

Hamsey Green Primary School

Parent Handbook 2024 – 2025



Hamsey Green
Primary School

Welcome to Hamsey Green Primary School

This booklet has been prepared to help ensure that you are as fully informed as possible about the school. We hope that you will find it useful. Please do not hesitate to ask should you require any points clarified.

Our Home School Agreement details what the school's expectations are for all members of staff, parents/carers and pupils.



'Together we learn for life'

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Our School Values

We strive for all pupils to follow our school values: ACORN. This was devised by the pupils and it stands for:

Aspirational

Collaborative

Optimistic

Resilient

Nurturing



Curriculum

Early Years

In the Reception Year children follow the Early Years Foundation Stage Curriculum, which comprises the following areas of learning:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

Key Stage One and Two

The Key Stage One curriculum is taught in Years One and Two, and the Key Stage Two curriculum is taught in Years Three, Four, Five and Six.

All pupils follow a carefully planned curriculum which fulfils the requirements of the National Curriculum and comprises the following areas:

English, Mathematics, Science, Information and Communication Technology, Music, History, Geography, Design Technology, Art and Design, Physical Education, PSHE and Religious Education.

More information about the curriculum can be found on our website.

www.hamseytlt.co.uk

P.E.

No jewellery may be worn during PE lessons and we ask you to make sure you know which days your child has PE and remove the earrings in the morning or train your child to remove them him/herself as, for Health and Safety reasons, staff are not able to remove or replace earrings.

All children will come to school wearing their full PE kit on their PE days, blue polo shirt and green shorts. Pupils may have navy/black coloured tracksuit bottoms and a school jumper/cardigan to keep them warm.

Pupils should have trainers for outdoor PE but may need plimsolls or a second pair of clean trainers for indoor PE. They can also change into their outdoor trainers at playtime to give longevity to school shoes!

In Reception, plimsolls are not required during the first two terms; the class teacher will put up a notice when the children need to start wearing them

Please check footwear frequently to ensure they still fit.

If your child has a verruca, please ensure that it is covered on days the children have PE or swimming.

KS2 children may have the opportunity to swim at various times during the school year. You will be notified of these dates and a swimming kit will be required for this time.

Special Needs Code of Practice

The school recognises the importance of special needs provision and uses the Code of Practice in identifying and supporting a child with special needs. The scheme may be initiated by either parent or teacher and the various stages enable all parties to match the help with the identified need. The school can call on the service of external professionals such as the Educational Psychologist. Both parents and teachers can gain from this source of expertise. Copies of the Inclusion Policy and Local SEND offer are available on the website.

If a child is identified as having an additional special need, parents will be informed in order for assessment to begin. We would ask that any parental concerns are similarly brought to the attention of the school at the earliest opportunity.

Outings and School Visits

All years have the opportunity to undertake day visits to a variety of locations, usually linked to the school curriculum. There is an opportunity for pupils to participate in a residential visit during their time at Hamsey Green, in Year 6. The school aims to ensure that all children are able to take part in these educational visits and, through our Charging and Remissions Policy, financial assistance may be available in some cases.

Outside 'theatre' groups and guest speakers may make visits to the school during the year. For visits and visitors we request voluntary donations to finance the activities; unfortunately if we do not receive enough to cover the cost of an activity it will be cancelled.

The School Day

Early Years (Reception) and Key Stage 1 (Years 1 & 2)

Morning

Reception classroom doors open at 8.30am, Year 1 at 8.35am and the rest of the school between 8.30am – 8.45am. Early morning work starts at 8.30am and school begins at 8.45am. Please allow your child to grow in independence by coming into school without you. A short farewell helps a child to settle quicker than an 'extended' one. It is easier for parents too. The children soon get into the routine of coming into school with their friends.

Although the majority of pupils eat a hot school dinner, if your child has a lunchbox this should be taken into their classroom. Please ensure lunchboxes are clearly named on the outside.

The classroom doors are closed at 8.45a.m., children arriving after this time will need to come to the main entrance at the office to sign in. They can then be either taken to the Nest or will make their way through the main school building to their classroom.

