

# Purwell Primary School Prospectus



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**“We do our best all the time”**

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- We have made every effort to provide information, which is up-to-date, clear and easy to read. However, it should not be assumed that there will be no change in any of the arrangements detailed in this prospectus in subsequent years.
- Please keep this prospectus in a safe place for future reference.

**Purwell School Staff**

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<b>Headteacher</b>	Mr R Cano
<b>Teaching Staff</b>	Mrs S Barhey Mr P Hart Mrs P Howe Mrs T Ison Mrs H Lancaster Mrs S Powers Mrs N Prue Miss L Southwell Miss C Twitchett
<b>Teaching Assistants</b>	Miss S Day Mrs S Jackson Mrs H Law Mrs C Lawson Mrs R Morgan Mrs L Rathbone
<b>Learning Support Assistants</b>	Mrs D Clabburn Mrs L East Mrs S Walker
<b>School Business Manager</b>	Mrs S Barnes
<b>Secretary Admin Assistant</b>	Mrs S Snaith Mrs M Watson
<b>Cleaner-in-Charge Cleaner</b>	Mrs P Constable Miss L Usher Miss R Sawyer
<b>Kitchen Staff</b>	Mrs K Arnold (Cook Manager) Mrs J Marra Miss N Stelling
<b>Midday Supervisory Assistants</b>	Miss L Boon Miss L Brien Miss C Hancock Mrs P Kumar Miss C Martin Mrs Y Swinnerton Miss L Usher
<b>Visiting Music Teachers</b>	Mr R Atkinson (guitar) Mr J Day (piano)

