A Guide for Pupils and Parents

Nursery
2016 – 2017
Welcome to Homer First School & Nursery
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Welcome to Homer First School & Nursery

We would like to warmly welcome you and your son or daughter to Homer First School & Nursery.

Homer First School & Nursery is a community school based on the Laing estate, to the West of Windsor.

We are very proud of the confident and caring children at Homer who enjoy learning and facing new exciting challenges.

Our aim is to ensure each child receives the highest quality of teaching to enable them to learn and develop and for each child to be the very best that they can be.

We believe children learn best when they are happy and comfortable and therefore we feel our nurturing approach and emphasis on children’s emotional care is a priority.

You are the expert on your child and we value strong partnerships with parents and this is the key to a positive and successful time for your child at Homer First School & Nursery.

Our staff are a friendly and highly motivated team of professionals who are committed to providing a safe, fun and happy environment in which children can learn and grow.

Vicky Brand and Gemma Sharma
Co-Headteachers

Contact Details

Address: Testwood Road,
Windsor,
Berkshire,
SL4 5RL

Telephone: 01753 867436
Email: homer@rbwm.org.uk
Website: www.homerfirstschool.co.uk
**Live it, Love it, Learn it!**

At Homer we provide a safe, happy, challenging environment for every child. Together we are committed to creating exciting opportunities for all children to achieve their best whilst developing life skills.

**H** Happy and Healthy  
**O** Outstanding Opportunities  
**M** Magical Minds  
**E** Exciting Experiences  
**R** Respectful and Rewarding

**Our School Aims:**

At Homer we strive to ensure that:
- Children feel happy and safe at school;
- Individual needs and talents are recognised and promoted;
- Opportunities are provided for growth, to develop confidence, self esteem, initiative, resilience and independence;
- Social and emotional skills are nurtured and developed;
- Achievement and success are celebrated;
- Differences and diversity are valued;
- Learning experiences are challenging, exciting and inspiring;
- Children’s needs are at the heart of every decision we make.
Section One – Getting Started
SCHOOL TERM DATES FOR THE ACADEMIC YEAR 2016/2017

School Year (195 days)

Autumn 2016

Term 1 (37 days)
Term starts on: Thursday 1st September 2016* (Inset Day – School closed)
Term ends on: Friday 21st October 2016
October Holiday: Monday 24th October 2016 to Friday 28th October 2016

Term 2 (37 days)
Term starts on: Monday 31st October 2016
Term ends on: Tuesday 20th December 2016
Christmas Holiday: Wednesday 21st December 2016 to Tuesday 3rd January 2017

Spring 2017

Term 3 (28 days)
Term starts on: Wednesday 4th January 2017
Term ends on: Friday 10th February 2017
February Holiday: Monday 13th February 2017 to Friday 17th February 2017

Term 4 (30 days)
Term starts on: Monday 20th February 2017
Term ends on: Friday 31st March 2017
Spring Holiday: Monday 3rd April 2017 to Monday 17th April 2017
(Good Friday – 14th April 2017; Easter Monday – 17th April 2017)

Summer 2017

Term 5 (28 days)
Term starts on: Tuesday 18th April 2017
Term ends on: Friday 26th May 2017
May Holiday: Monday 29th May 2017 to Friday 2nd June 2017

Term 6 (35 days)
Term starts on: Monday 5th June 2017
Term ends on: Friday 21st July 2017
Total: 195 days

Three further Inset Days are still to be confirmed.

*INSET Days – There are five Inset (or Teacher Training) Days to be taken during the 2016/17 academic year. One of these, set by the LA, will be the first day of Term 1 (1st September 2016). The remaining four days must be taken within the 195 days given above.