After opportunities for greetings, the children gather around the teacher for 'Register'. At this time children exchange news of special events and the teacher tells the children what is planned for their day. Morning work is started. It is important that your child is in class by this time in order that s/he has a settled start to the day and is fully aware of the day's plans. Little Wandle Reading and Phonics lessons begin promptly and it is essential for them to attend to build on the previous days' learning.

Break time

A 15 minute playtime is held halfway through the morning. There are two or more members of staff on duty in the playground. A more flexible approach is followed for Reception children and their teachers initially organise their own playtimes.

Fruit is provided daily, so that all children can have a snack and a social time together. Children under 5 or those in receipt of Pupil Premium are entitled to free school milk and children over 5 can receive milk at school which can be paid for by the parent. To receive milk parents must register on-line with the Cool Milk scheme by visiting their website www.coolmilk.com

A clean and named water bottle should also be sent to school daily, so that your child may have access to water during lesson times. Drinking fountains (inside and out) are available throughout the day.

Lunchtime

Lunchtime is 11.50 – 1.00 p.m. for Reception, 12.00 to 1.00 p.m. for Year 1 and Year 2. During lunchtime the children are supervised by Midday Meal Supervisors. Each class has an allocated person. There are always members of the senior leadership team 'on duty' during this period. A selection of outdoor equipment has been purchased for the children's use at lunchtime play. Children may 'sign up' for our Physifun session or maybe directed to a different lunchtime session. During wet playtimes, when the children may not go outside, each supervisor has a box of activities for the children to use. They also sometimes watch selected age appropriate programmes.

End of day

Please wait in the playground outside your child's classroom for your child at the end of the school day. If someone other than yourself is picking up your child, please let the teacher know on the morning of that day. You may also telephone the School Office **by 2.30pm** as it is very important that we are informed of who is collecting your child. The full-time school day ends at 2.50p.m for Reception and 3.00pm for Year 1 and Year 2. Due to after school commitments and clubs for our teaching staff, children who are not collected within 10 minutes of the end of the school day will be put in our wraparound care and a charge will be added to their account.

Key Stage 2 (Years 3-6)

Morning

The classroom doors open at 8.30am for early morning work. This could be grammar, spelling practise or mental maths. It is considered an essential part of school discipline that **children arrive by 8.30a.m. in order that lessons may commence punctually.**

For safety reasons, children should **not** arrive before 8.20 a.m. Members of staff will open the doors at 8.30 a.m. and pupils will be able to go to their classrooms where their teacher will be ready to welcome them and morning work commences. The official start of the school day will remain at 8.45am when classroom doors will be closed and registers will be taken. This will mean that

- Members of staff may not be on duty in the playground before school, supervision will begin at 8.30am. This will be in school by your child's class teacher.
- The pedestrian gates will be closed at 8.50 am promptly and parents should leave the school grounds before then which helps us to keep our site secure for the safety of all our pupils.
- Only pupils in Year 5 & 6 are permitted to be unaccompanied before school and after school, if permission slip has been signed and returned.
- Only pupils in Year 5 & 6 who have permission to walk to/from school unaccompanied are permitted to bring a mobile phone to school. Please see page 17 regarding mobile phones.

Children who arrive after 8.45 a.m. must report to the school office. If your child is arriving at school after 9.00 a.m. they should be accompanied by an adult and not left at the gates.

Break time

A playtime is held halfway through the morning. There are two or more members of staff on duty in the playground. Children may bring in a small fruit/healthy snack for break time. Children in receipt of Pupil Premium are entitled to free school milk but all children can receive milk at school which can be paid for by the parent. To receive milk parents must register on-line with the Cool Milk scheme at www.coolmilk.com. A clean and named water bottle should be sent to school daily, so that your child may have access to water during lesson times.

Lunchtime

Lunchtime is 12.00 – 1.00 p.m. Dinners are served at staggered timings.

During lunchtime the children are supervised by Midday Meal Supervisors. A member of the Senior Leadership Team is always on 'duty' during this period. A selection of outdoor equipment has been purchased for the children's use at lunchtime play. Children may 'sign up' for our Physifun session or maybe directed to a different lunchtime session. During wet playtimes, when the children may not go outside, each supervisor has a box of activities for the children to use.

