



*All you need to know  
about Mrs Bland's  
Infant & Nursery  
School*



# Welcome from Headteacher

Welcome to Mrs Bland's Infant and Nursery School. Our school is a richly diverse and happy school where the children are at the centre of all we do. We believe a good education is so much more than just academic success; it is about inspiring children to grow into responsible young people who are confident and ambitious, who develop a love and thirst for learning and who are well prepared to move onto the next stage of their education in modern Britain. By creating a caring and supportive environment where each individual is valued and by offering a curriculum which offers creativity and challenge we encourage children to develop any talents or gifts, take a pride in all their work and receive an all-round positive school experience.

In addition to the varied and rich opportunities the children have in the classroom, we offer all children the opportunity to take part in weekly Forest School, visiting the local woodlands. We also have a specialist sports coach and a specialist music teacher. When combined with our ever-improving facilities we are well positioned to support every child to develop personally, physically, socially and emotionally.

We're proud to be a small, friendly school with a big reputation for putting children first and even more so we're proud of our pupils, who can go on to achieve great things.

I hope your son or daughter will join us and we look forward to welcoming you to our school.



Catherine Nisbet  
Headteacher

## **School Access, Start and Finish Times**

Acorns Access is from School Lane 8.45am – 11.45am and 12.30pm – 3.30pm

Reception Access is in School Lane 8.50am – 3.25pm

Years 1 & 2 Access is through the main playground at the front of the school from Jordan's Lane – 8.50am – 3.25pm

The car park is strictly for staff and disabled visitors only. The gates must be kept closed for the safety of children and staff alike.

When entering school to either collect children from Reception classes or visit the school reception, please use the pedestrian gate which is situated at the front of Little Acorns (next to bike storage). Please do not enter school via the car park.

## **Collection of Children**

If you wish to nominate someone else to collect your child on an Adhoc basis, please complete an orange slip which can be found at each of the doors where the children are dropped or at the school office. Staff are available each morning and afternoon on the doors to take messages.

Alternatively, if you wish to nominate someone to collect your child on a regular basis or to be allowed to collect your child when you are not present please send either an email or letter to the school office and they will arrange this for you. Orange slips will then not be necessary. However, please note that this arrangement will stay active to until you tell the office otherwise.

## **Contacting Class Teachers**

If you wish to have a meeting with a class teacher please arrange this through the school office so the conversation can take place in private. You may also email your child's class teachers using the school office email address: [office@mrsblands.w-berks.sch.uk](mailto:office@mrsblands.w-berks.sch.uk)

## **Reporting a Child's Absence**

If your child is unwell and not able to attend school please ensure that you contact the school office before 9.00am each day that they are absent. You may do this by calling the absence line on 0118 9832332, option 1. Please ensure that you leave your child's name, class and details of the illness.

## **Planned Absences**

Absence requests should be made in advance via the school office. If your child has a medical appointment please bring proof of the appointment with you, text, email, letter or appointment card. If you are requesting an absence for another reason other than a medical appointment, please complete an absence request that can be found on the school website or pick up at the school office.

## **Late Drop Off & Pick Up**

If you are dropping your child off late to school for any reason please take them to the school office.

If you are going to be late to collect your child from school, in the first instance please phone the school office and make us aware. If you are late collecting your child more than twice in any term without good reason, we reserve the right to place your child in our wrap around care and charge you for the session regardless of the amount of time that they remain there.

## **Parent/Guardian Contact Details**

Please ensure that you keep the school office informed and up to date of any change of contact details for your child and their parent's/carers.

## **Meal Arrangements**

All Infant School aged children are entitled to a free hot lunch each day which they can order in class with a choice of meals including a vegetarian option. Alternatively you can order online with your child at home, to do this you need to be registered with our catering provider Dolce. When your child starts school you will receive an invitation from School Grid who manage the online ordering system, please check your junk/spam file for the email. If you do not receive the email then do contact the school office.