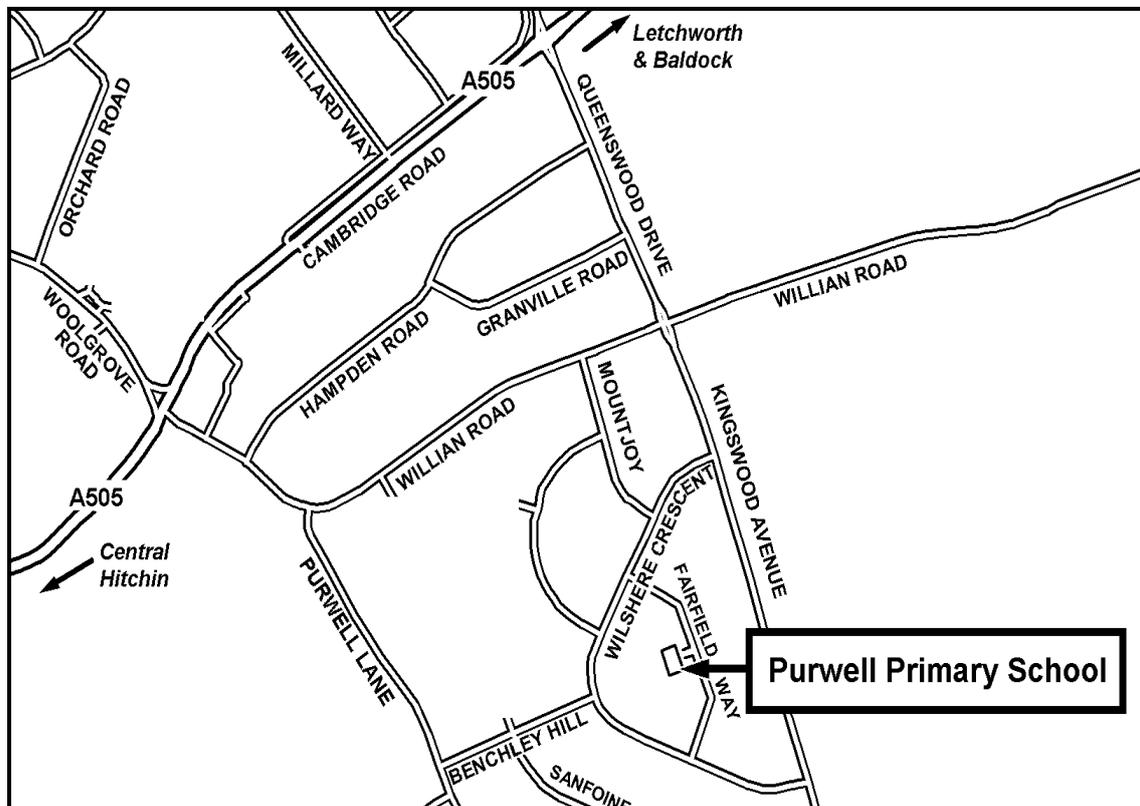
## About Purwell School

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Purwell School was built in 1958 on a hilltop overlooking Hitchin. We have nine spacious classrooms, including a specialist Foundation Stage Unit for children aged between three and five years, a computer suite, audio-visual and additional computer equipment, and a well-stocked library that includes internet linked computers. The school has large playing fields with a football pitch, a wildlife garden and two playgrounds marked out with games.

We welcome children of all abilities in the 3-11 age group. There are approximately 200 children on roll, plus up to 30 nursery places available. Our admission number for classes from Reception to Year 6 is 30 children per year group.

Being part of a community school is very exciting, as there many opportunities for children, parents, governors and staff to be an integral part of shaping Purwell's community.



## Purwell's Vision

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I want Purwell Primary School to be the best school it can possibly be. I want to offer the children an opportunity to reach their full potential in a safe and happy environment. I want them to understand themselves, and others, and to realise that they will achieve well in life if they always work to the best of their ability. I want the children to be supported by staff who are both motivated and passionate about learning.

## Our Aims & Ethos

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Education is a partnership between home and school, and we place a great deal of emphasis on our partnership with parents. We believe that children learn best when home and school work together for their benefit. When your child starts school, it is not where your job ends and ours begins, it is where our job begins and yours continues! Children coming into the school bring a wealth of knowledge and understanding about the world around them. It is our aim to build on these skills and promote a willingness and enthusiasm to learn more.

- **Challenge** – We aim to build successful learners through high expectations of learning and behaviour to allow all pupils opportunities to fulfil their full potential, make good progress and learn lifelong skills.
- **Creativity** – Is a strong focus, ensuring that school is fun! The school will be a bright, attractive and stimulating place to learn.
- **Community** – We value parents, governors and friends of Purwell as our partners in education and will involve them, and the wider community, in the life of the school. We will enable all learners to become responsible citizens who will make a positive contribution to society and build economic well-being.
- **Caring** – Children will be happy and secure, and their achievement will be celebrated and valued by all. They will learn to respect and be responsible for their environment.
- **Consistency** – The school will grow and change, but we will remain true to our vision.
- **Communication** – We realise the importance of efficient, effective communication. Everyone must feel that they have opportunities for consultation and be kept informed.
- **Confidence** – To build independent and confident learners who are able to live safe, healthy and fulfilling lives; equipping them for future challenges.

## **Promoting British Values at Purwell School**

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The DfE has recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.”

The Government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated by the Prime Minister this year.

Throughout school life at Purwell School, we reinforce these values in the way the children learn and the way they behave around the school.

### **Democracy**

Democracy is a fundamental part of school life. Pupils are encouraged to put forward ideas at weekly Pupil Voice sessions. Pupil Voice is enabled through these sessions, pupil interviews and pupil questionnaires. Within the classroom, pupils are encouraged to voice and share their opinions, as well as to listen to and respect the opinions of others.

### **The Rule of Law**

The importance of Laws, whether they be those that govern the class, the school, or the country, are consistently reinforced throughout the school day. Children are fully involved in the creation of class rules, and our Year 6 Playleaders and peer mediators have an important role in the smooth running of lunchtimes on the Key Stage 1 playground. This takes place through their monitor jobs, which not only give them a sense of responsibility, but also help them to understand the Rule of Law. Pupils are taught the value and reasons behind laws, that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken. Visits by the police and the fire brigade also reinforce this message.

### **Individual Liberty**

Within school, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school, we educate and provide boundaries for young pupils to make choices safely, through the provision of a safe environment and empowering education. Pupils are encouraged to know, understand and exercise their rights and personal freedoms and advise, how to exercise these safely, for example through our E-Safety and PSHE/SEAL lessons. (PSHE – Personal, Social and Health Education/SEAL – Social and Emotional Aspects of Learning). Whether it be through choice of challenge or participation in extra-curricular activities, pupils are given the freedom to make choices.