End of day

The school day finishes at 3.00pm. At the end of the school day the children in Years 3 to 6 are dismissed via the playground. The children are taken to the school office if there is no one to collect them and wait there with a member of staff. If you wish to get a message to your child about a change in going home/collection arrangements please contact the office **before 2.30p.m.** so that they can let your child know. Due to after school commitments and clubs for our teaching staff, children who are not collected within 10 minutes of the end of the school day will be put in our wraparound care and a charge will be added to their account.

Only pupils in Year 5 and 6, with written signed permissions forms, will be able to walk to the gate or head home alone. These children will also be permitted to bring a mobile phone to school – please see mobile phone section of this handbook.

Attendance

School attendance is compulsory and closely monitored, please see the school website for further information. Some sickness absence may require further medical evidence such as an appointment card or copy of the prescription. Persistent low attendance (below 90%) may result in the Schools Attendance Service (SAS) becoming involved.

If a child is consistently late a letter will be sent home and if there is no improvement a meeting will be arranged with the Headteacher.

Parents have a legal duty to ensure that their child attends school regularly and punctually. In Surrey, Schools Attendance Service (SAS) are authorised to issue penalty notices under the Education (Penalty Notices) (England) Regulations 2004 which came into force on 27th February 2004. Full details of this are in the school's Attendance Policy available on the website or the school office. No holidays are authorised during term time.

Circumstances when a Penalty Notice may be issued

A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance (under Section 7 of the Education Act 1996) and are failing to engage with supportive measures to improve attendance proposed by the school or SAS.

Where a child is taken out of school for a holiday during term time without the authority of the Headteacher, **each parent** is liable to receive a penalty notice for **each child**. (In the case of separated parents, the Penalty Notice will only be sent to the parent asking for leave of absence and/or taking the pupil on holiday). In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if they persist in taking the holiday.

Parents/Carers of pupils identified by police and education welfare officers engaged on Truancy Patrols and who have incurred unauthorised absences may be issued with a Penalty Notice.

The issues of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance. This will be considered when a pupil has incurred 7 or more unauthorised sessions in the previous 6 school weeks, which may include a pupil arriving late after close of register.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the inclusion officer (formerly education welfare officer).

With the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued. Following a formal warning a set period of 15 school days will be monitored and any unauthorised absences will result in the issuing of a Penalty Notice.

Please see the Attendance Leaflet and the Attendance Policy for further information on how we monitor attendance and the impact that it has on your child's learning. These are both available on the school website.

Planned Absence During Term Time

Children are expected to be in school during term time and they have approximately 12 weeks holiday each year. If a child misses school it not only impacts on their learning but it also has an impact on the rest of the class who have to wait while the returning child catches up on what they have missed. Therefore, **no holidays will be authorised during term time**. If there is a special family event and you have no control over the date, then this will be considered on an individual basis.

If you are planning to take your child out of school for any reason, please complete a School Application for Special Leave of Absence, available outside the school office and on the school website. This should be filled in and returned to school as early as possible. This will then be returned to you to advise if it has been authorised or not.

Absence

If your child is unable to attend school for any reason please contact the school office by 9.00 a.m. on the first day of their absence to let us know. We have an option on our telephone system for absence messages to be left. Either a

telephone call to 01883 622000 option 1 or an e-mail to absence@hamseytit.co.uk are acceptable. Please include your child's name, class and the reason for absence, unfortunately we need more information other than 'unwell'.

When a child is absent we require a telephone call on **each** morning of absence. If we have received no communication from you by 9.00 a.m. we will contact you to ensure the child's safety.

If you are not sure whether your child is unwell or not you can send them to school and we will contact you to let you know if they need to come home.

Guidance for vomiting and diarrhoea suggests 48hrs need to be observed before returning to school. We will consider each case on an individual basis and advise parents/carers accordingly.

As far as possible we ask that you do not arrange medical or dental appointments during the school day. **If you have to take your child out of school for a medical appointment you will need to bring an appointment card or letter into school beforehand so that the absence can be confirmed and will then be authorised.** Letters and e-mails are kept by the school office in case they should be required by the Education Welfare Service.