Bank Holidays 2016/2017
- Christmas Day (substitute) - Tuesday 27th Dec. 2016
- New Year’s Day (substitute) - Monday 2nd Jan. 2017
- Good Friday - Friday 14th Apr. 2017
- Easter Monday - Monday 17th Apr. 2017
- May Day Holiday - Monday 1st May 2017
- Spring Bank Holiday - Monday 29th May 2017
- August Bank Holiday - Monday 28th Aug. 2017
**Timings of the Day**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.45am – 11.45am</td>
<td>Morning session</td>
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<tr>
<td>11.45am – 12.30pm</td>
<td>Lunch Club</td>
</tr>
<tr>
<td>12.30pm – 3.30pm</td>
<td>Afternoon session</td>
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</tbody>
</table>

**Costs**

We can offer additional sessions to the government funded hours, at a rate of £12 per morning or afternoon session. The cost for lunch club will be £3 per session.
HOMER FIRST SCHOOL UNIFORM LIST

Uniform
At Homer, our colours are red and grey:
- Red or white plain polo shirts
- Red sweatshirt bearing the school logo (available from the stockist below).
- Trousers, tracksuit bottoms or leggings (any colour)
- Children are expected to wear sensible shoes

All clothing must be named

What your child needs – at a glance
- School uniform
- Bookbag (Reading Folder)
- Lunchbox
- Breaktime snack (fruit only)
- Bottle of water (spill proof bottle)

UNIFORM ORDERING

Our school uniform provider is PMG Schoolwear. They supply the sweatshirts and bookbag with the logo. Please place your order with PMG Schoolwear before Friday 12th August latest at www.pmgschoolwear.co.uk. A size guide is available on their website. If you have any difficulties with on-line ordering, please contact their customer services on 01895 809321.

Snack bags can be purchased via the school office, at a cost of £3.00.
Communicating with parents

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.

Traditionally we have used printed letters but delivery of these can be unreliable; they are also expensive, take time to produce and are not environmentally friendly.

We use ParentMail PMX, a service used by over 6,000 schools, nurseries and children’s clubs to communicate to parents. ParentMail will be beneficial to you because:

- Messages will get to you reliably and on time
- We can send messages directly to mums, dads and other carers at the same time
- Emergency or important information can be sent by text message
- iPhone and Android Apps available for parents on the go.

To use the latest version of ParentMail all you need to do is verify your account. In September, you will be sent either an email or text message from ParentMail, when you receive this please just follow the instructions below.

If you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text and email. You can decide which way you register – but you will only need to register once.

Mobile registration:
Please click on the link from the text message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Email registration:
Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.
Breakfast & After School Clubs

All sessions must be pre-booked and all children registered in advance. Registration forms can be obtained from the school office. Some sessions may be available on the day in emergencies – please phone the school office on 01753 867436.

**Breakfast Club Costs and Times**

We run a Breakfast Club in the school hall every morning for children aged from 4 years old.

- 7.50 – 8.20am (Breakfast and Activities) £3.50 per child
- 8.20 – 8.45am (Activities Only – no Breakfast) £2.00 per child

If you receive benefits and have applied for Free School Meals, any of the above sessions will cost 50p per child. (This does not apply to EYFS and KS1 children who will receive Universal Free School Meals from September 2014).

**Homer Kidz After School Club Costs and Times**

We also run an after school club every evening for children aged from 5 years old. For children not yet age 5, please speak to the school to discuss your requirements.

Monday to Thursday 3.05pm to 6pm
Friday 3.05pm to 5pm.

The children will be escorted from their class to the club. Children will be expected to have a break first and then have a light tea, followed by activities.

Each session will cost:
- £8.00 for pick up by 5pm;
- £10.00 for pick up by 6pm.

If you receive benefits and have applied for Free School Meals, the club will be £5.00 per session. (This does not apply to EYFS and KS1 children who will receive Universal Free School Meals from September 2014).

Children can read and/or complete their homework during the club, if requested.
Packed lunches
To provide a healthy and nutritious meal we recommend a selection of the following items in your child’s lunch box:

- Sandwiches or a roll - filled with meat, fish, cheese or egg – not jam or chocolate spread
- Salad – pasta, green or mixed
- Cheese – not processed or the ‘stringy’ kind
- Chopped raw vegetables – eg carrots, cucumber or tomatoes
- Yogurt – not the squeezy kind! And a spoon
- Fruit – fresh or dried
- Fruit squash or water - not fruit juice or fizzy

Occasional treats – not every day please:

- Small packet of crisps or savoury biscuits
- Small cake / mini roll / biscuit – preferably fruit or plain
- Cocktail sausages / sausage roll

It is helpful to provide your child with sufficient so they are not hungry although beware of overloading the lunch box!

