



NEWSLETTER 1 SEPTEMBER 2026

Sponsored by Green Willow Residential Home

11th September 2026

Dear Parents and Carers

A very warm welcome back to you all. I hope you had a great summer break and were able to get out and about and make the most of the fabulous weather we had.

It has been lovely to see the school come back to life, with our Year 1 and 2 children returning to school and also to have our new Reception children joining us in Robins, Wagtails and Puffins classes this week.

Staffing Update

Over the summer break Miss Kristina Loosemore (Y1 TLA) made the decision to step down from her role in order to be able to prioritise time with her family. Kristina has been a highly valued member of the team for the last 6 years and she will be missed by both the staff and children. I am sure you will join us in thanking her for her contribution to the school and to wish her well for the future. We will still see her on the playground as her daughter has joined the school this term.

School Council

Mr Lake-Bromley will once again be leading the School Council and he is currently preparing to set up the School Council for this academic year.



Elections will take place in Year 2 on Friday 18th September for the four Council Leader posts. Letters will be sent home shortly to those who wish to apply.

There will also be elections for the Council Representatives posts for Year 1 and Year 2 classes. One boy and one girl from each class will be elected by their classmates. Classes will be notified of their representatives on Friday 25th September. Good luck to all those who want to take part.

The School Council raise money by allowing children to come into school in their own clothes on their birthday in return for a donation of £1. If your child has already had their birthday this term they may still do this, on a day of their choosing in return for a donation. If your child's birthday falls at the weekend or during a school holiday, they may wear their own clothes on the Friday before or Monday following, but don't forget the £1 donation! Thank you for supporting them in this way.

FEPIIS (Friends of East Preston Infant School)



Welcome to all our new Reception children and their families. It was lovely to meet so many of you at Tea and Tissues on Wednesday. We are always looking for volunteers or just some new fundraising ideas so please come along to any of our meetings which will be shared in the coming weeks.

Help Needed

Help please!

- We are looking for any tree surgeons with links to the school who could assist with some tree surgery! Alternatively, any recommendations would be gratefully received.
- Does anyone have any spare earth available to be used in our forest school area?



If you can assist, please email our School Business Manager direct at sbm@epinf.co.uk thank you!



Also, we are looking for any parent/grandparent/relative who may be able to help out with our library. If you know of anyone who may have some free time and would like to volunteer, could you please email secretary@epinf.co.uk. Many thanks.

School Improvement Priorities

Each year the school is required to identify areas that need to be developed and possibly improved. These become the basis of the School's Improvement Plan and throughout the year staff, governors and children work together to achieve these targets. By sharing our priorities with you the parents, you will be able to work with us to ensure that this very successful school becomes even more successful!



Priority 1: Review the writing curriculum to deepen quality and enhance pupil outcomes

Priority 2: Review current assessment practice to strengthen our understanding and evidence base

Priority 3: Implement new Government curriculum changes and revise timetables to maximise access to active learning

Priority 4: Governors will provide effective governance including challenge/support, knowledge of impact and holding the Headteacher to account.

If you have any questions about any of our priorities or would like to discuss them, please speak to either myself or one of the governors.

Attendance

As part of my role, I am the Senior Attendance Champion, working with Mrs Waller and Mrs Woodcraft. I am responsible for the school's approach to attendance, working within the guidelines from the Department for Education and the Local Authority. You can find our attendance policy on our website [here](#). We send you emails at the end of each half term to update you on your child's attendance and punctuality and you can check this at any time on the My Child at School App.



How can I support my child's attendance and punctuality?

- Ensure your child arrives early or on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in class ready to be registered at **08.55 am**.
- If your child appears to be only slightly unwell, do send them in to school. We have staff who will contact you if their condition deteriorates. There is NHS guidance here <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>.
- Please book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has to have an appointment during school hours, otherwise this will be marked as unauthorised.

What should I do if my child is not 'fit' to go into school?

'On the day' absences:

On each day your child is unfit to come to school, please report this absence using the absence line on 01903 773177 or email secretary@epinf.co.uk to let us know. In the message you must leave your child's full name, class, year group and give the specific reason for absence. The information you give will be recorded on our official register.

We kindly request that if your child is absent from school that you tell us the truth- we aim to work with families and it is difficult if you have told us that your child is ill and then they return from a holiday with a tan and tell us about their trip away.

At East Preston Infant School 'exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are **“rare, significant, unavoidable and short”**. By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).



