



Bagshot Infant School Parent Information Pack

Bagshot Infant School
School Lane
Bagshot
Surrey GU19 5BP

Telephone: 01276 473385





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Telephone: 01276 473385
e-mail: info@bagshot.surrey.sch.uk
website: www.bagshot.surrey.sch.uk

Headteacher: Miss K Aldred
Chairman of Governing Body: Mr S Barker

Welcome

Dear Parents and Carers,

This *Parent Information Pack* provides you with information about our school in one, easily accessible place. Our latest news is always on our website and I would encourage you to visit it regularly.

We are excited about the possibilities that are presenting themselves for the next academic year and we look forward to welcoming you and your child to our school community. I hope you find this booklet useful.

Miss K Aldred
Headteacher



Introduction

Our school aims

EDUCATE ENABLE ENRICH ENJOY

These four words sum up what we at Bagshot Infant School aim to do for your children.

We will work to:

- **Educate** the children to their full potential.
- **Enable** the children to become independent, enthusiastic learners and thinkers.
- **Enrich** the children's learning with broad opportunities and experiences.
- And encourage **enjoyment** of everything they do.

School staff, parents and governors have worked together to draw up the aims, to which we aspire at Bagshot Infant School.

To achieve these aims we must:

- Ensure a happy, safe and secure school environment.
- Create a stimulating and challenging learning environment that meets, yet goes beyond, the demands of the National Curriculum.
- Provide opportunities, which enable the children to discover an enthusiasm and joy for learning and discovering.
- Foster a community where respect for others, the school and its surroundings are highly valued.
- Develop each child's physical, moral, social, creative and intellectual potential.
- Promote a partnership between home, school and the community.
- Value children and develop in them self-discipline, self-confidence, self-respect and self-esteem.

Our School Values

Our five core values act as threads woven through everything we do.

Respect, Kindness, Pride, Collaboration and Motivation. You can see these values in the everyday behaviour of our staff, our governors, and our children.



Letter from the Chairman of Governing Body

Bagshot School,
School Lane,
Bagshot,
Surrey. GU19 5BP

Tel: (01276) 473385
Email:
info@bagshot.surrey.sch.uk

Dear Parents and Carers,

Bagshot Infant School has played a central part in village life for well over one hundred and fifty years and many children, including my own four sons, attended the school and have valued the wonderful start to school life and learning that they experienced with us.

We want each and every child to get the most out of their experience at Bagshot Infant School. Our aim is simple; we want to enable all children to experience a rich and diverse curriculum and a range of development opportunities, within a caring and nurturing environment, that prepares them for the next steps in their learning and lays the foundations for successful lives. Our experienced, hardworking, dedicated and caring, teaching and learning support staff, work tirelessly to ensure that each child is given the opportunity to achieve at Bagshot Infant School.

The governing body rightly believe that this is a “special” school and we have always felt that our school ethos is strengthened by our status as a school able to accept a small number of children with physical or learning disabilities. The presence of children with Special Education Needs and disabilities has always enriched the lives of all Bagshot Infant School children. We truly believe that children leave us with a valuable insight into the problems and burdens that others carry through life, which as a result makes them all the more aware and more caring.

In choosing Bagshot Infant School for your child, you can be assured that they will be joining a happy, caring and challenging school, which aims to enable each and every child to achieve.

Yours sincerely,

Mr Steve Barker
Chairman of Governors



General information

Term Dates - Academic Year September 2026- July 2027

AUTUMN TERM 2026

Tuesday	1st September	School closed for INSET
Wednesday	2nd September	School re-opens (Yr. 1 and 2)
Friday	16th October	Last day of term
October	19 ^h – 30 th October	Half term holiday
Monday	2nd November	School re-opens
Friday	18th December	Last day of term

SPRING TERM 2027

Monday	4th January	School closed for INSET
Tuesday	5th January	School re-opens
Friday	12th February	Last Day of term
February	15 th – 19 th February	Half term holiday
Monday	22nd February	School re-opens
Thursday	25th March	Last day of term

SUMMER TERM 2027

Monday	12th April	School re-opens
Friday	28th May	Last day of term
May	31 st – 4 th June	Half term holiday
Monday	7th June	School re-opens
Friday	23rd July	Last day of term
Monday	26th July	School closed for INSET
Tuesday	27th July	School closed for INSET
Wednesday	28th July	School closed for INSET



Our school day

Parents are asked to ensure that children arrive at school at 8.40am, ready for the official start of the school day at 8.50am. Children must be in their classrooms by this time.

