



Welcome to Stamshaw Infant School



School Information

Stamshaw Infant School is a non-denominational school catering for girls and boys from 4 years to 7 years.

We are proud to be part of The University of Chichester Academy Trust who have a long track record of partnership with schools and a substantial proven expertise in education.

Local Authority Director of Children's Services
Civic Offices
Guildhall Square
Portsmouth
Hampshire
PO1 2EA
Telephone: (023) 9284 1200

Sarah Daly

Ofsted—www.ofsted.gov.uk

Stamshaw Infant School
North End Avenue
North End
Portsmouth
Hampshire
PO2 8NW
Telephone: (023) 9266 1192

www.stamshawinfant.co.uk

Headteacher:

Mrs J Cooper

Chair of Governors:

Mrs S Bailey

Admin Manager and PA to Headteacher:
Business Manager:
Admin Assistant
Finance Assistant
Site Manager:

Mrs J Hummerstone
Mrs N Glover
Mrs M Cornell
Mrs Mary Fountain
Mr A Young

School Sessions:

08.50 hours – 12.10 noon
13.10 hours – 15.15 hours

School Office Hours:

08.30 hours – 15.45 hours

School Information

STAFFING YEAR 2022 - 2023

Mrs J Cooper
Mrs A Fancey

Headteacher
Head of Pastoral/Behaviour
Leader of Mental Health and Wellbeing

Miss T Fancey
Miss S Beare
Miss C Payne

Inclusion Leader and Leader of Early Years
Leader of Year 1
Leader of Year 2

EARLY YEARS

Woodpecker Class

Mrs C Churcher - Teacher
Miss T Fancey - EY Leader
Miss K Aldred - TA

Kingfisher Class

Mrs C Moore - Teacher
Mrs S Overy - T A

Robin Class

Miss V Cresswell - Teacher
TBC - T A

YEAR 1

Toucan Class

Miss S Beare - Yr 1 Leader
Miss T Bingley - Teacher
Mrs A Sands - TA
Miss C Hillhouse - TA

Hummingbird Class

Mrs L Tucker - Teacher
Mrs K Malyon - Teacher
Mrs S Ingle - T A
Miss K Pavitt - TA

YEAR 2

Penguin Class

Miss C Payne - Year 2 Leader
Mrs E Phelan - T A
Mrs K Campbell - TA

Peacock Class

Mrs A Spicer - Teacher
Mrs S Aitken - Teacher
Mrs D Straw - TA
Mrs N Weston - TA

Puffin Class

Mrs J Steward - Teacher
Mrs S Brown - TA

Mrs E Phelan - Speech and Language Specialist, Academic Mentor
Mrs E Brown - Emotional Literacy Specialist (ELSA)



School Information

STAMSHAW INFANT SCHOOL - THE GOVERNORS

Stamshaw Infant School is an academy within the University of Chichester Multi-Academy Trust.

The governance within the University of Chichester Multi-Academy Trust is undertaken by members, trustees (sometimes called Directors) and governors of individual academies.

Stamshaw Infant School and Stamshaw Junior School share a Joint Governing Board

G O V E R N O R S

Mrs S Bailey - Chair of Governors

Mrs J Cooper - Headteacher Stamshaw Infant School

Mr R Jones - Headteacher Stamshaw Junior School

Mr M Bond

Mrs A Fancey

Mrs S Hodges

Mrs C Hughes

Mr J MacKay

Mr D Morling

Miss C Payne

Mr M Pearce

The Chair of Governors is available on 023 9266 1192
Or by email: sbailey@stamshaw-inf.portsmouth.sch.uk

School Information

Contact with School

Parents are welcome to contact the school at any time if they have concerns or questions. Most concerns can be addressed by a conversation with your child's class teacher, a short note or a telephone call. Otherwise appointments can be made for all members of staff. Parents are asked to bear in mind that the beginnings and ends of the school day are our busiest and there may be a short wait before someone becomes available.

Absences

If your child is unwell or unable to attend school we ask that you please keep us informed on the morning of the absence.



Ring the office on 023 9266 1192 **before 9.15 am** on the morning of the absence and leave a message on the school absence answer phone.



Always follow up **all** absences with a letter or text on the day your child returns to school.



