school hours.

Parking outside the School is limited and we ask for your consideration in not blocking the driveways of the houses around the School when dropping off or collecting your children. Please also remember that double parking restricts access for emergency vehicles. Surrey Police have asked us to remind parents that Fixed Penalty Tickets will be issued for the offence of Unnecessary Obstruction.

For reasons of safety, could you please ensure that your children walk on the footpath **at all times** and not on the school driveway.

### **Absences**

In cases of illness, please inform the office by telephone or leave a message on the school answer phone.

If it is essential to take leave of absence for any reason during term time, forms are available from the Office. The Head teacher, on behalf of the Governors, may grant leave at their discretion.

**Our Attendance Policy is available on our website** <http://www.folly-hill.surrey.sch.uk/other-policies>

It is important that we are informed of the reason for a child's absence so that an appropriate mark can be made in the Class Register. If your child is ill, please ring in the morning. If no reason for absence is given, it will be counted as unauthorised

### **We do not authorise absence for family holidays during term time.**

Due to the commitment of parents and children to school life, the attendance record is always excellent. The figures for 2018/2019 were:-

Percentage of authorised absences	2.5 %
Percentage of unauthorised absences	0.7 %

### **School Medicals**

All five-year-old children will receive a medical, including vision tests. Parents are invited to attend. All children are invited to have a Flu vaccination in the Autumn Term.

### **Health**

Please inform us of all health problems such as asthma, allergies, hearing impairments etc. It is essential that you keep us updated with this information.

### **Medicines**

In most cases, children should not return to school after an illness until the need for medication is over. However, your own doctor is the person best able to judge this. In certain cases we can help by administering doses of medicine

during the day, if minimum 4 doses per day are required and **if it is medicine prescribed by your doctor and if he/she requests that we do so.**

All medicines (including lip balms, homeopathic remedies, etc) and inhalers must be clearly marked with the child's name, dosage and times to be taken, and taken to the school office by a parent or guardian where you will be asked to record details on a Pupil Medication Request form. PLEASE NOTE: We cannot guarantee that medicines in school will be given at the time specified. By arrangement, parents may come into the school to administer the medicine themselves and will be asked to do so for ear/eye/nose drops/intimate or invasive drugs.

### **First Aid**

First Aid treatment will be given where necessary, although antiseptic creams will not be used. Cuts and grazes should be cleaned with cold water or antiseptic wipes. Please let us know if your child is allergic to plasters.

For more serious injuries, sickness and any other cause for concern when a child is unwell and unable to continue working within the classroom, we will contact you to come and collect your child. Please make sure that we have up-to-date contact numbers – thank you. If you are unobtainable and circumstances require it, then a member of staff will take the child to the Accident and Emergency department of the local hospital or call an ambulance and accompany the child to hospital.

### **School Photographs**

Individual and family photographs are taken in the Autumn Term. In the Spring/Summer Term, class photographs are taken.

There may be times when children are photographed as part of normal school activity. The photographs may be included on the school website or published in a local newspaper. When pupils start at Folly Hill, parents will be requested to complete a permission slip for this. Any parent not wishing their child to be included can make this known on the slip.

*Please see our Use of Image Policy on the parents' page of our school website.*

### **Emergency School Closure**

In the event of an unplanned school closure due to severe weather conditions or the breakdown of vital services, a notice will be displayed at the school gate and an announcement will be made on Eagle Radio 96.4.

Information on emergency school closures will also be available on the school website and on the County website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) > Learning > Schools > School Closures and on the school website [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk) .

### **Security**

All visitors are required to report to the Office, sign the Visitor's Book and wear a visitor's badge.

A gate system is installed for security purposes. The electronic gate will be open for Breakfast Club, at the beginning and end of the school day and for collecting children from After School Clubs - otherwise you should press the white button (on the window to the right of the gate) to talk to the school office who will then 'buzz' to open the gate.

**For the safety of all our children, please make sure that the gate shuts securely behind you.**

### **Complaints Procedure**

The first step to resolve any problem would be discussion with the School. If you are unable to resolve your problem with the Class Teacher or the Headteacher, you may consult a member of the Governing Body. If you are still not satisfied that your concern has been resolved, you will need to follow Surrey County Council's complaint procedure which can be found on their website.

