



# Parent Survival Guide



**Hatch Warren Infant School  
Gershwin Road  
Basingstoke  
Hampshire RG22 4PQ  
01256 350313**

[www.hwis.hants.sch.uk](http://www.hwis.hants.sch.uk)

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## A.1 GETTING TO SCHOOL AND ATTENDANCE

### ARRIVING AT SCHOOL

- Children should arrive in the playground from 8.40am ~ classroom doors will be opened at 8.45am to let the children in. Doors close at 9.00am. Children who arrive after this should report to the school office.
- Children come into school independently and put away their own belongings.
- No members of staff are on duty in the playground before school so children must not be left unaccompanied in the playground before school starts.
- Children must not play on the school equipment as they are not covered by our school insurance in the case of an accident outside of our school day.
- No bikes/scooters to be ridden on the school grounds.

### PARKING

- Please do not park on the double yellow lines or zig zag lines in Gershwin Road either for dropping off or picking up from school, it causes many safety issues for the children.
- Please remember to park courteously and do not block neighbour's drives in surrounding roads.
- Please ensure that you do not leave valuables unattended in your vehicles.
- The school car park cannot be used without prior arrangement. A parking permit must be displayed.

### LATE ARRIVAL

- The school doors are locked at 9.00am for security reasons.
- If you arrive late you should come into school via the office. Your child will be registered as late within the register.
- Children who arrive after 9.00am miss valuable lesson time. Children often find it hard to 'stand out from the crowd' and being late means they have to walk into the classroom on their own when everyone else is sitting doing their lessons. It's much nicer for them if this doesn't happen.
- Children arriving after 9.15am will have the session marked as unauthorised unless a suitable reason is given to the Headteacher. Persistent lateness will be referred to the Attendance Project and may result in legal action being explored.

### SECURITY

- In response to concerns, nationally and locally, about the safety and security of young children, we lock all gates into the playground during the school day.
- Between 9.00am and 3.15pm parents should come into school via the main pedestrian entrance and ring the buzzer at the office.
- The car park is **NOT** to be used as a right of way for the safety of all pedestrians.
- All visitors are asked to report to the office to sign in.

- All children will be signed out before they leave the school building during the school day.

### **ABSENCE DURING TERM TIME**

- Holidays during term time will not be authorised.
- If your child needs to be absent because of exceptional circumstances (e.g. attending a funeral, ballet exam, etc.), you must request official permission from the Headteacher using the appropriate Absence Request form, which is available on the website in the Parent tab - General Forms.
- Leave of absence must be authorised prior to taking it.
- Absence from school without permission is called unauthorised absence and can lead to prosecution by the Local Authority. We would hope that we could work with you to prevent this from happening.
- 10 sessions (5 days) within a 100 day period unauthorised absence will trigger a fixed penalty notice being issued at £60 per parent.

## **A.2 HEALTH AND SAFETY AT SCHOOL**

### **WHAT TO DO IF YOUR CHILD IS UNWELL**

- Please phone the school on the first day of any absence before 10am and leave a message on our answer machine.
- Please continue to phone each morning before 10am until your child returns to school.

### **RETURNING AFTER ILLNESS**

- It is in no one's best interest if children who are ill are brought into school.
- Children who have been sick (vomiting) or had a raised temperature (or similar) must not come into school until at least **48 hours** have passed without further symptoms.
- Children who have had an attack of diarrhoea must not return until **48 hours** have passed since their last attack.
- If your child has had a contagious infectious disease (such as chicken pox) please call the school for advice on when they can return.

### **MEDICINE IN SCHOOL**

- If your child has been prescribed medication following an illness, this can only be given by a member of staff if there is a specific time within the school day it must be administered or if the dosage is 4 or more times per day. A medicine request form must be completed and can be obtained from the school office. No medicine can be given without the completion of this form.
- Medicine must only be brought into school by an adult and for safety reasons we can only return it to an adult at the end of the day.

- Over the counter medicines (such as paracetamol or cough medicine) cannot be given by members of staff and children should not be sent in with cough or throat sweets as these could pose a risk to other children. However, you may come into school to administer paracetamol in certain situations. You would need to discuss this with the office in the morning to make arrangements. If your child is unwell and needs medication, please consider if they should be in school or remain at home.
- Children needing inhalers must have one in school in case of emergencies. However, we can only give it to the child if the necessary asthma and medicine request form has been completed. Inhalers are kept in the children's classroom.
- Any children requiring regular or specific medication or care (such as an Epipen), will have an Individual Health Care Plan drawn up and agreed by both parents/carers and the school. The medication can then be kept and administered at school.
- If your child has specific medical needs, please let us know as soon as possible so preparations can be made for them.

