GEOFFREY FIELD INFANT SCHOOL

Welcome

Dear Parents and Carers,

I would like to take this opportunity to welcome you to our school. We are a large infant school situated within a diverse community in the south of Reading with infant and nursery classes.

I feel incredibly proud to be the Headteacher of such a successful school within such a welcoming and supportive community. Our core purpose is to promote learning and to treat each other with respect. The pupils, staff, parents and Governors actively contribute to this on a daily basis.

Our children bring many different strengths and characteristics to the school community which we welcome and celebrate. We continue to feel proud of the children's positive attitudes and enthusiasm for learning which is evident in everything they do.

Our excellent teachers and highly skilled support staff ensure that the curriculum offers a wide range of learning experiences based upon the needs of the children. Your child's time in our school will equip them with the knowledge and skills that will enable them to thrive now and during the next phase of their education.

school.

Headteacher

About Our School

parents and other partners is an integral part of this process.

values each and every member, with a clear ambition to promote learning.

the children in the Early Years and revisited and developed throughout Key Stage 1. These

examples and linking our experiences to them.

Our successful learning attributes:

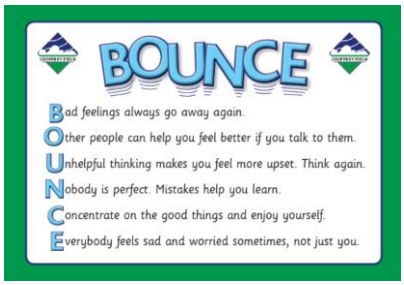
Be curious

improving **Enjoy learning**

motivation to learn. They will then bring these home to share with parents/ carers.

We support pupils to develop **Character Traits** that guide them to understand how to act and interact with others. These are qualities we believe that they will need to be successful in our society now and in the future.

We use the **Bounce** Back programme alongside the Jigsaw programme in all year groups. This is used to teach pupils about the different feelings they may experience and supports them to develop strategies to manage these feelings effectively. Bounce Back also helps pupils to gain an understanding of friendships and how to manage interactions with others. We encourage pupils to apply the statements from the Bounce acronym when they are managing situations independently, such as in the playground.



Curriculum Overview

latest Curriculum Overviews for all year groups.

We also hold regular workshops in each year group to offer parents insight into pupil's learning.

and an end of year report.

incomplete Home Learning.

complete:

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
NURSERY	Library book shared at home at least 2 times a week Tapestry Talk	Library book shared at home at least 2 times a week Tapestry Talk	Library book shared at home at least 2 times a week Number Activity Cards	Library book shared at home at least 2 times a week Number Activity Cards	Library book shared at home at least 2 times a week Sound Table	Library book shared at home at least 2 times a week Sound Table
RECEPTION	Reading at home, at least 3 times each week Number Fact Flashcards Show and Tell	Reading at home, at least 3 times each week Number Fact Flashcards Show and Tell	Reading at home, at least 3 times each week *and* Reading Response High Frequency Word Flashcards Rhyme Time	Reading at home, at least 3 times each week *and* Reading Response High Frequency Word Flashcards Rhyme Time	Reading at home, at least 3 times each week *and* Reading Response High Frequency Word Spellings Talk and Teach	Reading at home, at least 3 times each week *and* Reading Response High Frequency Word Spellings Talk and Teach
YEAR 1	Reading at home, at least 3 times each week Reading Response Maths	Reading at home, at least 3 times each week Reading Response Spellings	Reading at home, at least 3 times each week Reading Response Maths	Reading at home, at least 3 times each week Reading Response Spellings	Reading at home, at least 3 times each week Reading Response Maths	Reading at home, at least 3 times each week Reading Response Spellings
YEAR2	Reading at home, at least 3 times each week Weekly Spellings Maths	Reading at home, at least 3 times each week Weekly Spellings Reading Response	Reading at home, at least 3 times each week Weekly Spellings Maths	Reading at home, at least 3 times each week Weekly Spellings Reading Response	Reading at home, at least 3 times each week Weekly Spellings Maths	Reading at home, at least 3 times each week Weekly Spellings Reading Response

Organisation and Daily Routines

Our school consists of a Nursery, Reception, Year 1 and Year 2 cohort. Each class has a name these are as follows:

Orange and **Yellow** – Nursery (AM and PM, respectively)

Red, **Green** and **Blue** – Reception

Ruby, **Sapphire** and **Opal** – Year 1

Emerald, **Diamond** and **Turquoise** – Year 2

	Start time	Finish time
Nursery AM	8.30am	11.30am
Reception	8.45am	3.15pm

Year 1	8.45am	3.15pm
Year 2	8.45am	3.15pm
Nursery PM	12.15pm	3.15pm

In the morning our main school gates will open at **8.40am** and close at **8.55am**; in the afternoon our gates will open after **3.10pm** and close at **3.25pm.**

Registers are taken by the class teachers at 8.55am in each classroom. If your child arrives after 8.55am but before 9.05am they will receive a late mark (L - Late before register closed). After 9.05am they will receive a late mark which represents a complete morning session missed (U - Late after the register closed). Any pupils arriving after 8.55am must be brought to the school office. Parents/carers will be asked to sign their child in, giving a reason for lateness.

