

## **HAMPSHIRE EDUCATION**

**Hook Infant School  
Church View Hook  
Hants RG27 9NR  
Tel: (01256) 764487**

Dear Parents

On behalf of the Governors and Staff, I should like to welcome you and your child to Hook Infant School.

As we cater for children of the youngest compulsory school age, Hook Infants is usually a child's first introduction to school life and we aim to make this a happy experience not only for the children, but also for you, the parents. Children make better progress at school if there is a good Home/School relationship.

It is the School's policy to build firm foundations on which your child can develop in every way. My staff and I are committed to providing the very best possible education for your child, within the resources available.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. (Everybody is CRB checked)

We aim to:

1. Provide a stimulating and broad balanced curriculum so that each child will attain his/her own potential.
2. To promote enthusiasm, co-operation and purpose of learning.
3. To encourage intellectual, personal, social, physical and aesthetic development.
4. Build self-esteem and establish individual achievement.
5. To establish independence within the framework of awareness and consideration for others.
6. To provide each child with the ability to utilise learnt skills, to think logically in an independent way in order to deal with daily problems now and in the future.

We are looking forward to getting to know you and your son or daughter. Together we shall care for your child's future and be proud of their achievements and our School.

Yours sincerely

Mrs M Walker  
Headteacher

## **SCHOOL GOVERNORS**

<b>Chair of Governors LEA</b>	Mrs A Collier
<b>Vice Chair of Governors LEA</b>	Mrs C Kinge
<b>Parent Governor</b>	Mrs J Trimmer
<b>Parent Governor</b>	Mr C Mulholland
<b>Parent Governor</b>	Mr C Hodgson
<b>Parent Governor</b>	Mr C Green
<b>Community Governor</b>	Mr D Grant
<b>Parent Governor</b>	Mrs V Pitt
<b>Community Governor</b>	Dr F Leung
<b>Community Governor</b>	Mrs S Moores
<b>Community Governor</b>	Mrs T Doyle
<b>Teacher Governor</b>	T.B.A.
<b>Clerk to the Governors</b>	Mrs J Purdue

**If you wish to contact any Governor or the Clerk please hand a named envelope into the School Office who will forward it to the correct person**

Dear Parents

Welcome to Hook Infant School. I am sure that for the next few years we will work together to ensure our children benefit from an excellent all-round education.

The Education Act makes the role of the Governors significant. We, as a Governing Body work with parents, teachers and Children's Services on many aspects of school life, including the curriculum, discipline and matters affecting the general well being of the children.

We have an excellent group of teachers who are very enthusiastic about their work. This was endorsed by both our OFSTED (Office for Standards in Education) inspections and our current school categorisation, which took into account our continuing good SAT's results and high quality of teaching. They gave us excellent reports and noted that the "pupils were provided with a very good education". This bears testimony to our teamwork and commitment to ensure our high standards are delivered.

During the year there will be a number of events including plays and parent's evenings, when we hope you will join us in appreciating the variety of activities in which the pupils are involved.

Good governance of schools depends upon proper understanding between the Education Committee, the Governors, Headteacher and staff. The powers and duties of these partners constantly overlap and intermingle. There are parent representatives on the Governing Body whom you can contact and who will be able to draw upon their personal knowledge of the school and local community as they represent you.

The Governors produce an annual report, which is sent to all parents and followed by an Annual Meeting in October, which we hope you will attend. Termly newsletters are also generated and keep you, the parents, up to date with the developments of the Governing Body and the school.

We all need the support of each other to maintain Hook Infant School as one of the best in the area and continue to grow from strength to strength.

Yours sincerely

**Alison Collier**  
**Chair of Governors**

## **Welcome from Hook Schools Parents Association**

Whilst your children are at Hook Infant School you are automatically members of the Hook Schools Parents Association (HSPA) and, hopefully, will partake in as many of the organised functions and events as possible.

You are represented by a committee that is elected at the Annual General Meeting held in September. This meeting provides an opportunity for you to find out more about the HSPA and to ask any questions. It is also the time when parents can stand for election as a member of the committee.