### **Transfer to Junior School**



Children transfer to Key Stage 2 after completing Year 2. Most children transfer to Hale School or William Cobbett Primary School; however, Folly Hill Infant School maintains close liaison with all local Primary and Secondary Schools in order to ensure continuity through our confederation of local schools.

### **Ofsted Inspection**

Our latest Ofsted Inspection took place in November 2010 and we are delighted to have been judged as Outstanding. A copy of the report is located on the school website (bottom of the home page- department for education) or <https://www.compare-school-performance.service.gov.uk/school/125048>

### **Liaison**

One of the aims of the school is to establish links with our community. With this in view, we have established close relationships with our local nursery and junior schools, churches, park ranger, police constable, museum, county council and fire service.

Newsletters to parents are distributed regularly.

We invite members of the community to visit our school. Our joint efforts as parents and teachers will ensure your child has the best possible opportunity for progress.

## Frequently asked questions

1. **What do I do if my child is ill?**
  - Please ring the school as early as possible and leave a message to let us know why your child is away.
2. **When can my child return to school?**
  - Sickness/diarrhoea – your child needs to have eaten normally and been symptom-free for 48 hours before returning to school.
  - Infectious diseases (e.g. chickenpox) – please consult your doctor/school
  - Conjunctivitis – as advised by your doctor
3. **What do I do if my child has head lice?**
  - Please treat your child immediately and check their hair regularly. Below is a helpful website <http://www.chc.org/>
4. **What do I do if I am going to be late?**
  - If possible, please ring the school to let us know the situation.
  - If you are late bringing your child to school, please bring them to the school office and sign them in. A member of staff will take them to their classroom.
  - If you are late collecting your child at the end of the day, please go to the school office and a member of staff will collect your child from their classroom.
5. **What do I do if someone else is collecting my child?**
  - Please put details in the Going Home Diary kept in the office. If the arrangement is made late in the day, please ring the school to let us know.
  - If it is a regular arrangement (e.g. childminder every Wednesday), please put this in writing to the school. You do not then need to write it in the Going Home Diary.
6. **What do I do if I want to take my child out of school for any reason?**
  - Medical appointment: If it is not possible to make the appointment out of school hours, you will need to complete a Leave of Absence Request Form, available from the school office. On the day, you should come to the office to collect your child and bring them back to the office on their return.
  - Any other reason: Please ask at the office for a Leave of Absence Request Form, as far in advance as possible.
  - Permission is granted at the discretion of the Headteacher and Governors.
7. **What do I do if my child needs to take medicine at school?**
  - You are very welcome to come and administer the medicine yourself and will be asked to do so for nose/ear/eye drops.
  - If it is necessary for your child to have prescribed medicine at school (i.e. four doses a day), please complete the appropriate form at the school office. Please note that although we will obviously do our best, we cannot guarantee to give medicine at the correct time.
  - All medicines must be brought and collected by an adult, not the child.
  - All medicines, including lip salves and homeopathic remedies etc, must be kept in the school office and not in the child's book bag or tray.
  - For long term medication (e.g. inhalers for asthma), please discuss with the office staff and complete the appropriate forms.
8. **Can I come and help in my child's classroom?**
  - Please talk to your child's teacher about the kind of help you are able to offer. If necessary, you will be asked to complete a DBS Enhanced Clearance form.
  - You will need to have a quick chat with Mrs Stone before you start.

