Broad Hinton C of E Primary School

Information for new parents/carers

School Day

School doors open at 8.40am and children can come in via the playground at any time between 8.40am and 8.50am, when registration takes place. A teacher will be in the classroom from 8.40am. For Reception children, please feel free to come into class with your child in the first few weeks, to help them settle in.

The school day ends at 3.15pm and parents are asked to wait for their child on the playground for a direct handover. No child is permitted to leave the school grounds unaccompanied without written consent from parents/carers. If you are expecting to be late for any reason, please telephone to let us know. Lunchtime runs from 12.00-1.00pm, with lunch in the school hall, followed by play outside.

Uniform

We firmly believe in each individual child taking pride in everything they do, achieve and contribute to the community and the lives of others. School uniform allows each child to belong to a school which they are proud of.

Below is an outline of our school uniform as set out in our school prospectus and we hope that the children of Broad Hinton School show pride by wearing it and looking after it on a daily basis. Could we ask for all school uniform to be labelled with pupil name, so that rightful owners can be found in the event of items being mislaid. Thank you.

Boys:

Grey, black or navy-blue trousers/shorts
White or pale blue shirt or polo shirt
Navy-blue school sweatshirt or long sleeved grey or navy-blue pullover
Black, brown or dark blue school shoes (no trainers)

Girls:

Black or navy-blue trousers, skirt or pinafore dress
Blue check gingham dress in summer (optional)
White or pale blue blouse or polo shirt
White, blue or grey socks or tights
Black, brown or dark blue school shoes (no trainers)
Blue or white hair ribbon

Items of school uniform can generally be purchased from any of the chain stores, such as Marks & Spencer, British Home Stores and Littlewoods, or from major supermarkets such as Sainsbury's Tesco and Asda. Sweatshirts, fleeces and polo shirts embroidered with the school name can be purchased from Trutex Schoolwear: via their Sanford Street shop in Swindon town centre (SN1 1HE), tel: 01793 520843; or on-line at https://trutexuniforms.co.uk.

School book bags are available from the office at £3.50 each. We also have legionnaires' sun hats with a school logo for £3.50 for the hotter weather and water bottles are £1.50.

Physical Education

Each child will need a clearly labelled PE kit. This should consist of a white or pale blue T shirt or school polo shirt, navy-blue shorts, daps/trainers and a blue track suit if necessary in the winter months. Daps are preferable as children find it easier to work in these, particularly when using apparatus and in dance lessons. All kit should be in a clearly labelled drawstring bag that can be accommodated on their cloakroom peg. It is essential that each child has a PE kit in school every day of every term in case a session is changed from that of the usual timetable. PE takes place in our school hall in winter and on the school field, hall or playground in the summer months.

Attendance at school

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs or disability they may have. Regular school attendance and punctuality are essential if a child is to make the most of the educational opportunity available to him/her. Broad Hinton C of E primary School takes seriously its responsibility to monitor and promote the regular attendance and punctuality of all its pupils. Below is the procedure for notifying the school of any unforeseen absences:

	1st day of absence	2 days after start of absence	1 week after start of absence	2 weeks after start of absence	3 weeks after start of absence
Parent or carer	Contacts school with reason for absence, by phone, e-mail or letter	Provides a letter or e-mail stating reason for absence	Provides doctor's appointment card/prescription or other evidence of reason for extended absence	Provides doctor's appointment card/prescription or other evidence of reason for extended absence	Contacts Headteacher to clarify reason for continued absence
School	Sends text or phones the parent/carer to inform them that the child is not in school and to ask for an explanation, if the parent/carer has not already contacted school	Sends text or phones the parent to inform them that the child is not in school and to ask for an explanation, if the parent/carer has not already provided this	Sends a formal request via e-mail or letter, requesting a reason for absence. If the child is still not present in school the Headteacher will contact the EWO with concerns	Contacts the parent/carer via formal letter, informing them that the child's absence will be recorded as unauthorised (and any other action) if no satisfactory explanation is forthcoming.	Records absence as unauthorised if no response from the parent/carer has been received.