At Geoffrey Field Infant School we define good attendance as 96% or greater (182.5 days out of the possible 190 days) and arriving by 8.45am each day. If your child is too ill to attend school, parents must contact the school office to provide a reason for the absence. Please telephone 0118 9375473 or email admin@geoffreyfieldinfant.reading.sch.uk by 9.30am. Parents are expected to contact school each day that their child is absent with a specific reason. Stating that your child is 'ill' or 'unwell' may result in a follow up call from the attendance team. At Geoffrey Field Infant School we strive to develop an effective partnership between our staff and the families who attend our school so that pupils thrive during their time with us. Good attendance is essential to pupils' attainment, safety, wellbeing and future life chances. Frequent absences from school can be stressful for pupils as their routine is disrupted and it is more difficult to join a sequence of learning having missed parts of this. Please see our Attendance Policy for further details.

Pupil breaks are as follows:

- 10.30-10.45am Year 1 and Year 2 Playtime
- 11.45am-12.45pm Reception Lunchtime and Play
- 11.55am-12.55pm Year 1 Lunchtime and Play
- 12.00pm-1.00pm Year 2 Lunchtime and Play

Uniform

The main school colours are royal blue and grey. The uniform remains the same throughout the year with parents encouraged to make their own choices to suit the weather.

A list of key items:

- A royal blue jumper or cardigan (with or without the school logo)
- Grey trousers, shorts, a dress or a skirt
- A royal blue, light blue or white polo shirt (t-shirt with a collar) (with or without the school logo)
- Blue and white summer dresses or skirts may be worn to suit the weather

Uniform items with the school logo are NOT essential and you can purchase clothing items to match the school colours listed above from a retailer of your choice.

Uniform items with the school logo are available from Stevensons or may be bought online at: www.stevensons.co.uk

Regular sales of second hand uniform are held throughout the year (items can be obtained with or without a donation).

Other colour options: Black or navy trousers, shorts, dresses or skirts are acceptable as an alternative to grey. Navy blue jumpers or cardigans are acceptable as an alternative to royal blue. T-shirts without collars are acceptable as an alternative to t-shirts with a collar.

Book Bag **-** Children should bring a book bag with them every day. There are Geoffrey Field ones available from Stevensons. Alternatively, you can purchase one with another design, however they must be flat as they need to fit into pupils' trays.

Water Bottles **-** Pupils must have a water bottle available to them in school every day. These should be filled with water not juice or squash. Water bottles are available to buy from the school office. Water bottles cost £1. Children must bring a water bottle to school every day. If a child does not have a water bottle with them one will be provided with the £1 charge passed to parents.

PE Kit **-** Please ensure your child has a PE kit consisting of a t-shirt, shorts and pumps or trainers in school on the first day of term (in Reception pumps or trainers are not required until the summer term).

PE kits will be sent home at the end of each half term for washing and checking that PE pumps and other items still fit well. If parents would like to take home PE kits for washing on a more regular basis, please request this at the classroom door. PE kits should be kept in a drawstring bag. There are Geoffrey Field PE bags available from Stevensons. Alternatively, any drawstring bag can be used.

Footwear **-** Young children are very active and need to run and enjoy themselves at playtime. It is advisable that children wear appropriate, i.e. safe, footwear. Shoes with high heels are not considered appropriate for young children. Sandals should have sufficient straps to keep them secured to children's feet safely, Crocs, sliders and flip flops are not suitable.

Jewellery **-** For health and safety reasons it is not appropriate for jewellery to be worn at school; if earrings are worn they must be plain studs.

Please ensure that all items of uniform are named, as well as book bags, water bottles, shoes and coats.

Breakfast Club

The provision will start at 7.30am and the allocated drop off window at the breakfast club door is open between 7.30am and 7:40am. A selection of breakfast items such as cereal, toast, pancakes, yoghurt, fruit and waffles will be available. Please note breakfast food is only available until 8.15am.