### **MEDICAL APPOINTMENTS**

- Please avoid taking your child out of school for a medical appointment where possible.
- If your child needs to be collected early or will be in school after registration due to an appointment, please complete an online form which is available on the website (Parent tab - General Forms), or email [parent.mail@hwis.hants.sch.uk](mailto:parent.mail@hwis.hants.sch.uk). You will need to request a meal for your child if they will not be in to choose their lunch in the classroom.
- On the day of the appointment you should come into school via the office. Children should be signed in or out in the office. This is important so that staff know which children are out of school should an emergency arise.

### **ILLNESS DURING SCHOOL HOURS**

- Sometimes children become ill while at school. If necessary, the school will contact you to come and collect your child. If we are unable to get in touch with the primary contact on record, we will contact the other named adults on file.
- The emergency contact numbers held on the school database are essential in these circumstances and it is very important that you remember to notify the school of any changes.
- We must have three named contacts that are preferably not located too far away from the school so that a poorly child is not waiting too long to be collected as this can be distressing for them.

### **ACCIDENTS DURING SCHOOL HOURS**

- Sometimes children have accidents while at school. In these circumstances they will receive treatment in school from a qualified first aider. They will be issued with a 'bump note' if it is felt that you should know the details of what has occurred.

- In the case of minor 'playground accidents', school staff can really only administer a cold compress, clean any scrapes etc with clean water, put on a sterile dressing if necessary and offer some T.L.C. If anything more substantial is required, you will be called.
- Sometimes children have accidents that involve wet clothing. In these circumstances, we do have limited spare clothes to change them into. They will be sent home with their own clothes in a plastic bag. Please wash and return the borrowed items as soon as possible to the school office so that they are in the cupboard for the next time they are needed.

### **TOILET TRAINING**

- It is assumed that most children will be toilet trained before they start school. However, we are sensitive to the fact that for a few children there may be physical or developmental reasons that prevent this from being the case.
- The school has an established procedure that is followed when needed. Please ask the class teacher if your child may need further help.
- If your child is struggling with this, please send in a change of clothes daily.

### **SCHOOL HEAD LICE POLICY**

- Head lice can be attracted to any child's hair, anytime and anywhere. Due to the way in which they transfer they are a problem in all schools.
- We do not search children's heads for 'visitors'. However, if we do discover that a child has lice we will inform you promptly and anticipate that you will treat your child and your whole family as soon as possible.
- There is much advice available in pharmacies about the current recommended treatment for these pests.
- It is every parent's responsibility to regularly check their child's hair and take action immediately if lice are found. If they are found it is useful if you can let the class teacher know.
- If we are alerted to an 'outbreak' of headlice in a class, we will send a push notification message to all parents in the class to check their children's hair and treat as necessary.
- A case of head lice needs to be treated as soon as possible and then the child is to return to school (some treatments require more than one application - please ensure instructions are adhered to correctly). It is not necessary to keep your child off school once the treatment has been applied.
- Any child with hair longer than shoulder length should have it tied back in school.

## **SUNNY DAYS**

- Parents should apply sunscreen before the child comes to school ~ sun cream can be bought into school, but your child must be able to apply it themselves (sticks, roll-ons or wipes ONLY).
- We advise parents to provide sunhats for their children and clothing that covers their arms. We send details of our precautionary measures to parents every summer.
- Sunglasses can be worn during lunchtime and busy time. Please ensure that these provide UV protection.

## **WEARING OF JEWELLERY IN SCHOOL**

- For safety reasons we would discourage the wearing of any jewellery, particularly on days when PE takes place. During these lessons earrings and sleepers must be removed by the child or covered with sticking plasters or surgical tape before school.
- The only earrings that children should wear in school are simple studs.
- Children must not wear earrings, watches or jewellery which may present a risk to them or others.
- The school accepts no responsibility for loss or damage to watches or jewellery worn to school.

## **PUSHCHAIRS IN SCHOOL**

- Please do not bring pushchairs into school. They can cause a health and safety risk with aisles being blocked. They also tend to bring a lot of dirt and mud into the school on the wheels.
- Pushchairs need to be parked safely and should not block an exit in case of an emergency.