Parking and safety to and from school

Parking before and after school always seems to become a problem, especially in small villages. We would ask that you do not park near the road junction outside school, or in front of the school gates. This is not only a danger for motorists, but especially for our children who walk to school. So please don't drive to school unless you have to, and if you do, please use the parking in 'The Crown' and the village hall car park, using our 'Park and Stride' facility (permits available from school office).

Holidays within school time

You should not normally take your child on holidays in term-time – it can be disruptive both to your child's learning and to the school. Any application to do so should be made as far in advance of the holiday as possible and you should speak to the school before you book. Whilst leave of absence may be granted in *exceptional* circumstances, it is entirely at the school's discretion and is not a parental right. Leave of absence request forms are available from the school office, with guidelines on authorised and unauthorised absences. Penalty notices will be issued by the local authority, in keeping with these guidelines.

School safety and security

The safety of our staff and children is always a top priority and therefore please be advised of the following arrangements.

Door entry measures are designed so that everyone visiting the school during school hours reports to the main reception. This not only enables visitors to be identified, but also ensures they are accounted for in the event of an emergency. The door to 'The Link' will be open at the beginning and end of the school day, for the practical reasons associated with the arrival and departure of children and parents. However, should you visit the school at other times during the course of the school day, please report to the school office on arrival.

Collection arrangements. Parents must advise the relevant class teacher of the usual collection arrangements for their child(ren). It is imperative that teachers are also informed of any temporary changes to these usual arrangements. Any child who is not collected straight away should return to their classroom. Whilst it may seem a kind gesture to take an un-collected child home, it often causes more anxiety for the un-collected child's parents and for school staff.

Dinners

Children may either bring a packed lunch from home, in a lunchbox, with a drink, or have a cooked meal provided in school by our catering contractor, 'Cheeky Pea'. Pupils are offered a choice for both main course and dessert each day. Lunches have a daily charge of £2.30* and are pre-booked and pre-paid with a debit/credit card on-line (up to three weeks in advance) or with cash via the school office (weekly).

**Please note that, from September 2014, all pupils in years R, 1 and 2 are entitled to a free school meal.*

Free school meals are also available for any child whose parent/carer is receiving certain benefits and, in these circumstances, the school can claim significant additional income from the government. For the school and your child to benefit from this money, we need you to complete a simple form (even if your child receives automatic entitlement to a free school meal because of his/her age). Please see Mrs Fieldsend for further information and assistance. Your personal information regarding benefits will be treated in the strictest confidence.

Snacks

As part of our Healthy School initiative we encourage all the children to have some fruit or vegetable at morning break. The Government funded 'Fruit and Vegetable Scheme' provides Reception, Year 1 and Year 2 children with a piece of fruit each day. With the support of the Friends of Broad Hinton School, we are able to offer fruit/veg to the older children.

Drinks in school

As a whole school, we all encourage the drinking of water throughout the day and therefore we encourage each child to bring to school a small water bottle which can be named and kept in the child's class for daily use. The children can throughout the day, with permission from the adult in charge, fill it up from our water cooler.

If your child is under 5 years of age they are entitled to a daily serving of semi-skimmed milk free of charge whilst at school. The forms are enclosed if applicable. Over 5 years of age, fresh milk is available daily in school at a small cost from Cool Milk at School Ltd. School milk order forms are available from Mrs Fieldsend in the school office.

Money

If at any time you need to send money into school, please ensure that it is in a labelled envelope, which can then be passed to Mrs Fieldsend in the school office.
Thank you.

Medication

Please let the school know if your child has a medical condition or allergy, or is asthmatic and needs an inhaler during the school day. This allows us to keep our records up-to-date and to ensure that teachers and other staff are informed accordingly.
If you child needs to have medicine administered during the school day, whether regularly or on an ad hoc basis, please see Mrs Fieldsend in the school office, give the medicine to her, and complete a form authorising us to administer it on your behalf. Please note that we cannot do so without your written consent.

Our Multi-sensory Library

We have a brilliant resource for parents to learn at home with their child. Our multi-sensory library allows parents to borrow literacy and numeracy resources to aid their children's learning in Reception and subsequent years if the child finds concepts difficult to grasp. The resources include games, worksheets and ICT resources and this is something we are very proud of developing.