



## What is it like to attend this school?

Pupils enjoy belonging to this small school community, where there are no outsiders. Leaders prioritise pupils' mental health and well-being. This helps pupils to feel happy and well cared for. Pupils appreciate learning outdoors. They benefit from opportunities to build their resilience and to try new things with confidence.

Pupils are keen to take part in the wide range of interesting activities on offer. This supports all pupils, including those with special educational needs and/or disabilities (SEND), to develop their talents and interests. Older pupils act as mentors to younger pupils. They carry out these leadership roles enthusiastically. They encourage younger pupils to read, to stay safe online and to understand that we are all uniquely different.

Pupils are positive about how well pupils behave. They understand that some pupils need extra support to behave as well as leaders expect them to. Pupils play happily together at playtime. They are confident that staff deal with any rare incidents of bullying quickly and well. This helps pupils to feel safe. Parents and carers also feel confident that leaders and staff look after their children well.

Leaders have designed a curriculum that has raised teachers' expectations of what pupils can achieve. However, some pupils have not benefited from the improvements to the curriculum. These pupils do not achieve as well as they should.



## Pinfold Primary Forest School Parent Handbook—Nursery to Year 6

### Curriculum Intent:

***We believe children have an unlimited capacity for learning and personal success: our challenging and inspiring Faraway Curriculum will create independent, critical thinkers, confident, responsible and caring, high reaching learners, who can see the magic in our world. They will gain the skills and knowledge to be able to keep themselves and others safe and happy, challenge discrimination and make our world a better place.***

Our small friendly school consists of two large well equipped classrooms, a hall, a Forest School classroom and a playground. Early years has free flow access to our learning rich outdoors through the day.

We find that our vertically grouped classes benefit all our children, ensuring children learn to accept and help each other whilst also setting high expectations and challenge for all.

We have named our four year curriculum, '***The Faraway Curriculum***'— because we like to add a magic sparkle to all we do (like The Faraway Tree!)

We plan our curriculum specifically for the needs of our children. Our curriculum is designed to be cumulative, and inspiring. We plan exciting, stimulating visits at the beginning of each half term to ensure all children have knowledge and experience of what they are about to learn. To ensure we are providing and placing importance on the children's cultural capital.

We are a non-denominatory school and place great value on teaching our children about the religions and beliefs of our wide and varied modern Britain. We teach children to make connections between different faiths and to think carefully and sensitively about their own beliefs and to celebrate all of our differences.

Due to our small size we can offer whole school swimming lessons. Pinfold Primary may be small but our children have an enthusiastic go at all sports and in 2019 were one of the few schools to achieve the School Games Platinum Sports Award.

***We are small but mighty and learning is our passion.***







## Pinfold Primary Forest School Parent Handbook—Nursery to Year 6

### A message from our Head teacher

Hello. I am very proud to be the head teacher of Pinfold Primary school- to quote one of our children:



***'The place where you can safely be yourself'.***

I love teaching and have been teaching for over twenty years (since I was about 12!) I love children. I am privileged, in this job, to share in their joy and laughter every single day. I am passionate about outdoor learning, equality and our environment and believe it is my responsibility to ensure every child has an equal opportunity to develop and evolve in the best surroundings we can provide for them. It is my intent that all our children enjoy challenging and inspiring opportunities, that they feel safe, welcome, nurtured, loved and valued. Here at Pinfold the children receive just that quality of care:

***'Learning is Our Passion'*** and we are ***'Small but Mighty!'***

I have high expectations for all and I believe, as an educator, it is not only essential children succeed academically but that they also find themselves as people. We aim to help them become content, happy and with a strength of character they can be proud of. We need to give our children the skills and knowledge; the resilience, determination and understanding; to stay safe and strive to do their best but also to inspire them and empower them to want to be lifelong learners; to want to be the people who make a difference.

Here at Pinfold, I intend to do my best to ensure every child has a lot of fun; is nurtured; feels safe and happy; receives a high quality of education; enjoys exciting, real life experiences; is given opportunities to be inspired, empower them to reach their dreams, and enable them to go on to lead happy, healthy lives, adding something good to our modern, ever changing world.