### **Mutual Respect**

Respect for each other is an essential part of our ethos at Purwell School. Pupils have been part of discussions and assemblies relating to what this

means and how it is shown. Pupils are constantly reminded about showing respect to pupils and adults, whoever they are, around the school. This is carried right through to lessons where they are taught to respect the opinions of classmates during talk partner and group work discussions, and when sharing their work with each other.

### **Tolerance of those of Different Faiths and Beliefs**

This is achieved through enhancing pupils understanding of their place in a culturally diverse society and by giving them opportunities to experience such diversity. Collective worship and discussions involving prejudices and prejudice-based bullying have been followed and supported by learning in RE and PSHE. The school has a high-profile vocabulary around our core values which remain at the heart of all we do and how we behave so pupils understand their responsibility in respecting others. Members of different faiths or religions are encouraged to share their knowledge to enhance learning within classes and the school. Visitors from different faiths and cultures are invited into our school to share facts, beliefs and rituals with our pupils. Our pupils have visited other places of worship.



## **Pupil Voice**

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Allowing children input into the decisions of the school is very important to Purwell School. Often, children will be asked their thoughts and feelings, whether it is through a particular group, club, school council, circle of friends or just in class. By having some ownership, of what the children do helps to motivate the children in what they do.

“Purwell School is a caring school. A school that takes pride in the things that they do. We have many fantastic opportunities and we have amazing teachers who push us forward and make sure we produce the best of our ability in our work, by setting goals and challenges.”

“We love school because all the activities (whether in class or out of class) are great! There are a lot of indoor and outdoor clubs to join in with at lunchtimes and after school, such as: Chess Club, Cup Stacking, Cross Country Running, Rounders, Tag-Rugby, Netball, Cricket and, not forgetting Football.”

“Lessons are fun, and we learn in interesting ways.”

“Every two years, Y5 and Y6 go on a residential trip to Kingswood, in West Runton, Norfolk. It is fun, exciting and very, very enjoyable.”

“Building Learning Power helps us to understand better how we learn best.”

Year 6, Oak Class

## **Admissions**

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Purwell Primary School operates a one-term entry system to both the nursery and reception classes. Children who will be four between 1<sup>st</sup> September and 31<sup>st</sup> August of any year will be admitted into the nursery class in the September of that year. Children who will be four between 1<sup>st</sup> March and 31<sup>st</sup> August may be admitted to school in the January of that school year, if their parent decides to defer entry. This should be communicated to the Headteacher, in writing. The same policy governs admissions into the reception class in the year the child is five. Details of the procedure for choosing a nursery place and a reception place for your child are sent via the post by Hertfordshire County Council. The school admission number per year group is 30 children. Admissions for children transferring from other schools are undertaken by the school and parents should contact the school office for further details.

## **Contact details**

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At the beginning of each school year, or on point of entry, parents are asked to complete a contact details form. It is essential that the school has a way of contacting parents during the school day in the event of illness or injury to their child. If your contact numbers alter during the year, please contact the school office, where your details will be amended.

## **School Hours**

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### **Nursery**

There is one Nursery session, from 8.50 – 11.50am.

All children attending the Nursery must be brought and collected by an adult. No child should be brought or collected by a child.

If, at any time, you are unable to collect your child yourself, please inform one of the Nursery staff of the alternative arrangements you have made. This can be done by telephone, letter, email or in person. Please remember to let your child know who will be collecting them.

### **Reception to Year 6**

The hours of the remainder of the school are:

- ❖ Morning Session: 8:50am – 12noon
- ❖ Afternoon Session: 1.00pm – 3.15pm

Children should arrive at school between 8.40am and 8:50am. They should enter the school through the playground gates to either the infant or junior playground. Junior children should go straight to their classrooms. Infant children should be accompanied whilst they wait on the playground. If the weather is bad, infant children should be sent straight into their classroom.

**As safety is paramount in our school, children must not use the main entrance, as it is used by vehicles and because of the obvious dangers.**

## School Uniform

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The school uniform should be worn by all children from Reception to Year 6, as it fosters a sense of belonging. Children should arrive for school clean and presentable.

Items of school uniform are sold at very reasonable prices and can be purchased through the school office. These include: sweatshirts, fleeces, cardigans, coats, PE kits, navy PE sweatshirts and jogging bottoms, caps and book bags.