Our main objective is to support the children's education and learning environment by raising funds for additional equipment and facilities. We also work to foster relationships with everyone associated with the School and to reinforce the key role of the schools in our village.

Social events, including Summer and Christmas Fairs, Adult and Family Discos, Firework Night and 'End of Term' Discos for the children, are great favourites. They are held to provide enjoyment for those attending along with raising money for the School. New ideas are always needed. We would welcome any suggestions you have for events that could run throughout the year.

In addition to events organised by the HSPA we also take the opportunity to be at other village functions, such as the Fun Run.

The events planned and organised by the HSPA Committee are the principal fund raising events. They are successful if they are attended by parents and other members of our community. Please remember to support us and encourage others to do the same.

We are confident you will enjoy being a member of the HSPA and look forward to meeting you in the future. May we wish you and your child/children a very happy passage through Hook Infant School.

Hook Schools Parents Association

## **SCHOOL DATES**

A leaflet setting out the dates of School Terms and Holidays will be sent to you at the beginning of the School year.

The School will be closed for the May Day Bank Holiday.  
There will be a further five days in each calendar year on which the School will be closed for staff to receive In-Service training.

## STAFF – from September 2012

### HEADTEACHER

Mrs M Walker

### DEPUTY HEADTEACHER

Mrs L Hannan

### SENIOR MANAGEMENT TEAM

Mrs M Walker

Headteacher

Mrs L Hannan

Deputy Headteacher

Miss A Doig

Foundation Stage Manager

Mrs T Hayes

Key Stage 1 Manager

Mrs J Purdue

Business Manager

### Teacher

### Teaching Assistant

### YEAR R (Foundation Stage)

Miss A Doig

Ms H Carter- Morgan

Miss V Wagstaff

Mrs K Hopes

Miss S Gray

Miss K Ferris

### YEAR 1

Mrs T Hayes / Mrs L Ross

Mrs M Tomlinson

Mrs A Tudor / Mrs C Rutherford

Mrs J Simpson

Mrs A Cowdrey

Mrs T Wilson

### YEAR 2

Mrs S Brunger /Mrs D Greatrex

Mrs G Lohead

Mrs F Cox

Mrs A Coombes

Miss E Harrison

Mrs S Pullen

### PPA cover

Mrs A Davies

Mrs C Gath

Mrs A Lambden

**SEN/Inclusion Co-ordinator**  
**ELSA**

Mrs L Hannan  
Mr P West/Mrs G Lohead

**SEN Support Staff**

Mrs A Coombes  
Mrs G Lochhead  
Mrs K Farrell  
Mrs C Spreadbury

**Library**

Mrs C Blewett

**ICT**

Mrs K Hopes  
Mr P West

**Lunchtime Supervisors**

Senior Supervisor

Mrs P Cranham  
Mrs M Caseney  
Mrs C Atkinson  
Mrs J Evans  
Mrs P Evans  
Mrs S Pullen  
Mrs J Simpson  
Mrs T Wilson

**Business Manager**

Mrs J Purdue

**Senior Admin Assistant**

Mrs K Evans

**Site Manager**

Mr T Brown

## **HOOK INFANT SCHOOL**

Hook Infant School was established in 1986. It was planned to accommodate 200 pupils. Since then it has been given extra classrooms and can currently accommodate approximately 300 pupils. The School caters for girls and boys between the ages of 4 years and 7 years 11 months.

### **THE EDUCATION AUTHORITY**

1. Hook Infants is a non denominational School maintained by the Children's Services Department of Hampshire County Council.
2. Any information that is required from the Children's Services Department should normally be obtained from the Fleet Local Office, whose address and telephone number are as follows:-

Children's Services Department  
Fleet Local Office  
Birch House  
Barley Way  
Fleet Hants GU51 2YB

Tel: 01252 812333

3. The Headquarters of the Children's Services Department are in Winchester and inquiries there should be directed to:-

The Director of Children's Services  
The Education Department  
The Castle  
Winchester Hants SO23 8UJ

Tel: 01962 841841

### **THE SCHOOL**

#### **School Times**

Morning	8.45 a.m. - 11.45 a.m.
Afternoon	12.45 p.m. - 3.10 p.m.

