



# Hambrook Primary School

Newsletter 3 – March 2019

## Staff Update

Our Governors have now notified you all of the appointment of Mrs Jennifer Rubel as our new head teacher following my retirement at the end of this year. Mrs Rubel will be coming in to school before September to meet the children.

Also, a warm thank you for the messages we've received from lots of you, following the sad news that Sue Cessford, one of our teaching assistants, had passed away. The book of condolence, signed by many of you, has now been passed to Sue's family. Sue was a very important member of our school community and she is sadly missed by us all. We want to both commemorate and celebrate her, and by now you will have received a letter and sponsor form for your child/ren to take part in our 'Jump to Beat Cancer' event on Friday 15<sup>th</sup> March. There will also be a cake sale that day, which has been suggested and planned by two of our Year 6 pupils. All money raised will go to Cancer Research UK, which is the charity chosen by Sue's family.



## KS2 Drama Production

KS2 (Y3, 4 and 5) children have been busy auditioning for roles in our upcoming production. We now have all roles allocated and rehearsals have begun, on Fridays from 3:20-4:15pm. The performance will be on Tuesday 2nd April, details will follow regarding performance timings.

## PE Kits

Please ensure your child has a *full* (named) PE kit in school. It doesn't need to be brought in each week; please provide one at the start of term and it'll be sent home at the end of term.

## School Buildings

In the interests of child protection, we are advised that no parents/relatives should be within the school building before or after school unless you have a meeting with a teacher or have the explicit permission of a member of staff. If you need to speak to a teacher, please come up to the office to make an appointment.

## Can you help?

We would welcome any donations of the following:

- 1/ Seeds (herbs or wild flowers)
  - 2/ Coloured outdoor wood paint (pastels/bright colours, even if paint is part used already)
- If you have any of these spare and would be willing to give them to us, we'd really appreciate it. Thank you.

## Code of conduct

Many public services such as the NHS and schools are seeing more incidents of aggressive behaviour towards staff. 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 towards staff and/or verbal abuse will not be tolerated. To this end, a code of conduct for parents has been devised and is attached at the end of this

newsletter in addition to the 'policies' page of our website for *all* parents to read.

### **Lost Property**

We will be disposing of all unnamed items in the lost property basket at the end of Term 4. The basket is kept in the school office/foyer area. If you have lost any items please come and have a look before this date.

### **Pencil cases/Rucksacks**

We've previously asked parents not to let children bring in their own pencil cases/stationery from home as we have everything here that the children need. Thank you for helping us with this; most of the children do not now bring these items in, which makes for more peaceful and constructive lessons! Unfortunately there are still lots of rucksacks being brought in. Please remember that we've asked for book-bag/satchel style bags **ONLY**. We don't have room in our cloakroom areas for bulky rucksacks and the children don't have a need to bring a big bag to school. When buying your child's next bag, please ensure it is a bookbag/satchel style. Thank you.

### **Absence from school**

Please give us at least two weeks' notice either in writing or by e-mail if your child is going to be away from school for any reason (apart from illness). We appreciate that some medical appointments have to be made at shorter notice than others, but ask that routine appointments such as dental check-ups be made outside of school hours wherever possible.

Also, I'd like to remind all parents that holidays during term time are not authorised unless there are exceptional circumstances.

Please can I give a particular reminder to parents of Year 6 children (and Year 5, as this will apply next year) that **NO** holidays are authorised in Year 6 before SATs have taken place. This has been put in place by school governors, and at our next meeting of the full governing body, any such absences will be discussed and monitored.

### **Residential Trips**

Meetings have recently taken place for Y4 and Y5 parents regarding the residential trips in September. Letters have been sent home asking for a reply and a deposit.

It's vital that you return the slip even if your child does not want to go on the trip, in order that we have all the information we need in order to decide whether we have sufficient numbers.

### **Illness**

If your child is ill, please phone or e-mail the school office to report it by 9:30am.

If your child is ill/off school and we're not notified, we will phone all contacts listed for your child in order to obtain details of the absence. If we still have no response we will ask either a member of staff or our Educational Welfare Officer to go to your house to ensure all is well. Please work with us and simply tell us if your child is ill, and please ensure you have provided at least three contacts for your child/ren. Thank you.

### **Term Dates for 2019**

A reminder of term time dates for the remainder of this academic year:

Term 4: Mon 25<sup>th</sup> Feb - Fri 5<sup>th</sup> Apr

Term 5: Tues 23<sup>rd</sup> Apr - Fri 24<sup>th</sup> May

Term 6: Mon 3<sup>rd</sup> Jun - Tues 23<sup>rd</sup> Jul

(Remaining INSET days for this academic year are: Mon 22<sup>nd</sup> Jul and Tues 23<sup>rd</sup> Jul)



### **Sweets in School**

I would like to remind all parents and carers that children are not allowed to bring sweets into school. This *includes* cough/throat sweets.

### **Winterbourne Library**

Please see the attached for details on what's happening at Winterbourne Library in March.

Best Wishes  
Jo Dent  
Head teacher

# *Hambrook Primary School*

## Code of Conduct for parents/carers and visitors

**This Code of Conduct is an unsigned agreement between Parents/Carers or Visitors and Hambrook Primary School. It states the expectations concerning the conduct of all parents/carers and visitors connected to our school. The Code of Conduct also sets out the actions the school can take should this code be ignored or where breaches occur.**

At Hambrook Primary School we are very proud and fortunate to have a dedicated and supportive school community. Staff, governors and parents/carers all recognise that the education of our children is a partnership between us.