There are two areas where you drop-off your child at school. Year R children arrive via the front main car-park entrance and Year 1 and 2 use the bottom ramp.

Registration is followed by a working session until a whole school assembly time at 10.15am. This is then followed by playtime at 10.30am.

A piece of fresh fruit is provided free by the school each day, as a healthy snack for the mid-morning break. Your child should not bring any other snack with them. The children have access to drinks of water from their water bottles throughout the day. Play is followed by the second work session which continues until 11.45am.

Lunch for Reception children is at 11.45am, 12.15pm, for children in Year One and 12.45pm for Year Two. Our lunch break includes a 30-minute meal sitting and a 30 minute outside play session.

Since September 2014 the Government have introduced Universal Free School Meals for all children in Foundation through to Year Two. Meals are cooked on the premises and served in the school dining room.

Children wishing to bring sandwich meals may do so but must have it every day, and cannot switch between school lunch and packed lunch. Parents are requested to ensure that all lunch boxes are clearly named on the outside with the full name of the child. Ideas for healthy packed lunch options can be found here: <https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/> Lunches should not contain fizzy drinks, chocolate or any type of nut product.

Adult supervision is provided throughout lunchtime. A wide variety of activities are available for the children to enjoy in the playground.

Afternoon school begins at 1.15pm. Registration is followed by two afternoon sessions. The school day ends at 3.10 p.m. Parents and Carers collect their children from their child's classroom door, entering the school from the ramp entrance at 3.05pm when the entrance gate will be opened. Year One and Two parents and carers walk through the hall to classrooms, Reception parents and carers walk around the outside of the building, across the school playground to the Reception classrooms.

Before and After School Provision

We have a Breakfast Club that takes place from 8.00am every morning until school starts at 8.40am and is run by school staff.

It is a wonderful way to kick start your child's day and make new friends. We offer a healthy breakfast with a range of cereals, toast and fresh fruit. The children take part in an exciting activity every morning. These activities include team games, arts and crafts and board challenges!

The children are escorted to their respective classrooms where they are signed in by the class teacher.

Staff also run afterschool clubs, for example football, Lego, forest school, choir, and art clubs.



External clubs on offer currently include Playball and Dance.

After school clubs are offered to our Reception children after the October half term or in some instances, the Spring term, to allow the children an opportunity to settle into school life.

The day-to-day running of our school

School Office

Our School Administrators run our school office. The office is open from 8.15am to 3.15pm Monday to Friday.

The office email address is: info@bagshot.surrey.sch.uk

The office telephone number is: 01276 473385

Messages

Should your child be being collected other than by you, their parent and carer, you must email the school office no later than 12.00pm, on the day of collection, sharing the full name and contact details of the collectee. Without this information we will not release your child. If your child is collected by someone other than you, for example a childminder, on a regular basis please inform the school office at the start of the academic year.

Please note, teachers are unavailable before school to discuss issues concerning your child, please email the school office to arrange an appointment for after school.

Getting to School

We actively encourage children to walk or scoot to school under the supervision of parents/carers. Children must dismount on entering the school grounds at the gate, walk with their scooter and leave this in the scooter racks at the ramp entrance to the school.

Our school is on a quiet road within a residential area. As such we ask you to kindly take extra care when parking to make sure it is safe for you and also not inconveniencing our neighbours by parking across their driveways. Although the road is quiet, it is very busy when dropping off and picking up children. Please drive slowly, especially at these times.

Health and Wellbeing

Milk

If you would like your child to receive milk at school you can register at www.coolmilk.com. Milk is free for children under 5 years and subsidised for children aged 5-11 years.



Medicines and Medical Conditions

We are able to administer some temporary prescribed medicines to your child. *Pupil medication request forms* are available from the school office. Please contact the school office before sending your child to school, to discuss if we are able to administer the medicine. Please note, if your child is prescribed antibiotics we kindly request they stay at home for 48hrs before returning to school. We will not be able to administer medicines without a consent form being completed by the parent/carer. Medicine should be provided in its original packaging.

Should your child suffer from a medical condition such as asthma, diabetes or have a chronic condition the school office should be made aware. In this instance a separate medication request form will need to be completed and in some cases a care plan will be drawn up in association with parents, the school and where necessary, the school nurse.

Allergies

Parents must inform the school if their child has **any** form of allergy, even if a packed lunch is provided; a *special diet* request form will also need to be completed to ensure your child is kept safe at all times.

We have a number of children currently at school with allergies and for this reason we do not allow nuts or products containing nuts within packed lunches. With this in mind we would also kindly request that after school snacks are given to children once they are off the school grounds at pick up time.