Children should not be in School before 8.35 a.m. If children are left at School before this time, it must be understood that this is at the risk of the parents as there will be no staff supervision prior to 8.35 a.m.

#### **School Office**

The School Office is open between 8.30 a.m. and 3.30 p.m. each school day.

## Fire and Safety Procedures

Our Health and Safety procedures are displayed in reception and at the front of our signing in book. **All helping Mums/Dads/visitors** who come into the school, **must sign the book** on their way in/out. If there was a real fire, we would need to know that all visiting adults were accounted for as well as all our children and teaching staff. If you are only coming to the Office then we would not expect you to sign the book, but anyone who is in school for a period of time over 10 minutes must sign in and out.

All children leaving during the school day must be signed out and in at the office to comply with fire regulations.

## ADMISSION PROCEDURES

### Published Numbers

a. Anticipated number by end of Summer Term	270
b. Number of pupils the L.E.A. or Governors are prepared to admit in one reception year	90
c. Anticipated number of admissions in the reception year	90

### Designated Catchment Areas

The area served by Hook Infant School, i.e. the School's designated catchment area, is as follows:-

Hook, Newnham, Nately Scures and Murrell Green.

All children who live in the catchment area have an automatic right of entry to Hook Infant School, provided there is space. This is their designated school and parents should have applied for a place by the published deadline.

### Applications

All applications are considered by Hampshire County Council. All details can be accessed via their website. Please visit [www.hants.gov.uk](http://www.hants.gov.uk) where you can find useful information and admission criteria.

### Year R Admission Arrangements

Children are admitted to School during the September of the academic year in which they celebrate their fifth birthday. All pre-school children will visit school on **Thursday 28<sup>th</sup> June at 9.00 am**, with their local playgroup. If your child **does not** attend playgroup locally please bring him/her to **school** on 28th June at **9.00 a.m. and collect at 10.15 a.m.**

There will be another story time on **Wednesday 18<sup>nd</sup> July 2:40pm – 3pm** with their class teacher and peers.

Then please bring and leave your child for another visit on: **Friday 7<sup>th</sup> September 2012**



### **Children who are 5 years old between 1st September and 31st March**

All children born between **1<sup>st</sup> September 2007 – 31<sup>st</sup> March 2008** will start school at **12.10 pm** on **Monday 10<sup>th</sup> September 2012**.

Your child will attend **afternoons only** for the first two weeks of the Autumn Term i.e. **10<sup>th</sup> September – 22<sup>nd</sup> September 2012**. Please pick your child up at **3.10pm**. Your child will need to bring a **packed lunch** for these first two weeks.

Your child will attend **full time** from **24<sup>th</sup> September 2012** when they will be able to have the option of a hot school lunch or continue with sandwiches. School hours from then on will be **8.35 am – 3.10 pm**.

### **Children who are 5 years old between 1st April and 31st August**

All children born between **1<sup>st</sup> April 2008 – 31<sup>st</sup> August 2008** will start school at **8.35 am** on **Monday 10<sup>th</sup> September 2012**.

Your child will attend **mornings only** for the first two weeks of the Autumn Term i.e. **10<sup>th</sup> September 2011 – 22<sup>nd</sup> September 2012**. You will need to pick your child up at **11.35 am** each day.

Your child will attend **mornings and lunchtime** from **24<sup>th</sup> September 2012 – 29<sup>th</sup> September 2012**. **Time 8.35am – 1.00pm**. Your child will need to bring a packed lunch for this week.

Your child will then attend school **full time** from **Monday 1<sup>st</sup> October 2012**, when they will be able to have the option of a hot school lunch or continue with sandwiches. School hours from then on will be **8.35 am – 3.10 pm**.

Following recent legislation children are able to start full time education on 10<sup>th</sup> September. If you feel this is an option you wish to take up please feel free to contact me before Friday 20th July 2012 so that your child's needs can be discussed.

### **SCHOOL ORGANISATION**

School is arranged into three year groups. The classes are all of mixed sex and ability.

All children spend the first year in the Foundation Stage (Year R), the second year in Year 1 and the third year in Year 2.