To quote Buzz Lightyear: ***'To infinity and beyond!'***

#### **Head teacher:**

Special Educational Needs Coordinator (SENDCO),

Designated Safeguarding Lead (DSL)

Forest School Level 3 Trainer and **Fungi Forest School Lead Trainer with Open Awards**

RE, PSHE and RSE, Art, Computing and PE Curriculum Lead :

**Mrs. Claire Tjaveondja:** [head@pinfold.lancs.sch.uk](mailto:head@pinfold.lancs.sch.uk)

I began my career in the Arts and wanted to then work with traveller children so I studied for a PGCE in the Lake District. I went on to teach in London, travelled to Spain to teach in an International School, returned to the UK and have since taught in a variety of primary and nursery schools 'up north'. I love learning, always wanting to know more and passionate about sharing that knowledge! I specialised in the early years and carried out research into the Impact of Outdoor Education on Children's Learning. I have a Masters Degree in Education, a Forest School Leader Level 3 qualification, PSHE Certification, the National SENCo Award and a 'National, Professional, Qualification for Headteachers' (NPQH).

I am very proud of our tiny school with it's friendly, talented, nurturing and caring staff.

***Please meet our happy, welcoming team!***



## Pinfold Primary Forest School Parent Handbook—Nursery to Year 6



EYFS/KSI senior teacher in Willow class:  
Designated Safeguarding Lead Deputy (DSL)  
English and Geography Lead

**Miss Caroline Whiteside-** [c.whiteside@pinfold.lancs.sch.uk](mailto:c.whiteside@pinfold.lancs.sch.uk)



Key Stage 2 senior teacher of Oak class:  
Designated Safeguarding Lead Deputy (DSL)  
Forest School Level 3 Leader and  
**Fungi Instructor and Internal Verifier with Open Awards**  
Math's, Science and History Lead

**Mrs. Rebecca Zaim-** [R.Zaim@pinfold.lancs.sch.uk](mailto:R.Zaim@pinfold.lancs.sch.uk)



**Class teacher (Mondays):**  
Mrs. Donna Prescott- Music Lead



**Teaching Assistant:**  
Miss Edina Kocs:  
TA3-Early years apprentice



**Teaching Assistant:**  
Mrs. Jayne Lawrenson:  
TA3-SEN specialist and midday supervisor



## Pinfold Primary Forest School Parent Handbook—Nursery to Year 6



### School bursar:

Mrs. Ruth Halstead- [bursar@pinfold.lancs.sch.uk](mailto:bursar@pinfold.lancs.sch.uk)

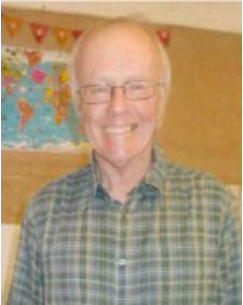
**Fungi Administrator with Open Awards**



### Welfare assistant:

Early years specialist

Miss Sam Moss



### Caretaker:

Mr. Peter Bardsley- Site Manager



### Mobile Relief School Crossing Officer:

Nicola Smith:



## Pinfold Primary Forest School Parent Handbook—Nursery to Year 6

### School Opening Times:

**8.50am-3.25pm**

Out of School Club:

Breakfast Club:

**7.45am-8.50am**

After School Club:

**3.25pm-6pm**

**School is open for 36 hours and 15 minutes, excluding Out of School Club hours.**

**For nursery hours we offer 3 hour sessions. We have free funded places.**

We welcome children into nursery once they turn three years old. Please be aware funding only starts from the term after your child is three. This means you will need to pay for nursery until the term after they are three. You will need to apply for the funding the term before your child is due to receive funding, that is as they turn three.