If you do need to collect your child during the school day for an emergency, you must call the school office to advise of your expected time of arrival.

Coronavirus Covid-19 symptoms/other contagious or infectious illnesses

Should your child have symptoms linked to Coronavirus Covid-19 or another infectious illness, we ask that you contact the school and follow the Government guidelines.

Behaviour

In order to make our school a safe and happy place, we expect the children to behave acceptably whilst in school. Also, each class agrees a set of 'Rules' at the start of the year. These relate to working hard, getting on with each other and being thoughtful. We believe that if the children take part in the creation of their own rules they follow them more readily, which follow our belief of 'Kind Words and Kind Actions' as well as our school values. ACORN – Aspirational, Collaborative, Optimistic, Resilient, Nurturing.

School rules are kept to a minimum and the children are reminded of them regularly. Generally, they attempt to provide for the safety and well-being of the children or to assist with communal living in the school.

If your child's behaviour is causing concern, we hope that you will co-operate with us. We will invite you to come in and discuss ways that we can help improve the behaviour together.

At Hamsey Green, we follow The Good To Be Green Behaviour Code. All pupils start their session on green. There is a yellow warning card, a stop and think blue card which may be issued and a red card is issued for persistent or serious incidents.

A copy of our Behaviour for Learning Policy is available on our website.

We praise positive behaviour through our Green Hamsey initiative please see the leaflet on the school website.

Pupils, parents and staff are expected:

- To ensure high standards of behaviour are maintained, and model respect to each other.
- To observe standards of dress consistent with safety and hygiene. Children should wear suitable footwear, as in the uniform code. Children should never bring dangerous items to school.
- To observe all the safety rules of the school, in particular instructions of staff given in an emergency.
- To use, and not wilfully misuse, neglect or interfere with, things provided for children's safety.

We also expect good behaviour of pupils to extend beyond the school gate. Indeed, such behaviour is important not only because it enhances the school's reputation but also because it plays a significant part in promoting the general safety of children.

We expect high standards of behaviour and courtesy and a school atmosphere in which children appreciate that good behaviour is the norm.

All teachers exercise care for children throughout the school, but in day-to-day matters the class teacher will have the best knowledge of the children in his or her class and can usually deal with any problems.

Difficulties of a more serious nature are referred to a member of the Middle Leadership team, then the Senior Leadership Team or the Headteacher. Parents are always informed of any serious problems. If a child damages or breaks school property parents will be asked to contribute towards the replacement.

If there are any specific difficulties or changes in home circumstances we would appreciate being kept informed so that we can be sensitive to your child's needs.

Children are expected to move around the school quietly at all times. We follow 'proud walking, without talking' which ensures pupils do not run.

A strong line is taken against bad language and theft and parents of offending children are contacted.

We equally take firm action against incidents of racism, online bullying, bullying or fighting, homophobic and gender comments and we ask parents not to hesitate in contacting us if they believe their child is being subjected to racism or bullying.

We celebrate the Equality Act protected characteristics

- | | |
|---|---|
| 1. Age | 6. Religion or beliefs |
| 2. Gender reassignment | 7. Sex |
| 3. Being married/in a civil partnership | 8. Sexual orientation |
| 4. Being pregnant/on maternity leave | 9. Race; colour, nationality or ethnic origin |
| 5. Disability | |

These are promoted in the Friday British Value Assembly.

A copy of the Behaviour for Learning Policy is available from the school website.

Uniform

We expect you to send your child to school in uniform as detailed in our uniform list. This list will have been sent to you and is also available on the school website. All items must be clearly named. A suitably sized school bag will also be needed. Book bags with the school logo are available from Price & Buckland which are suitable for Reception and KS1. Older year groups may prefer a rucksack.

Please send your child with a suitable coat as we aim to be outside if possible. Reception children especially make constant use of the outside area, in all weathers! Staff can then make a decision about its use when the children go outside.

We ask that parents are careful when buying bags, coats and hats that they do not have logos that could be deemed offensive. School shoes should support your child's feet, be sturdy and easy for them to take on and off; **no open toed sandals, fashion boots or trainers are permitted.**

A sun hat is required to be in school for protection of the head, face and neck in warm weather. We ask that all Reception and KS1 children have a school sun hat left in school. Those children who do not bring a hat will be **unable** to spend time outside in warmer weather. Please apply sun-block to your child before school.

