



# Wootton Bassett Infants' School

## PART 1— AN INTRODUCTION TO OUR SCHOOL



**Where learning is fun**

High Street  
Royal Wootton Bassett  
Wiltshire  
SN4 7BS

Tel: 01793 852254  
[admin@woottonbassett-inf.wilts.sch.uk](mailto:admin@woottonbassett-inf.wilts.sch.uk)

[www.woottonbassett-inf.wilts.sch.uk](http://www.woottonbassett-inf.wilts.sch.uk)

## A WELCOME FROM THE HEADTEACHER AND STAFF

Welcome to Wootton Bassett Infants' School. This brochure tells you about our school, the school routines and organisation.

Whilst in school we aim to ensure that your child will feel happy and secure with us. We want to help your child to learn and develop new skills from the experiences we provide.

We look upon the education of your child as a joint venture between home and school and hope that you and your child will be happy with us. We look forward to welcoming you and your child as part of our school.



Headteacher

Alison Pass



## AIMS OF OUR SCHOOL

Both governors and staff have definite aims with regard to the children who will be in our care and these underpin the whole ethos of what we want to create within school.

In order to achieve our aims the children are taught and encouraged to follow the school ethos and values.



## Our Ethos

- We encourage all of our children to enjoy and achieve in all aspects of school life
- We strive to develop confident, enthusiastic, and effective learners
- We challenge all learners to reach their full potential
- We develop their personalities whilst supporting British values
- We celebrate children's work and achievements
- We create a harmonious working atmosphere

## Our Values

- We are kind
- We are gentle
- We respect and look after property
- We are honest
- We listen to each other
- We try our best
- We are proud of our achievements and those of others



We teach and reinforce our ethos and values and all children learn about them through displays, assemblies, stories, discussion and positive reinforcement.

## Partnership with parents

Parents are encouraged to work in partnership with us in the development of their child, thus strengthening the bond between school and home life.

Through this partnership we want to:

- value each child as an individual whose needs are constantly changing and developing
- establish and develop a caring community
- develop within each child an understanding and respect for themselves and others irrespective of race, gender or belief

Within the framework of the National Curriculum and EYFS, the children's learning will be carefully planned and structured so that they will:

- become literate and numerate and achieve a personal excellence in all their activities
- develop as competent, confident learners with an ability to persist at a task
- be proud of their achievements and those of others
- be enthusiastic in all aspects of their learning and have enquiring minds.

We want your child to take with them lasting fond memories of their time at Wootton Bassett Infants'.

After all. . . . *learning should be fun!*

## GENERAL INFORMATION

Wootton Bassett Infants' is on the site of the old British School which was established 160 years ago. The hall is situated in the original school building, which has been extended to provide two classrooms and a group room (The Rainbow Room). We also have a brand new school block housing four classrooms and 2 group rooms, linked by a walkway to a treehouse library, together with hard play, grass and garden areas for outdoor activities. The Headteacher's and administration office and the staffroom are located in the old school house - the other original building on the site.



### General Enquires

Call The Administration Team

Miss Beckie Lynne or Mrs. Lisa Farr on:

01793 852254

Email: [admin@woottonbassett-inf.wilts.sch.uk](mailto:admin@woottonbassett-inf.wilts.sch.uk)

Website: [www.woottonbassett-inf.wilts.sch.uk](http://www.woottonbassett-inf.wilts.sch.uk)

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## ADMISSION TO SCHOOL

By law children must attend school by their fifth birthday. It is the policy in Wiltshire, however, to allow children to start school at the beginning of the school year in which they reach their fifth birthday. Thus children may start school in the September following their fourth birthday. All reception children are able to start school on a full time basis but if a child is born between 1st April and 31st August, parents may choose to send them part time during the Autumn Term and then the child will attend full time in January. Almost all of our children choose to attend full time from September.



Forms, guides and policy documents can be found here:

<http://www.wiltshire.gov.uk/schools-learning-forms-guides-policies>



### Transfer

Our children generally transfer to our feeder school, Noremarsh Junior School in the September following their seventh birthday. We work closely with Noremarsh at all times and inductions visits are arranged by both schools. Whilst in Year 2 the children will visit and meet the Year 3 teachers. There is no need to arrange anything with them directly as we will do this for you.

