



WELCOME TO ROBERT PIGGOTT CE FEDERATION





ROBERT PIGGOTT CE FEDERATION

Our School Vision

Our vision is rooted in the understanding that 'A tree is known by its fruits.' (Matthew 12:33) We are committed to nurturing our children to flourish in mind, body and spirit, enabling them to become confident, creative and resilient learners who contribute positively to our local and global community.

VALUES & ETHOS

WE AIM TO nurture a Christian ethos where every child is valued, welcomed, cared for and feels secure and confident.

WE EXPECT children to demonstrate

- high levels of learning and behaviour
- respect, honesty, confidence and team spirit

WE ENABLE our children to flourish in their spiritual and moral development, to

- help them make good choices
- begin to develop attitudes for a healthy lifestyle
- contribute towards becoming positive local and global citizens

CURRICULUM

The key to the success of every child is the nurturing of their individual talents and uniqueness

WE AIM TO

- develop a passion for learning through diverse and rich experiences
- nurture inquisitiveness, questioning thinking, open-mindedness and tolerance
- give every child a solid foundation in literacy and numeracy
- challenge and support children as needed to enable them to do their best

ENVIRONMENT

WE AIM TO provide safe and happy surroundings to support an active willingness to learn

WE DO THIS BY

- providing children with a bright open environment to help stimulate their minds and actions
- encouraging them to respect, understand and use responsibly our physical surroundings, to benefit ourselves and others

COMMUNITY

WE AIM, by working with the community, to foster a mutual awareness and understanding of the valuable contribution our children can make to the well-being of society today and in the future

WE DO THIS BY developing:

- opportunities to involve the community in school
- opportunities to involve the children in the community locally and further afield
- a sense of belonging in the community



ROBERT PIGGOTT CE FEDERATION

GETTING READY FOR SCHOOL

We are often asked by parents what they can do to prepare their children for a good start to their time in school.

Starting school is tiring for children, even if they are used to attending Nursery or Pre-School.

Establishing a good sleep pattern with a calm bedtime routine is beneficial for children's health as well as their capacity to learn.

The best thing you can do to prepare your child is to impart a positive, enthusiastic attitude to school and learning, and encourage independence. You will also find a transition to school easier if they can do the following:

- Put on and off jumper, shoes, socks, coats, managing the zip/buttons
- Carry own schoolbag
- Use a pair of scissors safely
- Recognise their own name
- Sit and listen to a story, ask questions and talk about it
- Sing/chant a few nursery rhymes from memory
- Take turns playing a game
- Recite numbers to at least 10 and count a small number of objects accurately
- Get changed into shorts and T-shirt for PE quickly
- Fold their clothes into a neat pile
- Go to the toilet and wash their hands independently
- Get a tissue and blow their nose unprompted
- Carry a tray and eat with a knife and fork
- Unwrap food packaging, including peeling fruit
- Tidy up toys and put things away unprompted
- Wait for their turn when an adult is busy with others
- Listen to and carry out simple instructions

We look forward to meeting you and your child, and working together during this next stage of their development.



ROBERT PIGGOTT CE INFANT SCHOOL

SCHOOL ROUTINES

The Foundation Stage Profile

It is important that we learn as much as possible about a child when they start school. We need an overall picture of their development so that we can plan their work to move them to the next stage. We gather this information from talking with parents on home visits, liaising with pre-schools and nurseries, the entry profile and working with the children in familiarisation sessions. We then continue to observe and carry out informal assessments as the foundation year progresses. The Government requires schools to use the Foundation Profile. This provides information on how a child is progressing and will be discussed with you at various intervals as they progress through reception which is their second year in the Foundation Stage of Learning

When should we come to school?

School starts at 8.45am and finishes at 3.15pm. Please arrive by 8.40am so that the children are ready to take registration at 8.45am. At the end of the day please wait outside the classroom. The children are not allowed to leave until they can actually see you arrive. We won't let them go with anyone else, even a close friend, without your permission. The morning consists of continuous provision for the children and we encourage them to bring either a whole piece or a small pot of fruit or vegetables to enjoy when they get hungry. No crisps, biscuits, sweets or nuts please. Please provide water in a labelled drinking non-breakable bottle. We will also provide the children with a piece of school fruit later in the day. Please do not park your car or turn anywhere near the school entrance or car park at either end of the school day. May we suggest parking in Silverdale Road as this makes life easier for our neighbours.