A copy of the menu is available on the school website at the start of each term. Special dietary requirements can be catered for so please speak to the office regarding this. Should your child prefer a packed lunch each day, this should be in a named lunch box. As a school our preference is that the children have a school meal. However, we do appreciate that in some cases this is not always possible. If you do need to send your child in with a packed lunch please do ensure you send in healthy options, a sandwich or roll with fruit and/or vegetable sticks – no chocolate/sweets.



## **Nut Allergies**

**As we have a number of children with Severe Nut Allergies, Mrs Bland's Infant and Nursery School operates a strict "No Nuts Policy" which includes all nuts, Nutella, Nut Butters or bars and cakes containing nuts in lunchboxes.**

To ensure children are safe we ensure:

- \*Products used in school are Nut Free
- \*School lunches are guaranteed to be Nut Free by our caterers, Dolce.
- \*Packed lunches provided by parents cannot contain nuts or derivatives thereof.

This includes (but is not a comprehensive list) cakes, cereal bars, chocolate, nut butters and spreads, Nutella or any chocolate spreads (that contain nuts)

Please check every time you send any item of food into school with your child. If your child does bring anything into school which has nuts as part of the ingredients, then this will be removed and disposed of. You will be advised if this happens.

## **Milk & Fruit**

Children under 5 years of age are entitled to free milk which will automatically be offered. Once your child is 5 years old, you can pay 25p per day for your child to have milk at snack time. The school office will contact you once your child has turned 5 to ask if you wish them to continue to receive milk.

**The School Fruit and Vegetable Scheme (SFVS) help your child achieve 5 A Day.**

Fruit and vegetables are a good source of the nutrients that children need and form part of a healthy, [balanced diet](#). It's recommended that children – like adults – eat at least 5 portions of fruit and vegetables every day. However, research shows that on average children in England only eats about 3 portions, with many eating fewer.

If your child is aged 4 to 6 and attends a fully state-funded infant, primary or special school in England, they're entitled to receive a free piece of fruit or vegetable each school day. That provides 1

of their 5 A Day portions, and the scheme also helps to increase awareness of the importance of eating fruit and vegetables, encouraging healthy eating habits that can be carried into later life. Teachers find that distributing the fruit in class groups helps to encourage a sharing, calm, social time. It also allows them to incorporate the scheme into teaching and learning.

### **Hydration**

As a school we are committed to ensuring the health and wellbeing of the children given into our care. Our policies are formulated by reviewing information from a range of sources, so that we get the best advice. When it comes to healthy eating and drinking we follow the guidance offered by the National Health Service and the British Nutrition Foundation.

Mrs Bland's Infant and Nursery School has the Healthy School accreditation and has been a Healthy School for the last 15 years. Our school rules are set for the benefit and well-being of the children and when joining our school, parents sign the Home-School agreement supporting these rules and helping your child to understand them.

As part of our school philosophy we aim to ensure that the children can drink water at any point in the day if they are thirsty. The children are also encouraged to drink before and during playtime and have free access to their water bottles throughout the day. This is unless a child requires drinks, other than water, that have been prescribed for a medical condition, in which case we would need medical confirmation in line with our Administering Medication Policy.

**Please send your child into school with a named water bottle, water only, no juice**

### **Medication**

We are only able to give **prescribed** medication and you will need to give your written consent with details of the medication if it is needed a minimum of 4 times a day. Forms for this are available from the School Office or can be downloaded from the school website. The medication should be collected at the end of each day from the school office, each time the medication is returned to school it will need to be signed in by the person handing it over.

If your child requires access to either/or both an asthma inhaler and/or Epipens we do require that a care plan is provided to us. You can find blank care plans on the forms section of the school website or via the school office. All medication is required to be taken home at the end of each term and returned on the first day back. Please also remember to ensure that medicine that is kept in school is in date and has not expired.

Medication must be handed into school in its original packaging and **must** have its prescription label intact.

If your child attends Breakfast Club please do complete a form with a play worker when dropping off in the morning.

