



Hambrook Primary School

Newsletter 1 - 26th October 2018

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. If waiting in the foyer, please ensure children leave space for staff/deliveries to get through and for the doors to shut after them, meaning we can keep the heat inside the school!
- The first bell goes at 8.45am and parents may then 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!
 - If you arrive after 9am, please come into school via the main entrance to sign your child in. ALL children (with the exception of Y6) must be accompanied into school.

In the afternoons:

- The outer gates will be unlocked at 3pm.
- Parents 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 etc and have not have left the premises by this time, please exit the school via the main doors by the office.
 - All children attending after-school clubs will leave the school at the end of their club via the main doors by the office.

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 (please be mindful that teachers will be getting classrooms ready for the day ahead and may not be available),
- (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.

Parking at school

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. If you have parked your car in such a way that it blocks others, please ensure you return to your car quickly.



Disabled bay

We've noticed some parents using this space to drop their children at school. Please don't use this space unless you have a blue badge.

Speech and Language Therapy

We are hosting an informal 'drop-in' session on Wednesday 30th January 2019. It's a free service for anyone who has a child here at Hambrook to come in and chat to a speech therapist about your child's speech and language development, and any concerns/questions you may have. There will be 10-minute consultations available between 9:15-10:30am. If you'd like to book a session, please contact the office.



Reporting illness

If your child is ill and cannot attend school, please notify the school office *before* 9:30am. Please also tell us their symptoms. The reason for this is so we can keep track of any bugs/illnesses that could be contagious and to be made aware if there is an illness that could affect others e.g. pregnant women. Thank you.

Residential Trips-Y6 France and Y5 Kilve Court

Our Year 6 and Year 5 classes very much enjoyed their residential trips in September. Great fun was had by all! Keep an eye out for photos on our website and on our screen in the foyer.

Parent Consultation Evenings - 12th & 14th November

The booking system will 'go live' at 12pm on Monday 5th November (first day back after half term). 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 speak to your child's teacher to arrange a separate appointment. 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.

After-School clubs/Breakfast Club

If your child attends breakfast club or an after-school club, the rules/regulations set by the club leader are just as important as our school rules, as they are there to help your child to learn and to keep them safe.

If your child does not follow the rules set out by the club leader, they could be putting themselves and other children in danger of injuries. In circumstances like these, your child may not be able to continue attending the club.



Data Collection forms

Orange 'data collection' forms will be sent home when we return from half term. Please can parents check *all* sections are completed and correct, and amend where necessary before returning to us. Please return the forms to us quickly, so that we have the correct details for you and your child.

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 in order that we may fully support your child. Many thanks for your cooperation with this.



Harvest Donations

Thank you to all parents/carers for your support and donations as always.

The donated items will now be given to the North Bristol food bank. Thank you to everyone who came and watched our Harvest Festival. We hope you enjoyed the performances!

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 area to the right of the main entrance.



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.

November at Winterbourne Library

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



Macmillan Coffee Morning

Thank you to everyone who either donated cakes or came along to our coffee morning, together we raised £246.60! Thank you to the PTA for running the event.

Absence

We have an Educational Welfare Officer who comes to visit us every term, and she looks primarily at attendance. Following her visits, I

sometimes invite 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.

This term'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.

And finally, thank you for all of the lovely comments and well wishes I have received from many parents following my decision to retire at the end of this school year. The governors have asked me to reassure you that they will seek to appoint a new head who shares the same ethos and values for our school as I and the rest of the staff do.

Best Wishes

Jo Dent
Head Teacher

November 2018 at Winterbourne Library

STAFFED TIMES

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

OPEN ACCESS (Unstaffed)

8.00am – 7.30pm
Everyday

If you register your card for our new Open Access system, and attend an induction, 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 for stories and a simple craft.

Every Wednesday morning 1.30 – 11.00am

Lego Club: Listen to stories and poems, then create a model to display at the library.

Suitable for the primary age range, children must be accompanied by an adult.

We'll be meeting on **17 November 10.30 – 11.30am.**

The Craft Group is meeting on **10 and 24 November 10.00am – 12 noon**

New members will always be made welcome by this friendly group.

Share tips and ideas for your knitting, sewing or crochet projects.

Half Term Drop in

'Watery Worlds'

Friday 2 November 10.30am – 12 noon

Drop in craft session suitable for ages 4 - 10

For more information on any of the above please contact us:

- Telephone: 01454 868006
- Email: winterbourne.library@southglos.gov.uk
- Visit our website to find out more: www.southglos.gov.uk/libraries
- Follow us on twitter: www.twitter.com@southgloslibs
- 'Like' us on  Facebook for all the latest at South Gloucestershire Libraries

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.