

# **Hamsey Green Primary School**

**Parent Handbook  
2017 – 2018**

# **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.

<b>Contents</b>	<b>Page</b>
• <b>The School Day</b>	<b>4</b>
<b>Early Years and KS1</b>	<b>4</b>
<b>KS2</b>	<b>5</b>
• <b>Attendance</b>	<b>6</b>
<b>Attendance</b>	<b>6</b>
<b>Circumstances when Penalty Notice         may be issued</b>	<b>6</b>
<b>Planned Absence During Term Time</b>	<b>7</b>
<b>Absence</b>	<b>7</b>
• <b>Behaviour</b>	<b>8</b>
• <b>Uniform</b>	<b>10</b>
• <b>Health</b>	<b>11</b>
<b>Health &amp; Medicines</b>	<b>11</b>
<b>Allergies</b>	<b>12</b>
• <b>Curriculum</b>	<b>12</b>
<b>Early Years</b>	<b>12</b>
<b>Key Stage 1 &amp; 2</b>	<b>12</b>
<b>PE</b>	<b>13</b>
<b>Special Needs Code of Practice</b>	<b>13</b>
<b>Outings and School Visits</b>	<b>14</b>
<b>Musical Instrument Tuition</b>	<b>14</b>

• <b>School Lunches</b>	<b>14</b>
• <b>Snacks and Drinks</b>	<b>15</b>
<b>Early Years and Key Stage 1</b>	<b>15</b>
<b>Key Stage 2</b>	<b>15</b>
<b>Bina's Breakfast</b>	<b>15</b>
• <b>School Office</b>	<b>16</b>
<b>Office Opening Times</b>	<b>16</b>
<b>Contact details</b>	<b>16</b>
<b>Online Payments</b>	<b>17</b>
<b>Money</b>	<b>17</b>
<b>Closure of School &amp; Bad weather procedure</b>	<b>17</b>
<b>Lost property</b>	<b>18</b>
<b>Mobile phones</b>	<b>18</b>
<b>Information for parents</b>	<b>18</b>
<b>Stop Press</b>	<b>18</b>
<b>Pupil Premium</b>	<b>19</b>
• <b>Site Safety and Security</b>	<b>19 - 21</b>
• <b>Breakfast &amp; Afterschool Club</b>	<b>21</b>
• <b>Clubs</b>	<b>22</b>
• <b>Parents in school</b>	<b>22</b>
• <b>Equal Opportunities</b>	<b>22</b>
• <b>South East Information Centre</b>	<b>23</b>
• <b>Term Dates</b>	<b>23</b>

# The School Day

## Early Years and Key Stage 1

The classroom doors open at 8.40am 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.

The classroom doors are closed at 8.50a.m. and children arriving after this time will need to come through the front entrance by the office. 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. 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.

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. 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 is 11.50 – 12.45 p.m. (Reception), 11.55 to 12.50 p.m. (Year 1) and 12.00 to 12.55 p.m. (Year 2)

During lunchtime the children are supervised by Lunchtime Supervisors. Each class has an allocated person. There are always teaching staff 'on duty' during this period. A selection of outdoor equipment has been purchased for the children's use at lunchtime play. 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 video programmes.

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 in the morning of that day, you may also telephone the School Office as it is very important that we are informed of who is collecting your child. In Reception a clip board is available daily for you to leave details about any changes to the 'normal' collection of your child. The full-time school day ends at 2.50p.m.

## Key Stage 2

The school day is from 8.45a.m. to 3.00p.m. It is considered an essential part of school discipline that **children arrive by 8.40a.m. in order that lessons may commence punctually**. Lunchboxes should be brought into the dining hall before school and placed on the appropriate year group shelf.

We request that children do not arrive before 8.15a.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. 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 will not be on duty in the playground before school, supervision will begin at 8.30 a.m. but this will be in school by your child's class teacher.
- The pedestrian gates will be closed at 8.45 a.m. 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.

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

A playtime is held halfway through the morning. There are two or more members of staff on duty in the playground. A clean and named water bottle should be sent to school daily, so that your child may have access to water during lesson times.

During lunchtime the children are supervised by Lunchtime Supervisors. Each class has an allocated person. 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. During wet playtimes, when the children may not go outside, each supervisor has a box of activities for the children to use.

At the end of the school day the children in Years 3 to 6 are dismissed out into the playground. The children are told to go to the school office if there is no one to collect them and wait there. 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.

# Attendance

## Attendance

We have been advised by the Educational Welfare Office at Surrey County Council that all pupils whose attendance falls below 85% must have any sickness absence verified by further medical evidence. This may be a copy of a prescription or appointment card from your G.P. At these levels of attendance the Education Welfare Service would also become involved.

