

# HOME/SCHOOL ORGANISATION



## Parent Teacher Association

We have a hardworking, dedicated and enthusiastic Parent Teacher Association. Its prime objective is to raise funds to complement the learning and development facilities within the school, from which all our children benefit.

Throughout the year the PTA run numerous popular events ranging from Quiz Night and Discos to big events such as the Winter and Summer Fair. In recent years funds raised have been spent on improving Computing provision and improvements to the playgrounds.

If you would like to become a member of the PTA or would simply like to help with some events over the year, please read the attached PTA insert. We would very much welcome your interest and help.

## Parent Forum

The Parent Forum meets termly with teaching staff and governors to share your views and opinions with them.

Each Year group has a representative that shares your questions, feedback, ideas for improvement and issues for discussion. They may also seek your views on particular topics on behalf of the school from time to time. Year group representatives can be contacted by email, via the school post box or if available, in the playground.

The parent forum is a successful form of communication.

## SCHOOL UNIFORM

Our children look very smart in their uniform and we hope you will help us to maintain this high standard. **Please ensure all the children's belongings are named.**

### Boys

Trousers (long or short) dark grey  
Polo shirt (school logo) sky blue  
Sweatshirt (school logo) sky blue  
Socks grey/black/white

### Girls

Skirt, pinafore or trousers dark grey  
Polo shirt (school logo) sky blue  
Sweatshirt (school logo) sky blue  
Cardigan (school logo) sky blue  
Summer dress sky blue – checked  
Socks/tights white/grey

**Book bags** with the school logo are available to order and are encouraged to be used.

### Sports Clothes

- Sky blue T Shirt (school logo)
- Navy shorts (plain – any type)
- Navy Sweat shirt (School logo)
- Navy Jog Pants (Plain- any type)
- Plimsolls/trainers

**Drawstring P.E. bags** with the school logo are available to order and are encouraged to be used for sports clothing.

Football boots, shin pads and long socks may be required by Years 3, 4, 5 and 6 for sports on the field. Children will be notified termly when these are required.

***The P.E. Kit should be in school all week and only taken home at the weekend for washing.***

**Coats:** Parents are encouraged to purchase a coat of a darker colour for practical reasons. During the winter months children must wear a coat at play times.

**School Shoes (boys and girls):** shoes should be black with a good grip, give the feet good support and fasten securely. **We request no boots, trainers or open-toed sandals please.**

**Trainers:** worn for P.E and sport only, they must be suitably flexible.

**Jewellery: not to be worn in school.** However, if a child has pierced ears, plain studs only should be worn. ***For safety, these have to be removed during P.E. activities.*** If the ears are newly pierced, they may have to be covered with tape (children should bring in their own tape).

**Hair:** long hair i.e. below shoulder length should be tied back with a band for health and safety reasons at all times. School coloured hair bands/scrunchies are preferred.

# HOME/SCHOOL ORGANISATION

**Hats:** sun hats/caps are encouraged to be worn during the summer months.

**Water Bottles:** children are encouraged to bring in a filled water bottle daily through the school year. Please note that these should only be filled with water.

## Ordering Uniform

The school operates an online uniform shop selling all logo items.

The website address is <http://hawthorns.gooddies.co.uk>. a link is available on the school website.

Parents are welcome to purchase non-school logo items through a retailer of their choice however they must comply with the uniform guidelines.

The PTA run a second-hand sale termly where uniform can be bought at a significantly reduced price.

**MOBILE PHONES:** it is school policy for pupils **not** to bring mobile phones in to school or on school trips/events.

As a parent in Year 5/6, you may think, from time to time that it is absolutely necessary for your child to bring a mobile phone to school.

Any phone brought to school must have parental permission by completing an agreement form collected from the school office; the phone must be named, switched off and handed into the front office first thing in the morning prior to entering the playground. The phone can be collected at the end of the school day from the office, after exiting the playground.

As part of our Safeguarding and e-safety responsibilities it is important that children do not have free access to the internet.

## TRAFFIC IN THE SCHOOL GROUNDS

The Governing Body has given considerable time and thought to the safety of your children which includes the provision of speed humps and pedestrian walkways within the school grounds and Chestnut

Avenue. We also have a zebra crossing with flashing lights right outside the school gates.

We encourage walking to school.

## Promoting Safety in the School Grounds

1. When driving through the grounds:
  - Drive slowly.
  - Keep to the inside lane: **Do not stop on the turning circle to drop or collect children at any time.**
2. Pedestrians should use pedestrian gates only and keep to the pathway.
3. Parking in the school grounds is for authorised cars only.
4. The zig-zags on the road outside the gates should be kept clear.

Please be considerate to our neighbours. Please do not block or use drives for turning and no three point turns are to be carried out on Northway due to the risk to the children on the pavements.

The emergency access gate to the Key Stage 1 playground on Northway must never be blocked.

***Please observe the rules to keep every member of our school community safe.***

## HEALTHY EATING

Healthy living/life style is taught through subjects such as Science, P.E. and PSHE. The children learn that eating healthy food and exercising regularly will enhance their ability to access the curriculum more effectively.

### Lunch Arrangements School Meals

We aim to ensure school meals are nutritionally balanced and very good value for money. Our school meals are provided by a contracted caterer who has a healthy food policy as part of their tender. Where possible, this includes the use of fresh fruit and vegetables each day as a choice for the children. They provide a hot main meal or vegetarian option all of which are nutritionally balanced in accordance with Government guidelines.