# THE STAFF

## HEADTEACHER & DSL

(DESIGNATED SAFEGUARDING LEAD)

Mrs. Alison Pass



## THE SENIOR LEADERSHIP TEAM



**Assistant Headteacher**

Mrs. Rebecca Tebbitt



**Assistant Headteacher**

Miss Jenny Pearce



**SENCo & Deputy  
Designated Safeguarding  
Lead**

Mr. Tom Hill



# THE STAFF

## TEACHERS

The school consists of three age groups.

### RECEPTION (YR)



Miss Rachel Crimp



Mrs. Jen Bowditch



Miss Hannah Macaulay

### YEAR ONE (Y1)



Mrs. Rebecca Tebbitt



Mrs. Emily Stone



Miss Steph Noyes

### YEAR TWO (Y2)



Mrs. Tiff Hughes



Mrs. Nicky Anderton



Miss Jenny Pearce

Depending on the numbers in each group, classes will at times be made up of more than one year group.

# THE STAFF

## SUPPORT STAFF



Miss Beckie Lynne

### ADMINISTRATORS



Mrs. Lisa Farr

### ELSA



Mrs. Kerry Thorp

### CARETAKER



Mr. Paul Stokes

## TEACHING ASSISTANTS AND MIDDAY SUPERVISORS

Mrs. N Brown

Mrs. M Bullock

Mrs. C Barton

Mrs. K Thatcher

Mrs. I Davies

Mrs. J Loveday

Mrs. T Hulbert

Miss N Fairbanks

Miss K Kingdon

Mrs. V Edwards

Mrs. L Benham

Mrs. E Thomas

Mrs. H Smith

Mrs. J Randell

# THE STAFF

## GOVERNORS

### Chair of the Governors

Mr Marcus Farr

### Vice Chair

Mrs. Nicola Goldberg

### Vice Chair

Mrs. Gemma Clatworthy

Mrs. Michelle McDermitt

Mrs. K Bristow

Mrs Alison Pass

Staff Rep—TBC

Clerk to the Governors - Miss Beckie Lynne





## **SCHOOL TEACHING TIMES**

MORNING SCHOOL	9.00 - 12.00
LUNCH	12.00 - 13.00
AFTERNOON SCHOOL	13.00 - 15.00

## **ARRIVAL AND DEPARTURE FROM SCHOOL**

Children should arrive at school between 8.50 and 9.00 and proceed straight to their classroom. At the end of the day reception parents are asked to wait in the top playground, class teachers will dismiss the children one at a time. Please make yourself visible and ready for collection. If you have arranged for someone else to collect your child you must notify the school office.





## BOOK BAGS

Book bags are given to all new children. These are provided by our PTA. Replacement book bags are available to purchase from the school office.

Please ensure that **ALL** clothing is clearly named, to avoid items being misplaced. Items of lost property are kept in each classroom.

## THE UNIFORM

The school has a uniform. It is based on the colours, grey, white and navy blue.

For example:

- navy blue sweatshirts, pullover/cardigan
- white or blue polo shirt, blouse or shirt
- blue/white checked or striped dress
- grey/blue trousers, skirts or shorts, pinafore

Uniform with the school motif is available to order from the school office which is purchased from Tees Total or at <https://myclothing.com/>. If you want to order from the school please contact the school office.

It is essential that sensible shoes are worn to school. Please bear in mind that there are many steps and stairs around the school.

## P.E. KIT

All children will need shorts and a T-shirt for P.E. Trainers or plimsolls are an essential part of the P.E. Kit for the children during the summer term. P.E. Kits should remain in school in a named bag and will be sent home at the end of every term for washing. Bags can be purchased from the school office.

## SCHOOL LUNCHES

Your child can have either a packed lunch or a hot dinner. Our hot dinners are provided by which your child can chose from via School Grid. You will need to provide your email address to be able to order hot dinners (this will be requested on your pupil information form). Hot dinners can be ordered up to 9:30 daily. Please ensure you cancel meals if your child is not in school. Under current government guidelines, all Infant pupils are eligible for free school meals.



Packed lunches should be in a named lunchbox. We encourage the children bring a healthy packed lunch to school. If you wish your child to have yoghurt or jelly please provide a spoon. If you are providing grapes, sausages and carrots these will need to be cut lengthways to avoid choking.

Water is provided for all children at lunchtime.