As a partnership we are all aware of the importance of good working relationships and recognise the importance of these relationships to equip our children with the necessary skills for their education. For these reasons we will continue to welcome and encourage parents and carers to participate fully in the life of our school

### **Guidance**

As well as following the guidance contained in our Home-School Agreement, we expect parents/carers and visitors to:

- ❖ Respect the caring ethos of our school
- ❖ Understand that both teachers and parents need to work together for the benefit of their children.
- ❖ Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour on the school premises or when accompanying classes on school trips.
- ❖ Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- ❖ Correct own child's behaviour, especially in public, where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- ❖ Approach the school to help resolve any issues of concern.
- ❖ Avoid using staff as threats to admonish children's behaviour.
- ❖ Resolve incidents that happen outside of school hours e.g. at children's birthday parties, with the relevant parents/carers and not expect it to be dealt with in school.

In addition we also expect our parents, carers and visitors to keep our children safe by adhering to the school's request to park safely outside the school gates during morning and afternoon collections.

### **Behaviour that will not be tolerated:**

- ❖ Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- ❖ Any inappropriate behaviour on the school premises.
- ❖ Using loud or offensive language, swearing, cursing, using profane language or displaying temper
- ❖ Threatening in any way, a member of staff, Governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- ❖ Damaging or destroying school property.
- ❖ Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.

- ❖ Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on Facebook or other sites. (see appendix 1)
- ❖ The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- ❖ Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- ❖ Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events)

Should **any** of the above occur on school premises or in connection with school, the school may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering the school premises.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, please

1. Initially contact the class teacher at an appropriate time
2. If the concern remains, contact the Headteacher
3. If still unresolved, approach school governors through the complaints procedure. This is available on the school website or a copy can be requested from the school office.

#### **What happens if someone ignores or breaks the code?**

In the event of any parent/carer or visitor of the school breaking this code then proportionate actions will be taken as follows:

- ❖ In cases where the unacceptable behaviour is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the Police. This will include any or all cases of threats or violence and actual violence to any child, staff or governor in the school. This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying.
- ❖ In cases where evidence suggests that behaviour would be tantamount to libel or slander, then the school will refer the matter to the Local Authority Legal Team for further action.
- ❖ In cases where the code of conduct has been broken but the breach was not libellous, slanderous or a criminal matter, then the school, in the first instant, will send out a formal letter to the parent/carer reminding them of the expectations of behaviour whilst on the school premises. If the code of conduct is broken a second time by the parent/carer, the school will send out a formal letter to the parent/carer with an invitation to a meeting with the Head and Chair of Governors.
- ❖ If the parent/carer refuses to attend the meeting then the Chair of Governors will write to the parent/carer and ask them to stop the behaviour causing the concern and warn that if they do not they may be banned from the school premises.
- ❖ If after this behaviour continues, the parent/carer will again be written to and informed that a ban is now in place.

Thank you for abiding by this code in our school. Together we create a positive and uplifting environment not only for the children but also all who work and visit our school.

It is important for parents and carers to make sure any persons collecting their children are aware of this policy.

## **Appendix 1**

### **Issues of conduct with the use of Social Media**

Most people take part in online activities and social media. It's fun, interesting and keeps people connected. The PTA has a Facebook page which allows parents to receive and respond to messages about school events. We encourage you to positively participate if you wish. Within these spaces however we ask that you use common sense when discussing school life online.

**'Think before you post'** We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children.

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticise another parent, member of staff or child.

If parents have any concerns about their child in relation to the school, as stated above they should initially contact the class teacher. They should not use social media as a medium to air any concerns or grievances.

#### **Online activity which we consider inappropriate:**

- ❖ Identifying or posting images/videos of children without the express permission of the child's parent/guardian
- ❖ Abusive or personal comments about staff, governors, children or other parents
- ❖ Bringing the school into disrepute
- ❖ Posting defamatory or libellous comments
- ❖ Emails circulated or sent directly with abusive or personal comments about staff or children
- ❖ Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- ❖ Threatening behaviour, such as verbally intimidating staff, or using bad language
- ❖ Breaching school security procedures

At Hambrook we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

In the event that any pupil or parent/carer of a child/ren being educated in Hambrook is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites.

#### **Cyber bullying**

Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. The school will also consider its legal options to deal with any such misuse on social networking sites.

## March 2019 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 10.30 – 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 **9 March 10.30 – 11.30am.**

**Come and meet Hugless Douglas at a special storytime with stories, activity sheets and a photo opportunity, suitable for 'all (*children*) who love Hugless' - Wednesday 6 March 10.30am, 2.15 and 3.45pm.**

**British Science Week for Preschoolers**  
**'Travel with the Ladybird and munch with the Caterpillar'**  
**Friday 15 March 10.30 – 11.30am**

**'Loving My Books' - New Book Club for Teens Y7+**  
**20 March 3 – 4pm**  
(3<sup>rd</sup> Wednesday every Month)

**'Have you Read? .....**  
**A New Open Reading Group for All (No set text)**  
Share your love of books, extend your reading horizons  
**1<sup>st</sup> Friday every Month 11am – 12 noon**  
**Refreshments served**

**The Craft Group** is meeting on **2 and 16 and 30 March 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.

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

- Telephone: 01454 868006
- Email: [winterbourne.library@southglos.gov.uk](mailto:winterbourne.library@southglos.gov.uk)
- Visit our website to find out more: [www.southglos.gov.uk/libraries](http://www.southglos.gov.uk/libraries)

- Follow us on twitter: [www.twitter.com@southgloslibs](https://www.twitter.com@southgloslibs)

- 'Like' us on Face  k for all the latest at South Gloucestershire Libraries