



# **Parent Information Pack for Hunts Grove Primary Academy**

**Hunts Grove Primary Academy**

Harrier Way, Hunts Grove, Hardwicke, Gloucester. GL2 4EP

01452 931266

[admin@huntsgrove.academy](mailto:admin@huntsgrove.academy)

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## General Information

### The School Day

All years - 8.40am – 3.20pm

Between 8.40am -8.50am children can enter their classrooms.

Children should arrive on time for their class. If children arrive after 8.50am they must sign in at the main school reception and will be marked as late.

### Absences

In the case of absence through illness, the school must be notified by **8.30am** on the first day of absence, as follows:

- By calling 01452 931266 option 1 and leaving a message on the absence voicemail

In order to ensure the continuity of learning, please try to arrange medical appointments outside of the school day. For certain medical appointments this is not always possible. If this is the case:

- Please inform the school in advance if your child is going to be absent for part of the school day.
- In addition, please provide, where possible, a copy of the appointment booking so we can log this on the attendance registers.

### Accidents and Emergencies

First aid resources are accessible at all times with appropriate content for use with children. A written record is kept of accidents or injuries and first aid treatment. A member of staff will inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given. At least one member of staff who has a current paediatric first aid certificate will be on the premises and available at all times when children are present, and will accompany children on outings.

Designated staff, have attended basic first aid courses and will deal with minor injuries. In an emergency, we will always contact you but if necessary, a member of staff will accompany your child to a hospital. Valuable time can be saved at the hospital if we have all current information about your child.

It is important that we know of any changes in the address/telephone number and any medical details relating to your child, including continuous medication, drug allergies, rare blood groups, etc.

### Attendance

Class registers are taken at the start of the morning and afternoon sessions and a record is kept of attendance. Should your child's attendance begin to raise concern, you will be contacted by us in writing. If attendance does not improve then you will be asked to attend a meeting with the Head Teacher in order to address any issues and discuss any support required.

## **Behaviour**

*Our staff are responsible for managing children's behaviour in an appropriate way.*

*Staff do not give corporal punishment to a child and take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or who is in regular contact with a child. Staff do not threaten corporal punishment, and do not use or threaten any punishment, which could adversely affect a child's wellbeing.*

*A person will not be taken to have used corporal punishment where physical intervention is taken for the purposes of averting immediate danger of personal injury to any person (including the child) or manage a child's behaviour if absolutely necessary. We keep a record of any occasion where physical intervention is used, and parents and/or carers are informed on the same day, or as soon as reasonably practicable.*

The behaviour policy is based on the staff listening to children and the principles of restorative practice. Adults try to understand what children are trying to communicate through their actions. Staff encourage children to care, share, take turns and respect one another and the environment. Adults actively discourage physical or verbal aggression. If a child displays difficult behaviour, he or she, will be reasoned with and staff will work with the child towards a positive resolution.

We realise that we can only fully understand the behaviour of children by discussion with parents. We will therefore talk to parents about any behaviour that causes concern, for example, extreme shyness, wetting, nervousness, aggression or anger. Staff ask that parents share any concerns that they may have about their child with them.

## **Bikes & Scooters**

There is a bicycle and scooter shelter outside in the playground located near the pupil entrance and scooter pods at the side of the school. Bicycles and scooters should be locked every day. The school cannot be held responsible for any loss. Parents are asked to ensure their child wears a helmet for their own safety whilst travelling to and from school. Bikes and scooters cannot be ridden on the school site.

## **Book Bags**

Book Bags are available to buy from Monkhouse Schoolwear, 99 Northgate Street, Gloucester, GL1 2AA. 01452 413339. It is most **important** to **name** your child's bag. Letters home will be placed in your child's book bag, so please check this daily.

## **Collection from School**

**Staff will need a dated note or verbal confirmation from a parent and/or carer if anyone different will be collecting their child before we will allow them to go home with them.**

In cases of emergency parents and/or carers may telephone **Hunts Grove Primary Academy** on **(01452) 931266** to inform staff that a change of person is coming to collect a child.

Staff will hand a child directly over to a known, named adult (must be over 16 years of age). The named adult is then responsible for the child even though they may still be on Hunts Grove Primary Academy property.

It is the parents and/or carers responsibility to turn up on time in order to pick up their child from school. In the event of a child not being collected staff will keep the child with them. They will then telephone the adults name on the contact form in the order that they appear on the form. A member of staff will remain with the child until the child is collected. This must be an exception and parents and/or carers must not abuse this support. A written record is kept of all late collections. If in extreme

cases pupils are not collected and we cannot contact anyone to collect them, we will be obliged to contact Social Care Services to collect the child.

