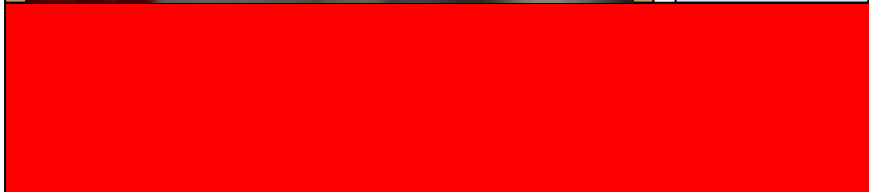


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PALFREY INFANT SCHOOL 2023-24



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1 . WELCOME FROM THE HEADTEACHER

Palfrey Infants is proud to serve the local community. We are a large multi-ethnic Infant School with nursery. Many pupils are now the second or even third generation to attend the school. We pride ourselves on providing the best possible start to each child's learning journey.

At Palfrey Infants School you will find a happy and friendly atmosphere, commented on by all who visit. Our children are extremely happy here and 'we' are very proud of them. Their behaviour and manners were highlighted in our Ofsted 2022 as was the guidance and support provided by all the staff.



Our dedicated staff, together with parents, carers and governors are committed to creating and sustaining a healthy, caring and happy school community that values every member as an individual and provides children with first class learning experience in order for them to reach their potential.

Our school motto '**Happy Children, Aiming High**' is fundamental in ensuring ALL pupils get the best possible start to their learning journey. Our Governing Body ensure our pupils develop an acceptance and engagement with the fundamental **British Values** of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; we strive to ensure our pupils develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

We work with our parents to develop our pupils into confident, and independent individuals who know that school is a place for learning and that their role is to do their best in all they do. Through structured learning opportunities and effective tracking we ensure all pupils make the best possible progress from their own starting points. High expectations are given for all pupils. We are an inclusive school and would reassure parents we will do our very best for each child's individual needs.

We are a Rights Respecting School, all children are taught they have rights but also have responsibilities and expectations of themselves.

Our aim is to ensure pupils leave Palfrey equipped with a love of learning along with the basic skills they require for future learning.

Please contact the school if you wish to arrange a visit.

I look forward to meeting you.

Alison Walsh
Headteacher

OUR WHOLE SCHOOL AIMS

Our whole school motto is 'Happy Children, Aiming High'

We aim to achieve

- To provide a safe, caring welcoming environment in which children feel confident and secure.
- To **value each child as an individual** ensuring they reach their full potential, emotionally, physically, academically and spiritually.
- To create a stimulating environment in which learning can take place.
- To develop language and literacy skills as a high priority.
- To have high expectations of children, encouraging independent learning and fostering high self-esteem.
- To be aware of the value of working together.
- To encourage good behaviour by positive reinforcement through a restorative approach.
- To foster strong links with parents and other agencies.
- To respect and value all cultures.

1. Staffing 2023-4

Headteacher

Mrs. A. Walsh -Strategic Lead, DST Safeguarding, Mental Health First Aider, Pupil Premium, Staff CPD, RE

Deputy Headteacher

Mrs A Hennefer- Assessment , Teaching and Learning (Curriculum), Computing , E Safety

School Business Manager

Mrs B Bains

Senior Managers

Miss. E Stackhouse- EYFS Lead Teacher , Music

Mrs. H. Collett – Key Stage 1 Lead Teacher , Mathematics, School Council

SENCO

Mrs T Dunkley Inclusion/ Deputy DSL/ Medicines in School

Pastoral

Mrs M Adams- Learning Mentor (Attendance, Behaviour, Family Support, Deputy DSL, Mental Health First Aider)

Nursery

Miss E Stackhouse – Robin Group

Mrs J Beckett (L3 TA/ NNEB)- Kingfisher Group

Mrs A Parveen (L3 TA/ NNEB) – Owl Group

Mrs T Zaman (L2 TA)

Reception

Mr A Foster – Class 1 (PE & Well Being lead)

Miss H Rogerson – Class 2 (PSHE Lead)

Mrs J Callear – Class 3 (Outdoor Learning / Forest School Lead)

Mrs S Rafiq (L2 TA Tues-Wed)/

Mrs K Krojder (L2 TA)

