



HALL MEADOW PRIMARY SCHOOL

Parent Guide

Our Vision Statement

At Hall Meadow we promote achievement in all areas and for all members of our community. We respect and value each person as unique. We work together to create an active, caring and high quality environment that encourages self-sustaining lifelong learning. We learn and teach the 3 R's. Respect, Responsibility and Reflection.

Alison McFarlane Class Teacher
 Keeley Pallett Class Teacher
 Helen Pearce Wellbeing and Educational Link Leader
 Ewa Polakowska Playleader
 Sarah Powell Class Teacher / SENco
 Bethany Renshaw Class Teacher / Deputy Headteacher
 Priscilla Sherratt Lunchtime Supervisor
 Jen Spencer Class Teacher (Maternity Leave)
 Claire Stanbridge Class Teacher
 Margaret Turner Lunchtime Supervisor
 Anita Tye Office Manager / Bursar
 Kate Webb Class Learning Support

Main contact details for the school are:

Telephone: 01536 417627
 Fax: 01536 417629
 E:mail: office.hallmeadow@gmail.com
 Website: www.hallmeadow.org

HALL MEADOW PRIMARY SCHOOL

REQUEST FOR THE SCHOOL TO ADMINISTER MEDICATION

The school will only administer medication if a suitably trained staff member agrees to do so.

Unless this form is fully completed and signed, we will be unable to administer medication to your child. Please note that it is the parent's responsibility to ensure that all medication is in date and replaced as required.

PLEASE ENSURE THAT YOUR CHILD'S NAME IS CLEARLY MARKED ON THE MEDICATION.

Child's Full Name:	
Address:	
Gender:	
Medical Condition:	
Date of Birth:	

NAME OF MEDICATION (as described on the packaging)	
How long is your child required to take this medication?	

What dosage is required?	
At what time should it be administered?	
Are there any special precautions or side effects?	
How should the medication be administered? (circle)	BY THE CHILD BY AN ADULT

I UNDERSTAND THAT I AM RESPONSIBLE FOR DELIVERING THE MEDICATION TO THE SCHOOL AND I ACCEPT THAT THIS IS A SERVICE THAT THE SCHOOL IS NOT OBLIGED TO UNDERTAKE.

SIGNED: _____ DATE: _____ RELATIONSHIP TO CHILD: _____

 This section to be completed by the school

Person Agreeing to Administer the Above Medication: _____

+ RECORD OF THE ABOVE MEDICATION ADMINISTERED IN SCHOOL					
DATE	TIME	DOSE	ANY REACTION?	SIGNATURE	PRINT NAME

USEFUL FORMS

Software and Technology

From time to time local press will visit the school to publicise special events or activities the children are involved in. It is school policy to avoid giving children's full names to the press and to randomise the way that pupils' names are given. This is to ensure that the children can only be identified by persons known to them. If you do not wish your child to ever appear in publicity material please contact the school.

Individual and class photographs are taken each year. Whilst we do hope that families will purchase the photographs, there is no obligation to buy.

We have very clear guidelines for safeguarding children with regard to the use of technology and the distribution of images. These are outlined in our policy entitled 'Safeguarding'. Parents and staff are required to agree to adhere to the principles contained within this policy by signing an agreement form. A breach of safeguarding may incur legal action.

Toys

Please do not allow your child to bring in expensive toys from home. Occasionally the children are asked to bring in items or games from home to support their learning in school. On a daily basis we do allow children to bring in pocket toys for playtime providing that this does not cause disruption and they are put away during lesson times. Children are not allowed to exchange or swap toys with one another.

Policy on Charging and Remission

It is not our policy to charge for school-time activities. However, in order to sustain a wide range of activities we do invite parent/carers to make a voluntary contribution for some activities. In such cases it is made clear to parents that the contribution is voluntary, and the children of parent/carers who do not contribute will not be treated any differently. Indication will also be given if a particular activity cannot take place without some financial assistance.