### **Contact Details**

When your child joins the school you will be asked to complete a form giving details of who to contact in case of illness at school. **It is important that we know of any changes in the address/telephone number.**

### **Daily Contact**

Staff are available to talk to you. Do not hesitate to approach us if there is anything you wish to discuss, or if you have any worries or concerns about your child. Do not leave it until it becomes a problem. The mornings are a busy time so please try to be brief, however, staff are always available after school to discuss issues in greater depth. Please speak to a member of staff to let us know of any medical or emotional incidents that may affect your child's happiness or welfare. Events such as a bump on the head, moving house or a family bereavement should be mentioned to staff to raise awareness of any possible repercussions.

### **Earrings**

Dangling earrings of any kind are not permitted in school, both for the safety of the wearer and other children. Children who wear studs must be able to take them out for themselves. They must not be worn for games or PE. Studs which cannot be removed due to newly pierced ears will need to be taped over for PE lessons. Tape must be provided by parents.

### **Health and Medicines**

You will be asked to provide information about any special health requirements that your child has before they start at school.

Parents are required not to bring into school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack. (These are the guidelines recommended by the Health Protection Agency to prevent the spread of infection.) We have no facilities or extra supervision for sick children and home is the best place when your child is not feeling well. If children are taken ill during school, attempts will be made to contact the parent and/or carer or an emergency contact from the contact form.

If a doctor considers a child fit to attend school while taking a course of medicine then the parent and/or carer must be responsible for giving the medicine. The only exception would be for asthma/diabetes or other long term illnesses. These prescribed medicines will only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/ or carer. Staff will keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

If your child needs an inhaler on a daily/regular basis, an inhaler will need to be kept on site. Please get another inhaler with a spacer from your GP. A Medication Record form will need to be completed with the lead First Aider.

Head lice are a continuing problem, not only in school but in many situations where people have close contact. We are advised by the Health Authority that letters are not sent to parents or carers informing them of an infestation in the class, so please check your child's hair regularly, at least once per week, for any signs of head louse eggs (nits) or lice yourself. Please inform staff if your child is infected. Further advice is available from the School Nurse, your own Health Centre or the Chemist. Your co-operation is appreciated.

You are asked not to send children to school with any medicines. **All** medicines, including pain killers, should be handed in to the lead First Aider and a Medication Record Form completed giving instructions about the dose and frequency required. Once the form has been completed, a member of staff qualified in first aid, can administer and record the correct dose when required.

Alternatively, you are welcome to come in during the day and administer the medicine yourself.

### **Health and Safety**

We are a **NO SMOKING** establishment. For more information see the Health and Safety policy on the school website.

### **Healthy Snacks**

Hunts Grove Primary Academy is part of the Government-funded School Fruit and Vegetable Scheme which provides a daily portion of fruit to all Reception and KS1 children. Different fruit is provided each day, e.g. apples, pears, carrots, bananas, oranges and tomatoes, depending on the season.

Children also have access to water in a named drinking bottle which is provided by the school. In Reception, children are also offered a drink of milk (up to the age of 5).

You will be asked to provide information about any special dietary requirements, preferences and food allergies that your child has during the home visit.

Hunts Grove Primary Academy is a nut free school. Only fruit or vegetable snacks are permitted at break times.

### **Holidays**

Holidays **should not be taken** in term time. If there are exceptional circumstances regarding an absence from school, please complete a Leave of Absence form (available from the school office) explaining the reasons. *A family holiday will not be considered as an exceptional circumstance.*

### **Homework**

A homework timetable is given to all pupils, and it is expected that homework is completed in full and returned to school on time.

Homework is set to support the learning carried out in school and to further involve parents in the educational process. All children are expected to read with an adult at home. While most year groups are expected to learn spellings and times tables in addition to other homework. Please see the homework timetable for homework expectations for each year group. Allowing your child the time and space to do this is helpful, and working alongside them is even more beneficial because they can talk to you about what they are doing.

Please see your child's class teacher if you have any concerns regarding their homework.

### **Hot Dinners and Packed Lunches**

The Universal Free School Meal scheme entitles all Reception, Year 1 and Year 2 (KS1) children to a free hot dinner. Our menu is arranged on a three-week cycle, and the meals are freshly cooked daily on the premises. Hot dinners for KS2 children are excellent value at £2.56 per day. Meals must be paid for on the day that they are taken.

Packed lunches should be healthy, preferably including a sandwich and a piece of fruit. Please provide a spoon if the lunch includes a yogurt. They should be brought in a clearly named sealed lunch box, with drinks in a screw-top plastic flask. Lunches are eaten during lunchtime in the school hall. Bottles or cans of fizzy drink, sweets, chocolate, chewing gum or any food containing or may contain nuts etc. are not permitted.

### **Mobile phones**

Parents are requested to switch off, or put their phones onto silent. They are not to be used in school. For more information see the Mobile Phone and Cameras policy on the school website.