Communications

We prefer the majority of communications between parents and the schools to be via email. Please ensure that the school office has your most recent email address.

Medicine

We are not obliged to give medicines in school. Should it be necessary, we will endeavour to administer the medicine at lunchtimes provided a form from the school office is completed. Medication may only be administered if this form is signed by the parent or legal guardian of the child and approved by the Headteacher. The medicine must be prescribed by a doctor and be clearly labelled with your child's name and details of the contents and dosage. We are unable to administer non-prescribed tablets or apply creams at school. **Every effort should be made to arrange that medication need not be administered at school.**

Asthma

Working in co-operation with the Wokingham School Nursing Team we are able to provide an emergency response to an apparent asthma attack in school. We have staff who have received training in the use of a Ventolin inhaler (blue) and a spacer chamber. This may be used for the treatment of any child experiencing breathing difficulties whether or not they are known to have asthma. If the child has their own inhaler available this will be used initially. In the event of your child requiring emergency treatment you will be informed immediately. **All children with asthma must have their own named inhaler to be kept in their class medical bag at all times, along with An Asthma Action Plan including their photograph and signed by a parent or legal guardian.**



Allergies

Working in co-operation with the Wokingham School Nursing Team we are able to provide an emergency response to an apparent severe allergic reaction in school. We have staff who have receiving training in the use of an EpiPen. This may be used for the treatment of any child experiencing a severe allergic reaction whether or not they are known to have an allergy. If the child has their own EpiPen available this will be used initially. In the event of your child requiring emergency treatment you will be informed immediately. Please note that we use a multi-sensory approach to the curriculum. This means that wherever appropriate children will be encouraged to touch and eat different kinds of food. **It is the parent's responsibility to inform us if they have any concerns regarding handling or trying different foods. All children with a severe allergic reaction must have two of their own named Epipens to be kept in their class medical bag at all times, along with An Allergy Action Plan including their photograph and signed by a parent or legal guardian.**

Please Note: We are a 'nut free' school

Illness & Accident Procedure

When your child is unwell or has an accident, the Headteacher or Class Teacher will decide whether you should be contacted. If you are unavailable, the school will contact any person you have authorised to care for your child in an emergency. Minor first aid will be administered. If an injury is more serious, whenever possible parents will be asked to take the child to hospital. If parents are unavailable the pupil will be taken to hospital by car or ambulance if necessary. If your child has been ill, please ensure that he/she is well enough to return to school. Pupils should not return to school until they have been free from sickness **and** diarrhoea for 48hrs, 24hrs if sickness **or** diarrhoea. In the case of head lice, it is school policy that children be treated at home for 24hrs before coming into school. Parents will be asked to take home and treat any child found to have head lice whilst in school.

Attendance

Parents should inform the school as soon as possible by either telephone or email if a child is absent from school. Apart from medical reasons there is no other normal reason for absence. Requests for annual holidays or absences to be taken during term time should be made by completing a 'Leave of Absence Form'; available from the school office and on the school website. However, this practice is not encouraged and we would strongly suggest that holidays should not be taken during the month of May (Yr2 SATS) or in June (Yr1 phonics screening). Any absence without notification will be marked as unauthorised in the attendance register and will be investigated by the school. Term dates are enclosed.

Lunchtime Arrangements

Lunchtime is an important part of our school day. It enables the children to have a sit-down meal with their friends and so develop their independence and social skills in a different setting to the classroom. Our lunches are very popular and we strongly encourage all children to have a school lunch throughout their time with us. Collecting your tray and cutlery, choosing your meal of two courses and a glass of water is very different from just opening up your lunchbox. It is rather like the difference between a restaurant and a picnic. All meals are freshly prepared and cooked on the premises by our Edwards & Ward cook, they are carefully planned to interest and satisfy growing children with a wide range of likes and dislikes, and she is always willing to accommodate special dietary needs. We also have special menus for particular occasions that are planned to link with the children's classroom work. **A doctor's note and allergy form will be required if your child has special dietary needs. School lunches are free for all children in the Infant School provided the free lunch form in the registration document pack is completed and returned to the school office.**

What should my child wear?