It is school policy to charge for the following areas of activities:

- Board and lodgings on visits
- Costs associated with individual music tuition unless it is provided as part of a syllabus for a prescribed public examination required by the National Curriculum.

- Optional extra activities which take place wholly or mainly outside school hours.
- The cost of material or ingredients needed for practical subjects if parents have indicated in advance a desire to own the finished product.
- The cost of replacing materials, furniture or fittings wholly or partially damaged through pupil negligence, accidental or deliberate.

What if you are unhappy about something?

Staff at Hall Meadow are committed to ensuring that the highest standards are maintained at the school both in the education of pupils and in every other aspect of running the school. The school has policies for complaints procedures and curriculum complaints. These are available from the school foyer. If you are unhappy or uncertain about something, always let us know. Please take the following steps:

- TALK - to the class teacher or with another member of staff. Hopefully this will resolve the situation. Our weekly (P.A.T.H.) Parents and Teachers Hour can also be used to raise issues or concerns.
- If you feel that the matter has not been resolved, request that it is referred to the Headteacher. An appointment will be made to discuss the matter further. The Headteacher will fully investigate the matter.
- If after discussion you still feel dissatisfied, then it may be appropriate to express your concerns in writing. You will receive a written response within 10 days of receipt of your initial letter and informed of your rights to have the matter referred to the Governors.
- If it is necessary to refer the matter to the Governors, formal complaints procedures will be initiated (refer to School Policy).

Money

Please do not allow your child to bring money to school unless it is for a special reason such as a trip. Any money brought into school should be placed in an envelope with your child's name and class clearly labelled on the front and should be posted in the red box just inside/outside your child's classroom or in the main foyer.

School trip can be paid for on the secure payment section of Parentmail. The website is www.parentmail2.co.uk.

- Realise their own personal goals.
- Prepare for the future.
- Acquire protective behaviours to secure their emotional and mental wellbeing.
- Develop an understanding of different learning styles and use this to make decisions about their learning.



Our Aims for Teaching and Learning

All of our children have an entitlement to a programme of learning experiences which offers her/him maximum opportunities for development. We provide a safe and attractive environment which is stimulating and conducive to learning. Our aims for teaching and learning throughout our school are shown below. We aim that children at Hall Meadow Primary School will learn to:

- Communicate confidently and effectively in a whole range of social and learning situations.
- Demonstrate respect for themselves, others and the school environment.
- Solve problems in a range of social and learning situations
- Demonstrate caring and tolerant attitudes and a keen sense of justice.
- Adopt a positive, purposeful and independent approach to their learning.
- Work cooperatively with others.
- Read and write for a variety of purposes.
- Demonstrate the process skills associated with each curriculum area.
- Greet new challenges with confidence and competence.
- Recognise what constitutes acceptable behaviour and take responsibility for their own actions.
- Demonstrate a regard for the safety of themselves and others.
- Develop a sense of curiosity and a quest for knowledge.
- Demonstrate existing knowledge and use this to build upon for future learning.
- Assume responsibility for their learning environment, including organising and caring for their resources.
- Participate in the evaluation of their own performance, including setting achievable targets for themselves.

How Parents Can Help

The school seeks to work in close partnership with you for the benefit of your child. We are always seeking to secure the support of parents who feel they have a talent to share with children and who are willing to run extra curricular activities. We are grateful for those parents who readily give of their time. If you do have a talent to share please contact the Headteacher. During the formal school day it is our policy to only allow adults who are registered on a formal qualification or who are already suitably qualified and under contract to work alongside your children. This secures the safety of your child and preserves confidentiality. Even more important than your being able to spend time with us in school, is the invaluable time that you spend at home with your child. We actively encourage all parents to hear their children read on a regular basis and discuss their learning with their children.

Newsletters

Our Newsletters are sent home weekly via Parentmail and can be accessed on our website: www.hallmeadow.org. Newsletters are numbered to enable you to keep track of information and obtain back copies if required. Other informative letters will be sent home to parents when appropriate. (Appendix III)

Home School Link Diaries

Every child has a Home School Link Diary. These are an excellent route of communication between parents and class teachers regarding your child's progress. We encourage all parents to make comments in their child's diary. You should use this as a first point of contact with your child's teacher. If you require an urgent reply to a message, please place it in the perspex panel above the red post box in your child's class.