Particular attention is given to children who transfer to this school to help them adjust to their new environment.

### **CURRICULUM**

Classes are organised into flexible small groups allowing the teacher to give individual attention to each child. Work given to each child is carefully structured and prepared in order to meet their individual needs. One of the most important things a child has to learn

in a school community is a consideration for other people. Children must also learn to take care of classroom equipment, their own possessions and to share the attention of the teacher with their peers. Once this consideration has been established children and teachers can progress to the tasks of learning and teaching. All subjects are taught in accordance with National Guidelines or Government regulations.

## **Language Development**

Pre-reading skills are vital to meaningful reading. Expanding the child's vocabulary and understanding of words is encouraged by questioning, observing and reinforcing verbal response. In order to bring purpose and understanding to the written word, the child's own words are used to 'anchor' the writing to items of interest, news and stories. Hand and eye exercises of left to right response are also necessary starting points.

'Playing out' situations are useful areas for expanding vocabulary and social communication. Language and early English skills are developed through a wide range of reading materials. This ensures understanding and stimulation at an appropriate level of interest to create the enthusiasm for reading. Parents are asked to help in this by reinforcing the word skills at home in partnership with the class teacher.

Communication skills are developed through drama and group work. Written communication skills are extended to include creative writing, listing, reporting, labelling, relating, hypothesising, spelling, handwriting and presentation. Listening skills play an important part and these are developed extensively throughout the language programme.

## **Mathematics**

All mathematical activities follow the Numeracy Framework They are designed to ensure a purposeful understanding of the use of mathematics and make it a useful tool. Numeracy, time, weight, shape, problem solving and measurement are directly linked with meaningful situations in order to highlight its usefulness in everyday life.

Computer skills are taught to all children.

## **Environmental Studies**

Early science is introduced by observation, questioning, recording and comparison. Topic and environmental project work are excellent starting points to introduce scientific understanding at basic levels. Great emphasis is placed on practical work and understanding what is being achieved.

Fundamental awareness of history and geography are started through environmental studies.

## **Music, Art and Drama**

All creative arts are encouraged through drawing, painting, model making, printing, use of percussion instruments, movement, drama and any form that self expression and communication of ideas can find an outlet.

These activities create opportunities for a child to communicate in a non-verbal way which is a basic need of all human development. It also provides a foundation on which verbal communication will flourish. Skills in the correct use of many tools for creativity are taught.

## **Religious Education**

This is given in accordance with the Authority's Agreed Syllabus which is mainly Christian based.

An assembly is held daily and is usually Christian in character; however we also celebrate a variety of religions and world festivals.

Should a parent, on grounds of conscience, wish to withdraw their child from Religious Education or School Assemblies, they are asked to notify the Headteacher in writing.

## **Sex Education**

Health and Sex Education will be approached in a thematic way as an integral part of the curriculum. It will be placed in the context of relationships, responsibilities and family life. We aim to help the children cope with the physical and emotional challenges of growing up. It will be complementary and supportive to the role of the parents.

## **The Governors and the Curriculum**

The Governing Body recommends that Hook Infant School adopts the Hampshire County Council Education Department's Document on "Statement of Policy on the School Curriculum".

Our Curriculum is in accordance with this policy.

The School also complies with the necessary hours to be spent on teaching during a normal school day.

## **Access to Information**

Please contact the Headteacher if further information is required about:-

1. L.E.A.'s Statement of Curriculum Policy,
2. L.E.A.'s Agreed Syllabus for R.E.,
3. Freedom of Information Act,
4. Information about how to make a complaint under Section 23 of the Education Reform Act

If there are queries of an educational/personal matter please contact either the Class Teacher or the Headteacher.

## **More Able Children**

The school feels that it is important for able and talented children to achieve their full potential. We are committed to developing the child as a whole as well as developing their particular strengths.

Children who are identified as being more able or talented are catered for both within the classroom, through individual enrichment activities set by the teacher and through specialist group work. These offer specific extension activities related to their particular ability.

## **Special Needs**

Some children need additional support for some or all of their time in school. This may be for physical, social, academic or emotional reasons. Children who have difficulties are assessed and an individual programme is developed to assist them. The Headteacher is able to obtain further professional help and advice for any child whose progress is causing concern. This help is sought after full consultation with the child's parents.