Mrs Z Akhtar (L2 TA)

Mrs N Akhter (L3 TA)

Year 1

Mrs L Foster – Class 4 (Art & AStars Lead)

Mrs H Collett- Class 5 (KS1 Lead & Maths)

Miss R Hussain – Class 6 (ECT)

Ms H Kasujee- L3 TA

Mrs A Salim -L3 TA

Year 2

Mrs C Middleton – Class 7 (DT Lead)

Miss G Jenkins – Class 8 (ECT)

Mrs D Patel Class 9 (History/ Geography Lead)

Miss L Foden (L3 TA)

Mrs J Evans (L3 TA)

PPA Mrs L Ward (Science Lead)

SEND SUPPORT TEAM :

Mrs. F Bi (L2 TA)
Mrs J Ecclestone (L2 TA)
Mrs K Begum (L2 TA)
Mrs Z Lorgat (L2 TA)
Mrs. D. Patel (L2 TA)
Mrs Y Akhtar (L2 TA)

Admin Team

Mrs. T Davies
Miss S Glover

Lunchtime Supervisors

Mrs S Tarajia (Principal)
Mrs S Tai
Mrs K Ravat
Mrs R Mistry
Mrs F Isakjee
Mrs A Nadat
Mrs A Khatun
Mrs A Siddiqui
Mrs A Begum
Mrs S Kola
Mrs S Begum
Mrs M Jeewa
Mrs S Zaman
Mrs M Khanom
Mrs T Ravat (Mid-day Cleaning)

1. SCHOOL GOVERNORS 2023-2024

The School's Governing Body was reconstituted on 24.03.15, and consists of 12 Governors

1 Headteacher
2 Parents
1 LA
Headteacher
1 Staff
1 Co-opted

Chairman: Mrs M Parekh

Vice Chairman: tbc

Headteacher: Mrs A Walsh

Parent Representatives: Mr Raja
Vacancy (To be advertised Autumn 2023)

Co-opted Governors: Mrs M Parekh
Mr A Zaman
Mrs S Bahia
Mr J Ludlow
Mis H Humphries

Staff Governor: Mrs H Collett

Local Authority:
Representatives: Mr. M Yasin

Finance Advice G Davies (Total Finance)

Governors can be contacted via the School Office (Tel: 01922 720713)
If you are interested in becoming a governor please contact the school office.

**Complaints to Governors should be sent via the school office, addressed to the
Chair of the Governing Body**

2. SCHOOL UNIFORM

School uniform can be obtained from

Clive Marks – Saddlers Centre, Unit 40-44 , 1 Park Street, WALSALL WS1 1YS

Crested Schoolwear - 7 Park Street , Walsall WS1 1LY 01922 276266

The uniform comprises:

- Navy blue sweatshirt with/ without logo
- Navy Cardigan
- Red polo shirt
- Navy/ Black/ Grey trousers/ leggings or skirt
- Red or Blue summer dresses
- Sensible black shoes

PE KIT: Children to come dressed for PE on their PE day

- White or Red T shirt
- Black Leggings /Joggers or shorts
- School sweatshirt
- Black pull on Pumps/ Trainers

Parents will be informed of PE days in September.

JEWELLERY

Health & Safety risk assessments highlight the dangers involved in children wearing jewellery in school, particularly during PE and at break time and lunchtime.

We therefore, have a **no jewellery policy** in school and request parents not to send your child to school with jewellery.

Please ensure ALL jewellery is removed on PE days.

School will not be liable for injuries caused

3. SCHOOL DAY:

NURSERY Enter/ Exit via Nursery Gate (Sun Street):

Morning 8.30am-11.30am

Afternoon 12.30pm-3.30pm

Please note gate will close 5 minutes after the session starts / ends. Please be on time.

RECEPTION

Enter via Whitehall Gate 8.45am

Exit: Class 1 3.15pm via Nursery Gate (Sun Street)

Exit Class 2 & 3 3.15pm via Whitehall Gate

YEAR 1 & YEAR 2 Via Whitehall Road Gate

Enter 8.45am / Exit 3.15pm

Please note: Whitehall Gates will close 8.55am / 3.25pm. Please be on time.

