



Palfrey Infant School
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PALFREY INFANT SCHOOL

2026-2027



Table of Contents

Table of Contents.....	2
Welcome from the Headteacher	3
Our Vision and Motto	4
Staffing 2026-2027	5
School Uniform	5
Jewellery	5
The School Day	6
Attendance	6
Punctuality	6
Appointments.....	6
Term Time Holidays.....	7
Rewards	7
Admissions	7
September Transition.....	8
Admission to Nursery & Little Acorns	8
Mid Year Admissions to Nursery	8
Parents and Toddler Groups	8
The Curriculum.....	8
Homework	9
Reading and Library	10
Year 1 & 2 Activity Clubs and Year 2 ACE Clubs	10
Before and After School Club	10
Religious Education and Collective Worship.....	10
Sex and Relationship Policy	10
Equalities and Inclusion Strategy	11
Racial Equality.....	11
Special Educational Needs	11
Medical Needs	11
Educational Visits	11
Charging Policy	11
Fruit.....	12
School Meals & Lunchtimes	12
Pupil Premium Funding.....	12
Complaints Procedure.....	13
Parental Links and Support.....	13
Parent Consultation Meetings.....	13
Behaviour and Relationship Policy & Anti- Bullying Policy.....	13
Safeguarding and Early Help.....	14
Learning Mentor	14
Central and South Family Hub	14
Website	14
Parent Views.....	14
School Gateway App	14
Jude	14
Emergency Plans / School Closures	15
Contact details	15

Welcome from the Headteacher

Palfrey Infants is proud to serve the local community. We are a large multi-ethnic Infant School with a new 2 year old provision (opening September 2026) and nursery class. Many pupils are now the second or even third generation of their family to attend the school. We pride ourselves on providing the best possible start to each child's learning journey.

We are a proud founding member of the Forge Brook Trust , where 5 local schools are forging . brighter futures together. forgebrook.co.uk

At Palfrey Infants School you will find a happy and friendly atmosphere, commented on by all who visit. Our children are extremely happy here and 'we' are very proud of them. Their behaviour and manners were highlighted in our Ofsted 2022 as was the guidance and support provided by all the staff.

Our dedicated staff, together with parents, carers and governors are committed to creating and sustaining a healthy, caring and happy school community that values every member as an individual and provides children with first class learning experience in order for them to reach their potential.

Our school motto '**Happy Children, Aiming High**' is fundamental in ensuring ALL pupils get the best possible start to their learning journey. Our school vision of bringing our BEST self to school encompasses all aspects of school life. (**Belonging, Enjoying , Succeeding, Together**). As an **Inclusive Attendance** school we work with parents and pupils to ensure attendance is high priority. Our Governing Body ensure our pupils develop an acceptance and engagement with the fundamental **British Values** of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; we strive to ensure our pupils develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

We work with our parents to develop our pupils into confident, and independent individuals who know that school is a place for learning and that their role is to do their best in all they do. Through structured learning opportunities and effective tracking, we ensure all pupils make the best possible progress from their own starting points. High expectations are given for all pupils. We are an inclusive school and would reassure parents we will do our very best for each child's individual needs.

We follow the principles of Rights Respecting Schools. All children are taught they have rights but also have responsibilities and expectations of themselves.

Our aim is to ensure pupils leave Palfrey equipped with a love of learning along with the basic skills they require for future learning in the 21st Century.

Please contact the school if you wish to arrange a visit.

I look forward to meeting you.

Alison Walsh
Headteacher



Our Vision and Motto

Our whole school motto is 'Happy Children, Aiming High'

Our School Values: Belonging, Enjoying, Succeeding Together

Our Vision Statement

Our vision is to create a safe, caring and welcoming environment where everyone feels a sense of BELONGING. We strive to foster an atmosphere where children are ENJOYING their educational journey, SUCEEDING in all aspects of their development (emotionally, physically, academically, and spiritually) and growing TOGETHER with high self-esteem. Our vision is for us all; pupils, staff, governors and families to be and do our very BEST.