First aid

If a child sustains a head injury at school, we will inform the parent with details of the circumstances and any first aid given. This could be via the telephone or in the form of a *red letter*. Any small injuries such as a bumped knee will be recorded in school and we will monitor the child's recovery. If we have a concern, we will telephone the parent/carer immediately on the emergency contact numbers supplied. Please ensure you keep the office informed if any of these numbers change.

Head lice

From time to time, we get cases of head lice. Please inform the school office who will organise for a message to be sent out to the class, reminding parents to check and treat their child's hair. Please be vigilant and check your child's hair weekly. If your child has a case of head lice, he or she is able to be at school as long as the hair has been treated, taking advice from a pharmacist for the most effective treatment. Long hair needs to be tied back.

No smoking

Bagshot Infant School is a *No Smoking Zone*. Please do not smoke anywhere on the premises, inside or outside the building.



Dogs

Please do not bring dogs onto the school premises nor leave them unaccompanied outside.

Uniform and Equipment

We recognise the importance of building a sense of identity and belonging in our children and for this reason we have a school uniform which the children wear with pride.

We expect all children to wear the correct uniform and we value the partnership with parents and carers in the implementation of this.

Water Bottles

Please ensure that your child comes to school each day with fresh water in a clean plastic (not metal) bottle with a sports top that does not spill. Please do not send other drinks such as squash or juice and please name the bottle clearly.

Lunch Boxes

If providing a packed lunch for your child, please try to pack a healthy lunch, making sure that food packets can be opened independently. **We do not permit sweets, nuts/peanut butter, chocolate bars/chocolate spread or fizzy drinks in lunchboxes.**

Book bags

Book bags should be clearly named. Please do not attach anything else as we have had accidents when attachments have been swung accidentally in children's faces. Book bags should come to school daily and are used for books and communication from the school and Friends of Bagshot Infant School (FOBSA). Please note, backpacks are not permitted as an alternative to bookbags.

Coats

Please make sure your child has a coat with them at all times as at playtime and lunchtime the children are out in the playground even if it is raining. During colder spells and heavy rain periods, hats, scarves and gloves will be needed too – mittens are easier to put on than fingered gloves!

Earrings

We would encourage you not to have your child's ears pierced while they are at this school. If your child has pierced ears, they should only wear small stud type earrings to school, for safety reasons. They must be removed for all PE activities and as staff are unable to assist with this, please make sure your child can do this by themselves.



Hair

We ask that long hair is always tied back in school, off the face. Please ensure that all hair bands etc. are suitable for school. This is for a number of reasons: for safety in PE, to reduce the chance of head lice travelling from one child to another and to keep children tidy! All long hair must be tied back for PE lessons.

Hats/Sunglasses

During the summer all children must bring a named sunhat to school. Sunglasses should only be worn if there is medical reason to do so.

Jewellery

Children should not wear any jewellery to school.

School Uniform List

Winter (Sept-November)

Children can continue to wear their summer uniform during the first half term of the autumn term.

Boys

Red sweatshirt (with logo)
Trousers – grey
White polo shirt (with logo)
Socks – grey
School shoes (not boots or trainers) Black
Wellie Boots

Girls

Red Sweatshirt or cardigan (with logo)
White polo shirt (with logo)
Skirt/pinafore/trousers– grey
Socks (white) or Tights – grey or red
Flat school shoes (not boots or trainers) Black.
Wellie Boots

Summer (April-July)

Children can continue to wear their winter uniform during the first half term of the summer term.

Boys

Shorts – grey
White polo shirt (with logo)
Socks grey
School shoes (Black)/sandals (closed toe)



Girls

Dresses –red/white checked material

Socks – white

School shoes- Black/sandals (closed toe)

P.E. Kit (Boys and Girls)

Red shorts,

Bagshot White T Shirt/plain white round neck

Black plimsolls

Black joggers

A named material bag will be required to keep the P.E. kit in.

No earrings are allowed during P.E.

Forest School Kit (Boys and Girls)

Jogging bottoms (any old trousers)

Long sleeved top

Waterproof Jacket (any old jacket)

ALL ITEMS OF CLOTHING FROM THE SKIN OUT INCLUDING SOCKS AND SHOES MUST BE NAMED.

All items can be purchased from our uniform

supplier <https://www.pmgschoolwear.co.uk/school/bagshotinfantschool>

We run a well-stocked second-hand uniform shop, please email info@bagshot.surrey.sch.uk detailing any requests for uniform you may have.