(If you are late please enter via the car park gate in Bescot Street opposite Palfrey Garage, taking care of moving vehicles.)

ATTENDANCE (School Target 96%)

Absence

Please inform the school in person or by telephone 01922 720713, on the day of absence, if your child is going to be away from school.

Punctuality

Reception- Year 2 Classes. Whitehall gate opens at 8.45am daily closes at 8.55am prompt.

Punctuality is most important and is monitored on a weekly basis. Please make every effort to ensure your child is in school on time. If you arrive late please sign in go to the school office.

Appointments

Please inform the school about any medical appointments via the main office.

TERM TIME HOLIDAYS: We allow NO term time holidays.

Please do not take your child out of school during term time as the Head teacher cannot give permission. The school is part of the Broadway Cluster of schools who follow a shared Attendance Policy which is in line with the Local Authority and National regulations. The full Attendance Policy is available on our website. Extended Leave may result in a loss of placement at Palfrey Infants. You are required to complete a holiday request form and meet with Mrs Adams to discuss the request PRIOR to departure.

There is a charge from Walsall Council for Term Time Holidays.

REWARDS

- An Attendance Certificate awarded to the class with best attendance weekly.
 - The class with the most attendance stickers at the end of a term are given a prize.
 - We reward pupils with 96% attendance each term with a certificate.
 - Pupils with 100% attendance receive a special attendance badge to display on their book bag.
 - Staff choose a 'progress award' pupil each term, who receive a badge to display on their book bag.
 - We have a weekly celebration assembly where we award a number of certificates.
-
- ❖ Good Worker
 - ❖ Bucket Filler
 - ❖ Maths Challenge

7. ADMISSIONS POLICY

The school follows the general policy and criteria of Walsall LA who use the following criteria in order of priority for admitting pupils to this school.

- 1 Children in Public Care
- 2 Having a brother or sister in school
- 3 Relevant medical and/ or social factors
- 4 Proximity of the home address to school

September admissions to Reception are **allocated by Walsall Children's Services and not by the school**. Applications are completed online, please contact the Admissions Department for further details. Parents of children who are in Year 2 will receive notification from the Local Authority with the procedure for applying online for a place in Year 3 at a Junior School. Again these places are allocated and managed by Walsall Children's Services. See school website Key Information/ Admissions for more guidance.

SEPTEMBER INTAKE INFORMATION

Please see our school website Parents / Mrs Walsh's Transition Information for parents

MID YEAR ADMISSIONS TO RECEPTION, YEAR 1 or YEAR 2 DURING THE SCHOOL YEAR. See our school website for Walsall Council details.

<https://www.palfreyinfant.co.uk/admissions/>

These places are allocated by Walsall LA not by Palfrey Infant School. As soon as all relevant documentation is completed and a place is available, the pupil will generally be asked to start the following Monday at 8.45am.

ADMISSION TO NURSERY <https://www.palfreyinfant.co.uk/nursery-class-admissions/>

Nursery places are allocated by the school. Parents of those children placed on the school's waiting list will receive a letter in late April/ May officially offering a place in Nursery and notification of the Nursery open day when parents and pupils are invited to meet Nursery staff and a Play and Stay induction session during July. During September the new intake will be admitted in small groups for either morning or afternoon sessions, or for parts of these sessions. Please note morning and afternoon choices are not guaranteed.

MID YEAR ADMISSIONS TO NURSERY

Complete the Nursey Form <https://www.palfreyinfant.co.uk/nursery-class-admissions/> , as soon as the online forms have been completed and if a place is available, the pupil will generally be asked to start at 8.30am am or 12.30pm **the following Monday as part of transition.**

PARENT AND TODDLERS

Parents are encouraged to take their children to a local Parent and Toddler group when they enter their child's name on the Nursery waiting list. Please ask Mrs Adams (Family Support) for signposting to local groups.

Here the children can play and parents have the opportunity to get to know other parents whilst also finding out about how children learn through play.

8. THE CURRICULUM

At Palfrey Infants School, the National Curriculum is delivered through a varied and stimulating range of subject based learning experiences. This is enhanced using a wide range of visits and visitors. We aim to develop pupils as independent learners and encourage parental involvement through our take home tasks each term.

