



Hambrook Primary School

Newsletter 1 - 19th October 2017

Welcome back to everyone!

A special welcome to all the new children that have started in Reception Class and other classes throughout school. We hope you will be very happy at Hambrook.

Routines for mornings and home-time

To help those of you who are new to the school, here's some information on our routines for drop-off and pick-up times.

In the mornings:

- The outer gates will be unlocked first thing.
 - The inner gates at the top of the slope will remain closed but not locked.
- Parents bringing their children to Early Bird or Breakfast Club should access the school through the main school foyer/office area.
- The first bell goes at 8.45am; this means that other parents may open the inner gates to bring their children into the main playground ready to line up when the 8.50am bell rings.
 - The outer gates will be locked at 9am, so please do not linger in the playground or you may be locked in!

In the afternoons:

- The outer gates will be unlocked at 3pm.
- Parents are asked to stay in the area between the outer and inner gates until the 3.15pm bell rings.
- The outer gates will all be locked again at 3.40pm. If you have a meeting with a teacher etc and will not have left the premises by this time, please exit the school through the main doors by the school office.
 - All children attending after-school clubs will leave the school at the end of their club via the main doors at the front of the school.

Contacting staff:

If you need to speak to a teacher or other member of staff that day you can either:

- (a) Come into school via the main entrance and ask to see them (but please be mindful that teachers will be getting their classrooms ready for the day ahead),
- (b) Leave a message with the office staff, or
- (c) Send an email for the teacher via the school email address or make an appointment for the end of the day.

Please do not come into the school via the back staircases in order to go into your child's classroom or see the teacher. All requests to come into school first thing in the morning need to be made through the office.

At this point I'd like to remind parents that we are here to help your child to learn. If there is something you are not happy with, please do raise it with us and we will try to help you, but aggressive behaviour and/or verbal abuse will not be tolerated towards staff or other peoples' children.

Cycling to school

It's great to see more children walking/cycling to school. If you need to lock your child's bike away for the day, you are welcome to use the school gates by the main entrance.

On a safety note, we've had some local residents raising concerns over children cycling very fast down the Moorend Road hill at the end of the school day, often ahead of their parent/s. As you may be aware, there is a sharp corner at the bottom of the hill and if something or someone was coming the other way, there could very well be a nasty accident. Some people are under the impression that this road is currently closed to traffic - this is NOT the case and vehicles may well be coming around the corner. Therefore I must ask that if you are cycling home with your child, please ensure you observe road safety and don't let them cycle on ahead.

Time-keeping/driving to school

We do recognise that the current road works on the Bromley Heath viaduct have had an impact on lots of parents, however the school day starts at 8:50am and it's disruptive for your child (and others in the class) if they are repeatedly late. Please try to adjust your journey timings to take road works into account. Please note, for those coming to school by car, we operate a voluntary one-way system around the school at the beginning and end of the school day and we really appreciate all parents/carers adhering to this.

We are fortunate to have the use of Hambrook Cricket Club's car park, and lots of parents do use it. Please park considerately; there is enough space for lots of cars so please don't block the 'entrance'. Please use *all* available space there, most people leave quickly after drop off/pick up so it's rare that anyone gets blocked in for long.



Reporting illness

If your child is ill and cannot attend school, please notify the school office *before* 9:30am. Thank you.



Data Collection Sheets

Orange 'data collection sheets' have been sent home to all parents/carers for checking/amending where necessary and returning to us. We are still waiting for some forms to be returned. Please do so as quickly as possible, so that we have the correct contact details for you.

Please be aware when checking the sheet that **your child's first language is the language you speak at home** - the school receives extra funding to support children whose first language is not English, therefore it is *very* important that you complete the data collection sheet correctly. Many thanks for your cooperation with this.



Harvest Week (16th - 19th October)

As you're already aware, our school council decided to do things differently for Harvest this year and ask for donations for our local food bank. Thank you to all parents/carers for your support as always. The donated items will now be given to the Trussell Trust Yate/Chipping Sodbury food bank. Thank you to everyone who came and watched our Harvest Festival on Thursday. We hope you enjoyed the performances!

