



Parent Handbook



2025 - 26

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Welcome to Eagley Infants

Welcome to the Eagley Infant School family. As your child joins our school I hope that you and your family will enjoy being a part of our wonderful school community.

We feel privileged to be involved in your child's first years in nursery/school and we are committed to making sure your child receives the highest quality of care as well as education as we foster a love of learning. Our curriculum supports each child as they learn and grow as individuals through exploring their emotions, formulating opinions and respecting those of others. As well as providing excellent opportunities in English and Maths, we have designed a curriculum which is relevant to the needs and interests of our children. Outdoor learning is a key component of our curriculum and we provide opportunities for our children to enjoy gardening, animal husbandry, drama, forest schools, sporting activities and much more.

We are committed to ensure that children:

- Have ambitious aspirations and the knowledge that there are endless possibilities of what they can be **(DREAM)**
- Develop a high self-esteem and the confidence to know that they can achieve their dreams **(BELIEVE)**
- Are equipped with the knowledge and skills to ensure they can make their dreams a reality **(SHINE)**

We aim to:

- Provide an aspirational, knowledge rich, progressive learning experience in a highly inclusive environment in which children and staff feel motivated, happy and secure.
- Ensure that learners at all levels are helped to achieve their potential in a place where they feel safe, loved and respected.
- Value every child's individual learning journey and provide opportunities for all children to achieve their potential and to become life-long learners.
- Nurture our children and help them to develop the skills to grow into responsible, caring and fulfilled young people in our community and beyond.
- Work collaboratively with our community to build positive relationships to support our children and families throughout their school journey.
- Ensure that our children develop strong morals and learn the importance of our core values - Kindness, Trust, Resilience and Respect.

These aims underpin everything we do in school and inform the choices we make.

School Staff

Head teacher:

Mrs Roberts

Site Manager:

Mr Clift

Deputy Head teacher:

Mrs Ward

Kitchen Manager:

Mrs Rigg

SENCO

Miss McGrath

Assistants:

Miss Smith

Class Teachers:

Mrs Ashcroft (Nursery)

Mrs Marshall

Miss McGrath

Mrs McMonagle

Miss Parker

Mrs Tibbitts

Miss Smith

Mrs Ward

Lunchtime Assistants:

Mrs Hurst

Mrs Thornley

Mrs Hussain

Mrs Owen

Mrs Ali

Eagley Out of School Club Staff**Club Manager:**

Miss Bowker

Play leaders:

Mrs Entwistle

Mrs Mason

Mr O'Brien

Mrs Thornley

Mrs Scowcroft

Miss Owen

Mrs Bryant

Business Manager:

Miss Pimbley

School Administrator:

Mrs Robinson

Higher Level TA:

Mrs Ainscow

Mrs Clarkson

School Teaching Assistants:

Miss Bowker

Mrs Entwistle

Mrs Massey

Miss Morris

Mrs Richardson

Mrs Scowcroft

Nursery Teaching Assistants

Mrs Parry

Mrs Astley

Mrs Sisson

Miss Calvert

Mrs Holt

Mrs Blackburn

Mrs Ainscow

The Trustee Board

Chair:

Mrs Baker

Vice-Chair:

Mr Bray

Trustees:

Mrs Roberts (Head Teacher)

Mrs Ward (Deputy Head Teacher)

Mrs Bali

Mrs Mooney

Mrs Wright

Mr Webster

Mrs Toole

Miss Barlow

Member Trustees:

Mr Renshaw

Mr Reynolds

Mrs Hynes

Mrs Sowden

How Our School Is Organised

At Eagley Infants we have 6 full time classes and a Nursery class which offers 15 hours or 30 hours free funding depending on eligibility.