This link will tell you when to apply:

[Play, learn and grow with a funded place for 3 and 4 year olds - Lancashire County Council:](#)

15 hours: [www.lancashire.gov.uk/children-education-families/early-years-childcare-and-family-support/paying-for-childcare/funded-childcare-for-3-and-4-year-olds](http://www.lancashire.gov.uk/children-education-families/early-years-childcare-and-family-support/paying-for-childcare/funded-childcare-for-3-and-4-year-olds)

30 hours: [www3.lancashire.gov.uk/corporate/web/?siteid=2979&pageid=47605&e=e](http://www3.lancashire.gov.uk/corporate/web/?siteid=2979&pageid=47605&e=e)

**Our charges** (where you do not receive funding):

Morning session: **8.50am-12 noon-** £13.50

Dinner: £2.50 (30 minutes including a school dinner, this needs to be paid as an extra if you utilise your funded hours, please check with our bursar)

Afternoon session: **12.25pm- 3.25pm** - £13.50

We require a calendar month notice if you need to change your child's hours at nursery.

### **Out of School Club:**

**Breakfast Club:** 7.45am-9am: £3.00 (including a healthy breakfast)

**After School Club:** 3.25-6pm: £7.00 (including a light snack)

Please book and pay in advance to ensure we are in ratio. You can book by emailing our bursar at: [bursar@pinfold.lancs.sch.uk](mailto:bursar@pinfold.lancs.sch.uk)

## Pinfold Primary Forest School Parent Handbook—Nursery to Year 6

### Uniform and General Housekeeping:

We are very proud of our lovely purple uniform. You can purchase our uniform from Zips and Snips in Southport with a logo, or any other shop without. **Zips and Snips** contact details are: 77 Eastbank St, Southport PR8 1DG. Telephone: 01704 510166

We like to be as practical as possible so your children can get the most from their school experience without being restricted by the weather or being uncomfortable. Because we are a Forest School we have incorporated hoodies and waterproofs into our uniform. We want to be smart yet practical. We also have a PE kit, which children can come to school in. This year we engage in yoga and PE on a Monday, so children can come to school on a Monday in their school (not branded expensive clothes please) PE kit.



### PE Kit

All children need T-shirts and shorts in school colours. T-shirts can be white, purple or black and shorts can be purple or black.

**No branded sportswear is allowed.** Children may wear school tops or hoodies and joggers for PE in cold weather, again these must be plain and of the school colours: purple or black. Children can wear black pumps or black trainers, again these must be plain, not branded.

Children should also have a swimming kit – comprising of trunks or costume, swimming cap and a towel, all packed in a suitable named bag (Goggles can be worn in necessary).

### Cosmetics and deodorants

Children should not wear make up or bring deodorants in to school. In some cases, when matches and PE clubs are attended children may bring roll on deodorants (not spray), but this must be agreed with the class teacher. Although we want our juniors to be more independent we do not want any sort of creams or balms left in bags as we have small children who could ingest them. Please make sure anything of this nature is left at home or if a necessity speak to your class teacher so it can be left in a safe place.

### PE Kit

All children need T-shirts and shorts in school colours. T-shirts can be white, bottle green, black or yellow and shorts can be bottle green or black. **No branded sportswear is allowed.** Children may wear tracksuit tops or hoodies and joggers for PE in cold weather, again these must be plain and of the school colours : bottle green or black. Children can wear black pumps or black trainers, again these must be plain, not branded. This PE kit should be kept in a bag and remain at school from Monday to Friday each week.

Children should also have a swimming kit – comprising of trunks or costume, swimming cap and a towel, all packed in a suitable named bag (Goggles can be worn in necessary).

If anyone has any difficulties purchasing uniform please let the head teacher know and school can help.

[head@pinfold.lancs.sch.uk](mailto:head@pinfold.lancs.sch.uk)

## Pinfold Primary Forest School Parent Handbook—Nursery to Year 6

### Coats and wellies

We encourage all children to go out in all weathers to explore and experience nature. We have a mud pit and mud kitchen. Children will be getting muddy. Please bring your child a pair of wellies that they may leave in school. Please check they are the correct size at the end of each term. Coats for school should be warm, long and waterproof. Coats should be in dark colours and easily washable. We have waterproof over trousers for children but it is hard to keep their coats clean. Please do not send in light coloured 'posh coats' as although we do our best to teach children how to cover up we can not be responsible for their condition.