Palfrey Governing Body Strategy Day 5.7.2024

Our Mission Statement

We achieve our vision by:

- Creating a stimulating environment to maximise learning and engagement
- Prioritising communication, language and literacy skills
- Having high expectations of ourselves and each other (children, staff and governors)
- Encouraging independent learning and fostering high self-esteem
- Valuing and striving to work together
- Encouraging good behaviour using positive reinforcement
- Fostering strong links with parents and other agencies
- Respecting and valuing all cultures and faiths

Staffing 2026-2027

Please see the school website for full staffing

<https://www.palfreyinfant.co.uk/page/?title=Meet+the+Team&pid=14>

School Governors

Governors can be contacted via the School Office (Tel: 01922 720713)

If you are interested in becoming a governor please contact the school office.

Complaints to Governors should be sent via the school office, addressed to the Chair of the Governing Body

Please see School Website for details on the Governing Body .

<https://www.palfreyinfant.co.uk/page/?title=Governors&pid=12>

School Active Uniform

**As of September 2026 we are moving to an Active Uniform – where children come to school in leggings / joggers and trainers daily ready for an ‘active’ day.
Our red polo shirt and sweatshirt / cardigan remain the same.**

School uniform can be obtained from

Clive Marks – Saddlers Centre, Unit 40-44 , 1 Park Street, WALSALL WS1 1YS

Crested Schoolwear - 7 Park Street , Walsall WS1 1LY 01922 276266

The uniform comprises:

- Navy blue sweatshirt with/ without logo
- Navy Cardigan
- Red polo shirt
- Navy/ Black leggings or joggers
- Black Trainers

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Jewellery

Health & Safety risk assessments highlight the dangers involved in children wearing jewellery in school, particularly during PE and at break time and lunchtime.

We therefore, have a **no jewellery policy** in school and request parents not to send your child to school with jewellery. **School will not be liable for injuries caused**

The School Day

LITTLE ACORNS (2 year olds) & NURSERY (3-4 year olds) Enter/ Exit via Nursery Gate (Sun Street):

Morning 8.30am-11.30am / Afternoon 12.30-3.30pm

Please note gate will close 5 minutes after the session starts / ends. Please be on time.

RECEPTION

Enter via Whitehall Gate 8.45am- 8.55am

Exit: Class 1 3.15pm via Nursery Gate (Sun Street)

Exit Class 2 & 3 3.15pm via Whitehall Gate

YEAR 1 & YEAR 2 Via Whitehall Road Gate 8.45am-8.55am / Dismissal 3.15pm

Start of school 8.55am / End of day 3.15pm

Please note: Whitehall Gates will close 8.55am / 3.25pm. Please be on time.

(If you are late please enter via the Sun Street entrance – you must then log the reason for lateness on the system whilst admitting your child using the touch screen device)

Attendance (Our vision for Attendance is ‘BEST’ Belonging, Enjoying, Succeeding Together) National expectation is 96%. As an Inclusive Attendance School we have a supportive roadmap for attendance where parents will be asked to work with the school as children’s attendance meets our trigger points.

Absence

Please inform the school in person or by telephone 01922 720713, on the day of absence, if your child is going to be away from school. Medical evidence may be required. If you do not phone attendance staff will complete a first day contact.

We work with our children on understanding the importance of school attendance with our ‘Miss School, miss...’ weekly discussion where we share the learning for the following week. Pupils are taught that good attendance, encourages good progress and opportunities for future careers!



Punctuality

Reception- Year 2 Classes. Whitehall gate opens at 8.45am daily closes at 8.55am prompt.

Punctuality is most important and is monitored on a weekly basis. Please make every effort to ensure your child is in school on time. If you arrive late please sign in go to the school office with your reason. Persistent lateness will require a meeting to try to support.

Appointments

Please inform the school about any medical appointments via the main office. Please refrain from taking appointments during the school day if possible.

Term Time Holidays

We allow NO term time holidays.

Please do not take your child out of school during term time as the Head teacher cannot give permission. The school is part of the Forge Brook MAT of schools who follow a shared Attendance Policy which is in line with the Local Authority and National regulations. The full Attendance Policy is available on our website. Extended Leave results in a detrimental loss of learning that cannot be regained and is therefore discouraged. You are required to complete a holiday request form and meet with Miss Glover / Mrs Adams to discuss the request PRIOR to departure.

There is a charge from Walsall Council for Term Time Holidays.