Nursery 2-4 Years Old	These are the first years of the Foundation Stage and are split into two classes. They are taught by a teacher and teaching assistants. The nursery unit are self contained classrooms with access to the outdoor area.
Reception 4-5 Years Old	Our Reception unit is organised into two classes. Each class is taught by a teacher and the children's learning is supported by teaching assistants. Each class has a 'home base' but the children work in all areas of the unit and in the Early Year outdoor area.
Year 1 5-6 Years Old	This is the first year of Key Stage One. Our Year One unit is organised into two classes. Each class is taught by a teacher and the children's learning is supported by teaching assistants. Each class has their own classroom with access to the Year 1 creative area.
Year 2 6-7 Years Old	This is the final year of Key Stage One. Our Year Two unit is organised into two classes. Each class is taught by a teacher and the children's learning is supported by teaching assistants. Each class has their own classroom with access to the Year 2 creative area.



Out of School Club

We have excellent before and after school care available from 7.30am-6pm which is owned and organised by school. The well qualified staff are committed to providing the best possible care for the infant and junior pupils who use our club, and best possible service to our parents. A wide variety of activities are always available, such as art and craft, role play, construction, ICT, and staff play active games with the children in the hall and outside.

The children are grouped according to their age, reflecting their changing needs and interests.

Breakfast / light tea is provided each day.

Outdoor Learning

The outdoor environment is important for learners across school. For this reason we ask for all children to have **a named pair of wellingtons in school at all times**. Throughout the year children will take part in outdoor activities including Forest School sessions, gardening activities, animal husbandry as well as outdoor activities to support their learning across the curriculum.



The School Day



Arrival

The nursery day is from 7.30-6pm with a wide variety of options of hours within these times. You are able to choose any combination of days to suit your needs and can carefully tailor an individual package.

School opens for Reception to Year 2 at 8.45am allowing 10 minutes for children to arrive, take off their coats and enjoy some independent tasks before school starts. This eases congestion around school in the morning by staggering arrival times and allows the children to settle in school before registration at 8.55am. If arriving after 9am please leave your child with the office staff.

Playtimes and Snacks

All pupils are offered a piece of fruit at playtime.

In Reception, Year 1 & Year 2, your child will need a named water bottle. The children bring home their bottle each day to be washed and refilled with water only please. The bottles can also be refilled during the day if required and are always available for the children to drink from.

Milk - if your child is in reception and is under five years old milk is free, when they turn five there is a charge, all milk is ordered online via coolmilk.com whether it is free or paid.

Lunchtimes

Our Support Staff and Lunchtime Supervisors care for the children. We offer a choice of hot meals, sandwiches and desserts. We encourage the children to be independent and to develop good table manners. We cater for specific dietary requirements so please speak to the school office if your child has any allergies or intolerances.

The playground is zoned with a variety of activities available each day to encourage cooperation, physical development and fun.

School Meals

As the school has its own kitchen, meals are cooked on the premises. In line with the schools healthy eating policy, delicious low salt, high fibre meals are prepared.

A school meal must be ordered by 9.30am so, if your child is going to arrive late for any reason, please telephone to order a meal.

Currently due to council subsidy Reception, Year 1 and Year 2 children qualify for a free school dinner, this could be withdrawn at any time and meals would then be chargeable.

Parents who are entitled to certain benefits may also be entitled to the "free school meals benefit". By applying for the funding, this enables school to receive additional funding to benefit the children. You may also receive other benefits such as holiday vouchers.

If you think you may be entitled to Free School Meals, please complete the on-line form via the website link below:

https://selfserve.bolton.gov.uk/citizenportal/form.aspx?form=HB_FSM

If you wish to speak to somebody in person contact the One Stop Shop in Bolton.

Packed Lunch

Children may bring a packed lunch if parents so wish. Children bringing a packed lunch may bring a non-fizzy drink in a screw top container. Your child's lunchbox will need to be labelled. Any uneaten food will be sent home so you can see if you are sending too much. Please provide a healthy balanced lunch and don't include sweets in your child's packed lunch. Please note that due to some children having severe nut allergies we request that parents pack a 'nut-free' lunch, including cereal bars containing nuts.

Home Time

The school day finishes at 3.20pm. Please inform school before 3pm if your child will be going home with someone who is not on your pre-arranged authorised pick up list, this can be amended at any time with the office. We consider young people attending high school as appropriate to collect your child. If your child is to leave earlier than the normal finishing time, please inform classroom staff and the office and confirm details of appointments or complete a 'Leave of Absence' form.