Safeguarding Children

Bagshot Infant School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection Policy and procedures in place. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our children are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our designated Safeguarding Officers are: -

Miss K Aldred	Headteacher: DSL
Mrs F Casemore	Inclusion Lead



Bagshot Infant School personnel

Key Staff

Headteacher	Miss. K Aldred
Senior Leadership Team	Mrs Casemore (Inclusion Lead) Mrs Cacace (School Business Manager)

The Governing Body

At Bagshot School we pride ourselves on having a dedicated and committed Governing Body. All Governors work to ensure the effective management of the School and contribute a range of skills from a variety of different backgrounds.

Our governors are:

Miss Katie Aldred – Headteacher

Katie became Headteacher in May 2015. She has worked in Primary schools across Windsor, Maidenhead and Surrey.

Mr Steve Barker – Co-opted - Chairman

Steve and his wife Jenny have lived in Bagshot since 1984. All four of their children attended Bagshot Infant School. Steve first joined the Governing Body in 1991 as a Parent Governor, subsequently becoming a Local Authority Appointed Governor and is now a Community Governor. Steve's background is in Marketing and Advertising, but he has worked in education as a self-employed Leadership & Management Consultant since 2001 and is currently Head of the Governance Consultancy Service at Strictly Education 45.

Steve is the Chairman of Governors and the Governor linked to Special Educational Needs at the school. He has also been a Governor at Collingwood College, Camberley since 2000 and currently chairs the governing body there too.

Mr John Bauld – Co-opted

John is a part time Consulting Chemical Engineer in Oil Processing. He is married to Alice and has lived in Bagshot for over thirty years. Three sons have passed through Bagshot Schools and Collingwood College. John was elected Parent Governor in 1996, continued as Local Authority Governor and is now a Community Governor.

Ms Lindsay Correa – Local Authority

Lindsay and her family live in Camberley. Lindsay has a keen interest in volunteering and the opportunities education can offer all children.

Parents who have children at Bagshot Infant School have elected the following Parent Governors:



Mrs Katie Savage

Katie and her family live in Camberley. One of their children currently attends Bagshot Infant School. Katie joined the governing board in November 2025.

Mr Sean Trangmar

Sean's children have both attended Bagshot Infant School, with his son currently in our Reception cohort. Sean joined the governing board in November 2023.



Curriculum

Structure and Implementation

The National Curriculum applies to children of compulsory school age, that is, the start of the term after they have their fifth birthday. It is organised in four KEY STAGES:

	Pupil's age	Year Group
Key Stage 1	5 – 7	Year 1 & 2
Key Stage 2	7 – 11	Year 3 – 6
Key Stage 3	11 – 14	Year 7 – 9
Key Stage 4	14 – 16	Year 10 & 11

Prior to The National Curriculum Key Stage 1, the Foundation Stage provides education for children in the Reception Year. (Pupil's aged 4 - 5).

Early Years Foundation Stage (Reception Year)

Teachers plan topics which capture children's imagination and nurture curiosity. A vibrant indoor and outdoor environment and consistently strong teaching ensure children are excited about their learning. When children start their school life at Bagshot, they enter one of our two Reception classes. The curriculum for the Reception Year is structured on the curriculum guidance for the Early Years Foundation Stage (EYFS), as found in the document issued by the Qualifications and Curriculum Authority (QCA) and the Department for Education (DfE).

The areas of learning identified in this document provide a foundation for Key Stage 1 of the National Curriculum.

Learning goals are set for three prime areas:

- Communication and Literacy;
- Physical Development;
- Personal, Social and Emotional Development;

and four specific areas:

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts & Design



Key Stage 1 (Year 1 and Year 2)

Key Stage 1 begins when a child enters Year 1 and continues until the end of their Year 2 schooling.

The children follow the Key Stage 1 National Curriculum programmes of study which are:

The Core Subjects:

- English
- Maths
- Science

The Foundation Subjects:

- Computing
- History
- Geography
- Art
- Design and Technology
- Music
- Physical Education
- Personal, Social, Health Education and Sex and Relationships

Religious Education is a compulsory subject.

Curriculum documents are available for viewing at the school.

Teaching Time and Approach

During the normal week children are taught in class groups.

There are two classes in each of our three-year groups:

- Age 4-5 years (Reception) - Maple Class and Cherry Class
- Age 5-6 years (Year 1) – Oak Class and Beech Class
- Age 6-7 years (Year 2) – Holly Class and Cedar Class

Approaches to learning will involve investigation and discovery, observation and discussion, and the fostering of motivation and perseverance. Children will experience whole class, individual and group teaching.