Children should wear school uniform each day and on all school occasions and we welcome the support of parents in this respect. Uniform should be ordered online at www.brigade.uk.com Please ensure your child's coat is labelled, waterproof and comes to school every day during winter for use at break and lunch times. Infant School pupils are required to use a blue school book bag for bringing items to and from school.

PE & Games

Children have an allocated PE day and should come to school for the day dressed in appropriate PE kit and trainers.



ROBERT PIGGOTT CE FEDERATION

UNIFORM

Winter:

Grey skirt/pinafore/trousers
Pale blue polo shirt with school logo
Royal blue cardigan/sweatshirt with school logo
White or grey socks or grey tights
Black shoes (not trainers)

Summer:

Blue small check dress
Grey/black shorts or trousers

Please ensure your child's coat is waterproof

Royal Blue Book Bag

PE

All year:

Royal Blue Pump Bag
Royal Blue Shorts
Yellow T-Shirt
Trainers or Plimsolls

Winter:

School tracksuit or black/navy blue/dark grey tracksuit bottoms

UNIFORM ONLINE ORDER LINK

www.brigade.uk.com

Log in as: Robert Piggott CE Federation

UNIFORM LABELS LINK

<https://stamptastic.co.uk>

Code: **RG108ED** to earn points for school

Please ensure all clothing is labelled clearly



ROBERT PIGGOTT CE FEDERATION

TERM DATES 2024/2025

AUTUMN TERM 2024

Weds 4th Sept – Fri 20th Dec

Half Term: 28th Oct – 1st Nov

Inservice Days:

Tues 3rd Sept & Fri 25th Oct

SPRING TERM 2025

Tues 7th Jan – Thurs 3rd Apr

Half Term: 17th – 21st February

Inservice Days:

Mon 6th Jan & Fri 4th Apr

SUMMER TERM 2025

Tues 22nd Apr – Weds 23rd Jul

Half Term: 26th May – 30th May

Inservice Days:

Mon 2nd Jun

May Day: Mon 5th May



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WHY GOOD ATTENDANCE MATTERS

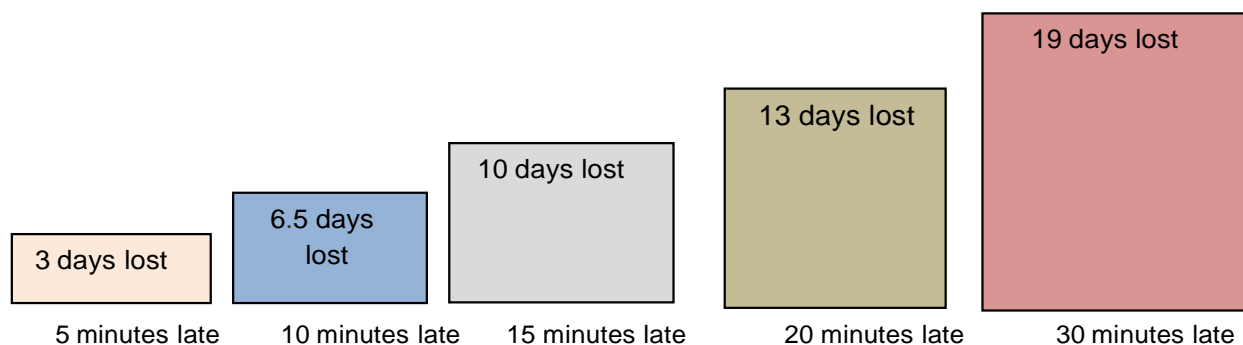
Regular school attendance is an important part of giving children the best possible start in life. The aim should be to attend 100% of the time.