Items not allowed at any time:

- Sweets
- Fizzy drinks
- Squeezy yoghurts
- Nuts of any kind (including peanut butter)

We encourage the children to eat the savoury food first and not to swap or try food from anyone else’s lunch box. Any food not eaten will not be thrown away at school but will be brought home to show you.
Section Two – Helping Your Child Do Their Best
Home-School Agreement

The School Will.....
- Respect and value each child as an individual within the school community
- Provide a safe, secure and happy environment
- Supply parents with information on topics being taught and how they can help
- Provide a balanced and challenging curriculum, giving parents feedback on their child’s progress
- Foster good behaviour

Parents Will....
- Support home learning and attend parental interviews to discuss pupil progress
- Promptly notify the school of any changes in circumstances that may affect the child’s well-being
- Support the school’s policies and guidelines for behaviour and attendance
- Take as active a role in the school as possible

Children Will......
- Be honest
- Take care not to hurt anyone by what they say or do
- Respect school equipment and care for their own and other people’s belongings
- Work their hardest and do their best
- Work as a team, respecting the difference of others

Together We Will.....
- Build each child’s confidence and self-esteem
- Celebrate the achievement of every child
- Take pride in our school
- Listen to each other’s concerns and act on them

Live it, Love it, Learn it!
Section Three – Routines
## Staff List

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Mrs V Brand</td>
<td>Co-Headteacher</td>
</tr>
<tr>
<td>Mrs G Sharma</td>
<td>Co-Headteacher &amp; Early Years Leader</td>
</tr>
<tr>
<td>Mrs L Mirfin</td>
<td>Administration Manager</td>
</tr>
<tr>
<td>Mrs R Rafiq</td>
<td>School Business Manager</td>
</tr>
<tr>
<td>Mr M Harrold</td>
<td>Site Controller</td>
</tr>
<tr>
<td>Mrs S Belchamber</td>
<td>Teacher &amp; Senior Leader</td>
</tr>
<tr>
<td>Mrs E Bleach</td>
<td>Teacher</td>
</tr>
<tr>
<td>Miss L Henderson</td>
<td>Teacher &amp; Senior Leader</td>
</tr>
<tr>
<td>Ms M Leary</td>
<td>Teacher</td>
</tr>
<tr>
<td>Miss H Lilley</td>
<td>Teacher</td>
</tr>
<tr>
<td>Miss R Rose</td>
<td>Teacher</td>
</tr>
<tr>
<td>Mrs T Tickle</td>
<td>Teacher</td>
</tr>
<tr>
<td>Mrs E Young</td>
<td>Teacher, SEN Coordinator &amp; Senior Leader</td>
</tr>
<tr>
<td>Mrs R Bond</td>
<td>Teaching/Lunchtime Assistant/ELSA</td>
</tr>
<tr>
<td>Mrs J Buckley</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>Miss J Carlton</td>
<td>Teaching/Afterschool Club Assistant/EAL</td>
</tr>
<tr>
<td>Ms J Cooper</td>
<td>Teaching/Lunchtime Assistant</td>
</tr>
<tr>
<td>Mrs T George</td>
<td>Higher Level Teaching Assistant</td>
</tr>
<tr>
<td>Miss D Harrold</td>
<td>Teaching/Afterschool Club Assistant/ELSA</td>
</tr>
<tr>
<td>Mrs C Huskings</td>
<td>Teaching/Lunchtime Assistant</td>
</tr>
<tr>
<td>Miss L Jackson</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>Mrs S Lawrence</td>
<td>Higher Level Teaching Assistant</td>
</tr>
<tr>
<td>Mr E Matute</td>
<td>Teaching Assistant/ELSA</td>
</tr>
<tr>
<td>Mrs S Peachey</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>Mrs C Rawlinson</td>
<td>Teaching Assistant/Speech &amp; Language</td>
</tr>
<tr>
<td>Mrs W Sellars</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>Mrs S Shearer</td>
<td>Teaching/Lunchtime/Afterschool Club Assistant/ELSA</td>
</tr>
<tr>
<td>Mrs G White</td>
<td>Higher Level Teaching Assistant</td>
</tr>
<tr>
<td>Mrs S Barnes</td>
<td>Lunchtime Assistant</td>
</tr>
<tr>
<td>Mrs C Bromham</td>
<td>Lunchtime Assistant</td>
</tr>
<tr>
<td>Mrs E Drummie</td>
<td>Breakfast Club/Lunchtime Assistant</td>
</tr>
<tr>
<td>Mrs C Mendes</td>
<td>Lunchtime Assistant</td>
</tr>
<tr>
<td>Mrs N Slowey</td>
<td>Lunchtime Assistant</td>
</tr>
<tr>
<td>Mrs E Underwood</td>
<td>Lunchtime Assistant</td>
</tr>
<tr>
<td>Mrs K Woollaston</td>
<td>Breakfast Club/Lunchtime Assistant</td>
</tr>
<tr>
<td>Mrs Y Yamamoto</td>
<td>Lunchtime Assistant</td>
</tr>
</tbody>
</table>
List of Governors