### **Communication**

We communicate with parents electronically using Parentmail. Please therefore ensure you complete the email address section of the application form plus the ParentMail Permission Form which you will find in your new starters pack.

You will be able to register your child for trips, clubs and events as well as booking slots for Parents Evening. Our weekly newsletter (Friday or the following Monday) will be sent out to you via ParentMail. Please take the time to read the Newsletter as it will contain important information and dates for your diary.

If you do not have an email address, you can view the Newsletter on our website:

[www.mrsblandsinfants.co.uk](http://www.mrsblandsinfants.co.uk), on the various notice boards around school or request that a paper

copy is sent home with your child each week. The same applies for school letters, if you would prefer a paper copy please speak to the school office.

By registering with ParentMail, you will be able to use ParentPay to pay for clubs, trips and events (unless they are operated by a third party).

### **Parent's Evening & School Reports**

Parent's Evenings take place in the Autumn and Spring terms, the dates can be found on the school planner. Parents/carers will be made aware in advance via Parentmail when booking will open, the slots fill very quickly and for this reason we endeavour to open booking at a mutually convenient time for all parents/carers.

We will send out pupil progress reports prior to the Parent Consultations that take place in the Autumn and Spring Term.

A full written report will be sent out once a year in the Summer Term.

### **Dates for the Diary**

Please look at the planner on our website [www.mrsblandsinfants.co.uk](http://www.mrsblandsinfants.co.uk). You will see the upcoming events for this academic year. The calendar on the website is updated on a regular basis.

### **Assemblies**

Every class will host an assembly once a year to which parents/carers are invited to attend. The date will be made available in advance.

### **Reading Books**

Reading books will be brought home regularly. Please ensure your child reads regularly and has stories read to them. Please look after the books; if they are damaged or defaced in any way we charge £5.00 to replace each book.

### **Volunteers/Parent Helpers**

Parent/carers are always very welcome to come into school to help. We appreciate any help that can be offered, it could be with listening to children read, helping with our library or maybe a skill or hobby that can be shared with the children. These can be Adhoc, one off sessions or on a regular basis. Please do speak with your child's class teacher or the school office if you or a family member would like to volunteer.

### **Hair**

Please can we ask that you check your child's hair regularly for head lice? If you have a case of head lice, do treat your child immediately and also notify the school office.

Hair can be tied with a ribbon or bow. Beads are not permitted as when children move their heads the beads can be dangerous. Symbols must not be shaved into the hair and hair should not be dyed or coloured in any way. Please ensure that if your child has long hair they come into school with their hair tied up on their PE days.

## **Jewellery**

Please do not send your child into school wearing jewellery, only one pair of gold stud earrings are allowed. However no jewellery is to be worn on PE days. Watches are worn at your own risk and we do ask they are not digital/smart watches – which can cause problems. We also ask that children do not wear fitness tracking devices to school either, only analogue watches are deemed suitable for school.

## **PE Kit**

PE kit (named) should be in a PE bag and must come into school each Monday and go home each Friday. Please see the PE checklist for the details of the PE Kit required.



## **Wrap Around Care**

### **Breakfast Bees**

We run Breakfast Bees each morning between 7.30am – 8.50am. The cost is £4.50 per session, paid monthly in advance. See separate document for detailed information.

### **Bumblebees**

Our after school club “Bland’s Bumblebees” operates between 3.25pm – 6.00pm and costs £11.00 per session including a hot cooked meal. See separate document for detailed information.

## **School Clubs**

We operate a number of different clubs throughout the year. Please lookout for details which we will send out via ParentMail and are also available on the school website. Reception classes will not be offered any clubs until the Summer Term.

## **School Uniform Providers**

School Uniform is available from Oliver Signs in Burghfield.  
[www.Oliversigns.co.uk](http://www.Oliversigns.co.uk) they also stock the yellow PE shirts.

Navy PE shorts and navy tracksuits (navy jogging bottoms and a navy sweatshirt are acceptable) can be purchased in most major supermarkets or Primark.