Literacy is embedded within the curriculum and forms the key focus for learning. Maths is taught discretely with real life links made through our full curriculum. (see Website for more information)

At Palfrey Infants School, we consider visits and visitors to be an important part of the curriculum. They involve people or groups coming into school to work with individual classes, year groups or the whole school as well as children going out of school on day visits.

HOME LEARNING TASKS

Our School Curriculum encourages family participation through our take home tasks. Each term the children will be asked to complete a task at home to support their wider learning. These could be written tasks or art based tasks. In all cases parents are actively encouraged to support their child in this.

Please see our school website for lots of information about our School Curriculum.

<https://www.palfreyinfant.co.uk/curriculum/>

HOMEWORK: ONGOING BASIC SKILLS

All children will receive homework. Most homework will consist of reading at home and learning spellings. This will be added to Purple Mash each week or sent home in paper form. Please ensure you log in. Usernames & Passwords are issued by the school, keep them in a safe place.

Please DO NOT SHARE your child's password.

Parents are encouraged to ensure that homework is completed and returned.

Individual Pupil Targets are discussed at Parents Consultation Evenings each Term

THE AREAS OF STUDY COVERED BY THE EARLY YEARS FOUNDATION STAGE (Nursery & Reception)

The seven areas of learning are:

PRIME AREAS

- Communication and Language
- Physical Development
- Personal, Social & Emotional Development

SPECIFIC AREAS

- Literacy
- Mathematics
- Understanding the World
- Expressive Art & Design

ELG (Early Learning Goal) is the level of development children should be expected to have attained by the end of the EYFS

The development of 'skills for learning' are intrinsic to our curriculum. Our school motto of 'Happy Children, Aiming High' summarises our school values that all pupils can achieve. Our curriculum is built to develop knowledge and build the skills of each foundation subject. Children are taught to remember and retrieve their knowledge built around new cognitive research.

By the end of Year 2 our aim is to ensure pupils acquisition of English is developed to support their learning and that we work towards pupils reaching the Expected standard in each curriculum area, with high expectations for those achieving greater depth.

We believe pupils learn through quality teaching sequences, practical opportunities and regular review of understanding, this is evidenced through our Curriculum Knowledge Maps.

We believe our curriculum should offer our pupils the '*possibilities*' to aspire and develop their learning skills alongside their developing knowledge of the world so as they move to Key Stage 2 they have the basic skills for effective learning.

See our school website for further information.

9. LIBRARY

All children and parents are encouraged to join the school library. Children are encouraged to choose 3 books weekly. A charge of £5 per book is required for lost or damaged books.

Parents are required to sign the Library consent form (electronic) to enable children to participate in library.

We will work with parents to foster a love of reading for pleasure with their children.

10. ACTIVITY CLUBS:

We have a variety of groups which run both at after school throughout the year for a small charge. We also run clubs in conjunction with Walsall Health, Staffordshire Cricket Club etc E.g. Super Wiggles these are open to all pupils.

11. BEFORE & AFTER SCHOOL CLUB

We DO NOT currently have daily before / after school provision. We would direct parents requiring support to contact Family Support Service for a list of local providers. (Contact Mrs Adams for advice)

12. RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

RELIGIOUS EDUCATION

Religious Education is taught according to Walsall Agreed Syllabus which conforms to the 1998 Education Reform Act. See the school website for further information.

COLLECTIVE WORSHIP

There is a daily act of Collective Worship either in the year groups or as a whole school, which has to be broadly Christian, but includes stories and themes from other faiths, British & World Values and Rights Respecting Schools awareness.

Friday Good Work Assembly is a celebration of the weeks achievements.

Parents may withdraw their children from Religious Education and Collective Worship if they so wish but this must be done through consultation with the Governing Body.

The Governing Body require all requests to be made in writing and then a meeting will be arranged to discuss parents' reasons for their decision to withdraw. Palfrey Infants is an inclusive school and withdrawal from any lessons is discouraged.

13. SEX AND RELATIONSHIP EDUCATION

Our SRE/ PSHE Policy was approved by Governing Body in consultation with Parents Spring 2021. Sex and Relationship Education in school is based on work around family relationships and self-esteem. It is not taught as a discreet subject. We DO NOT teach Sex Education as this is for Key Stage 2. This will be reviewed in 2023/4. We use Kapow Primary PSHE curriculum.