## **Homework**

Our infant children do not have a formal system for homework. However, we do ask for help in the practice of new skills and the consolidation of new ideas. Most parents are able to find a short period of time to help their child in the following ways:-

1. Practice their words
2. Hear reading
3. Help learn spellings and tables
4. Work in close liaison with the class teacher to assist their child with any particular problem.

Your interest in, and praise of, your child's work and the time spent together in a constructive and relaxed atmosphere are invaluable assets to your child's increasing academic skills.

## **Educational Visits**

These are a vital part of the child's educational pattern. They provide opportunities for hands on experience of educational concepts discussed in the class and consolidate the child's knowledge.

## **Charging and Remissions Policy**

The policy of the Governors of Hook Infant School with respect to charging for school activities is as follows:-

### **Activities during School Hours**

The only charges that may be made for activities during school hours are for ingredients, equipment, materials, etc. needed for practical subjects such as cookery, sewing and D.T. where the parent will own the finished product.

## **Contributions**

Contributions will be requested to allow:-

1. The children to experience a variety of educational visitors in school.
2. To take the children on educational visits out of school.

At the outset it must be explained that the activity will only be able to take place if parents are willing to contribute. It must also be made clear that if parents are reluctant to support the activity it will not take place.

### **Remission of Charges Policy**

The Governors will remit some or all of the charges for a particular activity in school hours if:-

1. They believe it desirable to give special encouragement for pupils to experience/take part in such an activity.
2. They believe it desirable to subsidise the cost to pupils whose parents are in financial difficulties.

### **Delegation of Decision Making**

The Governors will delegate to the Headteacher decisions about Items 1 and 2 of the Remission of Charges Policy, but reserve the right to hear appeals from parents on these issues.

### **Important Information for Trips out of School**

Hampshire County Council has insisted on specific information being made available for every child on a school trip.

There must be:-

1. A consent slip which must be signed;
2. The name and telephone number of an emergency contact for the day of the trip.

This information **must be given to the school** otherwise the child will have to be **excluded** from the trip.

### **Liaison - Within the Community**

The School endeavour to establish close links with all areas of the community in order that your child will grow to understand him/herself as a vital part of that community.

This will be helped by the following procedures:-

1. Close pre-school liaison between teachers, playgroups, mother and toddler groups and home.
2. Parental help in school for many activities. If you are interested, please contact us.
3. The Parents' Association.
4. Liaison with the Junior School.
5. Visits into school from adults associated with topics or projects to extend the children's interest and understanding of work being done in their community.

6. Visits out to reinforce work being undertaken in the classroom.
7. Students working within the school.

### **Liaison with Parents of the School**

Close liaison between staff and parents is desirable in the interests of the pupils' progress and all teachers are available by appointment one afternoon each week to discuss your child's progress.

Open Evenings are held during the year to enable parents, particularly fathers, to meet the staff and to see the work of the school.

The Headteacher or class teacher will be pleased to help you with any queries or problems on any school day but please remember that it is not possible for teachers to see you once the class is in session. Short interviews can take place before or after school, but for longer interviews we prefer that you make an appointment.

### **UNIFORM**

**Please ensure all items of clothing are marked clearly with your child's name.**

The School uniform is as follows:

Grey skirt/pinafore dress or grey shorts/trousers

Blue and white striped or checked dresses (in the summer)

White polo shirts

Navy cardigans, jumpers or sweat shirts

Legionnaire Sun Hat's

Physical Education: - White T-shirt, navy shorts, plimsolls, these items should remain in school during the week.

Sweat shirts, polo shirts, T-shirts, Legionnaire Sun Hat's, Book Bags and PE Bags may be purchased from the School Office.

### **Earrings**

No child is allowed to take part in P.E. activities with any form of earring in their ears for very obvious safety reasons and to comply with County regulations. If you wish your child to have pierced ears please arrange for this to occur in the summer holidays, as all earrings **must be removed by the child** for P.E. sessions otherwise they cannot take part in P.E.