**Please do ensure that all items are clearly labelled with your child’s name.**

## **Lost Property**

If you child has lost something whilst at school, in the first instance please do ask them to check in class. All lost property eventually finds its way to our lost property boxes that can be found in the school reception area.

Uniform	Tick
<p><b><u>Winter Uniform for Girls</u></b></p> <p>Winter Coat  Navy blue pinafore, skirt or tailored trousers.  Pale blue long sleeved blouse or shirt or pale blue polo shirt.  Royal blue cardigan, jumper or sweatshirt with the school logo.  Blue or grey tights.  Sensible black flat shoes</p>	
<p><b><u>Summer Uniform for Girls</u></b></p> <p>Blue/white checked (gingham) dress  Royal blue cardigan, jumper or sweatshirt with the school logo  Navy blue tailored shorts with a pale blue shirt.  Sensible black flat shoes (No open toe sandals)  Blue hairbands/ribbons.  White Socks</p>	
<p><b><u>Winter Uniform for boys</u></b></p> <p>Winter Coat  Grey trousers  Pale blue long sleeved shirt or pale blue polo shirt  Royal blue jumper or sweatshirt with the school logo.  Blue or grey socks.  Sensible black shoes (NOT trainers)</p>	
<p><b><u>Summer Uniform for boys</u></b></p> <p>Short sleeved pale blue shirt or polo shirt  Grey shorts  Royal Blue Sweatshirt or jumper with the school logo  Blue or grey socks  Sensible black flat shoes (No open toe sandals)</p>	
PE Kit – All items are required	Tick
<p>Yellow T Shirt  Navy blue shorts  Black pumps for indoor PE  PE socks for girls wearing tights.  Trainers for outdoor PE  Navy tracksuit (or navy jogging bottoms &amp; sweatshirt)</p>	

## **Governors**

The governing board is made up of a team of dedicated governors who are committed to ensuring that Mrs Bland's children attend a successful school which provides them with a good, well-balanced education in a safe and nurturing environment. The board's priority is always to ensure that children are safe and happy at school and governors visit the school regularly to experience the learning environment for themselves.

Governors are elected or appointed for a four year term in accordance with our Instrument of Government dated 30 December 2014 which was approved by West Berkshire Council.

Our governing board comprises:

- One Headteacher
- One staff governor
- Two parent governors
- One local authority governor
- Seven co-opted governors

Governors conduct much of their business at full governing board meetings but also attend sub-committee meetings: Pupil Progress; Finance; Staff Appraisal and Pay. If you would like more information about our governing body please visit the school website.

## **School Budget**

We are constantly looking at ways to reduce administration costs and use any savings on educational resources.

We would ask that all payments to the School are made via. ParentPay. Parentpay is part of ParentMail which is used by the school to send out communications directly to your email address.

If you do have to pay by cash we ask that the correct money is paid at the school office where you will be given a receipt. For clubs (currently Dance, Football, Tag Rugby and Cricket) that are not run by the school, this is the only way to pay.

We accept donations of charity pens or pencils, any stationary you may no longer need or your employer is disposing of. Plastic pockets, staplers, hole punches, glue, paper, scissors as long as they are in good condition.

## **Fundraising**

Whenever you buy anything online – from your weekly shop to your annual holiday – you could be collecting free donations for the school.

1. Head to <https://www.easyfundraising.org.uk/causes/mrsblandsinfantandnurseryschool/> and join for free.
2. Every time you shop online, go to Easyfundraising first to find the site you want and start shopping.
3. After you've checked out, that retailer will make a donation to your good cause for no extra cost whatsoever!

## **School Lottery**

The school lottery is kindly organised and run by the PTA. Please click on the link below to access the lottery where you can win money and prizes whilst supporting the school. Please share this link with your friends and family. The more people that buy tickets, the better the prizes and the more money we raise. Thank you for your support and good luck everyone!

