



# WELCOME TO HAMP NURSERY & INFANTS' SCHOOL

**Happiness** and high expectations promoted at all times

**Aspiration** for all who work and learn here

**Motivation:** individual, shared and for all

**Provision** of a caring, safe and stimulating environment in which all can thrive

Rhode Lane  
Bridgwater  
Somerset  
TA6 6JB  
01278 422012

Headteacher: Mrs S Bird

[www.hampnurseryandinfantschool.co.uk](http://www.hampnurseryandinfantschool.co.uk)

## About Us

Hamp Nursery & Infants' School provides seamless provision for 2-7 year olds.

We are an integral part of an educational campus together with three other schools - Hamp Academy, Robert Blake Science College and Elmwood School.

All staff contribute to the school's positive attitude towards pupils and the whole school approach to policy-making in an atmosphere where good relationships are highly valued and where high expectations of behaviour and achievement are implicit for all. We aim to build a close working relationship between children, staff, parents and carers, to create an environment where your children feel safe and secure and will develop the skills to enable them to achieve their full potential.

You are always welcome to visit the school, and please do not hesitate to contact us should you wish to discuss any aspect of your child's schooling.

## **Curriculum**

Hamp Nursery and Infants' School is committed to meeting the requirements of the new Curriculum 2014.

The aim is to provide a broad, balanced, child centred curriculum with the development of the whole child in mind.

Our Themed Weeks, e.g. Carnival, Space, Worldwide Art & Culture and Healthy Eating & Living, and visiting performers such as West End Theatre, Drum Crazy, Pied Piper and Gloria Lawrence ('Storytree') all provide cross curricular and cultural activities to ensure a broad range of creative experiences for our pupils.

## **Extra-Curricular Activities**

We offer a range of after-school and lunchtime clubs for our children including music, sport and movement & dance.

## Ofsted

May 2007 our school was judged as good with elements of outstanding and stated that the "immediate and striking feature of the school is the outstanding personal development and well-being of pupils." "Behaviour is exemplary."

March 2010 - under the new framework - outcome judgement was satisfactory and it was acknowledged that "children get off to a good start in the Children's Centre and nursery class and make good progress" and "pupils enjoy their learning".

March 2013 Ofsted judgements:

Achievement of Pupils	Good
Quality of Teaching	Good
Behaviour & Safety of Pupils	Good
Leadership & Management	Good

November 2017 our school was judged as "continues to be good" and the report stated that "Governors and your skilled senior leadership team share your determined approach and high expectations. Your dedicated staff also fully sustain the school's high commitment to developing the personal and academic needs of each pupil as effectively as possible."

For full copies of reports, please visit the Ofsted website:

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/123681>

or the school website [www.hampnurseryandinfantschool.co.uk](http://www.hampnurseryandinfantschool.co.uk)

## Our Governing Body

The Governing Body is responsible for the school, including the Local Authority Nursery and the Children's Centre Nursery.

The Governors work closely with the Headteacher and the Senior Leaders to support the development of all aspects of our school in setting high standards and promoting achievement for all.

Through regular meetings, Governors monitor the financial and educational management, including outcomes for all pupils.

Chair of Governors: Mrs Michelle Martin  
Clerk to the Governors: Mrs Kerry Gascoigne

Please see our website for full details of the Governing Body.

## Safeguarding

Our school recognises that the safety and welfare of children is paramount and that we have a responsibility to protect children in all our activities. We take all reasonable steps to ensure, through appropriate procedures and training, that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, are protected from abuse. We will seek to:

- + Create a safe and welcoming environment where children can develop their skills and confidence.
- + Support and encourage other groups and organisations to implement similar policies.
- + Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- + Ensure that any training or events are managed to the highest possible safety standards.
- + Review ways of working to incorporate best practice, including this policy being regularly reviewed and updated to reflect current best practice and Government expectations.
- + Treat all children with respect regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- + Carefully recruit and select all employees, contractors and volunteers.
- + Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- + Share information about concerns with agencies who need to know, and involve parents and children appropriately.