School Uniform

Items of clothing have been selected so as to be available generally and they are stocked by many shops selling school wear.

Our approved sellers of uniform with the school logo are Harrisons on Blackburn Road, where it is possible to try on items prior to buying or My Clothing which is online only.

<https://myclothing.com/>

Book bags are only available from school - £6 each

Please ensure that **all** items of clothing and any other personal belongings are **clearly marked with your child's name**.

Children with longer hair are asked to keep it tied back. As well as being a health and safety issue in P.E. it is one of the ways to try and keep head lice at bay.

Uniform for Reception, Y1 & Y2	
Trousers/Shorts	Grey
Pinafore dress or skirt	Grey
Polo Shirt	Pale blue (logo optional)
Dress (summer)	Pale blue/white gingham check
Sweatshirt	Royal blue (logo optional)
Cardigan	Royal blue (logo optional)
Shoes	Black (Velcro)
Socks	White, grey or black
Tights	Plain grey
P.E. kit for Reception, Y1 & Y2	
Shorts	Black
T-shirt	Plain White (logo optional)
Black joggers/leggings	Plain with no logos
Hoodie/School jumper or cardigan	Royal blue
Trainers	Black (Velcro)
Pupils to come to school in kit on P.E. day	
Uniform for Nursery - not compulsory	
Joggers, leggings or shorts	Grey/Black
Polo Shirt	Yellow (logo optional)
Sweatshirt/Hoodie	Royal blue (logo optional)
Shoes	Black (Velcro)

Outdoor Learning

The outdoor environment is important for learners across school. For this reason we ask for all children to have **a named pair of wellingtons in school at all times**. Throughout the year children will take part in outdoor activities including Forest School sessions, gardening activities, animal husbandry as well as outdoor activities to support their learning across the curriculum.

Things For You To Know

Illness and Medicine

We ask that children who have suffered from sickness and diarrhoea do not attend school until there have been no symptoms for **48 hours**. Parents should notify school of specific medical complaints or allergies which may require special treatment of any kind so that together we are able to develop an individual healthcare plan.

If your child requires **medication** during school hours please see the office staff who will ask you to complete a form giving details of dosage and consent for administration. Each request is considered individually but only four times a day oral prescription medicine can be administered. See the online policy for more detailed information.

If your child becomes ill in school we will do our best to contact you so you can collect him or her and take them home. Please keep the office up to date with any changes in address or telephone numbers so we can get in touch with you quickly. Should your child have an accident in school that we feel requires extra attention we will do our best to contact you so that you can decide whether or not to take them to the doctor/dentist or hospital. If we are unable to contact you we will take your child to the local accident unit but will continue to try to make contact with you.

Jewellery

Studs in pierced ears and watches are permitted. **Please note Smart Watches are not permitted.** For health and safety reasons earrings **must be removed by you or your child before taking part in P.E. and forest school sessions**. This can be difficult so **we advise that on P.E. days children do not wear earrings**.

If you are considering getting your child's ears pierced the preferred time would be at the start of the summer break.

Other jewellery is not permitted.

Absence

If your child should need to be absent from school for whatever reason, please contact us first thing in the morning by **telephone or email**, confirming that your child is safe at home with you and the reasons for their absence. We ask that you notify school in advance of pending hospital, dental or clinic appointments. No child will be allowed out of school during school hours unless accompanied by an adult. Schools have clear instructions from the Government about holidays in term times. The headteacher is no longer able to authorise any term time absence unless it is in exceptional circumstances.

Equal Opportunities

The school has an equal opportunity policy providing a working environment in which diversity and differences are respected and valued, so promoting self esteem, self confidence, co-operation and respect for others. The delivery and content of the curriculum is planned to promote equal opportunities for all seeking to develop the individual abilities of each pupil, regardless of race, creed, gender or disability. Trustees and staff have developed an Inclusion Statement which outlines our commitment to meeting the needs of our school community. This links to Equal Opportunities and many other policies in school.