Our RSE Policy can be found on the school website [here](#).

14. EQUALITIES & INCLUSION STRATEGY

Our Equalities and Inclusion Strategy can be found on the school website [here](#)
The school has a code of practice which enables everyone celebrate the diversity of our school community.

A member of the Senior Management team is designated to assess children with Special Educational Needs & Disabilities (SEND) and to obtain help from outside agencies if required.

RACIAL EQUALITY

The school policy aims to eliminate all forms of racism and racial discrimination, promote equality of opportunity and good relations between people of different racial and ethnic groups.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

Palfrey Infants prides itself in being an Inclusive School. The school has a policy for Special Educational Needs and Disability which adheres to the National Code of Practice. Children with Special Educational Needs have an individual education plan which is reviewed regularly. Children with disabilities or medical needs, in consultation with parents will have a care plan put in place.

<https://www.palfreyinfant.co.uk/sen/>

There is a member of staff who is responsible for Special Education Needs & Disability the (SENCO) throughout school. (Mrs T Dunkley)

MEDICAL NEEDS

Before medicines are brought into school, please discuss with the Headteacher or office team. Only prescribed medicines should be brought into school. Paperwork must be completed in the school office. Long term conditions should be notified to the school office e.g. asthma. Care plans will then be developed to support whilst in school. Pupils with allergies and medical conditions wear an alert badge to ensure all staff are aware. (Due to their young nature , this was devised with parents consent)

15. EDUCATION VISITS

The children are regularly taken out of school to visit places of educational interest which supports the work being done in the classroom. Visits are paid via School Gateway App

16. CHARGING POLICY

Every child is entitled to receive free education. There are however certain activities not covered by the school budget and parents may be asked to make voluntary contributions towards educational visits, after school clubs and entertainment etc.

A school fund exists which helps to subsidise activities for pupils. This fund is raised by the sale of fruit at break time each day. The charge is 55p per week. Paid half termly via school gate way app.

A charge will be made for lost or damaged books, and for phone calls when children have been left late at school. The charge is £5 per lost item. Paid via School Gateway App.

Free milk is provided for all children under the age of 5 and for those who are entitled to free meals. Milk for drinking at lunch time can also be purchased as part of the payment for school meals.

17. FRUIT

All pupils receive one piece of free fruit daily (Free Fruit Scheme). We also provide an additional piece of fruit for a cost of 55p per week. We encourage parents to pay half termly via our School Gateway. Please pay prior to the start of a half term via the school gateway app. We use the money collected to purchase the fruit and subsidise activities for pupils.

18. SCHOOL MEALS (LUNCHTIMES) *EYFS lunch 11.30-12.30, KS1 lunch 12-1pm*

From September 2014, all children in Reception, Year 1 and Year 2 will be entitled to a Universal Free School Meal (FSM).

All pupils are encouraged to stay for a Free School Meal, **we do not encourage sandwiches.**

If your child has special dietary needs, please see the Headteacher these can be accommodated. Pupils with allergies will need to complete a special dietary form prior to starting school meals. (Natasha's Law)

Please **work with the school if your child is a fussy eater**, we believe in supporting the whole child and believe teaching healthy and varied food choices is part of this role! Contact Mrs Adams for advice & a referral to School Health for advice and support.

Home Dinners: We discourage home dinners unless for specific needs. Please contact Mrs Walsh to discuss this request.

19. PUPIL PREMIUM FUNDING (FREE SCHOOL MEAL FUNDING)

Additional funding is given to schools for children who qualify because either you or your partner are receiving:

- Income Support
- Income Based Job Seekers Allowance
- Employment and Support Allowance
- Child Tax Credit, provided you do not receive Working Tax Credit and have an annual income, as assessed by the Inland Revenue, that does not exceed £16,190
- Guarantee Credit element of State Pension Credit
- **Support under Part 6 of the Immigration and Asylum Act 1999**

If you feel that your family meets these criteria, you can apply online at:

<https://www.walsall.gov.uk> (Education – School meals – Free school meals)

or by completing a FSM application form which can be obtained from the Benefits Service at the First Stop Shop, Civic Centre, Darwall Street, Walsall WS1 1XU by calling in person or telephoning on 0300 555 2855 or the school office.