## **A.3 COMMUNICATION BETWEEN SCHOOL & HOME**

### **CONTACTING THE SCHOOL BY TELEPHONE**

- If you need to contact the school, you should phone: 01256 350313.
- The school office staff are usually available to take calls from 8.00am to 4.00pm. Outside these times, or if they are unable to answer, there is an answer phone on which you can leave a message.
- You can also use e-mail [parent.mail@hwis.hants.sch.uk](mailto:parent.mail@hwis.hants.sch.uk) (we cannot guarantee to open emails on the day sent - telephone messages will be answered before the end of the school day and appropriate action taken)
- If during the day you need to tell us your child is going home with someone different, please let us know by calling the school office before 3pm and leaving a message via option 2. We will not release your child unless we have your permission to do so.

## **SENDING IN LETTERS OR NOTES**

- Notes for the office, Friends (PTA), Headteacher, or any member of staff can be sent into school with your child. These can be delivered to the school office by your child or their class teacher.

## **CONTACTING THE CLASS TEACHER**

- It is not possible for the teachers to answer individual phone calls during the school day. If it is urgent the teachers will try to get to you by the end of the day.
- First thing in the morning, when the teachers are trying to meet, greet and welcome the children into school, is not the best time for detailed discussion. If you need to talk to your child's teacher, please arrange to see them at the end of the day or if it is something simple, such as changes in collection, routines please give them a note.

## **ARRANGING TO SEE THE TEAM LEADER, TEACHER OR DEPUTY HEADTEACHER**

- The Headteacher and Deputy Headteacher are usually available to meet parents first thing in the morning. They will usually be either in their office, on the playground, or by the front gate.
- Appointments can be made either directly with the Team Leader, Headteacher or Deputy Headteacher. If they are unavailable, please speak to the office staff who will help wherever possible.

## **NEWSLETTERS AND OTHER NOTES**

- You will receive regular newsletters, termly topic leaflets and other similar information from the school by email. The weekly blurb will have key dates.
- Parents will receive an email on a Friday with links to the weekly mailing. All mailing is also uploaded to the school website on a weekly basis.
- Newsletters are numbered and copies put onto the school website in case you mislay them.
- Please check your child's book bag and your emails on Friday as this is mailing day in school (we will only send mail on other days in exceptional circumstances).

## **PARENTS' EVENINGS/SCHOOL REPORTS**

- Parents are invited to parents' evenings in the Autumn and Spring terms.
- Parents are invited to sign up for a timed appointment for each term. Dates of these parents' evenings are published on the newsletters. You can book an appointment to see your child's teacher online, you will be given a username and password to access the system.
- Of course, for some children more regular parent and teacher meetings are required and this can be discussed with your child's teacher.

- Children with any kind of special educational needs will be referred by the class teacher to the school's Special Educational Needs Coordinator (SENDCo). The coordinator works with the staff, parents and outside agencies, if appropriate, to assess and support children with particular needs.
- School reports are sent out in July of each year, along with information on your child's achievement at the end of the foundation stage and in key stage tasks and tests in Year 2.

### **PUSH NOTIFICATION ON ARBOR**

- We will send you push notification messages to remind you of key events or if we need to alert you to a change / emergency, please ensure that you have push notifications turned on for your Arbor app.
- Please ensure that you let the school office know if your mobile phone number changes so we can update our records.

### **SCHOOL WEBSITE**

- Our school website can be found at [www.hwis.hants.sch.uk](http://www.hwis.hants.sch.uk)
- The website is updated regularly.

### **COMPLAINTS PROCEDURE**

- If at any time you have a complaint or concern about any aspect of school life, please do not hesitate to let us know. If we are made aware of your concerns, we will ensure that we investigate and report back to you as soon as possible.
- The class teacher is the first point of contact, then the Year Group Team Leader but the Headteacher or Deputy Headteacher are always willing to see individual parents if there is a concern and will take it back to the class teacher if appropriate. If neither the class teacher, Year Group Team Leader, Headteacher or Deputy Headteacher can give you satisfaction, taking your complaint to the Governing Body is the next step. They will investigate and take action on your behalf.
- A copy of the school's Complaints Procedure is available on the school website.

### **FREEDOM OF INFORMATION ACT (FOIA)**

- There is a legal right for any person to make a request to a school for access to information held by that school.
- Enquirers do not have to say why they want the information and the request doesn't have to mention FOIA.
- Any requests must be in writing (letter/e-mail) and the school is allowed 20 school days to respond.
- Any queries, see the school office.