Rewards

- An Attendance Certificate awarded to the class with best attendance weekly.
- The class with the most attendance stickers at the end of a term are given a prize.
- We reward pupils with 96% attendance each term with a certificate.
- Pupils with 100% attendance receive a special attendance badge to display on their book bag.
- Pupils 96%+ are entered into a class draw and may win a chance to make pizza or cupcakes!
- Pupils showing resilience for attendance are rewarded with a certificate.
- Staff choose a 'progress award' pupil each term, who receive a badge to display on their book bag.
- We have a weekly celebration assembly where we award a number of certificates.
- ❖ Good Worker – someone giving 100% effort to improve.
- ❖ Bucket Filler- someone showing kindness , resilience, determination.

Admissions

The school follows the general policy and criteria of Forge Brook Trust who use the following criteria in order of priority for admitting pupils to this school.

- 1 Children in Public Care
- 2 Having a brother or sister in school
- 3 Relevant medical and/ or social factors
- 4 Proximity of the home address to school

September admissions to Reception are **allocated by Walsall Children's Services and not by the school.** Applications are completed online, please contact the Admissions Department for further details.

Parents of children who are in Year 2 will receive notification from the Local Authority with the procedure for applying online for a place in Year 3 at a Junior School. Again these places are allocated and managed by Walsall Children's Services. See our school website Key Information/ Admissions for more guidance.

September Transition

Please see our school website Parents / Mrs Walsh's Transition Information for parents [here](#).

Mid Year Admissions . See our school website for Walsall Council details [here](#).

These places are allocated by Walsall LA not by Palfrey Infant School. As soon as all relevant documentation is completed and a place is available, the pupil will generally be asked to start the following Monday at 8.45am.

Admission to Little Acorns (2 yr olds) and Nursery (3-4yr olds)

Little Seedlings & Nursery places are allocated by the school.

Little Acorns (2 yr olds) may start the term following the child's 2nd birthday (eligibility criteria for a code applies, please contact the school for information) .

Nursery (3-4 year olds) Parents of those children placed on the school's waiting list will receive a letter in late April/ May officially offering a 15 hour place in Nursery and notification of the Nursery open day when parents and pupils are invited to meet Nursery staff and a Play and Stay induction session during July. During September the new intake will be admitted in small groups for either morning or afternoon sessions, or for parts of these sessions.

Please note morning and afternoon choices are not guaranteed.

See school website [here](#).

Mid Year Admissions to Little Acorns (2 yr olds) & Nursery (3-4 yr olds)

Complete the Nursery Form, [here](#), as soon as the online forms have been completed and if a place is available, the pupil will generally be asked to start at 8.30am am or 12.30pm **the following Monday as part of transition**. A phased transition may be required for some pupils in order to settle.

Parents and Toddler Groups

Parents are encouraged to take their children to a local Parent and Toddler group when they enter their child's name on our Little Seedlings (2 year olds) Nursery (3-4year old) waiting list. Please ask Mrs Adams (Family Support) for signposting to local groups. Here the children can play and parents have the opportunity to get to know other parents whilst also finding out about how children learn through play. Our local Family Hub based in Birchills have lots of great opportunities from birth .

Look at the opportunities via this link : family-hubs.walsall.gov.uk

The Curriculum

At Palfrey Infants School, the National Curriculum is delivered through a varied and stimulating range of subject based learning experiences. This is enhanced using a wide range of visits and visitors. We aim to develop pupils as independent learners and encourage parental involvement through our take home tasks each term. We encourage our children to see that good attendance supports good learning and allows greater career possibilities in the future.

Literacy is embedded within the curriculum and forms the key focus for learning. Maths is taught discretely with real life links made through our full curriculum. (see Website for more information)

At Palfrey Infants School, we consider visits and visitors to be an important part of the curriculum. They involve people or groups coming into school to work with individual classes, year groups or the whole school as well as children going out of school on day visits.

Please see our school website, [here](#), for lots of information about our school curriculum.

Homework:

All children will receive homework. Most homework will consist of reading at home and learning spellings. This will be added to Purple Mash each week or sent home in paper form. Please ensure you log in. Usernames & Passwords are issued by the school, keep them in a safe place.

Please DO NOT SHARE your child's password.

Parents are encouraged to ensure that homework is completed and returned.