Children learn from a variety of experiences with play forming an important aspect of early learning. To be successful learners, children need a positive image of themselves. They need active involvement in a well-planned, well-organised environment where teachers provide a variety of



approaches in order to match work to the needs of all the children.

We believe that a solid foundation in English and Mathematics is vital and therefore great emphasis is put on the teaching of reading, writing and maths.

The National Curriculum Foundation subjects and religious education are generally taught as separate subjects but any natural links with other curricular areas are developed to enhance and support learning.

Each child is helped to achieve the highest standard of attainment possible within a happy school environment, where everyone works together with mutual trust and respect.

Curriculum Subjects

Planning for the teaching of all subjects is based on the National Curriculum for Key Stage 1 and the Curriculum Guidance for the Foundation Stage. Governors and staff are involved in all policy making regarding the curriculum.

English

The aim of the English Curriculum is to enable all children to fully develop their ability to use and understand English. Speaking and listening, reading and writing should interact in the context of a wide-ranging and stimulating environment.

Speaking

Children are encouraged to express their ideas, thoughts and feelings, and to deepen their understanding through talk, as an individual to the teacher, in groups, and to the whole class.

Listening

We aim to develop effective listening skills by encouraging children to listen carefully, with patience and attention. This important skill is vital for future learning in all areas of the curriculum.

Reading

Reading is of fundamental importance. We aim to provide each child with the skills to read with fluency and understanding, within an environment where there is access to a wide range of books.

Writing

The conventions of written language and spelling are taught. Correct letter formation and the fostering of a legible, fluent style of writing will be developed by a variety of means. The teachers plan appropriate activities that encourage children to experiment with language, thus enabling them to develop the ability to read and write with confidence and fluency.

Mathematics

The aim of mathematics teaching is to provide individual children with effective mathematical skills, and confidence in using them. Mental work forms an important part of the maths sessions. Investigation work provides intellectual stimulation and discovery. Work in mathematics can be linked with various other areas of the curriculum and is not seen as a subject in isolation.

Science

We see science education at this stage as a way of helping children to develop an understanding of



themselves as human beings and of their environment. Through this understanding, they will be increasingly able to take a more responsible attitude to maintaining a healthy lifestyle and to creating a safe and pleasant environment, both for themselves and other life in our world. The skills required for scientific study are also skills required for learning across the curriculum and therefore we see science not as an isolated subject, but as part of the whole curriculum.

Computing

Computers and interactive whiteboards are in each classroom and children learn that they can be used to help plan and organise ideas in written and graphical form. They will become familiar with computer hardware, learning the skills necessary to print, save and retrieve their work. They will experience robotic devices, databases, graphics and digital cameras. Programmable machines are used to help develop work in control technology. Through this work children learn that they are able to give instructions to make things happen. Computing is used to support learning in many curriculum areas.

Design and Technology

Design and Technology is about 'making things that people want and that work'. We aim to give the children an opportunity to develop their designing and making skills by giving them practical tasks to design and make products that will work in some way. They explore how things work and talk about, draw and model their ideas. We hope, that as well as teaching them the skills needed, the children will gain pleasure and a sense of achievement from their own design and making of a product.

History

History includes knowledge of people, of events, and of the sequence of change. At this stage of education, it is studied through themes. This approach gives scope for developing the concepts of time and change, and for establishing a pattern of logical thought and deduction. To make it more meaningful to children, experience is drawn on from their own lives and visitors are invited into school to share with them their knowledge and experience.

Geography

Geography includes knowledge of local, regional and world environments. This approach gives scope for developing first hand awareness of the local environment, and a greater understanding of the world in which we live.

Art

Children are offered the experience of working with a variety of media in order to develop an awareness of pattern, line, shape, colour and texture. Art, Craft and Design are developed through activities involving investigation, making, knowledge and understanding. Through encouraging observational skills, children can be helped to appreciate the natural world, thus helping to develop their practical skills in other areas of the curriculum. In art lessons children will be introduced to the work of famous artists and given the opportunity to experiment with different media in producing their own work.

Music

Music enriches the quality of life of all individuals and communities. It is an important area of the curriculum, developing the skills of listening, making sounds with the voice or instruments, and using thought in a logical manner. Music and Drama are closely inter-related, and it is our aim to



ensure that all children have first-hand experience of creating and making music through drama, instrument playing and role-play.

Physical Education

The keynote of all physical education activities should be enjoyment and purpose. A balanced programme of physical education provides physical, mental, creative and social stimuli. General and specific skills are acquired; tasks are structured to ensure success and enjoyment within a framework of challenge and self-discovery.