## MILK

Children receive free school milk until their 5<sup>th</sup> birthday. A letter will be sent out just before your child reaches 5 informing you how to purchase milk if you wish your child to continue receiving milk in school or you can register here: <https://www.coolmilk.com/>

## SNACKS

Under the Government's School Fruit and Vegetable Scheme every child aged 4-7 is provided with a fresh piece of fruit or vegetable every day. The scheme is voluntary, and although there is no obligation for your child to take part, we hope you will share our belief that it has many benefits.



### WATER BOTTLE

You will need to provide a suitable named water bottle for your child to bring to school. Your child's bottle will need to be brought in at the start of the week and will be sent home on the last day of the week.



## PUPIL PREMIUM

If your family is receiving Income Support, Income Based Job Seekers Allowance, Income Related Employment Support Allowance, Child Tax Credit (providing your annual income is less than £16,190), Guaranteed Element of State Pension Credit or Support under part VI of the Immigration & asylum Act 1999, your child will be entitled to pupil premium. This is a form of additional funding which the school can claim and spend specially on pupils from these groups. Please see the Administrative Officer about this. (Pupil premium is not available to pupils of Parents/Guardians who receive Working Tax Credit).

## EDUCATIONAL VISITS

Visits outside school take place from time to time. These often incur transport and entrance fee costs. We ask for a voluntary contribution towards these costs to ensure these trips can take place. Children eligible for pupil premium are not expected to pay for visits.

We rely heavily on the support of parents and volunteers to help on visits. If you feel you can be a regular volunteer please speak to the school office about completing a DBS.



## VISITORS TO SCHOOL

Occasionally we have performances within school from travelling theatres or musicians. A charge is made to us and again we usually ask for a voluntary contribution towards these costs. Again, children eligible for pupil premium are not expected to pay.

## MONEY AND VALUABLES

Any money sent to school should be in a sealed envelope, clearly stating the child's name, class and the purpose of the money. The school cannot be held responsible for the loss of valuables brought from home.



# SCHOOL TERM CALENDAR

The school dates are published at the start of the academic year and are available on the administration office website <http://woottonbassett-inf.wilts.sch.uk/for-parents/important-dates/> or from the school office. If you intend taking your child out of school during term time please complete a request for leave of absence form. Hospital/doctors/dentist appointments need to be communicated to the school office. All absences are at the discretion of the Headteacher and holidays in term time cannot be authorised. Forms are available by emailing the school office.

The academic year is split into 6 terms and for 2021/22 they are as follows:

Term 1	2nd September 2021	-	20th October 2021	3pm finish
Term 2	1st November 2021	-	17th December 2021	1pm finish
Term 3	4th January 2022	-	17th February 2022	3pm finish
Term 4	28th February 2022	-	8th April 2022	1pm finish
Term 5	25th April 2022	-	26th May 2022	3pm finish
Term 6	7th June 2022	-	22nd July 2022	1pm finish

There are 5 Teacher Development Days

- Wednesday 1st September 2021
- Friday 18th February 2022
- Friday 27th May 2022
- Monday 6th June 2022
- Monday 25th July 2022



# HEALTH AND SAFETY

## Absence

When a child does not turn up for school we are always anxious for the safety and well-being of that child. If your child is not at school we want to be sure that he/she is safe at home or elsewhere in your care.

- If you know your child will not be at school, please let us know beforehand by calling or emailing the school office.
- If your child is unexpectedly prevented from attending please let us know immediately, by telephone or email, of this absence.

If we have not heard from you by 9:30 we will contact you to establish your child's whereabouts. If we are unable to contact you the absence will be recorded as unauthorised.

We are required by law to keep accurate records of attendance and to publish the figures.

Please note: if your child arrives at school after registers have been taken then they are marked as late for that session. Any children arriving after the gates have closed will need to buzz at the main gate and a member of staff will take them to their class.

## Security

All visitors to the school must report to the school office upon arrival. Approved visitors will be given a visitor badge after completing the safeguarding and security checks.



# HEALTH AND SAFETY

## Health and Welfare

Children should normally only be sent to school if they are capable of undertaking **all** school activities. If a child has a bout of sickness and/or diarrhoea, as per the Local Authority guidelines children will need to be kept at home **for at least 48 hours from the last bout**.

If your child requires regular medication or treatment for an illness then you will be asked to complete a medical care plan with the school nurse.

Parents of children who use an inhaler will be asked to complete a form with details of use and must be kept in school. Any changes must be reported to the school office asap. It is the parents responsibility to ensure medicines are kept up to date.