Sweatshirts and cardigans with the Hamsey Green logo are required. These and PE Shorts are available to purchase online from Price & Buckland. A uniform list is available on the school website. Pupils wear grey skirts, pinafores, culottes, shorts or trousers and grey socks, black or white plain socks with no logos. Grey or black tights and may also be worn. In the Summer, a green and white chequered summer dress or playsuit can be worn. Green, white or black hair accessories of a sensible size only are permitted. No extreme hairstyles, shavings or markings on hair styles will be permitted.

Jewellery, including rings and hoop earrings, may **not** be worn at school as they are a genuine hazard. **A maximum of one small stud** may be worn in each ear. Earrings **must be removed or covered with tape by the parent** for PE. Staff are not permitted to take earrings out for the children. Any child who has had their ears pierced cannot participate in sport for 6 weeks following the piercing, under health and safety guidelines. Please refrain from having your child's ears pierced until the summer holiday.

We do not allow any form of make-up, including nail varnish - please ensure all make-up and nail varnish is removed before your child comes to school.

School provides all the necessary writing and stationery equipment the children will need. Years 3 - 6 may have pencil cases.

It is essential to name all clothing and equipment clearly.

Health

Health and Medicines

In Reception each child is offered a height and weight check by the School Nursing Team. If you have a particular concern, you may contact them for advice and/or a meeting (01883 837526).

If your child is unwell and on medication then s/he should not be in school. Antibiotics that need to be taken three times a day can be administered at 8.00a.m., 3.30p.m. and bedtime thus avoiding a dose during school hours and should not be left in school. Alternatively, parents may wish to come in to school to administer antibiotics at lunch time.

For any child who requires medicine to be left in school on an ongoing basis a Health Care Plan must be completed with the Headteacher.

Please make sure you have filled in a medical consent form with details of dosage etc. at the school office if your child needs any medication in school. Any essential long-term medicines or treatments must be left at the school office.

Pupils in Reception and Year 1 requiring asthma inhalers may bring them to school **clearly labelled** and give them to their teacher to be kept securely in their classrooms. Pupils in Year 2 requiring asthma inhalers may bring them to school **clearly labelled** and leave them in the office.

Pupils in Year 3 and above with asthma should have two inhalers in school, one with them at all times and one in the school office. Both must be named.

Please check the expiry dates of the medicines to ensure they are in date.

If your child is unwell at school we will call you. This is why it is important that we have **two** current emergency contact numbers should you be unavailable.

Parents should inform the school of any specific health problem affecting their child.

If your child is unwell with sickness and diarrhoea then please keep them at home until they are well. Guidance for vomiting and diarrhoea suggests 48hrs need to be observed before returning to school. We will consider each case on an individual basis and advise parents/carers accordingly.

Girls and boys with shoulder length hair must have it tied back for health and safety reasons. We request that all parents check their child's hair regularly (weekly at least) for head lice; fine toothed combs on wet hair is recommended.

Whenever possible please arrange for medical and dental appointments to be outside school hours. (See further information under 'Attendance and Absence'). If a child is unable to take part in a PE lesson for health reasons a written note or an email to office@hamseytlt.co.uk is required.

We encourage your child to wash his/her hands for 20 seconds after using the toilet, before and after eating; this reduces the risk of infection and spread of bugs. Please help us by reinforcing this at home.

Allergies

It is very important that you let the school know if your child has any allergies.

Because of food intolerances, allergies and our healthy school status, we ask that **no sweets or cakes are brought in to school to share with classmates as a birthday treat.** Parents who wish to mark such an occasion may like to consider sending in some extra fruit to share with the class.

School Lunches

Since September 2014 all children in Reception, Year 1 and Year 2 are entitled to a complimentary school meal under the **Universal Free School Meals** Government initiative. Meals must be pre-booked, please select your child's preference on-line through Arbor.

If you have any problems please contact the school office.