The cost will be £4.50 per day (£22.50 per week) for pupils who require breakfast food.

For pupils who do not require food a price reduction may be considered.

The booking system for the Breakfast School Club is online please contact the school office with any queries or to set up an account. Parents who have not booked before should phone the school office to be sent an email to set up an account. Online bookings can be made via the school's booking system eduspot

Daily registers for the club will close at 12 midnight in readiness for the following morning.

Bookings can be made in advance for regular sessions each week or individual days can be booked as they are required. Payments must be made by School Money

After School Club

Funtastic Kids

Funtastic Kids After School Club at Geoffrey Field Junior School is available every day after school.

The club will run **Monday to Friday** from a classroom and we will also have access to the school playgrounds/outdoor space.

Families can book in for a short session (3.00-4.30pm) which includes a healthy snack or a longer session (3.00-6.00pm) which includes a healthy snack and light afternoon tea.

The club will be open to all children who attend Geoffrey Field Infant School, Geoffrey Field Junior School and Christ the King

Food

School Dinners

Our School Dinners are cooked and prepared on site by Accent

account will be sent to you by email

If you have any issues when booking your child's lunches online, please go to the school office or call 0118 9375473. The current term's menu can be accessed via the school website.

Packed Lunches

For children who bring a packed lunch we ask that you adhere to the following rules:

Cool Milk

The school offers a milk scheme for children to have a carton of milk each day.

Children under 5 receive milk free of charge, funded by the Department of Health.

Parents of children over 5 years of age are required to register and make payment online with the milk provider (Cool Milk) at www.coolmilk.com

Milk is free for children entitled to benefit-based free school meals.

Communication

The school office is staffed between the hours of 8.30am and 3.30pm.

Please note that the phone will not be answered between 8.45am and 9.15am whilst staff focus upon supporting pupils into class in time for registration and morning learning.

Please contact the Admin Team by phone or by email:

0118 937 5473

admin@geoffreyfieldinfant.reading.sch.uk

All general enquiries should be sent to this email address; a member of the admin team will pass this on to the relevant staff member. If there is a specific member of the school team you wish to attend to this enquiry then please name the staff member in the email (i.e. FAO followed by their name).

Please note that emails may take a number of days to be read so for an urgent request a telephone call should be made.

Each term parents/carers will receive an email outlining Key Dates for the term ahead. The school will send invitations or letters around specific events such as trips and visits.

2025 to 2026 Term Dates:

Term 1 Thu 4th Sep 2025 - Thu 23rd Oct 2025

Term 2 Mon 3rd Nov 2025 - Fri 19th Dec 2025

Term 3 Mon 5th Jan 2026 - Wed 11th Feb 2026

Term 4 Mon 23rd Feb 2026 - Fri 27th Mar 2026

Term 5 Mon 13th Apr 2026 - Fri 22nd May 2026

Term 6 Mon 1st June 2025 - Wed 22nd July 2025

2025 to 2026 Inset Days:

Wed 3rd September 2025

Fri 24th October 2025

Thurs 12th February 2026

Fri 13th February 2026

Fri 26th June 2026

Medical

The health and safety of our children are very important to us. Please ensure the school has up-to-date medical and emergency contact information at all times (we must have a minimum of 3 contacts on our system).

If your child requires medication during the school day, please speak with the school office. Medication must be clearly labelled and handed to staff by an adult—children should not bring medicine in their bags. School staff are only able to administer prescribed medicine; all medicines must be in their original packaging with a clear dispensary label with the child's name on it.

The school must be informed of any allergies, intolerances or ongoing medical conditions so we can provide the right care and ensure the safest outcomes for any necessary treatment.

Safety

The school and local authority has a zero-tolerance approach to inappropriate, aggressive and abusive behaviour towards staff, children and community members. The school encourages close links with parents and the community.
We believe that pupils benefit when the relationship between home and school is a positive one. Most parents, carers and others visiting the school are keen to work with schools and are supportive. All staff, children and community members have the right to work, play and use the school without fear of violence or abuse. For further information please read the BFfC Statement of Intent: Acceptable behaviour towards school staff.

Child Protection

It is a basic right of every child to feel safe and protected from any situation or practice that may result in a child being harmed through harassment, violence, abuse or neglect. The school seeks to adopt an open, accepting and positive attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home. If any member of the school community has concerns about the welfare or safety of a pupil or a member of our school community, they may liaise with the Designated Safeguarding Lead Team (Miss Dean- Lead DSL- or Mrs Archer – Deputy DSL) or directly contact Brighter Futures Central Single Point of Access.