Safeguarding and Child Protection

Our school is committed to safeguarding and promoting the welfare of all children. We believe every child has the right to feel safe and protected from harm. Safeguarding is everyone's responsibility.

We provide a safe, supportive environment where children are listened to, and staff receive regular safeguarding training. We follow safer recruitment procedures and clear reporting processes in line with statutory guidance.

Child protection is a key part of safeguarding. Where there are concerns that a child may be at risk of harm, the school will take appropriate action, including working with parents and, where necessary, external agencies.

We work in partnership with families wherever possible, while always prioritising the safety and wellbeing of the child. Safeguarding information is handled sensitively and shared on a need-to-know basis.

Safeguarding is central to everything we do to ensure all children feel safe, valued, and able to thrive. The Safeguarding and Child Protection Policy is available in school and on our website.

Special Educational Needs (SEND)

Our school is committed to providing an inclusive environment where all children can achieve their full potential. We recognise that some children may have special educational needs and/or disabilities (SEND) and may require additional support to access learning.

We identify pupils' needs as early as possible and work closely with parents and carers to ensure the right support is in place. Our approach follows a graduated response of assess, plan, do, and review, ensuring that support is carefully tailored to each child.

High-quality teaching is the foundation of our provision, with additional interventions and support provided where needed. We work in partnership with external professionals where appropriate to meet children's individual needs.

The school's Special Educational Needs Coordinator (SENCo) oversees SEND provision and supports staff in delivering effective, inclusive practice.

We value strong relationships with families and encourage open communication. Further information can be found in our SEND Information Report, available on the school website.

Parents and School

Your Involvement

The school is very proud of relationships with parents which have built up over the years and we do take seriously our responsibilities to keep everyone fully informed of what is happening. We are delighted that parents are prepared to give their time on a regular basis to help with a variety of tasks in school. New volunteers are always welcome! We also value the input from grandparents and other family members.

Early in the school year we have a Welcome Meeting for each year group. The purpose is not to discuss individual children, but to inform you about the year group expectations and the curriculum. Parents are also invited into school to discuss their child's progress with class teachers twice during the school year.

We also have other events during the year when we invite parents/families to join us for learning/enrichment activities.

In the meantime should there be any concerns about any aspect of a child's life in school, we would ask parents to come into school to discuss the matter. If this discussion is likely to take some time, please ring school to make an appointment.

The school has a very supportive Friends and Family of Eagley (FaFoE) group. All parents of children in school are most welcome to join in their activities. The group exists to raise funds for the school and to provide opportunities for parents to meet socially. We always welcome new members.



Safety of Children

It is vital for the safety of all our children that parents bringing children to school by car:

- park well away from the lines outside the school gates;
- do not drive up the school approach road;
- avoid double parking on Stonesteads Drive as this is a bus route;
- park with regard for residents and other road users.

Parking in the neighbourhood is severely limited and careless parking causes problems for the neighbours and essential services. Please see your child safely to school each day and remind them frequently of the need to be alert, so supporting work on road safety being regularly carried out in school.

Complaints Procedure

In the first instance, please see your child's teacher who may be able to address your concerns. If you are still anxious please make an appointment to see the headteacher. We find most problems can be resolved in this way, however if you are still dissatisfied there is a formal complaints procedure and details are available on request and on our website.

Communication

We aim to ensure that our families are regularly informed about what is happening in and around school. We do this in a variety of ways.

- **Newsletter** - available by email and on the website. Paper copies can also be collected from the office.
- **Website** - www.eagley-infant.bolton.sch.uk
- **Facebook**– Eagley Infant School
- **Instagram** - Eagley Infant School
- **General Email** - our office email is checked at frequent intervals during the school day, this is usually the most effective way of contacting school.office@eagley-infant.bolton.sch.uk
- **Nursery Email** - nursery@eagley-infant.bolton.sch.uk
- Club contacts - club@eagley-infant.bolton.sch.uk 01204 332877
- **Texting Service** - short messages and reminders are sent to the priority mobile number for each pupil. These may be sent to all families or targeted for particular groups or individuals.
- **Telephone** - when staff are unable to answer, please leave a message on the answer phone.
- **Seesaw app** - you will receive from school a unique code to scan to access. You will then be given regular updates about your child's learning and you can also provide details of learning at home.