## A.4 BEHAVIOUR IN SCHOOL

### BEHAVIOUR POLICY

Our school aims are published in our prospectus.

We translate these into the 'HWIS Charter' to help establish positive behaviour and attitudes in the children.

#### **The Hatch Warren School Rules**

We want our school to be a safe and happy place so we will:

- ◆ have kind hands, feet, faces and mouths.
- ◆ take care of everything in and around our school.
- ◆ use listening ears because we have a right to be listened to and helped.
- ◆ be responsible for keeping ourselves and everyone safe.
- ◆ have good manners and respect for each other.

### CELEBRATING SUCCESS

- Half termly six children per class who have put in effort and tried hard with their behaviour are invited to a Super Six tea party with Mrs Boorman and Mrs Padfield to celebrate their success.
- Each teacher uses a variety of methods to reward good behaviour and successes such as stickers, charts, certificates and Smileys.
- Each class has a charter that reflects the needs of the children. This may include the children working together to keep the classroom, tidy, lining up sensibly etc.
- Classes earn pieces on their charter which work towards whole class treats and these are decided by each class.

### BULLYING

- The government defines bullying as: "*deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms, but the three main types are physical, (e.g. hitting, kicking, theft), verbal (e.g. name-calling, racist remarks) or indirect (e.g. spreading rumours, excluding someone from social groups.)*
- Incidents of bullying are not tolerated at school and the school aims to provide an environment which prevents it.
- If such incidents occur, we will act decisively and firmly in response, providing support for the victim and counselling for the perpetrator as appropriate.

- We believe it is vital for the perpetrator to be made aware of why their behaviour is unacceptable and that sometimes they, themselves will need support.
- Parents will always be informed when there are incidents of bullying reported and recorded in school.

## A.5 FOOD AND DRINK AT SCHOOL

### What can children eat?

- School dinners are free to all infant aged children.
- Children can choose to either bring a packed lunch from home or have one of the school dinners.
- The children have a choice of three hot meals everyday. A red (meat) option, a green (vegetarian) option or a blue (jacket potato) choice. The children make their selection during morning registration.
- If your child has specific dietary requirements or food allergies, the school catering team will require a medical certificate from your doctor to confirm your child's allergies. They are then able to provide an appropriate menu based on their dietary needs which will be sent to you for approval before we are able to cater for your child.

### Who makes the meals and what are they like?

- Caterlink make all the school dinners from fresh ingredients on site daily.
- They provide the children with a healthy, nutritious meal designed for children by a nutritionist.
- The menu is published on a regular basis so you can see what will be available on any given day. The menus are available on the school website
- There is always a vegetarian option for any children wishing to choose it.

### Lunchtimes at school

- The Midday Supervisory Assistants (a.k.a. the Dinner Ladies) and the Catering Staff try very hard to help the children to make appropriate choices and eat their whole meal.
- If you have any concerns, you are welcome to draw these to our attention and we will do what we can to help.

### Packed Lunches

- Children who choose to bring food from home to eat at lunchtime should bring them to school in an appropriate sealed container.

- This should be clearly named since we usually have several boxes of each of the latest cartoon or super hero type characters.
- Containers should be small enough and appropriately shaped so they fit easily under the pegs.
- Please **do not** put any nuts or products containing nuts in your child's packed lunch due to children in school having severe nut allergies.
- We also ask that the children's lunches **do not** contain any shellfish.
- We encourage the children to eat healthily therefore fizzy drinks, chocolate bars and sweets are not allowed in their lunchbox.

### **Fruit and Vegetable Scheme**

- We are participating in a government led initiative to encourage children to eat more fruit and vegetables.
- Every day the children will be offered a piece of raw fruit or vegetable to be consumed at morning break time.
- If you wish to send your child in with a morning snack it must be either: fresh fruit, vegetables, dried fruit or bread sticks. Please make sure it is in a clearly named container.

### **Cool Milk Scheme**

- The School Food Plan's new legislation on milk came into effect on January 1<sup>st</sup> 2015. From this date all schools were required to offer milk to all children aged 4-18 years.
- If you would like your child to have milk during the school day, you need to register online.
- Milk is free of charge up until the week of the child's 5<sup>th</sup> birthday, after which you will be charged.

### **Celebration Meals**

- Every December we hold a special Christmas lunch for all the children and staff.
- Children who usually have school dinners will be given this meal automatically.
- Children who usually bring lunch from home are invited to join in, either by bringing a special packed lunch or by requesting a school meal. Letters are sent out at the appropriate time to all children eating packed lunch.