Alternatively you can email the school at:-
absence@stamshaw-inf.portsmouth.sch.uk



All positive cases of Covid19 should be notified immediately via the secure Covid email address covid@stamshaw-inf.portsmouth.sch.uk

Contact telephone numbers

From time to time we may have a reason to telephone you during the school day, particularly if your child is unwell. Please ensure that the contact telephone numbers we have for you are up to date. If you have any change of details, please inform the school office who will update the records. **We ask that you make sure that all mobile phones are switched on and are contactable whilst your child is at school.**

Communication

We produce a regular newsletter which can also be viewed on our school website www.stamshawinfant.co.uk. This gives important information about forthcoming events and lists important dates such as INSET days and Parents' evenings. We use 'Seesaw', our learning platform to communicate your child's curriculum progress. Instagram, our website, letters and Seesaw are all used regularly to communicate with our families.

Visitors and Security

We ask all visitors to report to Reception, situated on the North End Avenue side of the school. This is to enable visitors to sign in and wear a visitors badge.

School Information

DETAILS OF SCHOOL UNIFORM

We believe that a school uniform is important:

- It looks smart
- Wears well
- Contributes to a sense of belonging and community
- Makes children feel equal to their peers in terms of appearance
- Fosters a feeling of pride
- It is designed with health and safety in mind

We ask that all children wear the uniform and encourage them to maintain a good standard of clean and tidy dress in school. The uniform is designed to be practical, maintainable and good value for money.



All uniform with our school logo ie sweatshirts, cardigans, bookbags and PE kit can be purchased online from schooltrends.co.uk

Uniform

Grey trousers, shorts or skirt

White or navy blue embroidered polo shirt

Embroidered logo sweatshirt or cardigan

Blue and white gingham dress for the summer months

Black shoes



School Information

DETAILS OF SCHOOL UNIFORM

P.E Kit

White T-shirt

Blue shorts

Plimsolls or tainers

Plain tracksuit for the winter

Drawstring bag so the P.E kit can be stored in school



Hair accessories such as slides, ribbons bobbles, etc, should be fairly simple and if possible in school colours.

Parents are asked to ensure that all items are labelled clearly with their child's name.

For safety reasons we ask that the children do not wear jewellery in school.

For health reasons it is important that children are properly dressed for physical activity.

PE kit should be kept in a named drawstring bag.



School Information

Jewellery - for safety reasons children are not allowed to wear jewellery or hard hair ornaments in school. Small stud earrings for pierced ears are allowed. **No other jewellery should be worn in school at anytime.** Please do not send your child to school wearing coloured finger nail varnish or shaved designer hair.

Tatoos and transfers should **NOT** be worn to school.

School Meals

All children in Early Years, Year 1 and Year 2 will be able to receive a school meal at no cost to the parents. To help us ensure that we are able to claim the correct level of funding and to help us plan, please complete the Portsmouth City Council Universal Infant Free School Meal form and return it to the school office. (Please note that a cash alternative is not available for those pupils not taking a school lunch.) Special Dietary requirements can be catered for. Your child may of course bring a packed lunch to school.

There are facilities for children to eat packed lunches on the premises. Sticky, fizzy or canned drinks or any sweets are **not** permitted. We encourage the children to eat sandwiches, yoghurts and fruit as part of a healthy daily diet. Water is always available for the children. All packed lunches should be in suitable containers, which are **clearly marked** with names, and which can be easily stored. For hygienic reasons we request that they be washed daily.

Milk

Milk is available free of charge to children under 5 years old and to those pupils eligible for free milk. There is also the opportunity for you to purchase milk after your child's 5th birthday. The office team will help with information regarding milk.

Mid morning snack

All children are offered a piece of fruit at playtime. In addition the children are able to bring a piece of fruit from home. This should be wrapped, named and placed in the class fruit box.

Children must **not** bring sweets to school under any circumstances, not even in their packed lunch box.

Bottles of water are readily available in the classroom throughout the day.

Fruit juice in **small** containers may be brought in for lunchtime if your child has a school dinner. These should be marked with your child's name.



NUTS We currently have members of our school community who have a nut allergy, therefore we ask that you please make sure that **no nut products are brought into school.**

If your child has an allergy to nuts, please advise the school office. Thank you.

School Information

PASTORAL CARE AND WELLBEING

Child Protection Procedures

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Child Protection Procedures and inform Social Care of their concern. The named Designated Safeguarding Lead for this school is Mrs J Cooper (Headteacher).