The uniform is as follows:

### BOY'S UNIFORM

Long or short grey school trousers  
White shirt or polo shirt (must be worn tucked in)  
Purwell school sweatshirt  
Black or grey socks  
Optional, blue school fleece

Flat, black school shoes for outside  
Soft soled black plimsolls for inside

### Summer

Blue caps

### Physical Education

Navy shorts and Purwell school white T-shirt. Trainers (these are to remain in school at all times).

### Physical Education (winter, juniors)

Navy track suit or jogging pants.

### GIRL'S UNIFORM

Grey skirt or pinafore or grey school trousers  
White blouse or polo shirt  
Purwell school cardigan or sweatshirt  
Grey tights or white socks  
Optional, blue school fleece

Flat, black school shoes for outside  
Soft soled black plimsolls for inside

### Summer

Blue/white dress

Blue caps

### Physical Education

Navy shorts and Purwell school white T-shirt. Trainers (these are to remain in school at all times).

### Physical Education (winter, juniors)

Navy track suit or jogging pants.

- **Jewellery**, one pair of stud earrings may be worn to school. For safety reasons, earrings will have to be removed or covered with surgical tape during physical education lessons. Watches are permitted and advisable.
- **Makeup** and nail varnish must be removed before school and no visible body art.
- **Hair** must be tied back, if possible. Hairstyles must be appropriate - shaved designs are not allowed.
- **Swimming**: When your child goes swimming they need to remember their kit each week: towel, girls - one-piece swimsuit and boys - trunks (which do not go below the knee) and goggles if possible. For health and safety reasons earrings need removing.

**Please name all your children's clothes, as this saves a great deal of teaching time if items are mislaid.**



## **Beginning School**

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If your child is about to begin at Purwell School, we hope that his or her time with us will be a happy one. We shall do our best to make it so.

### **Preparing Your Child for Nursery Class**

It would be helpful if you could encourage your child to attempt the following before they start nursery:

- ✓ Dress and undress themselves.
- ✓ Put on their own shoes.
- ✓ Use the toilet alone.
- ✓ Blow their own nose.
- ✓ Wash and dry their own hands.
- ✓ Tidy away toys they have been playing with.
- ✓ Use the words Please and Thank You.
- ✓ Sit still for five minutes while listening to a story.
- ✓ Know their own name.
- ✓ Complete a simple jigsaw.
- ✓ Recite at least three nursery rhymes.
- ✓ Know the names of the main colours.

Parents often ask how they can best prepare their child for the work of school. You can help your child get off to a good start by:

- ✓ Talking with them about all sorts of activities.
  - ✓ Looking at books with them and discussing the stories and pictures.
  - ✓ Reading stories to them.
  - ✓ Simple counting e.g., how many knives and forks when you set the table, how many chairs etc.
  - ✓ Helping them to hold a pencil correctly.
  - ✓ It is also helpful if children know how to use a knife and fork by the reception class.
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## The Curriculum

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### Early Years Foundation Stage

The Foundation Stage makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Early Years Foundation Stage is about developing key learning skills such as listening, speaking, leading to independent confident happy children.

The seven areas of learning that makeup the Foundation Stage curriculum are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Maths
- Understanding the World
- Expressive Arts and Design

Careful thought and planning goes into the Early Years curriculum. Individual needs are catered for and children's interests are taken into account. To maximise learning, children learn through a mix of adult led and child-initiated activities. The environment is very spacious, and our two outdoor environments are as equally important for learning as indoors.

### Key Stage 1 (5 – 7 years) and Key Stage 2 (7 – 11 years)

At Key Stages 1 and 2, the children follow the programmes of study set down by the National Curriculum. These include the National Primary Frameworks for Literacy and Mathematics. Curriculum information for each year group is sent to parents early in the autumn term and is also available on the school website.

The core curriculum at Key Stages 1 and 2 comprises of:

- ❖ English,
- ❖ Mathematics,
- ❖ Science,
- ❖ Computing
- ❖ Religious Education.

Children also study the following subjects as part of the National Curriculum:

- ❖ History
- ❖ Geography
- ❖ Physical Education (Games, Gymnastics and Dance)
- ❖ Art and Design
- ❖ Design and Technology
- ❖ Music
- ❖ PSHE (Personal, Social and Health Education) and Citizenship
- ❖ **Reading** is taught through a variety of different structured schemes, supplemented with a wide range of other books. Books are organised in a structured way to allow children many opportunities for consolidation of

key vocabulary. We encourage parents to work with their child at home, by hearing them read daily.