**A range of safeguarding information is available in the school reception area**

## Attendance

- ✚ Our school day is 8.45 am to 2.55 pm. We operate a 'soft' start time for children in the morning, which means they can come in to school from 8.30 am.
- ✚ Children need to attend school regularly to fully benefit from their education. Even 90% attendance means that a child is missing a month of school a year, and it will be difficult for them to achieve their best. Children with attendance of 90% and lower are classed as 'Persistent Absentees' by the Government.
- ✚ The Government expects schools to promote good attendance and reduce absence, and expects parents to ensure their children attend school regularly, and on time. Our attendance target is 94%.
- ✚ Please remember it is your responsibility to contact us if your child is unable to attend school.
- ✚ In accordance with regulations, we are only permitted to authorise leave of absence during term time in exceptional circumstances. Parents/carers taking their children out of school for an unauthorised holiday may be issued with a fixed penalty fine. Holiday request forms are available from the school office.
- ✚ Please do your best to arrange routine medical appointments out of school hours.
- ✚ If you are having difficulties with your child's school attendance, please speak to the class teacher or our Home School Liaison Worker, Mrs Jo Newcombe.

## Medication and Illness

- + If your child is going to be absent, please contact the school office on 01278 422012 to let us know.
- + If your child becomes ill at school, we will contact you or one of your named emergency contacts so that your child can be collected as quickly as possible.
- + If your child requires prescribed medication, this can be administered by school staff. Please refer to our Children with Medical Conditions Policy. We will ask you to sign a medication form before we can administer any medicine.
- + For children who have long term medical needs, we will work with you to follow their medical care plan.
- + Some infectious illnesses like diarrhoea and vomiting spread rapidly and our policy requires that you keep your child at home for 48 hours after the symptoms have ended.



## **Accidents and Injuries**

If your child has a minor accident whilst at school we will inform you when you collect your child. The accident will be recorded in the school accident book and a member of staff will explain what happened.

If your child has a head bump we will call you to let you know and give you the opportunity to come and see your child and the option to take him/her home if you wish to.

## School Uniform

We have a school uniform which we like our children to wear (please see below). Uniform with our logo is available from school - a limited amount of stock is kept, and orders are placed each half term. Please speak to staff in the school office for more information. Parents may prefer to purchase plain sweatshirts or cardigans from other suppliers - if so, please purchase these in royal blue or red.

- ✚ Grey, navy or black trousers, skirts or pinafore dresses.
- ✚ School summer dresses (red, blue or green).
- ✚ White blouses or shirts, or white or coloured polo shirts (red, royal blue or jade) with school logo.
- ✚ Sweatshirts or cardigans (red, royal blue or jade) with school logo.
- ✚ Appropriate school shoes (no sandals with open toes or backs please, or shoes with heels).
- ✚ For PE - a pair of shorts, a T-shirt (also available with logo), gym shoes (preferably the type without laces), jogging bottoms for outdoors and a PE kit bag. Please ensure your child's full PE kit is kept in school at all times.

Please ensure all items of clothing and footwear are labelled with your child's name.

We occasionally have sales of secondhand uniform. Information regarding donations and dates of sales will be sent to parents/ carers.

## Jewellery

It is our policy that no jewellery should be worn by children in school. Those children who have pierced ears should only wear stud earrings to school. We have adopted this policy for the safety and well-being of the children.

## Hairstyles

Our school policy, which is in line with Robert Blake Science College and Hamp Academy, states that a child's hairstyle should be appropriate for school, i.e.:

- + No unusual colours
- + No inappropriate accessories, e.g. large hair bows
- + No shaved heads or patterns shaved into the hair
- + No radical cuts, with different lengths of hair
- + No excessive use of hair gel

## Behaviour

It is hoped that good patterns of behaviour will be established at home before a child's entry into school. Our aim is to build on these patterns in the following ways:

- ✚ To develop in pupils a sense of self-discipline and an acceptance of responsibility for their own actions.
- ✚ To help children develop as caring, thinking individuals.
- ✚ To create a happy and caring environment in which there is mutual respect between all members and where children learn to react positively with peers and adults and in which effective learning can take place.