Medical Service

At intervals throughout your child's schooling the school nurse may examine children. Parents are always invited to these medicals. Children's eyesight, teeth and hearing are also periodically checked and parents are informed if it is found that treatment is necessary.

Parents Of Children With Medical Conditions

We have a clear policy and extensive procedures for the health and safety of your child which aims to cover every possible situation. Parents will be asked to complete a detailed school data form. It is vital that any changes are updated.

Allergies or Other Recurring Conditions

We ask parents to inform us about any allergies or recurring conditions - even if the conditions are very rare.

All details will be available to class teachers or First Aid staff but held **confidentially**.

Administration of Medicines.

Legally schools are not compelled to administer medication to children because of the risks involved and possible legal consequences. However, it is the school policy, wherever possible to assist children and parents by administering **prescribed** medicines in school time. Consent forms may be obtained from the office.

Illness/Accidents

If your child is ill or has an accident at school, it may be necessary to contact you. It is essential that we not only have your home telephone number/mobile number, but also emergency numbers/names. **We ask that you keep your mobile phones switched on while your child is at school.** It is also vital that any changes in the information is notified to us immediately. In exceptional circumstances, where the problem is serious and contact with you could not be made, the Headteacher will act in 'loco parentis'.

School Information

Registration

It is important that parents and children should get into the habit of arriving for school **on time**.

Daily school registration is a legal process and takes place at 9.00 am and 1.10 pm. **Parents should note that the arrival of your child after 9.00 am and after 1.10 pm will be recorded as late.** Children arriving after 9.30 am will be marked in the register with a 'U' code which is an unauthorised lateness code and these are monitored by the local authority School Attendance Team. All children arriving after 9.00 am must enter school by the front door accompanied by their parent or named adult where they will be asked to sign in the 'Late Book'. Your child will then be taken to their class by a member of staff.

Attendance

This school does not support leave taken during term time as this disrupts the children's learning. Parents have a legal responsibility to ensure their children attend school everyday.



The school aim is 100% for every child. Regular attendance makes a major contribution to the overall attainment and progress of your child. It is therefore essential that they are at school and arrive on time each session. For continued progress towards the best results it is essential children come to school each day.

The school must be informed on the first morning of any absence, by telephoning the office before 9.30 am. Alternatively you can email absence@stamshaw-inf.portsmouth.sch.uk It is a legal requirement for the school to register the reason for all absences. Some categories of absence and unexplained absences will be recorded as unauthorised. Please make sure all absences are followed up with a letter from home stating the dates and reason for the absence.

In line with the directive from the City Council Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.



- 1. No Leave of Absence requests will be authorised in the Autumn Term (September, October, November and December).**
- 2. No Leave of Absence requests will be authorised if your child's attendance falls below 96%.**
- 3. No Leave of Absence will be authorised during May or June or any other times when National Testing takes place.**

Failure to adhere to the School Policy may result in a referral to Portsmouth City Council School Attendance Team for fining. Children should attend school unless there is clear and good reason not to. We are committed to high levels of attendance and regularly celebrate with those who achieve excellent attendance. Parents will receive regular attendance data. Concerns regarding attendance will be followed up with a meeting with the Headteacher and appropriate outside agencies.

The local authority School Attendance Team monitor all school attendance and will highlight those children whose attendance falls below 96%.

School Information

Medical Appointments



We ask that wherever possible all medical appointments eg Dentist, Doctor etc are booked for times outside of the school day. On occasions this might not be possible and so in this instance we would ask that you bring your child to school in the morning for Registration and then sign them out. All children who have an off site appointment must be collected and returned to the Administrative Office where parents or a named adult will be asked to sign the child out and back in again if appropriate. We ask that you always

bring medical appointment cards/letters to the school office where we will photocopy them and file them to cover the period of absence from school. If you have a very early morning appointment, please telephone the school office to notify that your child will be late to school.

Please note that you will need to book ahead for a school dinner on that morning as all school dinners are ordered by 9.30 am.

Health and Safety

Your child's welfare is our priority. The Governors and staff have made certain arrangements to safeguard everyone's health, safety and security and to ensure statutory responsibilities are met.