Mrs Sharma, Co-Headteacher
Miss Brand, Co-Headteacher
Mrs Doling (Chair), LA Governor
Mr Haines, Associate Governor
Mrs Endacott, Parent Governor
Miss Henderson, Staff Governor
Mr Powell, Community Governor
Mr Horler, Parent Governor
Mrs Sheppard, Parent Governor
Mrs Bharj, Clerk to the Governors
Section Four – Formal Bits
General Information

Arriving/Leaving the Premises
The road and lay-by within the school grounds are part of the staff parking area, so please do not drive your car onto the school site unless it is an emergency or you have obtained permission to do so.

No bikes or scooters should be brought into the school playground. Please either leave any bikes/scooters in the bike shed whilst you drop off and collect your child or they can be carried by an adult, if preferred.

Children should not use the playground equipment before or after school. We cannot accept responsibility for any incidents that may occur during these times.

At the end of the school day, please leave the school grounds promptly to allow the after school clubs to start on time – the gates will be closed at 3.10pm.

Dogs, with the exception of guide dogs and hearing dogs, should not be brought into the school or playground under any circumstances. We would ask that any dogs brought onto the area at the front of the school are supervised by an adult at all times and are not left alone, tied up to the school gates or railings.

Dental/Medical Appointments
Parents are asked to book appointment whenever possible outside of nursery session times. Parents must sign the In/Out folder in the front office when they collect their child for their appointment and again on their return.

School Absence
Any requests should be made at least two weeks in advance, using the absence request form which is available from the school office.

Medication
The school must be informed on any medication being taken by pupils and medical problems. In the event of illness or accident in school, parents will be contacted at the earliest possible opportunity.

Lost Property
All property should be clearly named. The school cannot accept responsibility for lost property.
Responsible Use of the Internet

Mindful of the possibility of children gaining access to undesirable materials, we have taken steps, along with the Local Authority, to deal with this.

Our Internet access is supplied by the Royal Borough of Windsor and Maidenhead and it has a built-in filtering system that restricts access to sites containing inappropriate content. As an additional measure of protection, we have ensured that all our computers are in public view and an adult is present to supervise.

No system is perfect, however, and you should be aware that it is not possible to entirely remove the risk of finding unsuitable material.

The following rules will help protect pupils, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user’s authorised account and password, which must not be given to any other person.
- School computer and internet use must be appropriate to the pupil’s education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- The use of public chat rooms is not allowed.
- Irresponsible use may result in the loss of internet access.

Milk

Providing free milk is a great way to support the health and development of children in our care. It is one of the few drinks recommended in the new voluntary food and drink guidelines for Early Years settings in England.

Milk is an ideal mid-morning drink and is the perfect accompaniment to fruit. Every child under the age of 5 is entitled to a free 189ml serving of milk. Children aged 5 and over can register to receive subsidised school milk at www.coolmilk.com.
Welcome to the Friends of Homer

Now that your child has joined Homer, you have automatically become a Friend of Homer!