### Naming clothes

Please write your child's name on all clothes including shoes, pumps and wellies.

### Independence

We encourage children to be independent, right from nursery. Please encourage your children to pack and carry their own bags. We will not be held responsible for any toys, jewellery or expensive clothing that is brought into school.

Please do not send your child in with lace up shoes/trainers unless they can fasten them. Children in nursery should have Velcro shoes until they can tie their laces. However please do teach your child to tie laces as soon as possible. There is an expectation that children should be able to tie a lace at approximately 4 years of age.

Please make sure your child can tie their laces themselves when you purchase shoes or trainers with laces. Nursery and reception children are still learning to be independent. Please think carefully about any fastenings, buttons on sleeves, belts or buckles.

Children may lose gloves regularly but the ones tied across their backs and thought their coats are very dangerous during Forest School activities and tricky if for example if they are being creative and gluing outside.

Tights are another tricky item for children when they are being toilet trained, they often get stuck over the toilet seat. Children will be rushing in to the toilet, having to take off, waterproofs, wellies and then quickly pull their pants off. I would advocate green or black jogging bottoms or leggings for the really young.

### Jewellery

Jewellery is not allowed to be worn by the children as it may be lost or cause an accident. If children have pierced ears it is better to leave earrings at home. If they are lost we can have tears and it takes time out of learning looking for them. As our learning is active it is safer for no earrings or jewellery to be worn in school, thank you.

If they are freshly pierced they will have to wear a plaster. We strongly recommend piercings to be done only at the start of the 6 week holidays so they can be removed when returning to school in September.



## Pinfold Primary Forest School Parent Handbook—Nursery to Year 6

### Starting School and Home Visits



Starting nursery, or moving schools can be a big step for children – a new place, new people, many activities and friends to make. At Pinfold Primary School, we work with you, the parents to ensure we meet your child's needs. We will offer your child a Home Visit. This makes your child feel safe, when they come to school and see a friendly face. It also gives you time to ask us questions and tell us of your child's particular likes and needs. The children will then be staggered into school depending on their needs and experience.



### Transition into Oak Class

During the summer term, Mrs. Zaim invite the Year 2 children to come and visit Oak Class so they can spend some time in our more formal classroom and then feel more comfortable in September.

### Moving to Secondary School

We feed to many Secondary Schools in the area: Ormskirk High School; Birkdale High; Meols Cop and even Formby High. Parents need to be looking round schools when their children are in Year 5. Induction days happen in June and July. Children with additional needs may have more than one visit to their new school to ensure a smooth transition.

### New to Pinfold Parents Meeting

In July, parents are invited to a meeting about the school, the induction programme and if in the Early Years, to meet their child's Key Person and other teaching staff. We will inform you about how children learn, what you can do to help, Forest School, our ethos and any housekeeping.

### Settling In

Sometimes children cry when a parent leaves them and are happy a few minutes later so try and be strong! We will let you know if they are ok and you can leave happily knowing your child feels secure.

There may be other times throughout the year when your child could become a little unsettled, if for example they have been off with an illness or if they have a change of circumstance at home. Again we can work together to settle and comfort your child, please always feel free to come and discuss any worries with us.

## Pinfold Primary Forest School Parent Handbook—Nursery to Year 6

### Attendance

If your child is going to be, absent from school for a family holiday, please could you ask for a holiday form from the office. However, it is in very rare circumstances that the Head teacher will agree to the holiday. It will be recorded and an unauthorized absence. We have a fining policy in place. Please refer to our Attendance Policy for further information.

### Medication in School

To ensure we keep your child safe we need you to complete a medication form if your child needs medicine in school. We will need to see the medication with your child's name on it and check that it is in date. Calpol can be bought over the counter, although we recommend if a child needs Calpol regularly they are probably not well enough to be in school. If your child needs more long term medication, we will need to sit down and write a care plan together.