Arrival at school and departure at the end of the day

Children should arrive at 8.50 am for the start of school at 9.00 am and again by 1.05 pm for the afternoon session at 1.10 pm. The morning session finishes at 12.10 pm and the afternoon at 3.15 pm.

It is essential that all children arrive to school promptly in the morning and are collected promptly at the end of the school day.

We monitor those children who are continually brought to school or collected late. Please note that children can not be collected by siblings under the age of 16 years without specific written permission from the Headteacher.

For security reasons the playground gate is only opened between 8.50 am and 9.05 am and between 3.05 pm and 3.20 pm for access to the class entrances. Children going home for lunch will leave and return via the office. At the end of the day parents should wait in the playground by the designated class exits where the children will be handed over by the class teacher to the named adult.

Car parking is restricted to the roads surrounding the school. We therefore encourage children to walk to school when and where possible.

School Information

In the interests of all our health, the school and the school grounds are '**No Smoking**' areas.

Well behaved dogs are permitted on site but **MUST** be on a lead at all times.

We ask parents to take litter home with them.

Please do not use mobile phones on the school premises.



Playground

The playground equipment is designed for children aged between 4 and 7 and is not appropriate for older children to use.

We cannot accept any responsibility for accidents that occur during this time.

School Information

EARLY YEARS CURRICULUM

"Children get off to a flying start in Reception. Staff provide children with exciting learning opportunities and tailor them to their individual next steps and interests. They help children to develop good independence skills"..... Ofsted Report 2018



Children develop quickly in the early years, and early years practitioners aim to do all they can to help children have the best possible start in life.

Your child's time in Early Years is a very important stage in their education, as it aims to ready them for school as well as preparing them for their future learning and successes. The Early Years Framework is designed to ensure your child's first year at school is happy, active, exciting, fun and secure; and supports their development, care and learning needs.

Children in the EYFS learn through key Characteristics of Effective Learning. These characteristics explore the ways in which the child engages with other people and their environment – **playing and exploring, active learning, and creating and thinking critically** – underpin learning and development across all areas and support the child to remain an effective and motivated learner.

Aims

In Early Years, your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **seven areas of learning and development**.

Children should mostly develop the **three prime areas** first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **four specific areas**. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

School Information

These seven areas are used to plan your child's learning and activities. The Early Years team, teaching and supporting your child, will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but is suitable for very young children, and it is designed to be flexible so that staff can follow your child's unique needs and interests.

Area of Learning

Communication and Language

Pupils will be taught to

- Listen attentively in a range of situations and respond with relevant comments, questions or actions.
- Follow instructions and develop the skills to ask 'how' and 'why' questions.
- Express themselves effectively and develop their own narratives and explanations.

Physical Development

Pupils will be taught to

- Handle equipment and tools effectively, including pencils for writing.
- Develop their control and coordination in large and small movements.
- Manage their own basic hygiene and personal needs including dressing and going to the toilet independently.
- Talk about the importance for good health and exercise, and a healthy diet.

Personal, Social and Emotional Development

Pupils will be taught to

- Play co-operatively, taking turns with others.
- Form positive relationships with adults and other children.
- Build their confidence enabling them to speak in a familiar group about their ideas.
- Talk about how they and others show feelings, talk about their own and other behaviour, and its consequences.
- Work as part of a group or class, and understand and follow the rules.

Literacy

Pupils will be taught to

- Read and understand simple sentences.
- Use their phonic knowledge to decode regular words and read them aloud.
- Demonstrate understanding when talking with others about what they have read.
- Use their phonic knowledge to write words.
- Write simple sentences.
- Correctly spell words and write others that are phonetically plausible.

School Information

Maths

Pupils will be taught to

- Count from one to 20, place numbers in order and say which is one more or one less.
- Add and subtract two single-digit numbers and count on or back to find the answer.
- Solve problems including doubling, halving and sharing.
- Talk about size, weight, capacity, position, distance, time and money.
- Recognise, create and describe pattern.
- Use mathematical language to explore everyday objects.

Understanding the World

Pupils will be taught to

- Discuss past and present events in their own lives.
- Understand similarities and differences between themselves and others and among families and traditions.
- Make observations of animals and plants and explain why some things occur, and talk about changes.
- Observe and talk about their environment.
- Select and use technology for particular purposes.