### **Uniform Grants**

If you have difficulty in providing your child with essential items of clothing or footwear that he or she needs in order to attend school, a limited amount of financial assistance may be available, depending on your income.

For further details please request an application form from Fleet Local Office.

## **Lost Property**

It is recommended that everything brought into school should be clearly marked with the pupil's name. There is a property box in school for mislaid items.

The Authority will not be held responsible for any personal property lost, stolen or destroyed by fire.

## **Bicycles/Scooters**

No infant child should leave a bicycle or scooter on school premises. They are not old enough to take their cycling proficiency certificate, therefore should not cycle to school. There are no provisions for storage and bicycles should not be left chained or propped against the fence where they restrict movement of pupils and visitors to the school and vandalism could occur. No riding of bicycles or scooters is permitted on the school site to ensure the safety of all children and parents.

## **Transport**

If Hook Infants is the designated school for your area, your child may be eligible for free transport if your home is more than 2 miles from the school (measured by the nearest available walking route). All enquiries concerning eligibility for assistance with travel expenses should be directed to Hampshire County Council, The Castle, Winchester .

## **Meals**

Children may bring sandwiches, or order a school dinner on a daily basis.

The current cost of a school meal is £2.00. Please send the exact money in a sealed envelope clearly marked with your child's name and class (cheques made payable to Hook Infant School).

Pupils whose parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part VI of the Immigration and Asylum Act 1999, Guarantee element of State Pension Credit or Child Tax Credit, but who are not entitled to a Working Tax Credit are entitled to free school meals, application for which should be made to the School Office.

## **DETAILS OF ORGANISATION**

### **Attendance and Punctuality**

#### **Attendance**

**A child's illness should normally be the only reason for absence.**

Parents are legally required to ensure that their child/ren attend school regularly. Nothing undermines a pupil's educational progress more than frequent absences. The school expects the co-operation of parents in securing the regular attendance of pupils at school.

## Leave of Absence

In exceptional circumstances the Headteacher may grant leave of absence from school. **Requests must be made in writing WELL IN ADVANCE of the dates for which leave is requested.**

**Leave of absence for reasons other than sickness cannot be demanded as of right. There is no legal right for parents to remove children from school in term time for any reason.**

1. Family holidays should not normally be arranged in term time. If you have extenuating circumstances to take your holiday in term time please apply for leave of absence **well in advance and before you confirm your booking.**
2. The governors have decided that **leave of absence will not be granted to pupils in Year 2.** In adopting this policy governors were concerned about the effect which the child's absence can have, not only on their progress but on their End of Key Stage Assessment results which is an important measure of your child's progress through the educational system.

## Punctuality

The Government requires us to mark late arrivals and all unknown absences as failure to attend school (Late arrivals, authorised and unauthorised attendance are reported on the child's annual written report). Regular occurrences of either of these issues could result in visits from the Education Welfare Officer and, at worst, appearances in court. To prevent this from arising, please make sure your child is in School by 8.35 a.m. or, if absent, a note/telephone call alerts us to the reason.

If your child is off ill with a "regular" illness we do not send work home. We would prefer the child to recover fully and then "catch up" with any work if necessary.

Information regarding the minimum periods of exclusion for infectious diseases can be obtained from the School Office.

## Discipline

A high standard of behaviour is expected of pupils at Hook Infants. We aim to develop self discipline and respect. However, it is necessary to have rules which must be obeyed for everyone's well-being. These rules are obvious and based on the traditional values of courtesy, consideration, safety and common sense.

Corporal punishment is not a policy of the School.

Anti-social behaviour is dealt with by loss of privilege. Parents will always be involved in dealing with serious or repeated misbehaviour as combined support and co-operation brings the situation under control.

Children are never detained after school hours.

We do all we can within our school to manage behaviour positively. However, there are times when we may need to use force to keep a child or children safe, or to maintain good order within the school. In such cases, we would always act within the principle of



reasonable force. We have a policy which gives more detailed guidance on the use of restrictive physical intervention. The policy is available on request.

If, in the highly unlikely event of it being necessary to suspend a pupil from attendance at the School, the parents will have the right to make representations to the Governing Body if they consider the suspension to be unreasonable. Parents may (on request) obtain a copy of the Procedure for the Suspension of Pupils from the School Office.