Students who miss school frequently can fall behind with their work and do less well in exams. Good attendance also shows potential employers that a young person is reliable.

Research suggests that students who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime. Below is a table showing how children's percentage attendance equates to the amount of school time missed.

Attendance during one school year	Equivalent Days	Equivalent Sessions	Equivalent Weeks	Equivalent Lessons Missed
95%	9 Days	18 Sessions	2 Weeks	54 Lessons
90%	19 Days	38 Sessions	4 Weeks	114 Lessons
85%	29 Days	58 Sessions	6 Weeks	174 Lessons
80%	38 Days	72 Sessions	8 Weeks	228 Lessons
75%	48 Days	96 Sessions	10 Weeks	288 Lessons
70%	57 Days	114 Sessions	11.5 Weeks	342 Lessons
65%	67 Days	134 Sessions	13.5 Weeks	402 Lessons

It is also important to arrive at school on time. If a child arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every day over a school year adds up to lost learning time over one academic year.





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WRAPAROUND CARE

Provided by Get Active
www.getactivesports.com

BREAKFAST CLUB

Monday to Friday – 7.30am – 8.40am

Enjoy a healthy, filling breakfast of cereal and toast,
and a drink of milk or juice
followed by a quiet time to socialise with friends before school starts

Breakfast Club is held at the Junior School
Infant School children are walked across to their classes by Get Active staff
for the start of the school day

Available on an ad-hoc or regular basis

AFTER SCHOOL CLUBS

Monday to Friday – 3.00pm-6.00pm

Lots of stimulating activities for children (4/11years)

Refreshments

After School Club is held at the Junior School
Infant School children are walked across to the Junior School by
Get Active staff at the end of the school day

Available on an ad-hoc or regular basis

ROBERT PIGGOTT CE FEDERATION

PRIVACY NOTICE FOR PUPILS/PARENTS

(How we use pupil information)

This document provides insight into how information about pupils is used in our school.

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

- Personal information (such as name, address and parental contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National Curriculum Assessment and external examination results
- Relevant medical information
- Special Educational Needs information
- Exclusions/behavioural information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to keep pupils safe and healthy
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR)/Data Protection Act 2018.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation/Data Protection Act 2018, we will inform you whether you are required to provide certain pupil information or if you have a choice.

Storing pupil data

We hold pupil data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information.

We hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are securely destroyed.

Who we share pupil information with

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our Local Authority
- the Department for Education (DfE)

- services that support teaching, learning, assessment, safeguarding and school management
- catering services
- parental communications services
- health services
- providers of extra-curricular services, such as music services, before/after school clubs (where the child/young person access these services)
- academy trust, federations

Why we share pupil information

We only share information about pupils with others where the law and our policies allow us to, or where we have obtained any necessary consent. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe, or we are legally required to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our Local Authority and the DfE under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the school using the details at the end of this document.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or post-16 providers or how they use your information, please contact

Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH.

More information and an online form are available via this link:

<http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

The Executive Headteacher

Robert Piggott CE Federation

Beverley Gardens

Wargrave, Berks RG10 8ED

Tel: 0118 940 2414

Email: admin@robertpiggott.wokingham.sch.uk



Are Your Child's Immunisations Up-To-Date?

We have noticed the re-appearance of infectious diseases particularly in schools and would like to ask all parents to check that their child/children are up-to-date with their immunisations; please check their red book against the attached schedule.