## Food in School

As a school we are responsible for supporting children to make healthier life choices which includes the food they eat in school.

- + Fresh fruit is supplied as a snack at morning break.

### School Lunches

- + Free school lunches are provided for all children up to the age of 7. As well as these meals being free to parents, they also:
  - encourage children to try new foods
  - encourage a more varied diet, and
  - support healthier eating.
- + All relevant information, forms and a sample menu is available from the school office. Full details are provided at our induction meetings.
- + New Reception year children may take time to get used to having school meals and trying new food. We therefore ask parents who choose this option to allow a month's settling in period. If after a month you wish your child to swap to packed lunches from home, the notice period is two weeks, in line with all other children in the school.
- + 96% of our children have a school meal!

## Packed Lunches

- ✚ In line with our responsibility to promote healthy eating in school, packed lunches should also be varied and provide healthy options. Here are some lunchbox ideas:

Chicken & lettuce sandwich, cherry tomatoes, fresh fruit, yoghurt, dried fruit & nuts

Cheese & tomato wholemeal roll, fruit cake, fruit salad



Ham and cheese tortilla wrap, salad, honey & nut flapjack, fresh fruit

Brown rice salad, vegetable sticks, cheese & biscuits, malt loaf, fresh fruit

- ✚ Please do not send your child to school with items such as jam or chocolate spread sandwiches, crisps, several cakes, sweets or chocolate bars.

## Comments about our School from Parents and Children

'I think you do so well at keeping my child safe whilst she is at school, and appreciate you patching her up when she falls at playtime. You do well at explaining to her what you are teaching and why.'

I like writing stories  
(Reception Year child)

I like working  
on the laptops  
- we play  
games  
(Year 2 child)

'Staff are always friendly.'

I love numeracy and  
playtime. Everyone  
likes playtime!  
(Year 2 child)

My favourite thing is messy  
play and being outside  
(Reception Year child)

'There is always someone available to talk to.'

'The school has so much for the children. The class is full of amazing resources and equipment.'

I love the  
chicken curry!  
(Year 1 child)

I like playing  
hide and seek at  
playtimes  
(Year 1 child)

'My child loves coming to school, has many friends and has made excellent progress in his class which is all down to his teacher and TAs.'

## How to make a complaint

We wish to make it clear that there is a difference between a concern and a complaint. We hope that any concerns that parents/carers may have can be resolved by the school and, in the first instance, should be raised with your child's class teacher. If you feel that the matter has not been resolved, an appointment can be made with the Headteacher and it is hoped that in most cases, concerns will be dealt with at this level, prior to the issue becoming a formal complaint.

If the complaint cannot be resolved at the local level (i.e. class teacher or Headteacher) the formal complaints procedure should be followed.

There are three stages to our formal complaints procedure:

- Stage one:  
complaint heard by the Headteacher or a member of staff
- Stage two:  
complaint heard by the Chair of Governors or the Headteacher
- Stage three:  
complaint heard by the Governing Body's complaints panel

Full details of the process together with relevant forms for completion are available from the school office or website.



## Privacy Notice

### Why do we collect and use pupil information?

We collect and use pupil information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; and the Family and Children Act 2014.

We use the pupil data:

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

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

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- caring responsibilities

### 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. To comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### Storing pupil data

We hold pupil data for the periods of time as stated in the IRMS Records Management Schools Toolkit which can be seen at: [https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)

### Who do we share pupil information with?

We routinely share pupil information with:

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

### Why we share pupil information

- We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
- We share pupils' data with the 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 LA 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 DfE (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 DfE 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

The department 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 department 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 the 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 department's 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 the 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, contact Susan Bird, Headteacher, Hamp Nursery & Infants School, Rhode Lane, Bridgwater, Somerset TA6 6JB. 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, you should raise your concern with us or the Information Commissioner's Office at <https://ico.org.uk/concerns/> If you would like to discuss anything in this privacy notice, please contact: School Development Officer, Somerset LA – [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

Please see our website

[www.hampnurseryandinfantschool.co.uk](http://www.hampnurseryandinfantschool.co.uk) for detailed information on our Planning, Curriculum etc.