We promote a healthy lunch box. Sweets, fizzy drinks and large bars of chocolate are not permitted. If you wish your child to bring a packed lunch from home, please be aware that some children in school may have a nut allergy and we therefore ask that **no nuts** (including peanut butter, Nutella and Snickers) are included. Please make sure that lunch boxes are **clearly labelled**.

Snacks and Drinks

Early Years and Key Stage 1

In Reception, Year 1 and Year 2 every child is offered a piece of fruit or vegetable daily before playtime, this is a national scheme and is provided free of charge by Surrey County Council.

Parents may also arrange for their child to have a carton of milk via Coolmilk Limited Tel: 0800 321 3248 or www.coolmilk.com. This milk is offered at a subsidised rate, or may be free of charge for children under 5 years of age or eligible for pupil premium.

Still unflavoured water may be brought in for drinking during the day. This must be in a clear plastic bottle (no more than 500ml) with a sports top.

Key Stage 2

Children may bring a piece of fruit or a healthy snack to eat at break time and still water may be brought in for drinking during the day. This must be in a clear plastic bottle (no more than 500ml) with a sports top.

Children are not allowed to bring sweets to school.

NO CHEWING GUM IS PERMITTED ON SITE.

School Office

Office Opening Times

The school office is staffed between 8:15a.m. and 4:00pm Monday to Thursday and until 3.45pm on Friday. If you need to contact the school please do so between these hours. You are able to leave a message if there is no reply and someone will either pass the message on or phone you back shortly as the voicemail is regularly checked.

Please use the absence line (01883 622000 option 1) to report your child's absence or email absence@hamseytlt.co.uk and include your child's name, class and reason for absence. Please state the nature of your child's illness as we will need more detail than just 'unwell'.

Contact Details

It is essential that you provide two current contact details so that you or any nominated emergency person can be contacted swiftly should the need arise. Once your child is on roll you will be able to log into Arbor and make any changes to contact information. Please ensure that we always have up-to-date emergency telephone numbers on our file.

If a court order is in force, which prevents a named person from entering school and/or having contact with your child, we must have a copy. Please contact the Headteacher to discuss, if this situation is relevant to you.

If there are any changes to your home situation, we would be grateful if you could speak to your child's teacher or the Headteacher as any upset or anxiety could

impact on your child in school and we want to work with you to minimise any effects. Obviously, any such information will be treated with the strictest confidence.

We want your child to settle and be happy at school. A secure and relaxed child will learn well. If you have a problem, however small, please discuss it with the teacher after school (before school they like to concentrate on giving the children a settled start to their day).

Please note that teachers are not available for meetings before school without an appointment. In the case of an issue you think might affect your child during the school day please talk to a member of staff in the school office who will ensure the teacher is informed at the earliest opportunity.

Appointments to meet teachers can be arranged through the School Office.

Online Payments

Payments for dinner money and school trips must be made on Arbor, on-line using a credit or debit card. You will be sent further information regarding log in details and passwords when your child joins the school.

Money

Children should not bring their own money or valuables into school. All school events will be set up on Arbor for payments to be made on-line. If money is brought into school please give it to the teacher **in a securely sealed envelope clearly marked with the child's name, class and what it is for.** The envelope does not have to be new as long as it is securely sealed. **Loose money not in envelopes should not be handed into school.**

Letters for the office can be posted in the secure post box outside the school office. This post box is checked every day.

Closure of the School and Bad Weather Procedure

Closures may be caused by emergencies such as road conditions, weather or a breakdown in vital services (heating/light, water etc.). If the road or weather conditions look bad prior to your child setting off for school, we would ask you to phone the school office and check if the school intends opening. To avoid confusion, an early decision would normally be made. The school would make use

of twitter, the school website, messages and local radio – **Eagle Radio 96.4 FM**, to publicise such enforced closures.

In the event of sudden adverse weather, parents are welcome to collect their children early. In this event, please call the School Office giving as much notice as possible so teachers can be advised. On such occasions all children will be kept at school until they can be collected.

Should any problem arise during the school day, e.g. no water in school, parents will be informed. Any action taken on such difficult, and fortunately rare, occasions would be for the safety of your child. You would be informed of our decision as soon as possible by text/email, twitter and on our website.