If a child is consistently late he/she will also be referred to the Education Welfare Officer.

Parents have a legal duty to ensure that their child attends school regularly and punctually. In Surrey, Education Welfare Officers are authorised to issue penalty notices under the Education (Penalty Notices) (England) Regulations 2004 which came into force on 27<sup>th</sup> February 2004. Full details of this are in the school's Attendance Policy available on the website or the school office.

## 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 Education Welfare Officer.

Where a child is taken out of school for a holiday during term time for 5 days or more without the authority of the head teacher, **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 issue of a Penalty Notice will also be considered where attendance has fallen below 85% and there are no less than 10 unauthorised sessions during the preceding 6 school weeks. The parents' failure to engage with supporting measures proposed by the school or Education Welfare will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

**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 (copy enclosed) 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 that 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 authorized or not.

## **Absence**

If your child is unable to attend school for any reason please contact the school office by 9.30 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. A telephone call, e-mail ([absence@hamsey.surrey.sch.uk](mailto:absence@hamsey.surrey.sch.uk)) or note is also acceptable.

When a child is absent we require a telephone call on **each** morning of absence. If we have received no communication from you by 9.30a.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.

If your child is unwell with sickness and diarrhea (e.g. gastro-enteritis or norovirus) then, as per NHS guidelines, please do not send them back to school until they have been clear of symptoms for 48 hours.

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 before hand 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, please come to the office and a member of staff will collect your child from the classroom for you.

## Behaviour

In order to make our school a safe and happy place, we expect the children to behave acceptably whilst in school. If your child's behaviour is causing concern, we hope that you will co-operate with us. We invite you to come in and discuss ways that we can help improve the behaviour together. 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.

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.

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

In school we praise positive behaviour through our Green Hamsey initiative – please see the enclosed leaflet which is also available on the school website.

Pupils are expected:

- 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 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. Children need to use the Crossing Patrol to cross the road and to exercise great care at all times by the local roads.

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 Senior Leadership Team and then the Deputy-head 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, without running.

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

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

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 and all items must be clearly named.

Please send your child with a suitable coat. 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 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.

A sun hat is required to be in school for protection of the head, face and neck in warm weather. We ask that all infant 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, cardigans and PE Shorts are available to purchase from the school office. Order forms and a uniform list are available to download from the website.

Jewellery, including rings and hoop earrings, may **not** be worn at school as they are a genuine hazard. Ear studs are also discouraged and they must be removed for PE and Games. **A maximum of one small stud** may be worn in each ear.

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.

**It is essential to mark 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 need to 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 Head Teacher.

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 at the lower school requiring asthma inhalers may bring them to school **clearly labelled** and leave them in the office.

Pupils at the upper school 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 current emergency contact numbers should you be unavailable.

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

If children have sickness or diarrhoea then please keep them at home until they are well - see page 7 for information regarding their return to school.

All pupils 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@hamsey.surrey.sch.uk](mailto:office@hamsey.surrey.sch.uk) is required.

Please train your child to wash his/her hands after using the toilet; this reduces the risk of infection

## Allergies

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

Because of food intolerances and allergies, 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.

## 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 fulfills 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.hamsey.surrey.sch.uk](http://www.hamsey.surrey.sch.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. PE bags should be left in school on the child's peg and taken home for washing periodically. 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 plimsolls 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.

All children should have a full PE kit in school at all times.

The 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 an Educational Psychologist and both parents and teachers can gain from this source of expertise. A copy of the Inclusion Policy is available on the website.

If a child is identified as having a 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 make day visits to a variety of locations, usually as part of a school project. There is an opportunity for pupils to participate in residential visits during their time at Hamsey Green. 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.

## Musical Instrument Tuition

In Years 3 – 6 it may be possible for your child to have music lessons at school which are provided by Surrey County Council. An application form can be completed on-line at [www.surreycc.gov.uk/arts](http://www.surreycc.gov.uk/arts).

## School Lunches

From September 2014 all children in Reception, Year 1 and Year 2 are entitled to a complimentary school meal. Children must have either a school meal or packed lunch on a weekly basis as Surrey Commercial Services are unable to offer the option to change for individual days. To change between school dinners and packed lunches, the office requires a week's notice in writing please. Your child is only able to have a school lunch if it has already been paid for.

School lunches should be paid for on-line by Monday morning for the week ahead. Information on how to access your on-line payments will be sent to you. You are able to check your balance on-line using this facility. If you have any problems paying on-line please contact the school office.

**Surrey County Council has adopted a zero tolerance policy on providing school meals and any debt will be referred to them and can result in further action being taken. We will only be able to provide meals if they have been paid for.**

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) are included. Please make sure that lunch boxes are clearly labelled.