Children are taught simple competitive games, thus learning how to work together as a team. Gymnastics and Dance promote physical activity, co-ordination, poise and control. Safety awareness is an important part of all areas of Physical Education; children will learn to follow rules regarding procedure and appropriate use of various parts of the body. Throughout all areas, we aim to develop a positive attitude towards physical and recreational activities.

Religious Education

Religious Education is a compulsory part of the curriculum, but parents do have the right to withdraw their children from participation in these lessons.

The agreed syllabus for Surrey places an emphasis on the Christian religion, but also aims to develop an awareness of the customs and practices of other faiths. As well as Christianity, Year 1 children develop their understanding of Judaism and Year 2 of Islam. Our focus is to develop sensitivity, understanding and tolerance. Children are encouraged throughout their daily experiences to be aware of concepts that, in later life, will help them to achieve greater understanding of religious and moral values.

Sex education

Sex Education forms part of the Personal, Social, Health Education and Sex and Relationships scheme of work.

Much of the sex education content is covered within the Science curriculum; aspects of growth, development and reproduction.

Home Learning

Home learning is not just about formal exercises carried out without the help of adults. It is the active involvement of parents in joint activities that is most valuable in promoting children's learning. We recommend the following time for home learning:

Reading every night, for 10 minutes in Reception, 15 minutes, in Year One and 20 minutes in Year Two.

We set other homework tasks via our online platform: Google Classroom and we recommend one activity is undertaken each week.

In Year One and Two spellings are set weekly.



Login details for our online platform will be shared in the Autumn term.

School Library

We are fortunate to run a very well stocked library. The children visit and borrow a book to take home once a week. We ask that books are returned each week, so that a new book can be borrowed.

Events during the year at school

School photographs

A specialist school photography company comes into school to take individual photographs in the Autumn Term. Class photographs are taken in the Summer Term.

Parent/Teacher consultation evenings

We hold two parent and teacher consultation evening sessions throughout the year. One takes place in the Autumn Term; the other is during the Spring Term.

Annual reports and open day In the Summer Term

We hold an 'Open Day'. This is an opportunity for you to visit the school with your child to share and celebrate their year's work. Parents will receive a copy of their child's annual report shortly before this day

Harvest assembly

The children perform a Harvest assembly. We collect contributions of food which the children help to distribute to a local food bank.

Christmas celebration

The children in each year group put on a production for parents/carers at Christmas time in the school hall. The children also have a Christmas Party during the school day, organised and run by the school.

Curriculum days/weeks

Throughout the year, we arrange a number of themed weeks and days including Sports Day in the summer term.

Year 2 Leavers' assembly

Before the Year 2 children leave our school, we hold a leavers' assembly to which Year 2 and other leavers' families are invited.

Equal Opportunities

At Bagshot Infant School we aim to provide a broad and enriched curriculum that meets and goes beyond the demands of the National Curriculum and every child has equal access to all that the school has to offer. We work to meet the needs of our children, irrespective of physical, intellectual, emotional, or behavioural difficulties, gender, social and cultural background, religious or ethnic origin.

Girls and boys participate in all subjects and work in mixed ability year groups.



Special Needs within the Curriculum

As a school we recognise that any child may require support at any time and in any area of the curriculum during his/her school career. We aim to identify, assess, and provide for any special educational needs that may arise. We are proud of our commitment to, and expertise in the meeting of special needs.

Support is given for a range of needs and a variety of purposes. For children encountering learning difficulties the support will involve specific classroom programmes formulated to give extra help in the curriculum area causing difficulty. We also recognise that for more able children it may be necessary to extend classroom curriculum activities to give greater depth and breadth to their learning in specific areas.

All children within the school follow the National Curriculum. The teaching staff work closely with our Inclusion Lead to identify any extra support that may be required for a child or children within their class, in order that they are able to have full access to the curriculum. This support is detailed through a structured process called the Code of Practice and is reviewed and revised at regular meetings between the teacher, the Inclusion Lead, and the parents.

Within the school there is a 'Centre' designated by Surrey Education Authority to cater for up to seven children who have Special Educational Needs. Extra funds are provided by the Local Education Authority to resource and staff this Centre. It is our policy that children from the Centre follow their education within a mainstream classroom with the support of extra classroom helpers. The children are equal members of that class, have access to the complete curriculum programme and will be challenged as any class member.

The Inclusion Lead has, in liaison with all staff and Governors, formulated a Special Needs Policy. This policy gives information on how the school provides access to the curriculum for all children with Special Needs and is reviewed annually.