Medication, creams, lip balms etc. must not be kept on the child or in their bags as smaller children may consume them. Inhalers for asthma, can be kept where the children can access them at all times.

### Behaviour in School

We have a positive Behaviour Management and Behaviour for Learning Policy at Pinfold Primary. Please see our website or ask in the office for a paper copy. We have high expectations of the behaviour of our staff and children. Staff sign a code of conduct in school and we ensure we model positive, nurturing behaviour. We expect you as parents and carers to work with us to ensure children behave appropriately, to understand and comply with the expectations within school. We have developed a Home School Agreement that we would like you to read and discuss with your child. You will find the Home School Agreement at the back of this brochure. Please sign, complete the form with your child, and return to the office. It will then remain in school and we will revisit it each year with your child. This ensures we all agree to adhere to the high expectations needed to maintain a safe and happy learning environment.

### Rewards

Children receive 'Dojos' in class and around school for positive behaviour. At the end of each week children are presented with various awards at Praise Assembly. Children may receive a bronze, silver, gold then platinum award. If they receive a platinum award they will receive a postcard home. We have a special box that children who do something kind, demonstrate resilience or try especially hard can choose a reward from. There are also rewards given for good manners at dinner time.

<https://www.pinfoldprimaryschool.co.uk/page/school-policies/50220>

### Pinfold Parent, Teacher Association

We run various events and would love some new parents to take up our PTA. If you can give the time please let us know.

### Equality and Diversity

We are passionate about equality at Pinfold. You may here your children say 'We have no outsiders in our school'. This is term that comes from the Andrew Moffat scheme, teaching children about diversity and celebrating difference.

Everyone is welcome in our school, there are no outsiders in our school.

We teach our children about British Values. British Values are defined as:

***Tolerance of those of different faiths and beliefs***

***Individual liberty***

***Rule of law***

***Mutual respect***





## Pinfold Primary Forest School Parent Handbook—Nursery to Year 6

### Curriculum

At Pinfold Primary School we have carefully developed a cumulative curriculum specific to the unique needs of our children and our community. We use Lancashire County Council planning resources for guidance which comprehensively cover the National Curriculum requirements.

Our school has a unique make up and so our curriculum is bespoke. At Pinfold we have designed a four year curriculum, starting in the nursery, to ensure all essential knowledge and skills are taught. We are clear about what we want our children to learn each term. This can be seen clearly in our classroom environment. We believe in hands on and enquiry based learning. As with the Primary Years Programme we have a stimulus, for example a trip, at the beginning of each term and then children end the term with a presentation of their learning for parents and peers. This helps celebrate and consolidate learning. The half termly visits also enrich cultural capital and inspire our children and to ensure all children start their learning on an even footing.

We have two mixed age classes. Our staff are very skillful. They have designed the curriculum and ensure we plan for challenge and progression. Our curriculum overviews show where skills and essential knowledge have been taught each year.

<https://www.pinfoldprimaryschool.co.uk/page/curriculum/50235>

We have a Forest School ethos and a lot of our learning takes place in the woods and out of doors.

<https://www.pinfoldprimaryschool.co.uk/page/forest-school/53985>

### Our Curriculum Intent

*We believe children have an unlimited capacity for learning and personal success: our challenging and inspiring curriculum will create independent, critical thinkers, confident, responsible and caring, high reaching learners who have the skills and knowledge to be able to keep themselves and others safe and happy, challenge discrimination and to make our world a better place.*

[www.gov.uk/government/collections/national-curriculum](http://www.gov.uk/government/collections/national-curriculum)

### The Early Years Curriculum

You will be able to see how our curriculum recognises learning starts in the early years from our curriculum overviews. Please see our separate Early Years Curriculum document, and Early Years Policy, adhering to the statutory requirements of 2021, to learn about our pedagogy and practice.