# Snacks and Drinks

## Early Years and Key Stage 1

At the Lower School 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](http://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 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. Water bottles are available to purchase from the school office.

## Key Stage 2

Children may bring a piece of fruit 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. Water bottles are available to purchase from the school office.

Children are not allowed to bring sweets to school.

# School Office

## Office Opening Times

The school office is staffed between 8:30a.m. and 3:45p.m. 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 these are regularly checked.

Please use the absence line to report your child's absence or email

absence@hamsey.surrey.sch.uk.

## Contact Details

It is essential that you provide current contact details so that you or any nominated emergency person can be contacted swiftly should the need arise. The school office should be notified as soon as possible of 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.

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.

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).

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

## Online Payments

Payments for dinner money and school trips can be made on-line using a credit or debit card. You will be sent further information regarding log in details and passwords.

## Money

Children should not bring their own money or valuables into school. If money is brought into school please send 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.

Envelopes containing money and letters for the office may also be posted through the secure post boxes outside both school offices. This post boxes are checked every day. **Loose money not in envelopes should not be handed into school.**

Please send in the correct money as payment.

## 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 local radio - **Radio Mercury 102.7 fm and BBC Surrey 104 & 104.6 fm**, our text messaging service and the school website to publicise such enforced closures.

In the event of sudden bad weather, parents are welcome to collect their children early. 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 of proposed action by letter or by phone. 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 and on our website.

## Lost Property

There is a lost property box on each site outside the main office at the upper school and in the playground at the lower school. 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 and other expensive items, like electronic games, must not be brought to school and we will not accept responsibility for such items lost at school. Such items, including Mobile phones, will be confiscated and only returned to a parent. Should a mobile phone be brought into school it should be given to the office for safe keeping and collected at the end of the day.

## Information For Parents

On our website you will find copies of letters sent out to parents, along with information of news and events in school. This is regularly updated so please take a look on [www.hamsey.surrey.sch.uk](http://www.hamsey.surrey.sch.uk) for more information.

## Stop Press

Each week you are informed of various events and dates via the school stop press. This can be viewed via the web site under the 'Parents' area.

In addition a copy of the latest stop press will be displayed on the office door at each school site.

A community notice board outside the lower school displays information about local events that may be of interest to you.

## Facebook

Each day we publicise events in school on our Facebook page. This informal page will show a flavour of school life.

## 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 teacher focusing on Mathematics and Literacy
- Learning Mentor
- Social Skills Groups
- Language groups

It is very easy to register for Pupil Premium by completing a simple form available on the school's website or from the office. The school office can then check with Surrey's 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 can 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 them to play on the buggy park outside the Children's Centre, climb on the meter cupboards at the upper school or climb on any gates and fences.

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.

In the morning, the gates to the playground at the lower school are not opened until 8.40a.m. and are closed at 8.50a.m.

## 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 neighbours property by keeping their driveways clear.

**Parents should not drive into school at any time** unless prior authorisation has been given for special circumstances. Parents collecting from afterschool clubs or activities should not use the staff car park; please park outside the school and walk in.

At the Lower School parents are also asked **not** to walk through the car park when collecting or delivering their children. 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.

Please do not allow your child to 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 infant children **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.

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

Do not bring dogs onto the school site for the health and safety of your children.

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 under supervision and should not be played on either before or after school.

Cycles and Scooters are not allowed to be ridden on the school site at any time. Please use the bike/scooter shelters provided for storage.

The gates between the upper school and Warlingham School are open from 8:35 to 9.10a.m. and from 2:40 to 3.08p.m.

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

The arrangements are as follows:

- The pedestrian gate will be open from 8.05 - 9.05am and from 2.40p.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 – 9.00a.m. and 2.40 - 3.15p.m.
- The gates are covered by CCTV at all times so that the school can monitor visitors.

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**

Surfers Breakfast and Ocean After School Club operate on our school site from 7.30a.m. to 8.45a.m. and 2.50p.m. to 6.00p.m., Monday to Friday.

Surfers and Ocean Clubs are directly run by the school to provide working parents with the extended day care provision they require. The Surfers club is held at the upper school and is open from 7.30a.m. to 8.45a.m. The cost is £4.00 and provides a breakfast of toast, cereal, fruit and water

The Ocean Club operates on the upper site from 3.00p.m. to 6.00p.m. and lower school children are walked over by members of staff. The cost of this provision is £9.00 and an afternoon snack is provided.

If you are unable to collect your child within 10 minutes after the end of school, you are asked to book him/her into the 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. Please contact the school office for registration forms and further information.

Telephone:

07889 362 333 (3.00 – 6.00p.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. A full list of clubs is available on our website.

## **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 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 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.

## 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 for 2017/2018 can be found on the school website.

# **Hamsey Green Primary School**

**'Together we learn for life'**