## **Educational Visits**

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Visits are made by classes to places of interest in support of work undertaken in school. These trips usually take place during school hours under the guidance of staff. Most of these visits and experiences are only possible with the financial assistance we receive from parents. Other areas of your child's education for which contributions may be sought include swimming and individual music lessons. Every two years, Years 5 and 6 pupils spend a week at The Kingswood Centre, in West Runton, Norfolk, on their residential school journey.

In the school's policy for charging and remissions for educational activities the Governing Body embraces the principles of free school education and that, whenever possible, no pupil is excluded from an activity because of financial difficulty. Parents who experience problems should see the Headteacher.

### **Religious Education**

Religious Education will be taught as both single subject and as part of topic work, whichever is the most appropriate in the circumstances. The school adheres to the Hertfordshire Agreed Syllabus in Religious Education which covers the six main religions: Christianity, Islam, Hinduism, Sikhism, Judaism and Buddhism.

Religious Education also forms part of the daily school assembly. It is broadly Christian but completely non-denominational.

All parents have the right to withdraw their children from acts of worship and Religious Education. An alternative activity will be provided for these children. Parents who wish to withdraw their children need to inform the Headteacher, in writing.

### **Sex Education**

Children's questions will be answered in a sensible and sympathetic manner as they arise. In Year 6, the class receives sex education lessons and use is made of an appropriate DVD to give children a systematic course of sex education. Parents will be informed before the course of lessons is due to take place and be given the opportunity to discuss any concerns they may have with the class teacher.

Parents have the right to withdraw children from Sex Education, except that which forms part of the National Curriculum. Please speak to the Headteacher if you have any concerns about this.

### **Drugs Education**

Within their Science curriculum, Year 6 pupils will have lessons on the dangers of legal and illegal drugs as part of their Health Education Studies.

### **Homework**

Children are set homework in all classes except nursery. Reading books should go home daily, with younger children taking their words to learn. Spellings are sent weekly, as are number tasks. Homework assignments increase as children progress through Key Stage 2. Details of each class's homework schedule are sent home at the start of the autumn term. All children in Key Stage 2 classes have homework diaries, which should be signed weekly by parents.

### **Extra-Curricular Activities**

We offer a wide variety of clubs that take place during lunchtimes and after school. These are run by staff.

Some of the clubs we offer are: football, netball, athletics, rounders, cricket, computing, art, drama and chess.

### **Special Educational Needs**

Any child may have a special need at some part of their school life. This may be a health, learning or behaviour need.

Purwell is an inclusive school and support will be given to children during this time, sometimes in the form of a specific learning plan. This may be on a short or long-term basis, according to the needs of the individual child. In a few cases the school may need the support of outside agencies eg, speech therapist, doctor or educational psychologist.

At all stages, parents are actively encouraged to be involved with their child's progress.

### **Child Protection**

The school works in partnership with parents to support children in every way possible. However, the Children Act 1989 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children. As a result, if concerns are raised within the school or a child or parent reports a situation involving possible

abuse, we would not be able to guarantee confidentiality. It would have to be referred to Social Services.

This is in line with Government and Hertfordshire policy.

*At Purwell School, the Headteacher is the member of staff responsible for child protection.*

### **Pupil Premium**

The Pupil Premium Grant is additional money that is allocated to schools. All schools have the freedom to spend the pupil premium, which is additional to the underlying school budget, in a way they think will best support the raising of attainment for their most vulnerable students.

The aim of the Pupil Premium is to support students who are statistically most likely to underachieve. The focus is particularly on students who:

- Are known to have been eligible for free school meals at any time in the previous six years.
- Have been looked after by the Local authority, continuously, for at least six months.
- Have parents in the armed services.

At Purwell Primary School, we take very seriously the need to support all students to achieve well and have developed a range of strategies to ensure our students succeed.

### **Authorised and Unauthorised Absences**

Schools are required by law to publish their authorised and unauthorised absence figures. For the Autumn Term 2018/19 overall absence was 2.98%, of which 0.88% was unauthorised (January 2019 Census).