Jargon Buster

When new families join our school community we sometimes forget that they don't know what we mean by certain phrases, or what the expectations are for certain events, hopefully the list below will help!

FaFoE	Friends and Family of Eagley are our support group of parents, friends and staff who work together to arrange social and fundraising events for our school community.
Get Your Grown ups Gardening	Gardening is a really important part of our outdoor learning, and we have planned days each year when we ask parents, grandparents and other adults into school to help their children in the school grounds.
Parents Evening	Twice a year teachers meet with children and their parents to talk about how well they are learning.
Non-Uniform Day	This is when the children are allowed to dress in their own casual clothes, or dressing up clothes in exchange for a donation. This may be for a charity or an item for a FaFoE event, e.g. Easter egg or raffle prize.
Parental Engagement Sessions	These take place during the year and are an opportunity for a parent or grandparent to join their child during the school day to take part in their learning.
Sports Day	This takes place in the Summer Term parents are welcome to join us to cheer on the children.
Forest Schools	This is an opportunity for the children to cross the field behind school and visit the woods at the Junior school. There they are able to learn lessons including safety, risk taking, and caring for our environment.
SENCO	Special Educational Needs Co-ordinator. Miss McGrath leads the delivery of our offer for children with special educational needs and helps to ensure an inclusive environment in school is a priority.

EAGLEY INFANT SCHOOL CALENDAR – 2025/26

2025	SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Monday	1	8	15	22	29			6	13	20	27	3	10	17	24			1	8	15	22	29						
Tuesday	2	9	16	23	30			7	14	21	28	4	11	18	25			2	9	16	23	30						
Wednesday	3	10	17	24				1	8	15	22	5	12	19	26			3	10	17	24	31						
Thursday	4	11	18	25				2	9	16	23	6	13	20	27			4	11	18	25							
Friday	5	12	19	26				3	10	17	24	7	14	21	28			5	12	19	26							
	Total number of days							Total number of days							Total number of days							Total number of days						
	21							18							20							15						
2026	JANUARY							FEBRUARY							MARCH							APRIL						
Monday		5	12	19	26			2	9	16	23	2	9	16	23	30			6	13	20	27						
Tuesday		6	13	20	27			3	10	17	24	3	10	17	24	31			7	14	21	28						
Wednesday		7	14	21	28			4	11	18	25	4	11	18	25			1	8	15	22	29						
Thursday	1	8	15	22	29			5	12	19	26	5	12	19	26			2	9	16	23	30						
Friday	2	9	16	23	30			6	13	20	27	6	13	20	27			3	10	17	24							
	Total number of days							Total number of days							Total number of days							Total number of days						
	20							14							22							11						
	MAY							JUNE							JULY							AUGUST						
Monday		4	11	18	25			1	8	15	22	29			6	13	20	27	3	10	17	24	31					
Tuesday		5	12	19	26			2	9	16	23	30			7	14	21	28	4	11	18	25						
Wednesday		6	13	20	27			3	10	17	24				1	8	15	22	5	12	19	26						
Thursday		7	14	21	28			4	11	18	25				2	9	16	23	6	13	20	27						
Friday	1	8	15	22	29			5	12	19	26				3	10	17	24	7	14	21	28						
	Total number of days							Total number of days							Total number of days							Total number of days						
	15							21							13							190						

	Bank Holidays (School closed)
	Closure Days
	Staff inset days (School closed)



Contact us

EAGLEY INFANT SCHOOL

Stonesteads Drive
Bromley Cross
BOLTON
BL7 9LN

Telephone: 01204 333650

E-mail: office@eagley-infant.bolton.sch.uk

Website: www.eagley-infant.bolton.sch.uk

Facebook: Eagley Infant School

Company No. 07986805

An Academy School