### **Birthday Celebrations with the class**

- As we try hard to encourage healthy eating at school, we do not allow children to bring in sweets or cake to share with their class during the day.

### **Drinks at School**

- We are all more aware of the importance of drinking enough fluids during the day and its impact on learning.

- On a daily basis, children are encouraged to bring a **sports type** bottle filled with **plain** water for use in the classroom and at break times.
- Staff will refill bottles when empty.
- Children should **not** bring squash, juice, fizzy drinks or flavoured water for drinking in the classroom. If their water bottles contain any of these drinks they will be emptied and refilled with tap water.
- Children may bring in a carton of squash/juice to have with their lunch if they are having either packed lunches or school dinners.

## A.6 SCHOOL UNIFORM & PE KITS ETC

### UNIFORM

- We believe uniform looks smart and contributes to a sense of belonging. The majority of children come to school in the correct uniform and the policy is supported by parental surveys and strongly recommended by the Governors.

The official school wear is as follows:

- Black trainers
- Waterproof coat-any colour
- Black or grey trousers
- Black or grey skirts or pinafore dresses
- White shirt or polo shirt
- Red school sweatshirt\* or cardigan\*
- Red or grey gingham or striped dresses
- A book bag which is available to purchase from the school office.

Variations for varying ethnic or cultural groups will be accommodated and should be discussed with the Headteacher.

\* These items are always on sale at Skoolkit in Church Street, Basingstoke or through the online uniform shop (link on parent balloon on the website) Alternatively, FOHWIS run a second hand uniform shop.

### PE Kit

Plain white or red T-shirt (logo free apart from school logo), black shorts and dark coloured tracksuit bottoms/ leggings.

**PLEASE DO NOT FORGET TO NAME ALL ITEMS this is the only way lost things can find their way home!**

## **FAB FUNKY FRIDAY**

On a Friday, in Year R, we have something called Fab Funky Friday. This will start after October half-term. On this day the children spend the majority of their time outside. Therefore, on a Friday in Year R we would like the children to come dressed ready for a day of adventure. We teach the children lots of skills like den building and fire lighting. Please ensure your child has:

- Layers of clothing (they do not need to be school colours).
- Waterproof clothing including coat and trousers or all in one suit.
- Wellies.
- No loose clothing (i.e. skirts or dresses) or open toed shoes

## **PURCHASING UNIFORM**

- PE t-shirts, jumpers, cardigans and fleeces can be purchased through Skoolkit in Basingstoke or the second hand uniform shop online.
- Other items such as trousers, skirts, polo shirts and summer dresses for girls, can be purchased from most supermarkets, department stores or the second hand uniform shop via the FOHWIS.
- Donations of quality second hand uniform items are greatly appreciated and will be made available for sale through the FOHWIS.
- Bookbags are available from the school office; **please do not purchase these from Skoolkit as the ones sold there are for the junior school.**
- Login details for our online payment system will be sent out separately.

## **LOST PROPERTY**

- Things do get lost in school! The staff do return named items to their owners.
- We have one lost property storage unit for unnamed items. Feel free to come and look in it if you have lost something at the end of the school day. It is in the office and it is emptied every half term.
- Please, please do name **everything** your child brings into school. It is always sad to see the brand new sweatshirts without any name in the lost property box.
- We ask that children do not bring toys into school unless instructed to for a class activity. Apart from the danger of the toy getting lost or damaged, they can be the cause of argument and distraction during the day.

## **A.7 SCHOOL GOVERNORS AND THE FRIENDS**

### **SCHOOL GOVERNORS**

#### **Who are they?**

- The school has a governing body comprising Local Authority appointees, members of the community, parent governors (who are elected by the parents of the school), and staff governors including the Headteacher.

- There is a list of governors published on the school website.

### **What they do**

- Parent governors are elected for a 4 year term to represent parents of the school.
- The full governing body meets every term and various sub-committees meet twice every term.
- The governors make decisions about school planning and strategy, and the school's performance is monitored.
- The governors act as a corporate body and are not able to make decisions as individuals.

### **Reporting to parents**

- The Governing Body report back to parents through termly Governor Newsletters.
- They report on school plans and development work.
- Governors are present at school events.

### **How to become a governor**

- Elections are held for new governors as and when the need arises.
- Any parent or carer of a child at the school is able to stand for election.
- You should speak to any of the current governors, Headteacher or Deputy Headteacher if you are interested in standing in a future election.