Lost Property

There is a lost property box undercover in the playground near the Year 6 entrance. We do not store the items beyond the end of each term. Any valuables that have to be brought to school should be left with the school office and collected at the end of the school day.

We ask that all items of your child's school clothing and property, including lunch boxes, are clearly labelled. We do return any items found to their owners if they are named.

Mobile Phones

Mobile phones are only permitted for pupils in Year 5 and 6 who have signed a permission slip to confirm they require it for safety while coming to and from school **unaccompanied**. Should a mobile phone be brought into school this must be given to the class teacher who will send it to the office for safe keeping. The phone will then be handed back to the pupil by their teacher at the end of the day.

Phones need to be switched off on entering the school grounds and only turned on when leaving. This permission slip must be signed by both parent and child. Other expensive electronic devices, **must not be brought to school** and we will not accept responsibility for such items lost at school. Such items will be confiscated and only returned to a parent.

Information For Parents

On our website you will find information of news and events in school. This is regularly updated so please take a look on www.hamseytlt.co.uk for more information.

In a Nutshell newsletter

Each week you are informed of various events and dates via the school newsletter, In a Nutshell. This is emailed and can be viewed via the link on our website under the 'Parents' area.

X (Twitter) and Instagram

We update exciting news via our Hamsey Green X (twitter) feed @HamseyPrimary and Instagram HamseyPrimary.

Facebook

We have a Facebook page Hamsey Green Primary School or Hamsey Green Primary School PTA.

Pupil Premium

Pupil Premium is extra money for schools to spend on additional resources. This additional funding is spent on enriching the children's learning.

- Increased supervision at lunchtimes to ensure happy lunchtimes.
- Additional intervention focusing on Mathematics and English.
- Pastoral Lead.
- Social Skills Groups
- Language groups

It is very easy to register for Pupil Premium by completing a simple form available from the school office. The school office can then check with the online checking service and will confirm eligibility to you.

The financial benefits of Pupil Premium funding can last for up to 6 years. During this time your child

- May have a school lunch free of charge (there is no requirement to do so)
- Is entitled to have their first school trip paid for and future trips may be discounted where necessary.
- May have an item of school uniform free when they start school.

Site Safety and Security

The school gates are locked during the school day. Please use the front entrance during that time. If your child arrives after 8.45a.m. the classroom doors will be closed and you will need to bring your child to the front entrance and complete a late form in the office.

If you accompany your children to school, can we remind parents to please supervise them when you are in the school grounds both before and after school. It is the parent and carers' responsibility to look after your child at these times.

Please do not allow children to climb on the gates, meter cupboards, benches and fences or use any play equipment.

If your child comes to school on their own please remind them about this.

This is for their own safety as well as that of others.

Safety of our children

The car park is for the use of staff, and parents should not use it for parking when delivering or collecting their children.

For the safety of all children, zig-zag lines outside school must be kept clear. Parents should be aware that parking on the zig-zag lines during the times specified on the time plates may result in police action. Please be considerate of our children's safety and respect our neighbour's property by keeping their driveways clear.

Parents should not drive into school at any time unless prior authorisation has been given for special circumstances. Should you need to use the disabled parking bay, please contact the school office.

We test our fire procedures by holding a half-termly 'Fire Drill' in order that the children are trained to leave the building calmly and safely.

Children should not allow bring toys into school from home unless specifically requested for topic-related work. These can so easily be lost or broken or cause 'disputes' with other children. Staff cannot be held responsible for their safekeeping.

All children in Reception to Year 4 **must** be accompanied to their classroom door by their parent/carer. For their safety please do not leave them at the school gates

and allow them to walk in by themselves. Written permission on our school form is required for Year 5 & 6 to be allowed to leave school unaccompanied.

The school is a non-smoking/non-vaping site for the health and safety of your children.

For the health and safety of your children, dogs, other than assistance dogs, are not permitted on site at any time.

Very young children on the premises should be **closely supervised at all times.** The play equipment is only for use during the day by the children attending the school under supervision and should not be played on either before or after school.

We actively encourage pupils to travel to and from school on a cycle or scooter, please ensure they dismount when on the school site. Please use the bike/scooter shelters provided for storage.

The gates are automated to provide increased security for your children during the school day.