### **Working alongside parents**

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The school believes that close consultation between parents and teacher is vital to the progress and wellbeing of the child, and teachers are generally available to discuss problems or difficulties after school or by appointment via the school office.

Problems do crop up from time to time, and we shall always be pleased to discuss them with you. Please **do not wait** for a Parent Teacher Consultation Evening but come at the time the problem occurs.

Consultation Evenings take place in the Autumn and Spring Terms, when you may come and see your child's teacher about his/her work and we urge you to make every effort to attend these important meetings.

Parents of Nursery children are invited to a meeting prior to their child starting in the nursery. Parents of children moving to all-day attendance in the Early Years Foundation Stage will be invited to a meeting during their child's final term in nursery. You will receive an annual progress report for your child in the Summer Term.

### **Newsletter**

A key communication tool for us to let you know what is happening is the newsletter. This is emailed every other Tuesday. The newsletter contains important information and dates, and parents note the important information contained within it. The newsletter is also published on the school website.

### **Website**

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The website is a useful place for finding out about lots of school related matters, including curriculum information, school policies, events, statutory information and the role of the Governing Body.

### **Twitter**

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The school operates a secure Twitter account. Photos of events and work going on in school, along with sporting events are published on this closed site. Only parents of pupils currently on roll may be admitted to the membership. Parents will need to seek the Headteacher's permission to become a member.

### **Extended Schools Services/Study Support**

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We are part of the Hitchin Partnership and meet the full core offer for extended schools; which provides many services including family support workers, Cookie Club and counselling.

The Community Room, on site, offers facilities for various groups such as: parenting classes, toddler groups and library service, along with many others. Through this, we are also closely linked with York Road Children's Centre.

The Department for Education (DfE) issues, from time to time, explanatory documents about aspects of the Government's educational policies. A copy of each document is kept in school, along with statements of the school's curriculum objectives. These are for parents to view, by prior appointment with the Headteacher.

From time to time, the school is asked by outside organisations to distribute to parents information about activities of interest to children. It is important that parents are aware that, where the school agrees to distribute such information, this does not mean that the suitability of the organisation or the activity has been checked by the school. We would simply be acting as a distribution point for information that we feel may be of interest to parents.

### **Assessments**

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At the end of each term, children are teacher assessed and, at the end of the Summer Term, results are passed on to the next teacher. This is particularly useful for the transition into Key Stage 2 and for transitions to secondary school.

Parents are informed of how their child has done, at the end of the Summer Term.

## **School Attendance**

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Please do not keep your child away from school without good reason. Regular attendance is of utmost importance to your child's education. This is of particular importance for Key Stage 1 and 2 children during the weeks designated for Standard Attainment Tasks and Tests (SATs) preparation. It is very helpful if parents can telephone school by 10 a.m. on the first day of sickness absence, as this ensures the school knows where the child is and it can provide useful medical information, particularly in regard to viruses and infectious conditions. The school operates a first day response, so if parents do not contact us, we will contact them to provide a reason for their child's absence from school.

Lengthy absence from school during term time can have a detrimental impact on learning. Annual holidays should not be arranged during term time, but if this is unavoidable please complete a Leave of Absence form, which is available from the School office. Permission for absence for dental visits, medical appointments etc, should be sought in writing or by telephone.

Children should not return to school after illness until fully recovered, and a written note of explanation should be sent to school.

Children are not allowed to leave the premises during school hours for any reason unless accompanied by an adult. Any request for a child to leave school during school hours should be made in writing, in person or by telephone.

- Unless the school is notified in person, in writing or by telephone any absence will be counted as unauthorised.

## **Complaints**

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The staff, Headteacher and governors aim to do their utmost to make sure your child feels safe and enjoys their time at Purwell School. However, if you do have concerns about your child's work or something happening in school, then please approach their class teacher. If you remain concerned, you should then make an appointment to see the Headteacher.

Complaints about other matters should be addressed to the Headteacher, in the first instance, with procedures available to take the complaint to the Governing Body, if appropriate.

The school's complaints procedure is available on the school website. If, however, you do not have access to the internet, you may ask for a copy from the school office.

## School Meals

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Children who stay for lunch at school either eat a school dinner or bring a packed lunch. Pupils are not restricted to having just home packed lunches or just school dinners, as parents can opt for their child to have a school meal at any time.