### **Money**

Payment for trips and dinners should be paid online using Bromcom as we are a cashless school. The only exception to this will be fundraising events.

### **PE, Games and Outdoor Education**

Children are required to wear dark shorts and a coloured T-shirt for PE (based on their house colour – Willow – Yellow, Maple – Red, Oak – Green, Birch – Blue). T-shirts can be purchased from the main school office for £2.

In the winter, children may wear a plain, dark sweatshirt and jogging bottoms. Daps or trainers are required for all PE lessons. Please ensure that the PE kit is in school every day. **All PE kit must be clearly marked with your child's name.**

Long hair must be tied back for PE lessons, so please provide a hair band if needed. All jewellery must also be removed or covered.

For Outdoor Education lessons, appropriate outdoor clothing (warm coat, waterproof, gloves, hat, etc) is required. A sunhat and sunscreen is recommended in the summer.

### **Policies**

All school policies, including; Safeguarding, SEN, Health & Safety, Missing Pupils, Ethnic Diversity, Equal Opportunities, Gender Equality, Complaints, Mobile phones & cameras, can be found on the school's website.

### **Security**

Children who arrive at school late or leave early (e.g. for a medical appointment/illness), should be signed in/out at the school office. Adults wishing to gain entry to the main school building must obtain a security pass from the office. The school premises (including playground/field) are out of bounds after 3.20pm unless pupils are attending clubs and after school activities. Adults should not approach other children in the playground or on any other part of the school premises. Appropriate language must be used at all times. Please refer to the Trust's Parent Code of conduct policy on the website.

No dogs, smoking or the riding of bicycles or scooters are allowed on the school grounds.

### **Special Educational Needs**

In order to provide the best possible education and care staff will observe each child carefully and monitor their progress. We will share any concerns that we may have with you and we ask that you share any concerns that you may have about your child with us, so that we can work together for the good of your child. Appropriate provision is made for children with special educational needs. We aim to identify children with special educational needs as early as possible, so that we can provide for them appropriately. We will work collaboratively and help families to access relevant services from other agencies as appropriate. For more information, see the SEN policy on the school website.

### **Students**

Student teachers have regular supervised placements with us.

### **Sun Cream**

Sun Cream should be applied before your child comes to school unless they are able to apply it themselves. A sun hat should also be provided.

### **Text Messaging**

As a means of communication with parents we use a Bromcom text service. This will be used for general reminders, i.e. forthcoming school events, cancellation of a club, etc. as well as notifying you if your child has been in the class Good News book and received a sticker in assembly. Please ensure that the number you put as your first contact is the person we would be able to contact during the day. Any changes to mobile numbers need to be reported to the office as soon as possible. Class Dojo will also be used for communication and messages but staff will not respond to messages posted on this platform.

### **Uniform**

Our aim is to create a working environment that is purposeful and safe. We expect children to be suitably dressed for school in school uniform, and have smart, tidy hair - tied back if it is long. School sweatshirts and cardigans with logo, and school bags should be purchased online or in-store from our supplier Monkhouse Schoolwear. PE t-shirts in House colours are available from the school office.

Monkhouse Schoolwear, 99 Northgate Street, Gloucester, GL1 2AA. 01452 413339.

[www.monkhouse.com](http://www.monkhouse.com)

The school uniform is:

- Grey or black trousers/skirt
- White shirts or blouses
- Burgundy sweatshirt or cardigan with the Hunts Grove badge
- Red and white gingham dresses in summer for girls
- Black outdoor footwear with white or grey socks

All clothing and personal belongings should be **clearly** marked with your child's name.

High heeled shoes, brightly coloured trainers, wellies, sling backs, crocs or flip-flops are not allowed as school shoes.

Children should come to school with an appropriate haircut. We discourage fashion cuts such as crew cuts, tramlines, Mohicans or any unnatural hair colour. Make up and nail varnish is not acceptable in school.

### **Valuables**

Please avoid letting your child bring a watch or valuables in to school as this is done so entirely at the owner's risk. Jewellery, necklaces, rings, etc. should not be worn to school. In addition infant children should not wear watches to school.

Other items not permitted in school are:-

- Mobile phones (if your child has a mobile phone due to walking by themselves to/from school their mobile must be handed to their teacher at the start of the day and stored in the school office)
- Toys or trading cards (unless specifically requested by the class teacher)
- Money (unless it is a donation related to a fundraising event)

**Any Concerns**

From time to time there may be a genuine concern or important information affecting your child which you may wish to share with the school. Please let us know as soon as you have a concern, as we will endeavour to resolve issues as soon as possible.

Please contact the school office with any queries you may have on 01452 931266 or by email to [admin@huntsgroveprimary.co.uk](mailto:admin@huntsgroveprimary.co.uk)