Philippa Moulson
Deputy Headteacher

Communication and Locality Code of Conduct

We are fortunate to have very positive and respectful relationships with the vast majority of our parents and carers, however sadly this is not always the case across our neighbouring schools. Therefore, as a Locality group of schools, we have adopted a 'Code of Conduct' which sets out behaviour which will not be tolerated by staff in our schools and actions that may be taken if the code is broken. This is attached for your information and a copy is also available on the website.

Our staff work extremely hard and are very dedicated to their work, going well above and beyond that which is expected of them. We know that from time to time, things go wrong and we ask that you continue to work together with us, through mutual trust and understanding, in order that we can resolve concerns and continue our good relationships with you.

If you do have any concerns, please speak initially with the class teacher. They are available at the end of the school day when dismissing your child. You can also make an appointment to speak with them or the year group leader via the year group email address. Please note the teachers are busy teaching and may not see emails immediately. We aim to respond to emails within 5 working days, wherever possible.

If you still have any worries, please speak with myself or Miss Moulson.

Spotlight on Safeguarding

'Safeguarding is everyone's responsibility, every day'

At East Preston Infant School, safeguarding and promoting the welfare of children is everyone's responsibility and a top priority. Everyone who comes in to contact with the children and families within our community has a role to play.



Everything that we do has the children at its centre. Their wellbeing, their safety, their achievement and their happiness underpins every decision we make. Often when safeguarding is mentioned, the immediate thought is about child protection – when a child is suffering harm, or is in danger of suffering harm. However, safeguarding is much more complex than this and encompasses a very wide range of areas.

At East Preston Infant School, we ensure that all of our staff and volunteers are well trained in all aspects of safeguarding and this training is regularly updated and frequently revisited throughout the year. We also ensure that our curriculum provides the children with age-appropriate opportunities to learn how to keep themselves healthy and safe. With this in mind our monthly newsletters provide you with key information around a range of safeguarding issues.

If you, or a family member, would like to volunteer in school to help with reading or regularly with Forest or Beach School you will need a DBS and to have attended a safeguarding session with me. The latest changes are that if you help **more than 3 times in a month** you need to hold a DBS for this school which we can easily arrange. The safeguarding sessions which we have booked are 16.09.2026 at 2.30pm or 28.09.2026 at 9am. You can book onto a session [here](#).

What is a Designated Safeguarding Lead (DSL)?

Each school must have an appropriate senior member of staff to take lead responsibility for child protection. Key aspects of the 'Designated Safeguarding Lead' role include:

- ✓ Making sure all staff are aware how to raise safeguarding concerns
- ✓ Ensuring all staff understand the symptoms of child abuse and neglect
- ✓ Referring any concerns to social care
- ✓ Working with children who are the subject of child protection plans
- ✓ Maintaining accurate and secure child protection records
- ✓ Raising awareness of the school's safeguarding policies and procedures, and ensuring they are implemented and reviewed regularly

Who are our DSLs?

Miss Philippa Moulson - DSL

Mrs Claire New - Deputy DSL

Mrs Claire Greenway – Deputy DSL

Our Safeguarding Governor is Mrs Janis Baxter. She can be contacted via the school office.

If you suspect a child is being abused or is in danger of being abused, please contact a Designated Safeguarding Lead, or any member of staff. You can contact the Integrated Front Door (IFD) [here](#) or call on 01403 229900 (weekdays 9am – 5pm). The out of office hours (5pm – 8am weekdays) and 24-hour emergency number on weekends and bank holidays is 0330 222 6664. If a child is in immediate danger, call the Police immediately on 999.

Philippa Moulson

Deputy Headteacher and DSL

Governors Corner

Welcome back to all our Year 1 and Year 2 children and families. We hope you have enjoyed a wonderful summer break and are looking forward to an exciting year of learning, growth and fun.

A particularly warm welcome goes to all the new children and families joining our school community this year. We are delighted to have you with us and hope you quickly feel at home in our friendly and supportive school.



As Governors, we are proud to support the school and work alongside staff to help ensure the very best outcomes for all our children. This year we have vacancies for both a **Parent Governor** and a **Co-opted Governor**. These rewarding voluntary roles offer an opportunity to contribute to the strategic direction of the school and make a positive difference to children's education. If you think you may have the time to offer and would like to find out more about either role, please contact the Clerk to Governors by email, clerk@epinf.co.uk, who will be happy to provide further information. The Co-opted governor cannot be a current parent but can be a wider member of the family.

On behalf of the Governing Body, I wish all our children, families and staff a happy and successful school year ahead.

Jane Jones
Chair of Governors

Classes

For your information just a reminder of the classes, teachers and support staff in each year group. Year group leaders are in bold.