What is Friends of Homer?
• FOH is a fundraising body to enhance the experience of your child at Homer. You can get as involved as little or as much you want to – though the more the merrier!
• Through the School year, we run a variety of events and activities to both raise money and have fun – this includes Summer and Christmas Fairs, School Discos, and Easter Bunny Bingo

What have FOH funded at the School lately?
Between 2012 and early 2016, FOH have spent over £20,000 from fundraising. This has been across a variety of things such as:
1. New outdoor play equipment and the Early Years playground
2. Interactive Whiteboards
3. Woodland Walk
4. Classroom planters and trees

Who are the committee?
There are a number of parents and carers serving on the Committee. Our task is to define the fundraising schedule of events, make them all happen, and agree with the Headteachers how the money raised will be spent. We approach this with 2 main aims
1. Raise some money
2. Have some fun!
We usually meet every other month at the School through term time.

How do I find out what is going on?
We regularly provide updates through a number of means including letters in book bags, Parentmail, text messaging, posters, our Facebook page and via our Notice board on the wall in the Playground. Always keep a lookout for news!!

How do I get involved?
You can become as involved as much as you like! From being a committee member, to helping out at events; there is always help needed and the more people we have, the easier it is manage events and also to make more money! For events where you are working with children and the parents/carers are not present, you will need to be DBS checked. This is a very straightforward, simple procedure, and forms are available from reception.

We thank you for your support and look forward to seeing you at our upcoming events!
We Homer First School & Nursery are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support pupils teaching and learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We are required by law to pass information to the Local Authority (LA), and Department for Education (DfE). Data is also sent to other agencies, as prescribed by law. All these are data controllers for the information they hold and receive.

If you would like to see a copy of the information held please contact Homer First School & Nursery office. There may be a charge for this.

DfE is the Data Controller for the purposes of the Data Protection Act. If you require more information about how the Department for Education (DfE) stores and uses personal information then please go to the following website: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

RBWM Data Protection Officer can be contacted by email: Email: martin.tubbs@rbwm.gov.uk or TEL: 01628 796945

The Local Authority (LA) uses information about children and young people for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on, for example, the funding of schools, assess their performance and to set targets for them. The statistics are anonymized so that individual children and young people cannot be identified from them. Aggregated data derived from anonymized pupil records may be used to respond to Freedom of Information requests. The LA is also required to maintain the accuracy of all information held about children and young people in their area. The Local Authority (LA) may also share information with other LA’s.

Pupils, as individual data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. Where pupils are too young (under 12) to do this themselves, parents can act on their behalf. In every case it will be for the school, as data controller, to assess whether the child is capable of understanding their rights under the act. If you wish to access the personal data which DfE hold about your or your child, then please contact them direct.

As the law allows, pupil data can be sent to the following third party organisations. A brief description of the purposes the information is used for is set out below, along with links to the organisations as detailed below:

**Department of Health (DfH)** uses anonymized information about pupils’ height and weight collected in primary and middle schools as part of the National Child Measurement Program to inform, influence and improve health policy. [www.dhf.gov.uk](http://www.dhf.gov.uk)

**Berkshire Healthcare Foundation Trust (BHFT)** use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (e.g. such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires the Healthcare Trust to maintain children’s names and addresses for this purpose.

The Local Authority provides the Buckinghamshire Healthcare NHS Trust with details of pupils’ names, dates of birth, addresses and schools attended in order to facilitate screening and vaccination programs, (e.g. vision and hearing) and the National Child Measurement program. [www.berkshirehealthcare.nhs.uk](http://www.berkshirehealthcare.nhs.uk)

**Ofsted** uses information on the progress and performance of pupils to help inspectors evaluate schools and as part of their assessment into the effectiveness of education within the school. Ofsted also uses the views of children and young people to inform Local Authority Inspections reports but do not identify individual pupils. The Department for Education also provides Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post-16 learning institutions to minimize the administrative burden on application for a course and to aid the preparation of learning plans. [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations and assessments in England and vocational qualifications in Northern Ireland. They maintain standards and confidence in qualifications: GCSEs and A levels in England, and vocational qualifications in both England and Northern Ireland. We’re independent of government and report directly to Parliament and the Northern Ireland Assembly.

Data is also sent to approved statistical agencies:

**Berkshire Maestros** uses the information about pupils to evaluate the effectiveness and uptake of additional musical tuition available to all pupils. These results are passed on to the DfE to compile statistics on trends and to formulate funding.