Through collaboration with Governors, parents and the whole school staff, we strive to ensure that each child, from the most able to the more challenged, will maximise his/her potential within a caring, supportive environment.

In Service Education Training (INSET)

Change is a constant factor in education and, as the curriculum changes, ongoing training and professional development of staff is essential if we are to meet our objectives of raising standards still further. All schools, by law, must set aside five days for staff IN Service Educational Training, (INSET) each year. All INSET days are of value and the training undertaken is part of the planned development of the school. We aim to give parents the maximum notice of inset days and would normally announce the timings of all five days by the start of the Autumn Term.



Policies and procedures

Act of Collective Worship

We hold a daily act of collective worship. Different members of staff, or class groups, lead this act of worship. It is a time for coming together as a community and is of a broadly Christian character. We value this time at Bagshot Infant School. It offers an opportunity for children to share their successes and endeavours, and allows the staff an opportunity to share the attitudes and values which we wish to promote. It is a time of coming together to appreciate and value deeds of kindness and thoughtfulness, and to recognise and value different faiths and traditions.

Each week special events are celebrated. We share in the happiness of birthdays, the arrival of new brothers and sisters and the recognition of special achievements.

Parents have the right to withdraw their children from the act of collective worship.

Behaviour and Discipline

For effective learning to take place, children need to be working within a well-disciplined environment. For children to live and work within society, they must see the need for self-discipline and acceptable standards of behaviour.

The *Behaviour Policy*, which operates within the school, provides the framework for the creation of the happy, secure and orderly environment in which children can learn and develop as caring and responsible individuals. It is a statement of the aims, principles and strategies that we believe to be important in the creating of a positive ethos in our school. It was developed through a process of consultation between all members of the school community: the children, the staff, the parents and the governors.

At Bagshot Infant School, the establishment of good behaviour patterns is of great importance. Good behaviour and manners are expected as a natural part of our school day. The whole staff take a lead in the example of good behaviour.

Our discipline, when needed, is firm but positive. In any instance of aggressive behaviour, whether verbal or physical, the situation will be discussed and all concerned will be listened to and encouraged to think for themselves about the hurt caused.

The emotional stress caused by bullying, in whatever form, can affect a child's achievement and lead to an unwillingness to attend school. Bullying is usually a pattern of behaviour rather than an isolated incident and will not be tolerated. All children are encouraged to report any unkind behaviour to staff. All staff are watchful of playground behaviour and are alert to signs of bullying.

We have established a system of rules and rewards that is fair and consistent. Our focus is to praise and reward positive behaviour and sustained effort. The children are encouraged to keep our *Golden Rules* and demonstrate our school Core Values and are rewarded for doing so.

The Golden Rules are:

We care for each other.

We look after property.



We are honest and always tell the truth.

We always try to do our best.

Our Core Values are:

Kindness

Pride

Motivation

Collaboration

Respect

Attendance

Regular attendance is of vital importance to the education of all children. We urge parents to ensure that children attend regularly and arrive on time for lessons, thus helping us to provide them with a good education. Registers are marked at the beginning of the morning and afternoon sessions and absences recorded showing the reason for non-attendance.

Illness

Parents are asked to inform the school no later than 10:00 a.m. when their child is unable to attend school due to illness. They can either email, leave a message on the school absence line or call and speak to a member of the office team. Should a parent/carer not contact the school then we will call them directly.

Please also remember that if your child has vomited or had diarrhoea they should not return to school until they have been clear for 48 hours.

Medical Appointments

Wherever possible, appointments with the doctor, dentist etc. should be made outside of school hours. However, if unavoidable, please notify the school office via email. Children should be collected from the school office. Where appropriate, please let us know if your child will require a school meal on that day.

Holidays in term time

We actively discourage holidays during term time as children can miss crucial aspects of learning. Two weeks a year of school missed can culminate in half a term missed in a child's school life at Bagshot. Parents who require leave during term time are requested to contact the school office to request and then complete an *Exceptional Leave of Absence Request Form*. The form needs to be returned to the school office for processing and once completed will be returned to the parent/carer via the child's book bag. Our policy is that absences will only be approved for exceptional circumstances. Absences for holidays will not be authorised.

Emergency Procedures

There are occasions when children are ill or have an accident at school and we need to contact parents quickly. On entry to school, parents are requested to provide at least two telephone numbers of a family member or friend, in addition to those of the parent/carer, who can be contacted in an emergency, if contact cannot be made with the parent.