Parents Consultation

Consultations are held between your child's teacher and yourself twice a year in the Autumn and Spring terms. Appointments are booked and your child's progress and attitude to learning are discussed. There will be an opportunity for you to look at the work being undertaken by your child. If you would like to see the Headteacher you may do so by appointment. All parents are encouraged to attend these meetings. In addition to these termly consultations, teachers are available to meet with parents during PATH (Parents and Teachers' Hour) on Tuesdays after school between 3.30pm and 4.30pm. An appointment book is kept in the front entrance of the school. Please complete by Monday prior to the week you wish to see your child's teacher. Children's' yearly progress reports are sent home during the second half of the Summer Term.

Parents Association

Our Parents Association is called Hall Meadow's P.A.C.T. (Parents and Children Together). Every parent or carer of a child who attends our school is automatically considered to be a member of P.A.C.T. The association is run by a strong and committed team who meet regularly to organise social and fundraising events for the school.



Safety and Security

It is extremely important that you keep the school informed of your current contact telephone numbers, any change of address or changes that may occur for any other persons that you have nominated as an emergency contact. All parents and visitors' should report to the School Reception Office on their arrival on site and sign the visitor's book. Our site security is supported by CCTV and electric gates. Our Health and Safety document is available for inspection upon request. All parents must complete a child collection form indicating how their child will leave the school at the end of the day (Appendix II)

Holidays

Hall Meadow has a Family Holiday Policy. Parents **do not** have any right or entitlement to take their child out of school for the purpose of a term time absence. The regulations effective from September 1st 2013 state that 'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers will determine the number of school days a child can be away from school if leave is granted'.

Should a school not agree to grant leave and the parent take their child out of school regardless, this is considered to be an unauthorised absence – this is effectively the same as truancy. A penalty notice of £60 may be issued and must be paid within 21 days or £120 within 28 days.

If a child remains absent for longer than agreed, this extra time will be recorded as unauthorised absence.

Should a child fail to return within 10 days of the agreed return date and there is no contact from the parent, the school may remove the child's name from the school roll. The Educational Welfare Officer will be informed. In these circumstances the parent is responsible for ensuring that their child is registered at another school.

The Local Authority has the power to impose a Fixed Penalty fine of £60.00 payable within 21 days or it increases to £120 within 28 days for periods of unauthorised absence. Failure to pay the fine can result in prosecution where a fine of up to £2,500 can be imposed or a prison sentence.

Absence

PLEASE DO ONE OF THE FOLLOWING IF YOUR CHILD IS UNABLE TO ATTEND SCHOOL:-

- Phone before 8.45am on the first day of absence - 01536 417627.
- Email the school - office.hallmeadow@gmail.com
- Send a note to the school explaining your child's absence.

Our attendance is monitored by Northamptonshire Education Entitlement Service and through termly returns to the Department of Education. Pupil attendance and punctuality is reported upon using the electronic data that we collect at school. This data is regularly reported to the Government. It is school policy to notify parents by letter if their child's attendance falls below national average. We operate a first response policy so need to know on the first day of absence if your child is unable to attend.

Mobile phones

As the school operates rigorous procedures to maintain emergency contact with parents, it is not deemed necessary for the children to have mobile phones at school or on school trips. On the rare occasion that it may be necessary, the phones are left in the office at the beginning of the school day and collected from the office at the close of the school day.

The use of deodorant

As a school we actively promote personal hygiene and discuss, with the children, matters pertaining to health and personal care. In usual circumstances it is not necessary for the younger children to bring in any form of antiperspirant to school. However, in preparation for adolescence, it is suitable for the year 5 and 6 children to bring a deodorant that they can use following a sports session or a visit to the swimming school. In this instance, we recommend an antiperspirant or deodorant but not a body spray, perfume or after shave. Any child who misuses a product will no longer be permitted to bring it to school. Any product should only be used for its intended purposes.