<https://www.pinfoldprimaryschool.co.uk/page/early-years/50254>

### Special Educational Needs:

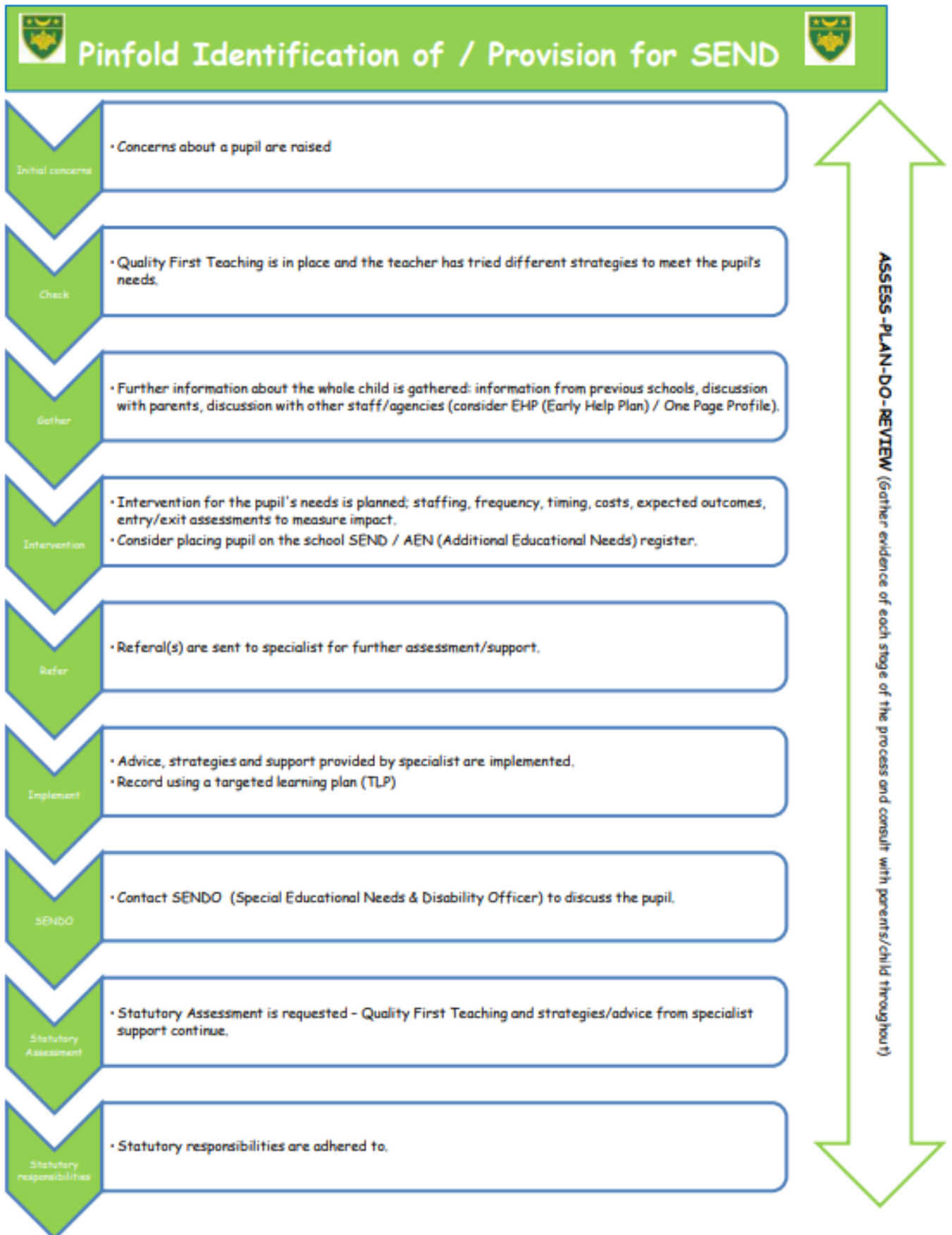
Our approach to the curriculum complies with duties set out in the Equality Act 2010 and the Special Educational Needs and Disability Regulations 2014. We ensure our curriculum is accessible to all. Where necessary and appropriate we may personalize the curriculum to children's specific needs.