Year	Class	Teacher/s	Support Staff
R	Puffins	Mr James Jones (YR)	Mrs Dawn Boulton Miss Laura Brooks Mrs Leanne Wallace
R	Robins	Mr Michael Lake-Bromley	
R	Wagtails	Mrs Clair Lovell	
1	Woodpeckers	Mrs Rachel Bean (Y1) & Mrs Claire Willis	Mrs Carol Chilvers Mrs Louisa Houghton Mrs Jo Stockton Mrs Laura Wheatley
1	Starlings	Mrs Stephanie Vinicombe (Y1) & Mrs Claire Willis	
1	Blackbirds	Miss Esmee Cameron	
2	Kestrels	Mrs Helena Lilley (Y2)	Mrs Helen Gingell <i>Mrs Jessica Tapping</i> (currently on maternity leave)
2	Hawks	Miss Laura Morton	

Some reminders:

- Medication

If your child uses an asthma inhaler or requires medication during the school day, please ensure that the office has up to date details of the treatments required and that you have completed the relevant paperwork.



Please remember we can only administer prescribed medication such as antibiotics if it is required 4 times a day, in line with the County medical policy.

- Emergency Contact Numbers and Collection During the School Day



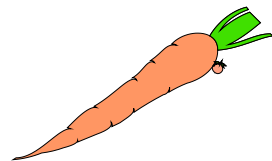
It is important that we have the correct contact numbers on which to reach you in case of emergency. If you have recently changed your telephone numbers, please inform the office as soon as possible. If you need to collect your child from school during the school day, please go to the main entrance/office.

- Snacks and Drinks Policy

The children have one break time each day (morning) when they are permitted to eat their healthy snacks. Children are encouraged to bring in a healthy snack to eat during their break, which are listed in the school healthy snacks policy, as shown below. **No other snack is permitted.**



- **Mild Cheese** (**not** processed products such as Cheese Strings and Dairy Dunkers)
- **Breadsticks**
- **Plain Rice Cakes**
- **Wholemeal Pitta Bread**
- **Fresh Vegetables**
- **Fresh Fruits** (not fruit winders/yoyos/fruit flakes etc... and please cut grapes length ways as they are a choking hazard)
- **Plain Raisins** (not yoghurt coated)



In addition, all the children will receive a free piece of fruit or vegetable every day, usually at mid-morning, as part of a government scheme to encourage children to eat their daily 5 portions of fruit and vegetables.

If your child has any allergies or medical reasons why these snacks are not appropriate, then please come and talk to us.

Please ensure you have ordered your child's lunch through the SchoolGrid meal ordering system. Remember your child's packed lunch and snack must not contain any nuts.

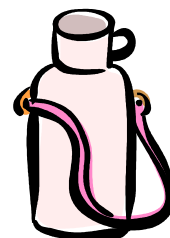
Examples of foods that are not permitted:

Peanut butter sandwiches
Some cereal/granola bars
Sauces that contain nuts
Chocolate coated rice cakes
Yoyo's

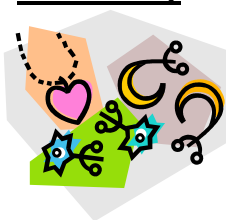
Water

Children are encouraged to bring a named water bottle to school to keep in class.

Children are only permitted to have plain water in their drink bottles. They are able to take drinks of water from this throughout the day. Juice, squash or flavoured water are not permitted.



- Jewellery



For safety reasons, children should not wear jewellery in school. Children with pierced ears should wear studs only please. Plain, dark colour watches, but not the game-type, are permitted. In accordance with advice from West Sussex County Council, jewellery may not be worn for any physical activity. All earrings should be taken out by the children for their PE lessons, watches removed and long hair tied back.

- Play/Climbing Equipment

Children are not permitted to use the play equipment or Early Years equipment before or after school. This also applies to younger/older siblings. Please ensure that your children stay on the playground with you during these times.



- Dogs on Site

Dogs are not permitted on school grounds. If necessary, they can be tied to the perimeter fence while dropping off or collecting your child/ren.

- Parking on Site & Inconsiderate Parking

Parking is not permitted on the school grounds unless prior arrangement has been agreed with the school office.

We sometimes receive complaints regarding inconsiderate and dangerous parking outside the school, including over people's drives. Whilst we understand that parking at drop off and pick up times can be very frustrating the safety of the children is paramount and we once again ask that all parents/carers are considerate. Please also respect local residents by not blocking driveways or disabled access ramps.