You will also be able to view our School Policies, which include:

Safeguarding

Health & Safety

Attendance

Computing and E-Safety

Special Educational Needs Information Report

Equality & Diversity

All documents are available from the school office - if you would like copies, please do not hesitate to ask.




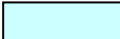
# Somerset School Terms and Holidays 2019/2020 Academic Year

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September 2019						October 2019						November 2019					
M	2	9	16	23	30	M	7	14	21	28	M	4	11	18	25		
Tu	3	10	17	24	Tu	1	8	15	22	29	Tu	5	12	19	26		
W	4	11	18	25	W	2	9	16	23	30	W	6	13	20	27		
Th	5	12	19	26	Th	3	10	17	24	31	Th	7	14	21	28		
F	6	13	20	27	F	4	11	18	25	F	1	8	15	22	29		
Sa	7	14	21	28	Sa	5	12	19	26	Sa	2	9	16	23	30		
Su	1	8	15	22	29	Su	6	13	20	27	Su	3	10	17	24		
December 2019						January 2020						February 2020					
M	2	9	16	23	30	M	6	13	20	27	M	3	10	17	24		
Tu	3	10	17	24	31	Tu	7	14	21	28	Tu	4	11	18	25		
W	4	11	18	25	W	1	8	15	22	29	W	5	12	19	26		
Th	5	12	19	26	Th	2	9	16	23	30	Th	6	13	20	27		
F	6	13	20	27	F	3	10	17	24	31	F	7	14	21	28		
Sa	7	14	21	28	Sa	4	11	18	25	Sa	1	8	15	22	29		
Su	1	8	15	22	29	Su	5	12	19	26	Su	2	9	16	23		
March 2020						April 2020						May 2020					
M	2	9	16	23	30	M	6	13	20	27	M	4	11	18	25		
Tu	3	10	17	24	31	Tu	7	14	21	28	Tu	5	12	19	26		
W	4	11	18	25	W	1	8	15	22	29	W	6	13	20	27		
Th	5	12	19	26	Th	2	9	16	23	30	Th	7	14	21	28		
F	6	13	20	27	F	3	10	17	24	F	1	8	15	22	29		
Sa	7	14	21	28	Sa	4	11	18	25	Sa	2	9	16	23	30		
Su	1	8	15	22	29	Su	5	12	19	26	Su	3	10	17	24	31	
June 2020						July 2020						August 2020					
M	1	8	15	22	29	M	6	13	20	27	M	3	10	17	24	31	
Tu	2	9	16	23	30	Tu	7	14	21	28	Tu	4	11	18	25		
W	3	10	17	24	W	1	8	15	22	29	W	5	12	19	26		
Th	4	11	18	25	Th	2	9	16	23	30	Th	6	13	20	27		
F	5	12	19	26	F	3	10	17	24	31	F	7	14	21	28		
Sa	6	13	20	27	Sa	4	11	18	25	Sa	1	8	15	22	29		
Su	7	14	21	28	Su	5	12	19	26	Su	2	9	16	23	30		

## Key:

	School Holiday
	Bank Holiday
	Term Time
	Inset Day

## Term dates summary:

Term 1: 02 September – 25 October 2019 (40 days)  
 Term 2: 04 November – 20 December 2019 (35 days)  
 Term 3: 06 January – 14 February 2020 (30 days)  
 Term 4: 24 February – 03 April 2020 (30 days)  
 Term 5: 20 April – 22 May 2020 (24 days)  
 Term 6: 01 June – 20 July 2020 (36 days)

**TOTAL = 195**

**Anticipated start date for 2020/21 academic year: 01/09/2020**

## Bank and public holidays 2019/2020

Christmas Day Bank Holiday	25 December 2019	Easter Monday	13 April 2020
Boxing Day Bank Holiday	26 December 2019	VE Day Bank Holiday	08 May 2020
New Year's Day Holiday	01 January 2020	Spring Bank Holiday	25 May 2020
Good Friday	10 April 2020	Summer Bank Holiday	31 August 2020