Parent Consultation Evenings - 7 & 9 November

The booking system will 'go live' at 12pm on Monday 30th October. You'll then be able to book via our website or the e-Schools app. You'll need your username and password handy (you will have already been given this for previous bookings or if you are new to the school, a letter will have been sent home). If your child has an IEP (Individual Education Plan: you'll already know if this is the case), please continue to book an appointment using the booking system. Any queries please ask your child's teacher or Mrs Lewis in the office. Please see the October news page of the website for more info on how to book.

Kilve Court Trip - Year 5

Our Year 5 class had a wonderful 3-day trip to Kilve Court in Somerset last month. Photos will follow in next month's newsletter!

Courtesy Award

The Courtesy Award trophy will now not be brought home each week and will instead remain in school. This is because we get too many instances of it not being brought back in time for the following week and it's upsetting for the children when they can't have it presented in assembly. It's also time-consuming for the office to have to contact parents every week to ask them to bring it back. If you still have one at home, please return it to us as soon as possible. Thank you.



School dinners

A reminder that school dinners cost £2.10 per day. This applies only to children in Years 3, 4, 5 and 6. If you are in receipt of certain benefits and believe your child may be entitled to Free School Meals please let us know, even if your child is in Key Stage 1. We ask you to do this as we are able to claim extra funding from the Government for children in receipt of Free School Meals, which in turn means we can give your child extra help and support.

To pay for your child's school meals, please go to www.payyourschool.co.uk or use the link on the school dinners section of the 'parents zone' page of our website. You will need a password in order to pay; if you haven't already got one please see Mrs Lewis in the office and she will provide you with the necessary information. Please note, dinners must be paid for *in advance* in accordance with our school dinners policy which is attached to the end of this newsletter.



Disabled bay

Please can I remind you that the disabled bay should be left clear so those who have a blue badge can park there? Thank you.

Absence

We have an Educational Welfare Officer who comes to visit us every term, and she looks primarily at attendance. Following her most recent visit, I will soon be inviting some parents in to talk about their child/children's attendance. Please don't be worried if you are asked to come in; it's a chance to discuss any support we can give you.

Lego donations

If you have any unwanted Lego sets at home, we would be grateful for donations. The sets would need to be complete (ie no pieces missing) and still have their instructions. Thank you.

November at Winterbourne Library

Please see the attached details at the end of this newsletter regarding events during November at Winterbourne library.

This month's 'Did you know?' is....

Lost property is kept in the foyer/office area. Please make sure all your items are named (ideally with name labels sewn/ironed in because labels that are written invariably wash out) as this means your items can be returned quickly. If you cannot find your lost item there, please feel free to ask the other parents in your year group via your usual method of communication (class FaceBook pages/e-mail or talking in the playground!). I understand it is frustrating when your children mislay or lose items and we do return named items when we can.

Website

Please take the time to familiarise yourselves with our website. There is lots of information on it, including upcoming dates/events on our calendar, a termly update for classes, our newsletters, instructions on how to book a parent consultation appointment/pay for school dinners, and more.



Macmillan Coffee Morning

Thank you to everyone who either donated cakes or came along to our coffee morning, together we raised £296.65! This has now been paid to Macmillan.

Best Wishes

Jo Dent
Head Teacher

November at Winterbourne Library

OPEN ACCESS

Monday: 8.30am – 7.30pm
Tuesday: 8.30am – 7.30pm
Wednesday: 8.30am – 7.30pm
Thursday: 8.30am – 7.30pm
Friday: 8.30am – 7.30pm
Saturday: 8.30am – 7.30pm
Sunday: 8.30am – 7.30pm

STAFFED TIMES

Tuesday: 10.00am – 5.00pm
Wednesday: 10.00am – 5.00pm
Friday: 10.00am – 5.00pm
Saturday: 9.30am – 12.30pm

New Library Opening Times

See above for new opening times at Winterbourne library! If you register your card for our new Open Access system you'll be able to access library facilities throughout the week. You can borrow and return books and use the computers. Speak to a member of staff for more details.