Packed lunches must be brought in a labelled plastic container. Water is provided at the table. We insist that uneaten food is returned home so that you may be satisfied as to what your child has eaten.

The school kitchen operates a pupil choice menu. Pupils are able to choose from three daily options, two hot lunch selections and one cold packed lunch. A vegetarian choice is always available. A rolling three week menu is used. Copies of the menu are issued to parents so that choices may be selected in advance. There is also a link to the Herts Catering website, containing the menu, on the school website.

- All pupils in Reception – Year 2 receive a free meal each day, if they wish, through the Government’s Universal Infant Free School Meals scheme (UIFSM). Meals for pupils in Years 3 – 6 need to be paid for.
- Payment for school meals should be made in advance.
- Money should be sent in to school in a sealed envelope clearly marked with your child’s name, class and the amount enclosed.
- If you wish, you may pay by cheque, half termly, **in advance**. Cheques should be made payable to Hertfordshire County Council.
- Alternatively, payment can be made via School Gateway, a secure, online payment service.
  
- If you are in receipt of Income Support or an income-based Jobseeker’s Allowance your child may be eligible for Free School Meals (FSM). Applications can be made online at [www.hertsdirect.org/scholearn/canhel](http://www.hertsdirect.org/scholearn/canhel). All enquiries are dealt with in the strictest confidence. Even if your child is in one of the classes receiving UIFSM, if you believe that they may be eligible for FSM, based on family income, you should apply. A range of other benefits would also become available to your child and their siblings, if the application was successful.

## **Milk and Fruit**

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Milk is available to all pupils. If you wish your child to have milk, this must be ordered and paid for in advance. Nursery children are not charged for milk. Key Stage 1 and 2 children whose families are in receipt of Income Support or an income-based Jobseeker's Allowance are not charged for milk. Letters containing further information will be sent out towards the end of each term.

The Government provides all Nursery and Infant pupils with a free piece of fruit or vegetable each day for morning snack. Junior pupils may purchase fruit for a small sum of money, payable by the term. Morning snack should be fruit or vegetable only.

## **Health and Welfare**

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It is important that we are kept fully informed of your child's medical history. The school nurse gives school health interviews shortly after entry to school but special arrangements may be made for your child to see the doctor at the clinic if you wish, at a later date.

### **Infectious Diseases**

Please notify the school of infectious diseases, particularly:

- ❖ Rubella (German measles)
  - ❖ Threadworms
  - ❖ Headlice
- See overleaf for incubation and exclusion times for common diseases.

### **School Dentist & School Nurse**

The school dentist visits the school regularly. The school nurse may be contacted at on: 01707 252465.

### **First Aid**

If your child has an accident, he/she will be given first aid at school and, if necessary, sent to hospital.

- Please keep the school informed of changes of telephone number (work and home) so that you can be reached quickly in an emergency.

### **Medicines**

Medicines are not administered in school. Most medicines need to be given three times a day and could be given before school, when school finishes and at bedtime. Parents of children on permanent medication should see the Headteacher.

### **Inhalers**

The school must be informed of your child's need to use an inhaler during the school day. We keep a register of this to ensure that everyone involved with your child knows your child's needs.

We prefer children to carry their inhalers with them throughout the school day. Parents of younger children may ask for their inhaler to be kept by the teacher. Children should be taught how to use and look after their inhalers. We are happy to store spare inhalers. All inhalers must be clearly labelled with your child's name.