We ask that parents make a note of registration numbers and report to FixMyStreet Website (<https://www.fixmystreet.com/>) or contact Arun Council via <https://www.arun.gov.uk/report-a-parking-issue>. Here you are able to upload information and any photographs you may have of the incident. This system automatically routes the report to the exact local authority or agency responsible.

Dates for your Diary



Attached are some dates for you to note on your calendar, **please check each newsletter for any updates or amendments.**

The autumn term is always a very busy one, with lots of events taking place. Please look carefully at the diary dates section and make a note of the dates so that you are able to come along and join in the fun! Thank you in anticipation of your support so far this year and over the coming weeks.

Claire New

Claire New (Mrs)
Head teacher

Green Willow Residential Home



Kew Care
GROUP



Inspected and rated

Good



Tel: 01903 775009
greenwillow@kewcaregroup.co.uk
www.kewcaregroup.co.uk

- Established since 1885 as a family run home with 31 beds, all en-suite.
- Qualified staff on duty 24-hours a day.
- Providing a safe and comfortable home where people are treated as individuals.
- Full activities programme and trips out, to stimulate and maintain physical and social well-being.
- Excellent standard and choice of healthy, balanced meals, catering for individual dietary needs.

Green Willow Residential Home
Vicarage Lane
East Preston
West Sussex BN16 2SP

OUR SCHOOL NEWSLETTER SPONSOR

Diary Dates

Wednesday 16 th September	Parents Safe Guarding Session 2.30pm
Thursday 17 th September	YR Parents Meeting with Mr Jones – 9am
Monday 21 st September	Flu Vaccinations 1pm – 3pm
Monday 28 th September	Parents Safe Guarding Session 9am
Tuesday 29 th September	Author Visit for Y1 & Y2 – see attachment
Wednesday 30 th September	Y1 Phonics Workshop – 9am to 10am
Thursday 1 st October	Open Morning for 2027/28 intake 9.15am – 10.15am & 10.30am -11.30am
Tuesday 6 th October	Y1 Learning in Action Phonics – 9am
Wednesday 7 th October	Y1 Learning in Action Phonics – 9am
Tuesday 13 th October	Individual Photos (morning)
Thursday 15 th October	School Grounds Morning – details to follow
Tuesday 20 th October	Y2 Learning in Action Phonics – 9am
Wednesday 21 st October	Open Morning for 2026/27 intake 9.15am – 10.15am & 10.30am 11.30am
Thursday 22 nd October	Y2 Learning in Action Phonics – 9am FEPIS discos – details to follow
Friday 23 rd October	School finishes at 3.15pm
Half Term – Monday 26th October to Friday 30th October inclusive	
Monday 2nd November	Inset Day – school closed to pupils
Tuesday 3 rd November	School restarts for pupils
Friday 6 th November	Open Morning for 2027/28 intake 9-15am – 10.15am & 10.30am - 11.30am
Tuesday 10 th November	YR Learning in Action Phonics – 9am
Wednesday 11 th November	YR Learning in Action Phonics – 9am
Friday 13 th November	FEPIS Firework Event
Tuesday 17 th November	Parents Consultations – 3.30pm to 6pm
Thursday 19 th November	Parents Consultations – 3.30pm to 6pm
Friday 20 th November	Hewson Enterprise visiting Y2
Tuesday 24 th November	Open Morning for 2026/27 intake 9.15am – 10.15am & 10.30am - 11.30am
Tuesday 8 th December	9.30am – Y2 Christmas Play 2pm – Y1 Christmas Play
Wednesday 9 th December	9.30am – Y1 Christmas Play 2pm – YR Christmas Play
Thursday 10 th December	9.30am – YR Christmas Play 2pm – Y2 Christmas Play
Friday 11 th December	Christmas Jumper Day
Tuesday 15 th December	Christmas Services at St Mary's Church -more details to follow (YR 9.30am/Y1 10.15am/Y2 11am)
Wednesday 16 th December	Christmas Lunch PM – Year Group parties
Thursday 17 th December	Open Morning for current parents – 9am to 10am
Friday 18 th December	Pantomime – Dick Whittington - Whole School School finishes at 3.15pm
Monday 4th January	Inset Day – school closed to pupils
Tuesday 5 th January	School restarts for pupils
Wednesday 6 th January	Open Morning for 2026/27 intake 9.15am – 10.15am

Please note 'Learning in Action' was formerly 'Stay and Play'

INSET Days 2026/27

Tuesday 1st September 2026

Monday 2nd November 2026

Monday 4th January 2027

Monday 12th April 2027

Friday 28th May 2027