Sun tan lotion

We ordinarily recommend that sun screen is put on in the morning before school and one application would suffice, however in extremely hot conditions we recommend that your child bring a non-scented screen to school. Please ensure that your child is sure how to apply the cream as it is not appropriate for the staff to do so.

Emergency and Unscheduled Closures

If we are able to predict a closure due to an unavoidable situation, a note will be sent home with the children and parents will be kept updated with information via the local radio stations - Radio Northampton - 01604 234455, Northants 96 - 01604 795670, Connect FM - 01536 412500 or Hereward FM - 01733 281404. Every effort will be made to ensure that all parents are informed. Schools closures will also be announced on the Northamptonshire County Council website.

Car Parking

To ensure the health and safety of our children no visitors' cars are allowed on the school grounds between 8.00am and 4.00pm. This means that the school site can not be used to drop or collect children. We actively promote a "walk to school policy". If it is absolutely necessary to bring your child to school by car, please make sure that you exercise extreme caution and park where you will not be a hazard to any child crossing the road or block the drive ways of our neighbouring houses. **Please do not park in Packer Road, Hemery Way or Jackson Way.** The upper car park is opened for special events such as school plays or Parent Consultation Events. When the car park is available, it is solely at the discretion of Hall Meadow Primary School and with the understanding that the Education Authority disclaim any liability in respect of damage to vehicles whilst in the car park.

Dogs on Site

With the exception of guide dogs for the blind, dogs are not permitted on the school grounds.

Bicycles, Skateboards, Roller Blades and Scooters

For reasons of safety skateboards, roller blades and scooters are not allowed on site. If bicycles are used as a means of transport these should be wheeled at all times within the school grounds.

Smoking

Hall Meadow Primary School operates a no smoking policy. This applies to all areas of the school site.

Child Protection and Safeguarding Children

All schools have a clear responsibility placed upon them by the Children's Act 1989 and by guidance from the DfES to safeguard the welfare of their pupils. In doing so, schools are expected to consult with Social Care and Health Service if they believe there is a possibility that a child may be suffering from abuse or neglect. A referral to Social Care and Health Service is not intended to be an accusation of either any particular action or against any particular person. It is the reporting of concerns that have come to the school's attention.

This is in accordance with Northamptonshire's Child Protection Procedures. Hall Meadow Primary has a Child Protection Policy and holds a copy of Northamptonshire's Child Protection Procedures; both of which are available for parents to see. The designated teacher for Child Protection is our Headteacher, Lorraine Cullen. We follow all recommended safeguarding procedures when recruiting staff to work alongside your children.

Inclusion

The school operates an Additional Needs Policy that aims to provide early identification and support for children with special educational needs. If you have any concerns about your child's learning it is important to discuss them with your child's teacher. If a child has special educational needs, parents are notified at the earliest opportunity so that discussions may begin to decide the best way forward. All children who are identified as having a special education need will have an individual support programme that is devised, monitored and reviewed regularly. The programme is called an Individual Education Plan (IEP) and is discussed with the parents at consultations. Children with special educational needs are recorded in the school's SEN Register at one of the applicable stages in accordance with the statutory requirements. Parents are kept fully informed of children's progress. We welcome regular, open dialogue between home and school about all special needs matters relating to any child. The school will always consult parents at every stage of the process. Special educational needs are the concern of every class teacher, supported by the Special Educational Needs and Inclusion Co-ordinator (SENCO) who advises and assists in the identification of the children who need extra help. The children are taught in the mainstream classroom and they may sometimes work in a small group, individually with extra support from part-time teachers, learning support assistants or other agencies. The provision includes the integration of children with physical disabilities as appropriate. It is also our policy to keep a register of pupils identified as having a gift or talent in a particular area. It is the responsibility of all teachers to meet the learning needs of gifted or talented pupils and this is monitored by our Inclusion Leader. We also aim to meet the needs of gifted or talented learners through different learning and extra curricular provision. You will be informed if your child is considered to have special needs and requires additional support or if they are considered to be gifted or talented.