9. **What do I do if I am missing information which other parents seem to have?**
- Please check your emails - information is regularly sent from the school office and from the class teachers.
  - Please check that we have an email address for you that you are able to check regularly.
  - Please check your child's book bag and ask the teacher to check his/her tray.
  - Please check in the school notice board to see what information has been sent out recently.
  - Please check the school website - [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk)
  - If necessary, please ask at the office for a duplicate copy.
10. **What do I do if I stop receiving emails?**
- Please check your spam folder.
  - Please check that we have a correct and up-to-date email address for you.
  - Please let the school office know if you have a temporary problem - we will send a hard copy of information home if necessary.
11. **What do I do if my child wants to change to/from school dinners/ sandwiches?**
- Please let the office know. We normally ask that children only change at the start of a half term.
12. **How do I pay for school trips / visits / Breakfast Club etc.?**
- You can pay on-line for trip contributions, other visits, Breakfast Club etc. through Tucasi. You will need to open an account for each child and full details will be sent out once your child has started school in September. If you have lost these details, please ask at the school office. There is a link to the Tucasi log-in page from the school website: [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk) > Parents Information > Online Payments and we would encourage you to pay on-line whenever possible.
  - Details of how to make payments will be sent home as necessary.
  - If you cannot pay on-line, payment should be made by cash in a named envelope to the school office. Please note that we do not accept cheques.
13. **How can I check if I have paid for a trip etc.?**
- You can check your payment history on your Tucasi account page.
  - Receipts will be given for cash payments made through the school office. They will be entered on your Tucasi account and so should also be shown there.
  - If money is still owing after the payment request date, the school office will send a reminder email - but it makes life much easier if they do not have to do so!
14. **Is the school hall available to hire?**
- It depends on the day and time - please ask at the school office for details.
15. **What do I do if my child loses their library book?**
- Library books are normally changed on a specific day each week. If your child does not have their book, a reminder slip will be sent home. If you cannot find the book, the school will charge you for a replacement.
  - Your child will not be able to borrow another library book until the original is returned or a replacement paid for.
16. **What happens if there is an emergency at school?**
- Each September we will ask you to check that the contact details we have for you and your other nominated contacts are correct. If your child is involved in an accident at school, we will contact you or one of your nominated contacts to inform you of the situation.
  - If the emergency involves the whole school (e.g. closure for bad weather, gas leak etc.), an announcement will be made on local Eagle radio and on both the Surrey County Council and school websites. Parents/carers will be emailed, or telephoned if we have no email address.
  - It is essential that we have up-to-date contact details – please let the office know of any changes promptly.
  - In the event of a whole school emergency, please look at the website/email for details – do not telephone the school as the lines will need to be kept free for school use.

# **SCHOOL TERM and HOLIDAY DATES**

## **ACADEMIC YEAR 2019/ 2020**

### **AUTUMN TERM 2019**

Wednesday 04 September to Wednesday 20 December 2019

Half Term from 28 October to 31 October 2018

### **SPRING TERM 2020**

Monday 06 January to Friday 03 April 2020

Half Term from 17 February to 21 February 2020

### **SUMMER TERM 2020**

Monday 20 April to Wednesday 22 July 2020

May Day – Monday 04 May 2020

Half Term from 25 May to 29 May 2020

### **INSET DAYS 2019/ 2020**

Wednesday 4<sup>th</sup> September 2019

Monday 4<sup>th</sup> November 2019

Monday 6<sup>th</sup> January 2020

Monday 24<sup>th</sup> February 2020

Friday 22<sup>nd</sup> May 2020



# Privacy Notice

## (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- 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)
- Assessment information (such as end of key stage assessments, on-going teacher assessments and results of individual testing)
- Medical information (such as care plans and parent request for school to administer medicines)
- Special educational needs information (such as EHCP records, SEND Support documents and information from professionals)
- Behavioural information (such as behaviour incidents, bullying reports racial incident reports and exclusions)
- Child Protection and safeguarding information (such as pastoral records, cause for concern forms and records from meetings with professionals)

### 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 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 the lawful basis of Legal Obligation (as set out in Education Act 1996, Children Act 2004, SEND Regulations 2014 and the Education Regulations 2005). Also under the lawful basis of Official Duties as set out in the Education Acts (GDPR May 2018). The school is also required by law to collect Special Data such as racial or ethnic origin as set out in Article 9 of the GDPR May 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 2018, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### Storing pupil data

We hold a Pupil's Educational Record whilst the child remains at the school. The file will be transferred to the receiving school, unless there is none, where the file will be sent to the Local Authority. Any records to do with Special Educational Needs and Disabilities will also be passed onto a receiving school as will Child Protection information. Once a pupil leaves our school we will not retain any information to do with them.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us 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 (LA) and the Department for Education (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 department 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 Department 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 department's 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, contact the School Office.

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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact the School Office.





Thoughtful. Explorers. Awesome. Motivated.

The contents of this document represent the information required in The Education (School Information) (England) Regulations 2002 (SI 2002/2897), as amended by The Education (School Information) (England) (Amendment) Regulations 2005 (SI 2005/2152), and relate to the School Year 2015/2016. The information was correct as at September 2015. It should not be assumed that there will be no change affecting the arrangements described in this document before the start of, or during, the school year in question or in relation to subsequent school years.

A list and copies of School Documents relating to National Curriculum, School Policy, Governors, LA and Government legislation are available from the Headteacher.

Our school website is [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk)