Individual Pupil Targets are discussed at Parents Consultation Evenings each Term

THE AREAS OF STUDY COVERED BY THE EARLY YEARS FOUNDATION STAGE (Nursery & Reception)

The seven areas of learning are:

PRIME AREAS

- Communication and Language
- Physical Development
- Personal, Social & Emotional Development (PSED)

SPECIFIC AREAS

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

ELG (Early Learning Goal) is the level of development children should be expected to have attained by the end of the EYFS

The development of 'skills for learning' are intrinsic to our curriculum. Our school motto of 'Happy Children, Aiming High' summarises our school vision that all pupils can achieve. Our curriculum is built to develop knowledge and build the skills of each foundation subject. Children are taught to remember and retrieve their knowledge built around new cognitive research.

By the end of Year 2 our aim is to ensure pupils acquisition of English is developed to support their learning and that we work towards pupils reaching the Expected standard in each curriculum area, with high expectations for those achieving greater depth.

We believe pupils learn through quality teaching sequences, practical opportunities and regular review of understanding, this is evidenced through our Curriculum Knowledge Maps.

We believe our curriculum should offer our pupils the 'possibilities' to aspire and develop their learning skills alongside their developing knowledge of the world so as they move to Key Stage 2 they have the basic skills for effective learning. Our 'career' slides provide pupils with an understanding of how learning subjects is essential for different careers. In essence we aspire them to become their BEST self.

Reading and Library

All pupils will take home a reading book linked to their phonic reading ability. We ask you to read this with your child to develop their reading fluency.

All children take home a school library book as part of our wider reading offer. We ask you to share this book with your child to develop their reading for pleasure. A charge of £5 per book is required for lost or damaged books.

We will work with parents to foster a love of reading for pleasure with their children with workshops throughout the year. Year 1 & 2 have reading club available to them at lunchtime to further develop a love of reading.

Year 1 & 2 Activity Clubs and Year 2 ACE Clubs

We have a variety of groups which run both during and after school throughout the year. We also run clubs in conjunction with Walsall Health, Staffordshire Cricket Club etc E.g. All stars cricket these are open to all pupils in Year 1 & 2. Year 2 have ACE Club for 10 weeks during the year. These **Additional Curriculum Enhancements** allow all Year 2 pupils to try a wide range of activities, these are run by staff at lunchtimes so ALL pupils get to participate.

Breakfast Club and After School Club

We DO NOT currently have daily before / after school provision, following consultation with parents this was not financially viable to the school. We direct parents requiring support to contact Family Support Service for a list of local providers. (Contact School Office for advice from Mrs Adams)

NOTE: All children do *receive a piece of toast on arrival every morning* to ensure all children have had some breakfast to feed their brains for good learning.

Religious Education and Collective Worship

Religious Education

Religious Education is taught according to Walsall Agreed Syllabus which conforms to the 1998 Education Reform Act. See the school website for further information.

Collective Worship

There is a daily act of Collective Worship either in the year groups or as a whole school, which has to be broadly Christian, but includes stories and themes from other faiths, British & World Values and Rights Respecting Schools awareness.

Our weekly Good Work Assembly is a celebration of the previous week's achievements.

Parents may withdraw their children from Religious Education and Collective Worship if they so wish but this must be done through consultation with the Governing Body.

The Governing Body require all requests to be made in writing and then a meeting will be arranged to discuss parents' reasons for their decision to withdraw. Palfrey Infants is an inclusive school and withdrawal from any lessons is discouraged.

During their time at Palfrey Infants pupils have a chance to visit local places of worship – we have links with the local Orthodox Church (Christian), Aisha Mosque (Muslim) and Guru Nanak Gurdwara (Sikh). We believe this allows our children to develop respect and understanding of different faiths in our community. We also recognise families who do not follow a faith and encourage the importance of shared values.

Sex and Relationship Policy

Our SRE/ PSHE Policy was approved by Governing Body in consultation with Parents.. Sex and Relationship Education in school is based on work around family relationships and self-esteem. It is taught as a discreet subject

(PSHE). We **DO NOT** teach Sex Education as this is for Key Stage 2. This will be reviewed in 2026-2027. We use Kapow Primary PSHE curriculum.