20. COMPLAINTS PROCEDURE

Our complaints procedure is available [here](#).

Policy summary

If a parent wishes to complain or is unhappy about something in school:

- Speak to the Class Teacher.
- Speak to the Head Teacher
- Contact the Parent Governor or Chair of Governors who will speak to the Headteacher or consult the Governing Body.
- Ring Walsall Children's Services at the Civic Centre, Walsall (Tel: 01922 650000) and ask for the Education Department.

21. PARENT INVOLVEMENT & PARENTAL SUPPORT

We work closely with parents to support your child's needs. We hold special assemblies, meetings and parental courses throughout the year. There is lots of information on our website how to support your child with key skills and school readiness.

Please contact myself or Mrs Adams (Parental Support) if you require support or advice

PARENT CONSULATION EVENINGS

There is an open evening each term for you to discuss your child's work and set mid year targets. A report on your child's progress will be sent to you at the end of the Summer Term, which can be discussed with the class teacher.

22. BEHAVIOUR AND RELATIONSHIP POLICY AND ANTI- BULLYING POLICY

The school has policies that are designed to support the way in which all members of the school can live and work together in a supportive way. (See website)

23. SAFEGUARDING & EARLY HELP

The school has a policy for Child Protection/Safeguarding. The Headteacher and members of the Senior Leadership Team are responsible for ensuring that all appropriate procedures are in place. The Governor for safeguarding is Mr J Ludlow

We support our families through Walsall Early Help, if you need confidential advice please speak with Mrs Walsh or Mrs Adams.

Contact Mrs Walsh support@palfreyinfant.co.uk if you need advice.

24. LEARNING MENTOR

Our Learning Mentor (Mrs Adams) is available support children's Emotional Well-Being in school. She is also available to support and advise parents and families. If you wish to have a meeting with Mrs Adams please contact the school office.

Our Learning Mentors key roles are: To support Safeguarding children, to improve attendance, to support pupils with emotional or behavioural needs.

Central and South Locality Family Hub

We have good links with Central & South locality hub, they offer a range of courses and services to support families. They are based in Birchills Street, Walsall WS2 8NG Contact them on 01922 646574 for further information. Or come to see Mrs Adams who can signpost you.

25. WEBSITE

Please refer to our school website www.palfreyinfant.co.uk for policies, procedures, newsletters and parents information.

26. PARENTS VIEWS

We are committed to work with parents to further improve the school. If parents have any suggestions, please speak with Mrs Walsh. Mrs Walsh and Mrs Adams stand on Whitehall Road gate every morning or parents can make an appointment at the school office.

support@palfreyinfant.co.uk

27. SCHOOL GATEWAY APP

Please ensure you download and register onto the School Gateway App using the email you provided to school (they must link for them to work) Payments to school should be made through this app. We do not take cash in school.

28. JUDE: Jude is our dog in school. Jude is a Malshi, he is 2-years-old. He joins Mrs Walsh (Headteacher) in school 3 days a week. He stays in Mrs Walsh's office; he sleeps a lot. Mrs Walsh has a stairgate on her room as Jude is removed when people come in her room if requested. He is very friendly and enjoys seeing the children working in the library area. Jude allows our children to think about caring for animals.



29. EMERGENCY PLANS / SCHOOL CLOSURES

In the unlikely event that we have to evacuate the school and are not able to return we will walk to Palfrey Junior School. Their telephone number is 01922 721092

In the event that school needs to close as a result of bad weather we will put **information on our school website** and **send a text via School Comms/ Gateway App** (please make sure you let us know if you change your phone number). We would only close the school in extreme circumstances so if you are unsure please check the school website. A message will show at the top of the home page **School open as usual** or **School closed due to bad weather**. During unavoidable closures teachers will post work to Purple Mash.

30. If you have any further questions please do not hesitate to ask

Telephone 01922 720713

Email support@palfreyinfant.co.uk

EYFS lunch 11.30-12.30, KS1 lunch 12-1pm

We are here to help