## No Smoking/Vaping Policy

The school complies with the law which came into effect on 1<sup>st</sup> July 2007. Wootton Bassett Infants has a policy of no smoking/vaping both inside and outside the buildings.

## Vehicles

There are no vehicles permitted on the school grounds other than staff or prearranged visitors.

# HEALTH AND SAFETY

## Illness at School

When your child joins us you will be asked to provide details of who to contact in an emergency together with the name of your doctor. Should your child be unfortunate enough to have an accident or become ill we shall make every effort to contact you immediately, whilst taking all possible steps to ensure your child's well-being and safety.

We will let parents know if the accident involved a head injury.

**PLEASE NOTE: It is your responsibility to keep your child's emergency contact details up to date.**

## Medicals

Periodically the school doctor, nurse or dentist makes a health check or a selective examination of children. You will always receive a written invitation to see the school doctor or nurse.

The school nurse makes regular visits to carry out checks on vision, hearing and hygiene.



## Jewellery

With the exception of stud type earrings, children should be discouraged from wearing jewellery to school. This is requested for reasons of safety. For the same reasons children with long hair are asked to have it kept away from the face.



# HOME, SCHOOL AND COMMUNITY LINKS

Parents are encouraged to work in partnership with us in the development of their child therefore, strengthening the bonds between school and home life.

## Parent Teacher Association

There is an active P.T.A. to which you automatically belong when your child starts school with us. The Association aims to encourage co-operation between the home and school, providing opportunities for parents to meet each other and the teaching staff in a social setting, while at the same time raising funds to provide the school with extra equipment and materials.



## Keeping you Informed

Parent meetings are held twice a year. These meetings give you the opportunity to meet with your child's teacher and discuss your child's progress. We welcome your input and hope that you will not feel it necessary to wait until an open evening to see a member of staff if you are at all concerned about your child.

We also provide an annual written report on each pupil to give parents an overall view of their child's progress. This report will also include any assessment results such as the Year 1 Phonics Check.

At times, special meetings are held on specific subjects or educational matters.

Throughout the school year, the Headteacher also sends out regular newsletters with information on various items and in-school activities.

## Discipline

The general behaviour of pupils is of great importance to the running of the school and the well-being of the community. Qualities of honesty, kindness and respect are constantly encouraged, whilst politeness and thought for others are regarded as the basis of relationships between pupils and teachers. Our school values form the basis of our approach to behaviour in school.





## OUR SCHOOLS CODE OF CONDUCT

We welcome visitors to our school and want to be an open and inviting community. For everyone's benefit, but especially the children, we have a code of conduct that all adults must follow when on school premises. 'Premises' means the playgrounds as well as the school buildings.

We expect our children to be polite to each other and to visitors. Adults with a connection to the school must do the same. It should go without saying that unacceptable behaviour includes physical violence, threats of physical violence or intimidation of any kind, anywhere, including cyber-bullying. Where necessary, instances will be brought to the attention of the police immediately.

Unacceptable behaviour also means the use of swear words, whether to other adults or children. This means any child, including the parent or carer's own child. Swearing in the streets around the school is unacceptable if it can be heard within the school, or by any of our children outside the school.

If a parent or carer is unhappy at the way their child says they are being treated by other children, then as a first step they must talk to the class teacher. This is the best way to resolve a problem between children. If they still feel the matter has not been dealt with they should arrange to speak to the Headteacher. Parents and carers must not get into arguments with other adults about the behaviour of their children in school.

Any disagreement on school premises between adults, or adults and children, must be expressed in a way that is polite and good-natured. If it is not, it constitutes unacceptable behaviour.

On the rare occasion, when an incident of unacceptable behaviour occurs, the matter will be brought immediately to the attention of Headteacher or the Senior Leadership Team.

The person whose behaviour has given cause for concern will be required to discuss the matter with the Headteacher. If the Headteacher decides it is necessary a verbal warning about future conduct will be given. This will be recorded on file, and will remain on file for as long as that person has children at the school.

If a second incident occurs then after discussing the matter with the individual the Headteacher will issue a written warning to the individual concerned.

A third incident will result in the individual being banned from school premises for a fixed period of not more than six weeks, excluding school holidays. Any further incident involving them will lead to an indefinite ban.

In line with the Complaints Procedure, appeals against banning orders will be heard by a panel of three governors. An incident that is judged by the school to be sufficiently serious will result in an indefinite ban with no prior warning.

Victims of unacceptable behaviour will be kept fully informed of any action that the school takes at each stage.