Our RSE Policy can be found on the school website [Palfrey Infant School - Policies](#)

Equalities and Inclusion Strategy

Our Equalities and Inclusion Strategy can be found on the school website. [Palfrey Infant School - Policies](#)
The school has a code of practice which enables everyone celebrate the diversity of our school community.

A member of the Senior Management team is designated to assess children with Special Educational Needs & Disabilities (SEND) and to obtain help from outside agencies if required.

Racial Equality

The school policy aims to eliminate all forms of racism and racial discrimination, promote equality of opportunity and good relations between people of different racial and ethnic groups.

Special Educational Needs

Palfrey Infants prides itself in being an Inclusive School. The school has a policy for Special Educational Needs and Disability which adheres to the National Code of Practice. Children with Special Educational Needs have an individual education plan which is reviewed regularly. Children with disabilities or medical needs, in consultation with parents will have a care plan put in place. See details [here](#) on our school website.
There is a member of staff who is responsible for Special Education Needs & Disability the (SENCO) throughout school. (Mrs T Dunkley)

Medical Needs

Before medicines are brought into school, please discuss with the Headteacher or office team. Only prescribed medicines should be brought into school. Paperwork must be completed in the school office. Long term conditions should be notified to the school office e.g. asthma. Care plans will then be developed to support whilst in school. Pupils with allergies and medical conditions wear an alert badge to ensure all staff are aware. (Due to their young nature, this was devised with parents' consent)

Educational Visits

The children are regularly taken out of school to visit places of educational interest which supports the work being done in the classroom. Visits are paid via School Gateway App

Charging Policy

Every child is entitled to receive free education. There are however certain activities not covered by the school budget and parents may be asked to make voluntary contributions towards educational visits, after school clubs and entertainment etc.

A school fund exists which helps to subsidise activities for pupils. This fund is raised by the sale of fruit at break time each day. The charge is 55p per week. Paid half termly via school gate way app.

A charge will be made for lost or damaged books, and for phone calls when children have been left late at school. The charge is £5 per lost item. Paid via School Gateway App.

Free milk is provided for all children under the age of 5 and for those who are entitled to free meals. Milk is available as part of lunchtime.

A charge of £5 is made for pupils who are collected late. (£5 for every 15 minutes they are supervised prior to collection).

Fruit

All pupils receive one piece of free fruit daily (Free Fruit Scheme). We also provide an **additional piece of fruit** for a cost of **55p per week**. We encourage parents to pay half termly via our School Gateway. Please pay prior to the start of a half term via the school gateway app. We use the money collected to purchase the fruit and subsidise activities for pupils.

School Meals & Lunchtimes

EYFS lunch 11.45am -12.30pm, KS1 lunch 12-1pm

From September 2014, all children in Reception, Year 1 and Year 2 are entitled to a Universal Free School Meal (FSM).

All pupils are encouraged to stay for a Free School Meal, **we do not encourage bringing sandwiches**.

If your child has special dietary needs, please see the Headteacher these can be accommodated. Pupils with allergies will need to complete a special dietary form prior to starting school meals. (Natasha's Law)

Please **work with the school if your child is a fussy eater**, we believe in supporting the whole child and believe teaching healthy and varied food choices is part of this role! Contact Mrs Adams for advice & a referral to School Health for advice and support.

Home Dinners: We discourage home dinners unless for specific needs.

Please contact Mrs Walsh to discuss this request.

Pupil Premium Funding (FREE SCHOOL MEAL FUNDING)

Additional funding is given to schools for children who qualify because either you or your partner are receiving:

- Income Support
- Income Based Job Seekers Allowance
- Employment and Support Allowance
- Child Tax Credit, provided you do not receive Working Tax Credit and have an annual income, as assessed by the Inland Revenue, that does not exceed £16,190
- Guarantee Credit element of State Pension Credit
- **Support under Part 6 of the Immigration and Asylum Act 1999**

If you feel that your family meets these criteria, you can apply online at:

<https://www.walsall.gov.uk> (Education – School meals – Free school meals)

or by completing a FSM application form which can be obtained from the Benefits Service at the First Stop Shop, Civic Centre, Darwall Street, Walsall WS1 1XU by calling in person or telephoning on 0300 555 2855 or the school office.