## **Healthy Schools Statement**

At Hook we are committed to the National Healthy Schools Scheme.

The Healthy Schools Leadership Team have reported significant benefits from the scheme.

- Healthy Schools are inclusive schools with good standards of care for all pupils
- There is good provision for personal, social and health education
- Behaviour and attendance levels are good

The pupils at Hook receive free fruit and vegetables in line with the School Fruit and Vegetable Scheme. They have access to drinking water (personal bottle of water and school water fountain) throughout the school day.

The children are encouraged to take responsibility for their school and environment and take an active role in the School Council.

A number of outside agencies are invited to work throughout the year with the children. We also work with the British Heart Foundation as well as arranging football coaching, club energy and road safety workshops.

The pupils and staff at Hook Infant School are enthusiastic about their involvement in the Healthy Schools Scheme and are fully involved in the process.

## **Health Interviews**

Your child will be offered a hearing and eye test, and measurement of his/her height usually during the term of their fifth birthday. It is not necessary for parents / carers to be present for this, but if there are any concerns raised from the questionnaire, previous health records or the school, you will have the opportunity to discuss by telephone and / or be invited to attend with your child to discuss these concerns with the School Health Nurse.

## **Medicine**

As a general rule we do not give medicine to children at school, but if your child has a special need, arrangements can be made with the Headteacher for you to administer it at the appropriate time. Staff support is provided if your child is an asthmatic and on continual medication. Inhalers, etc. can be kept in the School Office, provided they are in a box clearly labeled and accompanied with a letter of consent and detailed instructions as to the number of puffs and frequency of use.

## Illness in School

Please advise the School of any medical problems concerning your child; all information is dealt with in confidence.

Parents are asked to ensure that the School has up-to-date information of where parents/friends may be contacted in the case of their child falling ill or being injured during the school day.

## Pastoral Care

The School staff are all working for the total well-being of your child. They are concerned about and care for the emotional, social and academic welfare of your child. The staff will be pleased to meet with individual parents to discuss any problem, providing, of course, the teacher is not with a class.

## Privacy Notice - Data Protection Act 1998

We Hook Infant School are the Data Controller for the purposes of the Data Protection Act. We collect information and may receive information from a previous school and Hampshire County Council. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report progress;
- Provide appropriate pastoral care, and
- Assess how well our school is doing.

This information includes contact details, assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. We follow the Hampshire Children's Trust policy on Information Sharing & Confidentiality which can be viewed at [http://www3.hants.gov.uk/information\\_sharing\\_policy\\_2009\\_-\\_trust\\_version.pdf](http://www3.hants.gov.uk/information_sharing_policy_2009_-_trust_version.pdf)***

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE). We also have local arrangements in place where the school exchanges information with the school nurse and the extended schools provider. If you want to see a copy of the information we hold and share about you then please contact Mrs Kate Evans, Senior Admin Assistant. If you require more information about how the Local Authority and/or DfE store and use your information, then please go to the following websites:

For Hampshire County Council

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection/fairprocessing.htm>

and for the DfE

What DfE does with pupils' and children's data

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata>

Who DfE passes pupil data to

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or DfE as follows:

- Barbara Sorkin, Data Protection & Quality Adviser, Children's Services, Elizabeth II Court (East), The Castle, WINCHESTER SO23 8UQ Website: <http://www3.hants.gov.uk/learning> email: [Barbara.Sorkin@Hants.gov.uk](mailto:Barbara.Sorkin@Hants.gov.uk) Telephone: 01962 845554

- Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT Website: [www.education.gov.uk](http://www.education.gov.uk) email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk) Telephone: 0870 000 2288

Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

### **Transfer to Junior School**

Normally pupils remain at this School until the end of the Summer Term of the year in which they are seven years old (on or before the 31st August), when they may transfer to Hook Junior School. Continual liaison is maintained with the Junior School so that children feel familiar with staff and buildings when they transfer. The Junior School invites all new parents, by letter, to a meeting towards the end of the Summer Term to discuss their school.