## CHILD PROTECTION



The Local Authority requires Headteachers to report any obvious or suspected case of child abuse - which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse.

This procedure is intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry.

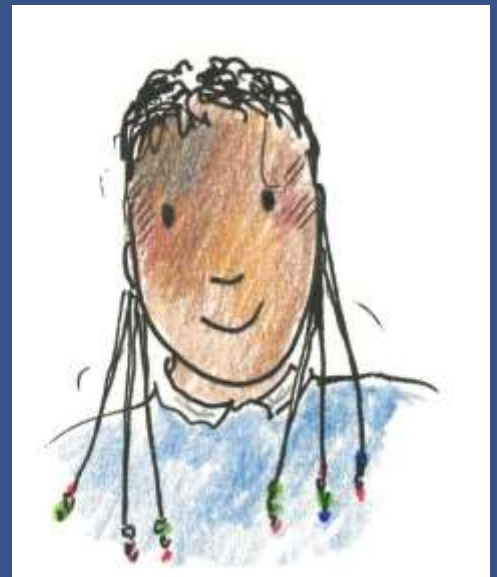
This does mean that Headteachers risk upsetting some parents by reporting a case which, on investigation, proves unfounded. In such circumstances, it is hoped that parents, appreciating how difficult it is for Headteachers to carry out this delicate responsibility, would accept that the Headteacher was acting in what were believed to be in the child's best interests.

### WHAT IS CHILD PROTECTION?

Child protection is the process of protecting children and young people who have been identified as suffering, or likely to suffer harm as a result of abuse.

There are four types of abuse:

- ◆ Physical
- ◆ Sexual
- ◆ Emotional
- ◆ Neglect



**ALL CHILDREN HAVE A  
RIGHT TO BE PROTECTED  
FROM HARM**

Safeguarding is the action that people take to keep all children safe, for example:

- ◆ Protect children from harm
- ◆ Ensure that they are safe and well looked after
- ◆ Take action so that all children are able to grow up in a safe environment

## What our school has to do?

Our School must have a senior member of staff who is responsible for child protection. This person is called the Designated Safeguarding Lead often referred to as the DSL.

Our Safeguarding Team :

**Designated Safeguarding Lead**

**(DSL)**

Mrs Alison Pass



**Deputy Designated**

**Safeguarding Lead**

**(DDSL)**

Mr Tom Hill

Miss Steph Noyes

We have a Safeguarding & Child Protection Policy. This document sets out the process for dealing with child protection concerns. If you would like to read this policy you may find it on the school website, here: **Model school Safeguarding and Child Protection Policy website) (woottonbassett-inf.wilts.sch.uk)**

Alternatively the school office can provide you with a copy.

This policy also sets out the process for reporting allegations about members of staff, including volunteers.

All adults in school, including volunteers, must have regular training to ensure that they are aware of the signs of abuse and know what to do about their concerns. They all have a duty to report these to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

**All schools have a legal duty to talk to other agencies such as Children's Social Care and the Police if they think a child or young person may be at risk of harm.**

## **THE WELFARE OF YOUR CHILD IS OF PARAMOUNT IMPORTANCE**

### **What do you need to know?**

If anyone in school is worried about the welfare of your child this will be discussed with you unless they think that this conversation could put your child at a greater risk of harm.

The school must also share all relevant information with Children's Social Care if they are concerned about your child.

A social worker may consult with other agencies before deciding what should happen next. They will also speak to you about the concern and keep you informed about what is happening.

If there is an allegation about an adult who works at the school, the school will hold discussions with the Police and Children's Social Care. If your child is involved, you will be kept informed of any discussions and decisions as appropriate.

**FAMILIES HAVE A RIGHT TO EXPECT SCHOOLS TO PROVIDE A SAFE AND SECURE ENVIRONMENT FOR CHILDREN AND YOUNG PEOPLE**



You will find additional information at:

The Wiltshire Safeguarding Children Board:  
[www.wiltshirelscb.org.uk](http://www.wiltshirelscb.org.uk)

The Department for Education: [website:www.gov.uk/government/publications/keeping-children-safe-in-education—2](http://www.gov.uk/government/publications/keeping-children-safe-in-education-2)

Keeping Children Safe in Education 2015  
DFE No: 865-2140

**Young people will find more information at: [www.childline/org.uk](http://www.childline.org.uk)  
Free 24-hour telephone helpline: 0800 1111**