Rhymetime: Rhymes and songs for parents and babies/toddlers to enjoy together every Tuesday morning 10.30 – 11.00am

Pre School Storytime: Join us weekly on Wednesdays 10.30 – 11.00am for stories and a simple craft. Now running throughout the year.

Lego Club: Creative fun with stories, poems and Lego. Listen to stories and poems, then create a model to display at the library. We'll be meeting on **11 November 10.30 – 11.30am**. Suitable for the primary age range, children must be accompanied by an adult.

The Craft Group is meeting on **4 and 18 November 10.00am – 12 noon**

The group always welcomes new members so come along with your own craft project and join in the knitting and nattering.

The Book Group for Parents will be meeting on **Friday 3 November 2.00 – 3.00pm**

New members are very welcome – please speak to a member of staff or contact the group's facilitator Liz on 07825510079

Hambrook Primary School

School Meals Provision Policy

This policy has been in recognition of the difficulties placed on schools balancing the social welfare of pupils with the responsibility of managing the Schools Budget. From 1st April 2016 Hambrook Primary School has been liable for its own school meals' income and debts and has adopted a strict no debt policy relating to school meals. Money owed affects the school's overall budget and must be settled promptly.

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school meals has not been received. The school will in exceptional circumstances postpone the refusal to provide meals where parents have advised the Headteacher of their financial situation and the Headteacher is satisfied that payment will be forthcoming.

Policy Aims

- To outline the school's procedures regarding school meals.
- To work with parents to provide for the lunchtime nutritional needs of pupils.
- To ensure the smooth, efficient and cost effective operation of school meals provision.
- To clarify the roles and responsibilities of school staff, parents and pupils.
- To present a workable, clear mechanism for the collection of school meals' payments.

School meals' payment procedures

- All pupils in Year R, Year 1 and Year 2 are entitled to free school meals under the Government's 'Universal Free School Meals' initiative. There is nothing to pay for these age groups.
- For Years 3-6 the cost of school meals is currently £2.10 per day (check with office for the current price) or at no cost for those in receipt of free school meal (FSM) entitlement.
- Payment for meals is required in advance on a weekly, fortnightly, monthly or half termly basis.
- A minimum payment of £10.00 to be made by the Agora payment system.

OR

- A minimum payment of £10.00 to be made at a Post Office or Pay Point (details from School Office)
- No cash or cheques are accepted at School.

- Credits will automatically be carried forward on the Agora payment system.
- The Agora system will automatically e-mail you if your credit balance is getting low, once you have registered.
- It is the pupil's responsibility to know and inform their teacher whether they are having a school meal or a packed lunch each morning when the dinner register is called.
- If a child goes home after 10.30 am, having ordered a hot dinner, this must still be paid for.
- If a child forgets their packed lunch and has a school meal, parents must pay for the meal on the same day or the following morning at the latest on the Agora payment system (except for FSM pupils)
- If a child's entitlement to free school meals has expired, the parent/carer must provide a packed lunch or pay for school meals.
- Parents who feel they are entitled to Free School Meals should contact South Gloucestershire Council on 01454 868008 with their National Insurance Number.

Debt Recovery and Consequences of Non-Payment

- Where a pupil has ordered a school meal yet failed to pay, the school may allow a meal to be provided where it is felt this is a temporary situation.

- Payment for the unpaid meal must be paid by the following morning using the Agora payment system.
- If another school meal is ordered the following day and payment is still not received, the Headteacher will contact the parent to discuss any difficulties regarding payment.
- If payment has not been received by the start of the third day and another school meal is ordered, the Headteacher will contact the parent to require alternative arrangements by asking them to provide a packed lunch before noon or alternatively, take the child home for lunch.
- If the decision is taken to take the child home for lunch, they may not return until the end of the lunch hour at 1.00 pm.
- If the debt is not recovered by the school appropriate action will be taken following Local Authority guidelines.

Signed by:

Headteacher: Jo Dent

Chair of Finance and Facilities: Bobby Koodabux

Date: 28.06.16

To be reviewed every four years at the Finance and Facilities Committee Meeting unless there is a need before then.