The arrangements for opening the gates are as follows:

- The main pedestrian gate will be open from 7.30-8.50 a.m. and from 2.40 p.m.
- At other times visitors will need to press the intercom button for entry to the school site. Please be patient when awaiting a response.
- The vehicle gates are accessible to staff at set times.
- All other visitors by vehicle will need to press the intercom button next to the pedestrian gate for access – please note the vehicle gates are not opened between 8.30 – 9.00 a.m. and 2.40 - 3.15 p.m.
- The gates are covered by CCTV at all times so that the school can monitor visitors.
- For everyone's safety please do not walk or run through the car gates. Please always use the pedestrian path and gate.

Please be patient when visiting the school and remember that these measures have been implemented for the safety of the children in the school.

Breakfast and Afterschool Club

Breakfast and After School Club operate on our school site from 7.30a.m. to 8.30a.m. and 2.50p.m. to 6.00p.m., Monday to Friday. This facility is available to all children who attend the school.

Breakfast and After School Club is run by the school to provide working parents with the extended day care provision they require. The Breakfast club is open from 7.30a.m. to 8.45a.m. The cost is £5.00 and provides a breakfast such as toast, croissants, pancakes, cereal, fruit and water. Pupils will be escorted to the classroom door for 8.45 a.m.

The After School Club operates from 2.50 p.m. to 6.00 p.m. The cost of this provision is £10.00 and an afternoon snack is provided. (There is a separate handbook containing all the information needed for this facility).

If you are unable to collect your child within 10 minutes after the end of school, you are asked to book him/her into After School Club. With this facility available to all children attending Hamsey Green Primary School (spaces permitting), you can be comfortable in the knowledge that your child is safe and secure. This place will be charged for at the full session rate. Children whose parents do not collect within 10 minutes after the end of the school day will be taken to After School Club and a fee will be charged at the full session rate.

Telephone:

07394571311 (3.00pm – 6.00 p.m. at all other times please contact the school office)

Clubs

In Years 1 – 6 the children are given the opportunity to join a number of different clubs. Club letters are emailed out each term and applications for school run clubs must be completed on Arbor. Reception children will be offered a school run club in the Summer term.

Parents in School

Parents are encouraged to support the work of the school and are welcome to help with reading, games, clubs and other activities. If you would like to help in any way at all please contact your child's class teacher. The appropriate Disclosure and Barring checks (DBS) will then need to be made.

During the year there will be events which parent/carers of children taking part in are invited to join us for. We also always welcome support from parents at the many sporting occasions outside of school hours. Dates for your child's events will be on the newsletter/website/Arbor when they are arranged.

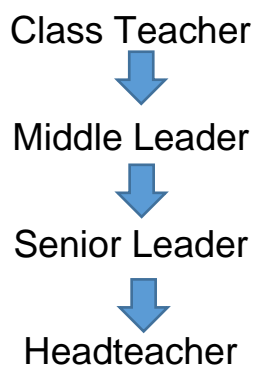
Equal Opportunities

All curriculum areas and school activities are open to all pupils irrespective of gender, ability or race. School resources are also always selected with these considerations in mind.

We hope that all our children will enjoy the years they spend at Hamsey Green and that you will be pleased to work with us during this very important time.

Concerns/Complaints

We aim to deal with any concerns before they become a complaint. If you have a concern please speak to your child's class teacher in the first instance. Our escalation procedure is:



South East Information Centre

Hamsey Green Primary is in the SE area of the County. We work in partnership with the Local Education Authority. SCC contact centre is available to answer a whole range of questions.

The address of the SE Information Centre is:

South East Area Office
Consort House
5-7 Queensway
Redhill
Surrey
RH1 1YB

SCC Contact Centre number for enquiries: 03456 009 009

Term Dates

School term and holiday dates can be found on the school website.

Acorns Nursery

Hamsey Green is proud to have its own nursery housed on the Tandridge Learning Trust site. Currently, it caters for 2-4 year olds, term time only. If you require further information or a prospectus, please look in our website or email nursery@hamseytlt.co.uk.

Hamsey Green Primary School



'Together we learn for life'



Hamsey Green
Primary School