In the event of closure due to exceptional circumstances, e.g. heavy snowfall / loss of heating etc., information will be given via the school website www.bagshot.surrey.sch.uk Parentmail or by text.

Security and Implementation

For the security of the children the school doors are locked by 08.50am daily, and remain so throughout the day until 3.10pm. Any children who arrive late or anyone wishing to visit the school during the day must go to main front door; access to this is through the car park. A bell is located to the left of the main door. All visitors will be asked to sign in and will be given a visitors' pass to wear while on the school premises.

Charging Policy / Voluntary Contributions

Whilst there is no charge for education at Bagshot Infant School, the staff and governors recognise the invaluable contributions that additional activities such as school or class visits to various establishments and educational visitors to the school, can make towards the childrens' personal and social education.

To enable such activities to take place, voluntary contributions are sought from parents. Without such contributions these activities would be impossible. No child will be prevented from taking part in any activity through financial difficulties.

Complaints Procedure

We will always aim to provide the best possible education for your child. We hope to work together with you to achieve this aim. If however, you feel unhappy with a particular aspect, we would like to discuss this with you. Both the class teachers and Headteacher are always willing to talk through any problems. Appointments can be made by telephoning or by emailing the school office.

If the problem cannot be resolved in this way, complaints can be taken to the Chairman of Governors who can be contacted through the school office.

In the unlikely event that the issue cannot be resolved through the school, parents can refer the matter to the Local Education Authority.

Parent-School Links

Home / School Partnership

At Bagshot Infant School we believe that an effective partnership between school and parents will improve the education of the children. We welcome your views, ideas and suggestions, as these can help us bring about improvement for the good of all. Parents collect their children from the classrooms at the end of the school day, thus giving an opportunity for regular informal contact with the class teacher.

We have a basic rule of respect and care for other people, property and items. The involvement of parents in emphasising all that is encompassed within this rule is invaluable, for example if you would like to speak with your child's teacher, we ask that you wait until the end of the pickup line,



thus providing you with more privacy whilst also allowing other families to collect their children in a timely manner.

At the beginning of each year, meetings are held for the parents of each class group. Information is given regarding the general organisation within the class and the planned curriculum for the year. There are individual, parent/teacher meetings to discuss progress each term. A written report is sent home at the end of the year.

If any parent has a concern at any time, an appointment can be arranged to discuss this with the class teacher or Headteacher.

ParentMail/Book bag

As part of our desire to be more efficient and environmentally aware, we communicate with parents via ParentMail. We sometimes send home information via book bags so it is always good to check those too. Please do check for emails as this is the timeliest way of keeping you up-to-date with what is going on at school.

Newsletters

We publish weekly class newsletters each Monday (*Peek at the Week*) which are sent via ParentMail, to highlight key events and share news about the learning in class.

We also publish a fortnightly Headteacher newsletter which is sent via ParentMail, updating all parents and carers on school events.

Website

We use our website as a key way of promoting the school and communicating with the local and wider community. The address is: <https://www.bagshot.surrey.sch.uk/>

Social Media

You can also follow our school on Facebook, X and Instagram for updates on daily school life.

The Friends of Bagshot School Association

The Friends of Bagshot School Association (FOBSA) is the school's parents association. It is a registered charity whose key aim is to raise funds which will enhance the range of opportunities available to the children at the school. e.g. the purchase of IT equipment, playground furniture and extracurricular workshops etc.

The funds raised by FOBSA make a significant contribution to the 'enrich' part of the school's aims which are to 'Educate, Enable, Enrich, Enjoy'.

Anyone can be a 'Friend' - anyone who takes an interest in the school, such as parents, grandparents, teachers or ex-pupils or even local residents.



FOBSA organises a range of events and activities for the children and parents which, as well as raising additional funds for the school, aims to create a sense of community for the families and offer some fun. They hold annual events such as the Christmas Fair and Summer Fair; events for the children such as Party Nights; and a range of events for the adults only, such as Quiz Nights, First Aid Courses, Pamper Nights and Fashion Shows.

FOBSA is run solely by volunteers and they are always seeking additional support and new and fresh ideas. So, if you have an idea for an event or fundraising activity or want to lend a hand, then you can contact them by leaving your details at the school office or emailing the current Chairperson on friendsofbagshot@hotmail.com

Contacts

School Office

Telephone: 01276 473385

info@bagshot.surrey.sch.uk

Chairman of governors

Mr Steve Barker

c/o Bagshot Infant School

School Lane

Bagshot

Surrey GU19 5BP

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Surrey County Council – Local Education Authority

<https://www.surreycc.gov.uk/schools-and-learning>