Problems?

From time to time small and not so small problems may arise. The problem may be something happening at school or perhaps something at home that affects your child's performance at school. Do please come into school and discuss the issue with either your child's teacher or the Headteacher. All such matters are treated with the utmost discretion and confidence. The Learning Support Assistants are always available to help children in need. When a member of our teaching and mid-day supervisory staff are concerned with the pastoral care of the children. We hope that a close liaison between home and school will ensure that each child receives the help, guidance and the support that they need.

School Rules and Discipline

In line with Northamptonshire County Council Guidelines, Hall Meadow Primary School operates a behaviour and anti-bullying policy. Accepting a place for your child in our school community means that you accept the school rules and procedures. The school expects high standards of behaviour from the children. The respect for others and their right to learn, as well as for the school environment is actively encouraged. The children are expected to work and play together in safety and harmony, with due consideration, courtesy and common sense. Our Code of Conduct is on display and brought to the attention of all new children and parents when the child starts school. All our children are praised and encouraged for their efforts and achievements in their work, attitude and behaviour. The school deals with normal breaches of discipline. In a rare case of serious or re-occurring breaches of discipline, parents are notified and the matter discussed with them. We operate positive behaviour management strategies. The school operates several systems to monitor and bring back into line any child who encounters difficulties.

Admissions

Hall Meadow is a non-denominational, mixed ability, mixed community school for children aged between 4 - 11 years. Parents who would like to send their children to the school are encouraged to visit by appointment. The Staff are always willing to answer any questions. All admissions follow the Northamptonshire County Council admissions procedures. Copies of our Admissions Policy are available from the school. The schools standard admission number is 30 children per year group.

Medicine

Under current guidelines if your child requires medication during the school day, parents are responsible for the administration of medication and should make arrangements to come into school at an agreed time. The school expects a letter or verbal communication to this effect as it will involve the children being withdrawn from the class to take their medication. In the interest of safe practice, parents who would like the school to consider self-administration of medication for any child must apply for written permission to the Headteacher. Forms for this are available from the school office. (Appendix 1) We will ask that parents try to administer medication either side of the school day and prefer to only administer medication that is prescribed by a medical practitioner/

Sex and Relationships Education

Sex and Relationships Education is concerned with the process of reproduction and is studied within the context of relationships and the values and morals of individuals within the family and society. Parents have the right to withdraw their child from Sex and Relationships Education where it is outside the National Curriculum. Parents who do withdraw their child need to understand that the right of withdrawal does not apply to the National Curriculum or discussion of sexual matters which arise incidentally in lessons outside the planned education programme.

School Nurse

The School Nurse for Hall Meadow Primary School can be contacted at St Mary's Hospital on 01536 494712. The School Nurse is available to discuss any medical matters and concerns including healthy eating, chronic illness and basic general hygiene etc.

Secondary Transfer

Full details of arrangements made by the Local Education Authority for transfer are sent out to parents of the children in Year 6. The Staff are pleased to discuss issues with individual parents at their request. We advise parents to visit local Secondary Schools when their child is in Year 5.

Attendance

The school has a legal obligation to secure good attendance. Regular attendance is essential for your child to make progress. If your child is absent for any reason, please telephone the school before 8.45am on the first morning of his/her absence to inform us of the reason for his/her absence. This telephone conversation will be recorded in a duplicate record book. This eliminates the need for you to provide a written explanation for the period of absence once the child returns to school. However, should you be unable to contact the school by telephone then a letter of explanation will be required. If your child has a contagious disease, the school nurse or your family doctor can advise on the length of time the child should be kept off school. In these cases the child should see the Doctor before they return to school. By following these simple guidelines the school is able to keep track of any absences incurred by your child and the absence can be authorised. Any periods of absence that are not known about and for which no explanations offered will be classed as unauthorised and will show on your child's end of year report. If a child's attendance falls below national average, it is our policy to notify you by letter

Sickness

Children who are unwell should not be sent to school. If your child is physically sick they should be kept at home for 48 hours after the last time they were sick, before returning to the classroom. If your child is taken unwell during the school day, the school will always err on the side of caution and inform you as soon as possible. Should your child be unfortunate enough to have an accident whilst at school, they will be looked after and depending on the severity of the injury you will be notified either by a note home at the end of the day or by telephone if the injury requires further medical attention.