## Incubation and exclusion time for common diseases

<b>Disease</b>	<b>Normal incubation period</b>	<b>Minimum period of exclusion (provided child is well enough to be in school)</b>
Chickenpox Shingles	14 – 21 days	5 days from onset of rash (not necessary for all scabs to be gone).
Measles	10 - 15 days	5 days from onset of rash.
Mumps	16 – 20 days	5 days from onset of swelling.
Rubella (German measles)	14 – 21 days	5 days from onset of rash
Whooping cough	7 -10 days	5 days from commencing antibiotic treatment.
Impetigo		Until dry and healing or 48 hours after antibiotic treatment started, unless lesions can be covered. Hygiene advice is essential.
Verrucae		Exclusion from barefoot exercises unnecessary provided warts remain covered with an occlusive plaster.
Athlete's foot		Exclusion from barefoot activities unnecessary but hygiene advice advisable
Meningitis	2 -10 days (commonly 2-5 days)	Until recovered.
Food poisoning	Variable according to cause	Until well and diarrhoea and/or vomiting has stopped for 24 hours.
Hand, Foot and Mouth Disease	3 – 5 days	Children in nursery should be excluded until lesions are healed.
Conjunctivitis	Bacterial 1 -3 days Viral 2 – 7 days	Until improvement begins with medication if recommended by GP. Hygiene advice essential.
Threadworm	14 - 42 days	No need for exclusion but should be treated promptly. Hygiene advice essential.
Headlice	Headlice are very common in schools. As a preventative measure parents are advised to keep a close watch on children's hair and to make sure that all family members thoroughly comb their hair twice daily.	

## **Purwell School Governing Body**

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Governing bodies of schools are made up of several categories of governor to give breadth of expertise, background and a balanced perspective to the management of a school.

Our school's current Governing Body is as follows:

Mr M Nadasdy (Chair)	LEA Governor
Mr R Cano	Headteacher/Governor
Mrs S Barnes	Staff Governor
Mr G Bates	Co-opted Governor
Mrs E Lennon	Co-opted Governor
Mr M Hillman (Vice Chair)	Parent Governor
Mrs E Morris	Co-opted Governor
Mrs E Sprake	Co-opted Governor
Mr J Walshaw	Parent Governor
Vacancy	Parent Governor
Vacancy	Parent Governor
Mrs E Battarbee	Clerk

### **What Does the Governing Body Do?**

Recent legislation has significantly widened the responsibilities of school governors who work with the headteacher and are concerned with the following areas:

- ◆ Monitoring the implementation of the National Curriculum and religious education.
- ◆ Monitoring the provisions made for children with special educational needs.
- ◆ Deciding how the annual school budget will be apportioned.
- ◆ Setting and monitoring the school's annual development plan.
- ◆ Responsibility for health, safety and security within school.
- ◆ The recruitment of staff.
- ◆ Deciding how the school is to be used outside the teaching hours.
- ◆ Contributing to good relations between the school, the community it serves and the Local Authority (LA).

## **Purwell School Association**

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The school is fortunate to have an active Purwell School Association (PSA), which organises events and money-raising activities. Membership of the association is made up from parents, staff and governors. The association's aims are to advance the education of pupils in the school by:

- ❖ Developing more extended relationships between staff, parents, governors and others associated with the school.
- ❖ Engaging in activities that support the school.
- ❖ Providing and assisting in the provision of facilities for education at the school not normally provided through the school's budget.

Among the events organised by the PSA are the Christmas and Summer Fayres, family discos and barbecues, quiz nights and pamper evenings. To date, these events have allowed the PSA to donate money to purchase computers, playground equipment, PE equipment, extra storage space and many classroom items for the benefit of the children.

The PSA has paid for various items of equipment, over the years. Most recently, it has provided the school with additional iPads, outdoor storage containers, Maths resources and additional equipment for indoor play. At Christmas, the PSA covers the cost of presents for pupils in the Foundation Stage. The PSA also contributes to the cost of visiting theatre group productions.

The PSA warmly welcomes new ideas and volunteers. All parents are welcome to attend the regular PSA meetings, dates of which are posted on the notice boards in both the playgrounds and in newsletters. Parents can make their views known by speaking to members of the PSA committee.

## **Purwell Primary School Term Dates 2018/19**

### **Autumn Term 2018**

Monday 3rd September	School closed for Inset Day
Tuesday 4th September	Pupils return to school
29th October – 2nd November	Half-term
Friday 7th December	School closed for Occasional Day's holiday
Friday 21st December	Last day of term

### **Spring Term 2019**

Monday 7th January	School closed for Inset Day
Tuesday 8th January	Pupils return to school
18th – 22nd February	Half-term
Friday 15th March	School closed for Inset Day
Friday 5th April	Last day of term

### **Summer Term 2019**

Tuesday 23rd April	School closed for Inset Day
Wednesday 24th April	Pupils return to school
Monday 6th May	May Bank Holiday
27th May – 31st May	Half-term
Friday 12th July	School closed for Inset Day
Wednesday 24th July	Last day of term