Routine childhood immunisations		from June 2020		
When	Diseases protected against	Vaccine given and trade name		Usual site
Eight weeks old	Diphtheria, tetanus, pertussis (whooping cough), polio, <i>Haemophilus influenzae</i> type b (Hib) and hepatitis B	DTaP/IPV/Hib/HepB	Infanrix hexa	Thigh
	Meningococcal group B (MenB)	MenB	Bexsero	Left thigh
	Rotavirus gastroenteritis	Rotavirus	Rotarix	By mouth
Twelve weeks old	Diphtheria, tetanus, pertussis, polio, Hib and hepatitis B	DTaP/IPV/Hib/HepB	Infanrix hexa	Thigh
	Pneumococcal (13 serotypes)	PCV	Prevenar 13	Thigh
	Rotavirus	Rotavirus	Rotarix	By mouth
Sixteen weeks old	Diphtheria, tetanus, pertussis, polio, Hib and hepatitis B	DTaP/IPV/Hib/HepB	Infanrix hexa	Thigh
	MenB	MenB	Bexsero	Left thigh
One year old (on or after the child's first birthday)	Hib and MenC	Hib/MenC	Menitorix	Upper arm/thigh
	Pneumococcal	PCV booster	Prevenar 13	Upper arm/thigh
	Measles, mumps and rubella (German measles)	MMR	MMR VaxPRO ² or Priorix	Upper arm/thigh
	MenB	MenB booster	Bexsero	Left thigh
Eligible paediatric age group ¹	Influenza (each year from September)	Live attenuated influenza vaccine LAIV ^{2, 3}	Fluenz Tetra ^{2, 3}	Both nostrils
Three years four months old or soon after	Diphtheria, tetanus, pertussis and polio	dTaP/IPV	Repevax or Boostrix-IPV	Upper arm
	Measles, mumps and rubella	MMR (check first dose given)	MMR VaxPRO ² or Priorix	Upper arm
Boys and girls aged twelve to thirteen years	Cancers caused by human papillomavirus (HPV) types 16 and 18 (and genital warts caused by types 6 and 11)	HPV (two doses 6-24 months apart)	Gardasil	Upper arm
Fourteen years old (school year 9)	Tetanus, diphtheria and polio	Td/IPV (check MMR status)	Revaxis	Upper arm
	Meningococcal groups A, C, W and Y disease	MenACWY	Nimenrix or Menveo	Upper arm

If your child was born abroad, he or she may have been immunised at different times with different vaccines. Please refer to your own records or contact your GP to ensure you have the most up-to-date immunisation record possible.

INFECTIOUS DISEASE – MEASLES, MUMPS & RUBELLA

It is very important that your child is fully protected against these infectious diseases. Some of these diseases are reappearing in the UK, most notably measles and mumps. These two diseases are now re-emerging and being seen, particularly at schools and other places where young people come together in groups.

If you are concerned that your child is not up-to-date with his or her MMR, please contact your GP as soon as possible. For children over 18 months, they need only wait one month between first and second immunisations. If more parents have their children vaccinated, then more children in the community will be protected against catching these illnesses. This lowers the chance of an outbreak of the disease. For more information on this or any other vaccination, please visit the NHS Choices Website at www.nhs.uk/Planners/vaccinations/Pages/Landing.aspx

Checklist:
Is your child ready to start reception class in September?

Tick off as you go.

Toileting

- I can use the toilet alone, wipe myself clean and flush the toilet.
- I can wash and dry my hands on my own after using the toilet.

Self-Care

- I can wash my hands with soap and water for 20 seconds, especially before and after meals.
- I brush my teeth twice a day.
- I can wipe my nose.
- I am learning to cough and sneeze into a tissue or into my elbow.
- I can ask for help when I don't feel well.

Independence

- I am looking forward to starting school.
- I am not sad when away from my parent/carer.
- I can express my emotions.
- I can hold a pencil.
- I know my own name both spoken and written down.

Routines

- I have a good bedtime routine which includes a bedtime story.
- I have set mealtimes, just like they do in school.

Social Skills

- I enjoy interacting with other children and adults.
- I can share and take turns.
- I like new experiences, including everyday life such as shopping, cooking, and counting objects.
- I can follow instructions and follow rules.

Mealtimes

- I like eating a variety of healthy food.
- I can use a knife and fork.
- I can open packaging and wrappers by myself.

Health

- Any health issues have been addressed by my GP.
- I am up to date with my immunisations/preschool boosters.
- I am registered with an optician and a dentist.
- I am physically active.

Getting dressed and undressed.

- I can put on and take off my uniform by myself, including doing buttons and zips.
- I can put my shoes on.
- I can put on my own coat.
- I understand some parts of my body are private.