Expressive Arts and Design

Pupils will be taught to

- Sing songs, make music and dance, and experiment with ways of change them.
- Safely use and explore materials, tools and techniques.
- Experiment with colour, design, texture, form and function.
- Represent their own ideas, thoughts and feelings through design and technology, art, music, dance, role play and stories.



School Information

KEY STAGE 1 CURRICULUM

The Key Stage 1 Curriculum

The foundations for academic success are built on during these years, alongside the development of self-confidence and a love of learning. Learning is personalised to meet the needs of each individual child. Every child is expected to make strong progress and we aim for high achievement both in core subjects and also in the wider curriculum. Through our exciting curriculum, our children are responsive learners who take risks and show resilience. Phonic, literacy and maths skills are taught daily through exciting and creative cross curricular learning.

As the children enter into Year 1 they will be taught the compulsory national curriculum subjects within Key Stage 1. This learning journey will continue as they progress into Year 2.

The curriculum is arranged in subjects:

The Core Curriculum – English, Mathematics, Science and ICT

The Foundation Subjects – Design Technology, History, Geography, Art, Music, Physical Education (P.E), Relationships and Sex Education (RSE)

P.H.S.E – Personal, Social, Health and Citizenship Education

Religious Education (R.E)

We use the local area and our local community as a basis for much of our learning, giving children a sense of identity and pride in their local area. Our topics are exciting, fun, enjoyable and motivating and they inspire our children to want to find out more.

The school is passionate about entitling all children to enjoy learning which is purposeful and responsive, underpinned by our knowledge of how young children thrive in early years education. Every child will achieve essential knowledge, flexible skills and positive attitudes so as to be ambitious learners and enjoy future personal successes.

Relationships and Sex Education (RSE)

From September 2020, teaching Relationships, along with Health Education, became a statutory requirement and forms part of the National Curriculum.

The Department for Education (DfE) recommended that all primary schools should have a sex education programme tailored to the age and the physical and emotional maturity of the pupils.

The new guidance focuses on healthy relationships and keeping children safe in the modern world. It also covers a wide range of topics relating to physical and mental health, wellbeing, safeguarding and healthy relationships. Learning about the emotional, social and physical aspects of growing up will give children and young people the information, skills and positive values to have safe, fulfilling relationships and help them take responsibility for their own well-being.

School Information

Ethnic Minority Achievement Service

We work in partnership with EMAS to ensure all children and families with English as an additional language learners are supported and provided with opportunities to access the curriculum.

Through EMAS we can request bilingual assistance in class and for parental meetings. EMAS is able to help us with the initial assessment and specialist teacher time when appropriate.

Charging Policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes a difficulty we ask that you contact the school office.

We ask that wherever possible payments for school trips or additional activities are made via our school payment service Scopay. This is accessed via an App which can be downloaded. You will receive a letter from the school office shortly after your child has started with us with all the information about Scopay along with instructions and an activation code.

Policies

Parents may, on request, have access to all school Policies and any Statutory Circulars sent to schools by Department for Education about the National Curriculum. Ofsted reports on the school can be viewed at www.ofsted.gov.uk.

Policies and Statutory information can be found on our school website.

School Information

Stamshaw Infant & Junior

Wraparound Provision

Wraparound Care

In offering wraparound care our aim is to provide an invaluable service for our many working parents.

Our Breakfast club will open at 8 am to 8.50 am. This will cost £4.00 per session and will include breakfast.

After School club timings are from 3.15 to 5.30 pm. Children from both the Infant and the Junior School are welcome to access this provision. Pricing for this will be £8.00 per session to include a light snack. Junior School children will be escorted to the Infant school by Junior school staff at the end of the school day. Parents will collect their children from the Infant School.

For bookings and further information please contact the Infant school office.

This is a very popular facility for our parents but places are limited. Please book early to avoid disappointment.

All sessions must be booked and paid for in advance.



Breakfast Club

* **Open From** -
8 am until the start of
school.

* **Cost** - £4.00 per
session

* The children can have a healthy breakfast of cereal, toast and fruit juice. Then they can take part in fun activities while chatting and playing with their friends. They will feel fresh and ready for the school day.



Tea Time Club

* **Open From** - 3.15
until 5.30 pm

* **Cost** - £8.00 per
session

* The children have the chance to relax, play and have fun. There are a variety of stimulating activities to do, and a quiet area for homework and reading. A light, healthy snack is provided.