<https://www.pinfoldprimaryschool.co.uk/page/send/50223>

Our SENCo is Claire Tjaveondja– email: [head@pinfold.lancs.sch.uk](mailto:head@pinfold.lancs.sch.uk)

If you have any concerns about your child's development please contact your child's class teacher who will liaise with our SENCO to get you support and advice. Please see our Graduated Response below which shows the formal process to get help for your child. Our SENCO will be happy to explain further if you require this.

# Pinfold Primary Forest School Parent Handbook—Nursery to Year 6







## Pinfold Primary Forest School Parent Handbook—Nursery to Year 6

### Safeguarding

Safeguarding our children is our priority. We make sure our safeguarding policy, procedures and practices are robust and above the threshold of compliance. We have created a nurturing environment to ensure we help our children feel safe. Our curriculum is designed to meet their needs and give them the skills, confidence, resilience, strength of character to keep themselves and others safe.

We have looked at our own schools particular vulnerabilities and how we address them. Please see our Safeguarding Policy for this information. We refer to government guidance regularly and all staff engage in regular up to date training.

This link will take you to the latest guidance document from the DFE- Keeping Children Safe in Education 2022:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1101454/Keeping\\_children\\_safe\\_in\\_education\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf)

### Volunteers in School

#### Parents, grandads, nanas, aunties– all welcome!

We welcome parents and friends of Pinfold to volunteer in school. You could read with the children or share any of your talents, interests or career journey.

We will also be inviting volunteers to join us in the woods. There will be training for volunteers prior to you working with the children and we will need to carry out a DBS check, for regular volunteers (see KCSIE 2022).

Please see our Parents and Volunteers Guide, link below for how to get the best out of your volunteering at Forest School.

[https://www.pinfoldprimaryschool.co.uk/serve\\_file/5192101](https://www.pinfoldprimaryschool.co.uk/serve_file/5192101)

#### Sunscreen

If it is forecast to be a sunny day, please ensure you put sun cream on your child before they line up for the bell at 9am. They may bring caps or sunhats but sunglasses are not encouraged, as they just get broken or lost.

#### Money in School

Please do not let your child bring money into school unless for part of a specific event.



#### Snacks in School

We provide your children with fruit and a drink in Willow. We promote Healthy Eating and this is part of your child's physical development. The children do tend to eat fruit, or drink water when they see the other children eating and drinking them. We

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have a rolling snack and children are allowed to access the snack at any time, except 'Tidy Up' time, as many children soon learn this as an avoidance tactic so as not to tidy up!!

Please feel free to send your child in with a piece of fruit or veg for playtime. They also need a named water bottle in school. Please make sure it is refillable.

We do teach children how to access the snack and remind them if for example they have been engaged in a lot of exercise to drink water. Please let us know if your child has any allergies and we can complete a care plan and we will ensure all staff know.

There is a choice of milk or water to drink at snack time. Milk is free to all nursery children and those Reception children who register for cool milk. This is payable each half term.

We only offer milk or water. Please do not bring other drinks or snacks, as we will send them home.

### **Trips, volunteers and visitors**

We like to take the children on trips and invite visitors into school to enrich the curriculum. To enable us to do this the activities are subsidized by Pupil Premium funding but we also ask for voluntary contributions. We take your children for short walks and you sign consent for this along with Forest School consent on their Important Information Forms, which you will be asked to complete when your child begins with us.



Sometimes parents or grandparents or students volunteer to come on trips or help in school. If they are coming as a one off we make sure they read and comply with our Risk Assessments if they are coming more regularly (see KCSE 2022) we will get a safeguarding DBS check on them to ensure your children are safe.

### **And finally....**

We hope you and your child or children have the best time ever at Pinfold Primary School and that they go on to be a life-long learner, lead a happy and fulfilled life and contribute positively to our world. If you love us, please recommend us to all your family and friends!