IT IS THEREFORE IMPORTANT THAT YOU KEEP THE SCHOOL UPDATED WITH YOUR CURRENT CONTACT TELEPHONE NUMBERS.

Inhalers

The school operates the practice that any child who needs to use an inhaler keeps it in the classroom. Our aim is to encourage the children to take responsibility for their own inhaler as soon as they are ready.

School Hours

Children may come into school from 8.40am. The official start to the day is 8.50am.		
Reception	Key Stage 1	Key Stage 2
8.50am - 12.00pm	8.50am - 12.10pm	8.50am - 12.20pm
1.10pm - 3.25pm	1.10pm - 3.25pm	1.10pm - 3.30pm

Children are seen promptly off the school site. No child is detained at the end of the day unless it concerns a matter of health and safety.



School Meals

<i>Ideal Packed Lunch Menu</i>	
<i>Varied sandwiches Fruit and Vegetables Salad Drink (Not fizzy) Low fat snack/ Yogurt</i>	
NO SWEETS	

All children will eat their lunch in the school hall. We ask that parents provide a healthy, nutritious packed lunch with only squash or carton drinks - NO FIZZY DRINKS PLEASE. Parents may take their children home for lunch; a written request is required for the school records. Drinking water is available on the school site. Parents who receive Income Support or Income based Job Seekers Allowance are eligible for free school meals. We hold the Healthy Schools Award. Hot meals are provided by Cygnet Catering. As of September 2014, all children in schools years Reception, 1 and 2 are entitled to have a free school meal. These are voluntary and will need to be ordered in line with Cygnet Catering

Further details are available from the school office. These must be ordered by 9am on the Wednesday of the week prior to when your child wants the hot meal.

Snacks

Children are provided with a snack each morning. This amounts to an annual contribution of £30 per year per child. This can be paid in three instalments or as a one off payment

School Uniform

Formal Uniform	PE Uniform	Optional
School purple sweater/ cardigan	School purple Polo Shirt	Baseball Cap, Legion Cap, (neutral colour, plain with no logo's or writing other than the school logo) Book Bag, Gym Bag,
White Shirt	White Shorts	Green Tracksuit Trousers,
School Tie	Plain black or white outdoor trainers	Grey V neck Sweatshirt,
Grey Trousers/Skirt		Black Coat.
White, Grey or Bottle Green Tights / Socks		<i>All available from providers marked with the school logo.</i>
Black Shoes		
Black indoor footwear		

Please ensure that all items of children's clothing are clearly marked with their name. We actively discourage children from wearing:

- Unsuitable clothing
- unsuitable footwear
- Jewellery (except for a watch)
- Children with pierced ears may only wear studs
- Makeup or nail varnish

The Seven Golden Rules for Uniform

Uniform is worn at all times at our school

Never wear items of jewellery during PE lessons. (Heavy items of jewellery are not permitted at any time. Earrings should be studs or small hoops).

Indoor shoes should always be worn inside our school building. (Black shoes, trainers or plimsolls)

Footwear should be sensible. (Low heels/sandals should have back straps / no boots above ankle height).

Optional items need not be worn but are for your comfort and convenience.

Remember to clearly label all of your items of clothes.

Mud should be brushed off your uniform so that it is not carried into the building after playtime.

The school will not accept responsibility for items of jewellery that are lost or stolen

All items of school uniform are available at the

Karl Sports

Or

Can be ordered online using the following link:

www.yourschooluniform.com