Complaints Procedure

Our complaints procedure is available **on the school website.** [Palfrey Infant School - Policies](#)

**Policy summary: We always value an opportunity to address concerns quickly.
There is a difference between a parental concern and a complaint.**

A concern may be defined as ‘an expression of worry or doubt over an issue considered to be important for which reassurances are sought’.

A complaint may be defined as ‘an expression of dissatisfaction however made, about actions taken or a lack of action’.

If a parent has a **concern** about something in school:

- Speak to the Class Teacher.
- Speak to the Head Teacher
- Contact the Parent Governor or Chair of Governors who will speak to the Headteacher or consult the Governing Body.

Complaints follow the following procedure : Please use the complaints form structure on the website.

- Pre- complaint stage concerns
- Stage 1 – Informal complaints
- Stage 2 – Formal Complaints
- Stage 3 – Panel Hearing
- Complaints escalated to the Trust/ CEO

Parental Links and Support

We work closely with parents to support your child’s needs. We hold special assemblies, meetings , family sessions and parental courses throughout the year. There is lots of information on our website how to support your child with key skills and school readiness.

Please contact myself or Mrs Adams (Parental Support) if you require support or advice . If your child has additional needs Mrs Dunkley can direct you to suitable courses led by Walsall SEN Team.

Parent Consultation Meetings

There is an open evening each term for you to discuss your child’s work and set mid year targets. A report on your child’s progress will be sent to you at the end of the Summer Term, which can be discussed with the class teacher.

Behaviour and Relationship Policy & Anti- Bullying Policy

The school has policies that are designed to support the way in which all members of the school can live and work together in a supportive way. (See website for details.)

Safeguarding and Early Help (Families First)

The school has a policy for Child Protection/Safeguarding. The Headteacher and members of the Senior Leadership Team are responsible for ensuring that all appropriate procedures are in place. The Governor for safeguarding is Mrs Harper

We support our families through Walsall Families First (Early Help), if you need confidential advice please speak with Mrs Walsh or Mrs Adams.

Contact Mrs Walsh support@palfreyinfant.co.uk if you need advice.

Learning Mentor

Our Learning Mentor (Mrs Adams) is available support children's Emotional Well-Being in school. She is also available to support and advise parents and families. If you wish to have a meeting with Mrs Adams please contact the school office.

Our Learning Mentors key roles are: To support Safeguarding children, to improve attendance, to support pupils with emotional or behavioural needs.

Miss Glover supports Mrs Adams focusing on supporting good attendance at all times.

Central and South Family Hub

We have good links with Central & South locality hub, they offer a range of courses and services to support families. **They are based in Birchills Street, Walsall WS2 8NG** Contact them on **01922 646574** for further information. Or come to see Mrs Adams who can signpost you.

Website

Please refer to our school website www.palfreyinfant.co.uk for policies, procedures, newsletters and parents information.

Parent Views

We are committed to work with parents to further improve the school. If parents have any suggestions, please speak with Mrs Walsh. Mrs Walsh, Mrs Hennefer, Mrs Adams and Miss Glover stand on Whitehall Road gate every morning or parents can make an appointment at the school office. We also ask you to complete the annual parent questionnaire.

support@palfreyinfant.co.uk

School Gateway App

Please ensure you download and register onto the School Gateway App using the email you provided to school (they must link for them to work) Payments to school should be made through this app. We do not take cash in school.

Jude: Jude is our dog in school. Jude is a Malshi, he is 5-years-old. He joins Mrs Walsh (Headteacher) in school 3 days a week. He stays in the admin office corridor; he sleeps a lot. Mrs Walsh has a stairgate on her corridor as Jude is removed when people come in her room if requested. He is very friendly and enjoys seeing the children. Jude allows our children to think about caring for animals.



Emergency Plans / School Closures

In the unlikely event that we have to evacuate the school and are not able to return we will walk to Palfrey Junior School. Their telephone number is 01922 721092

In the event that school needs to close as a result of bad weather we will put **information on our school website** and **send a text via School Comms/ Gateway App** (please make sure you let us know if you change your phone number). We would only close the school in extreme circumstances so if you are unsure please check the school website. A message will show at the top of the home page **School open as usual** or **School closed due to bad weather**. During unavoidable closures teachers will post work to Purple Mash.

Contact details

Telephone 01922 720713

Email support@palfreyinfant.co.uk

We are here to help. Kind regards Mrs Walsh