<https://www.yourschoollottery.co.uk/lottery/school/mrs-blands-infant-and-nursery-school>

## **PTA**

The Mrs Blands Parent and Teacher Association (PTA) would like to welcome you to the school!

The PTA is made up from parent and teacher volunteers from all years. Our primary purpose is to organise and promote fundraising activities that allow the school to 'splash out' on extra niceties for our children.

Throughout the year you'll be invited to support events such as Xmas fayre, School disco, race night, summer fayre, cake sales and more!

All proceeds go to the school, and example of spending include the outdoor learning cabin, panto coaches, leavers bags/gifts and classroom supplies.

Please follow us on Facebook for more info and previous event photos, and look out for additional info in the weekly newsletters or parent mails.

Our first meeting is typically the second Thursday of the new term, so watch the newsletter and Facebook for dates. We'd love for you to join us, share ideas and help out at events - you'll be with us for 3 or 4 years so there's not better time to get involved!

Welcome to Mrs Blands!

The PTA

<https://www.facebook.com/MrsBlandsPTA/>  
mrsblandspta@gmail.com

## **2020-2021 Term Dates**

Term 1	Wednesday 2nd September – Thursday 22nd October 2020	37 Days		Term 4	Monday 22 <sup>nd</sup> February – Thursday 1 <sup>st</sup> April 2021	29 Days
Autumn Break	Friday 23 <sup>rd</sup> October – Friday 30 <sup>th</sup> October 2020			Easter Holiday	Friday 2 <sup>nd</sup> April – Friday 16 <sup>th</sup> April 2021	
Term 2	Monday 2 <sup>nd</sup> November – Friday 18 <sup>th</sup> December 2020	35 Days		Term 5	Monday 19 <sup>th</sup> April – Friday 28 <sup>th</sup> May 2021	29 Days
Christmas/ New Year Holiday	Monday 21 <sup>st</sup> December 2020 – Friday 1 <sup>st</sup> January 2021			Summer break	Monday 31 <sup>st</sup> May - Friday 4 <sup>th</sup> June 2021	
Term 3	Monday 4 <sup>th</sup> January 2021 – Friday 12 <sup>th</sup> February 2021	30 Days		Term 6	Monday 7 <sup>th</sup> June – Friday 16 <sup>th</sup> July 2021	30 Days
Spring Break	Monday 15 <sup>th</sup> February – Friday 19 <sup>th</sup> February 2021			Total	190 Days	

## Privacy Notice (How we use pupil information)

Mrs Bland's Infant & Nursery School is the Data Controller for the use of personal data in this privacy notice.

### The categories of pupil information that we process 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)
- Trips & Activities
- Catering arrangements & free school meals

This list is not exhaustive, to access the current list of categories of information we process please visit the school website:

<http://www.mrsblandsinfants.co.uk/page/?title=Policies+%26amp%3B+Documents&pid=16>

### Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us by the Department for Education

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- the data subject has given consent to the processing of his or her personal data for one or
- Collecting pupil information

We collect pupil information via **registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.**

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the school website:

<http://www.mrsblandsinfants.co.uk/page/?title=Policies+%26amp%3B+Documents&pid=16>

## Who we share pupil information with

We routinely share pupil information with:

- schools
- local authorities
- the Department for Education (DfE)
- school nurse
- NHS

## Why we regularly 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.

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

### Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

## Requesting access to your personal data

Under GDPR, 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 Julie Dell, Operations Manager, Mrs Bland's Infant & Nursery School, Jordan's Lane, Burghfield Common, Reading, RG7 3TS Telephone: 0118 9832332

Depending on the lawful basis above, you may 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 a right to seek redress, either through the ICO, or through the courts

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

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on Thursday 1<sup>st</sup> June 2020.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Julie Dell . Operations Manager, Mrs Bland's Infant & Nursery School, Jordan's Lane, Burghfield Common, Reading, RG7 3TS Telephone: 0118 9832332

### **How Government uses your data**

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

### **Data collection requirements**

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

### **The National Pupil Database (NPD)**

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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