## **FRIENDS OF HATCH WARREN INFANT SCHOOL (FOHWIS)**

### **Who are they?**

- The FOHWIS are a committed body of parents/carers who raise extra funds for the school and organise events for the children and parents.

### **What they do?**

- They organise various different activities either during or outside school hours to get children and parents involved in school life and to raise funds for school.
- Over the past few years these funds have provided interactive screens, computer resources, recordable sound systems, playground equipment and a number of other smaller items which the school could not afford to purchase from its own funds.
- Run a second hand uniform shop on behalf of the school.

### **How to contact the Friends Committee**

- You can email [FOHWIS@outlook.com](mailto:FOHWIS@outlook.com)

### **How to become a committee member**

- All parents/carers at the school are automatically members of the Friends.

- If you wish to join the organising committee they would be more than happy to meet you. Many hands make light work after all.

#### **Other ways to help**

- If you are not able to help on a regular basis but can be available for odd events, please contact the Friends and they will add you to their Helpers list.

## **A.8 GENERAL INFORMATION**

### **SCHOOL ASSEMBLIES/PERFORMANCES**

#### **Special Performances**

- You will be invited to see your child's performance in the Christmas play.
- Each half term we have special parental engagement events in each year group so you can be more involved in school life.

#### **Parent Readers**

- These are adults who come into school on a regular basis to hear readers. They can come in for either the first 45 minutes of the school day or 45 minutes before the end of the afternoon.
- Parent readers are a vital part of our team and really help the children progress with their reading.
- Information is sent home about this either via a newsletter or special note.
- All parent readers must have D.B.S. clearance, references sought, sign a volunteer agreement and sign an agreement regarding Child Protection, Safeguarding and confidentiality procedures. Please contact the school office if you need more information.

#### **General Parent Helpers**

- A general parent helper is an adult who wishes to help in the classroom either regularly or on an ad-hoc basis, as well as with reading.
- At the start of the academic year, you can volunteer to work in a particular class by speaking directly to the teacher.
- Parent volunteers must have D.B.S. clearance as above. A DBS can be initiated on set dates during the year. Please contact the school office if you need more information.

#### **School Trips**

- During the school year we organise various trips for the children.
- You will receive information electronically giving you details of the trip and asking for a contribution to the cost. Such contributions are voluntary but if the school

does not collect enough money to cover the cost of the trip it may have to be cancelled. However, any parent having difficulties making payments should contact the Headteacher, Deputy Headteacher or the school office.

- Parent helpers are often needed for trips. DBS clearance from our school is required to help on school trips.

### **Outside play**

- Children spend a great deal of time outside, so sensible shoes and appropriate weather clothing are essential. This needs to consist of **welly boots, a waterproof raincoat and a sunhat**. This will allow access to the outdoor learning environment all year round!

## **B.1 STARTING SCHOOL**

### **1<sup>ST</sup> DAY AT SCHOOL**

- On your child's first day at school, please come to the outside door of your child's class. Their teacher and teaching assistant will be waiting there to greet you.
- If you have any queries or concerns, it is best to speak to your child's teacher at the end of the session or feel free to drop in at the office.
- Most children settle but if we have any concerns, we will telephone you.
- Similarly, if your child is distressed when you leave, please feel free to telephone the office during the morning and we will let you know how they are.

### **WET PLAY**

- Sometimes it is not possible for the children to go outside at playtime. We call this wet play.
- Wet play takes place in the classroom.
- The children are sometimes given the chance to watch age appropriate films.

### **READING AND LETTER FORMATION**

- The children read books from our decodable reading scheme - we hear the children daily if we have enough parent readers to help.
- Children also bring home a library book to read with you.
- Weekly letter formation videos will be sent home from Spring One onwards

### **HOMEWORK**

- As well as reading and letter formation, home learning challenges are included within the half termly topic newsletters. These also include maths activities and challenges that can be done at home.

## **TOPIC LEAFLETS**

- Each half term you will receive a topic leaflet giving information about the topics to be covered during that period. You can use this to support your child at home as it gives you suggested activities to try.

## **STAFFING**

- Each class has a teacher and teaching assistant. Some classes have additional adults who are SNAs (Special Needs Assistants) for children who may require extra support.

## **OTHER ADULTS IN THE CLASSROOM**

- When a class teacher has to be away from school for training or is unwell, the classes are taught by other members of staff who know the children well.
- We try hard to support local colleges and universities by having student teachers and childcare students in school. You may well see these students in your child's class.