Children can buy a two course school meal with various choices. An online payment system is available for parents to pay for meals in advance; this pays the lunch

# HOME/SCHOOL ORGANISATION

provider direct and is our preferred method of payment.

We send home menus for the term well in advance and we also inform you of the costs of school meals.

All children in Reception, Year 1 and Year 2 at state schools in England automatically get free school meals.

Your child may be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

The office staff will be pleased to explain how to arrange this.

**Packed Lunches:** instead of paying for a School Meal children can bring a Packed Lunch. *(Please ensure the lunch is balanced nutritionally and please do not include sweets, fizzy drinks, nuts, peanut butter or other very sweet items.)*

## Fruit and Vegetables

Reception and Key Stage 1 children are offered a free piece of fruit or vegetable at morning break. Parents need to complete a form giving their permission for their child to take advantage of this excellent National Health Service Scheme.

## Cool Milk

Parents can elect to pay for their child to have milk at school during the morning break. Full information on the scheme can be obtained from the school office or alternatively the Cool Milk website at [www.coolmilk.com](http://www.coolmilk.com). Children under 5 receive free milk.

## Water

Children are encouraged to bring to school each day a bottle of water in a capped bottle. During lessons children can drink water whenever they need to and the bottles can be taken onto the playground at break times. We believe that the health benefits of hydration enable pupils to concentrate well during lessons.

## SCHOOL ATTENDANCE

In order for children to make good progress it is essential they attend school regularly. As parents you have a legal duty to educate your child, so children coming to school need, from an early age, to develop an understanding that, like adult work, it is a regular and important commitment. They need your help in this.

If your child is unwell, please notify the school before 9:15 a.m. on the first day of absence. Parents **must** inform the school each day if their child is unable to attend due to illness or any other unavoidable circumstance. Please email [absence@hawthorns.wokingham.sch.uk](mailto:absence@hawthorns.wokingham.sch.uk) alternatively telephone the School Office on 0118 979 1676 and select option 1 for absence. An answer machine is available to leave messages if staff are unavailable.

Please leave the name of your child, their class, the reason for absence and your name.

## Requesting Absence From School

**We take a very firm stance regarding any requests for absence and will not authorise holidays during term time as per the Local Authority policy. However, applications for compassionate leave will be considered. A copy of our Attendance Policy is available on our website to view.**

## MEDICAL ISSUES

The school must be informed of any medical conditions concerning your child, including allergies.

For longer term medical conditions, medical care plans for the management of your child are put in place. We will ask you to agree and sign these annually.

For short term conditions; if your child needs prescribed medicine in school, we are willing

# HOME/SCHOOL ORGANISATION

to do our best to meet this need. Any medicine should be brought to the office **by you, not your child** and a form completed giving permission for the prescribed medicine to be administered by a member of the admin team.

**Antibiotics:** We are prepared to administer antibiotics if it is to be taken four times daily. For antibiotics requiring doses only three times a day, we would request that arrangements are made to give the medicine outside of school hours.

**Headlice:** Headlice prefer clean hair so anyone can catch them – at home or school. Please check your child's hair regularly and if you find them let us know so we can alert parents. Thorough regular brushing and combing is the best way to keep the family clear of headlice.

**Asthma:** If your child requires an inhaler a spare (named) should be kept in the office. Please let us know if your child has asthma even if she/he does not have an inhaler in school.

**Adrenaline Injectors:** (epi-pens, jex etc) If your child may require adrenaline because of a severe allergy please ask the doctor to provide a separate one to be kept in school. **It is parents responsibility to ensure that any medicine such as inhalers and epi-pens or medicine needed regularly are up to date.**

## SECURITY AND CHILD PROTECTION

**Ofsted May 2017: 'Safeguarding pupils effectively is at the heart of the school's work.'**

The Hawthorns School has a Safeguarding policy to meet regulations by the **Department of Health and the Department of Education**. This is reviewed annually by staff and governors.

### Principles

- Children have a right to be safe.
- Parents have a right to be informed.
- Children are best protected when parents and school can work together.

### Partnership

The Hawthorns will inform parents of any concerns about their children (providing it does not compromise their safety) and will help and support them as necessary.

### Prevention

The school will actively seek to prevent children suffering abuse and neglect through the development of an open culture which informs children of their rights and encourages them to speak about any concerns. The school will also address the issue of children's safety through the curriculum.

### Responding to concerns

The school will refer all allegations or concerns that a child has been, or is likely to be, abused or neglected to the Children's Services Social Care Department.

#### The Hawthorns School will:

- Consult when it has concerns that a child may have been abused or neglected.
- Discuss with parents any concerns they have about children.
- Keep parents informed of what has happened.

A copy of our safeguarding policy is available on our website to view.

**DBS checks:** required checks are carried out on those working in the school. We follow national and local Child Protection Procedures and if we have any serious concerns we are legally required to inform the appropriate agencies.

## ACCESS TO THE SCHOOL

Access to the school should only be through the main entrance which has an intercom system.

- The admin team will address any questions, issues etc.
- Children should be signed in and out if arriving or leaving other than at normal times.
- All visitors including parent helpers are issued with identification badges which they wear whilst in the school building.
- All visitors to the school (including parents) must sign in and sign out.

Please note that if arrangements for the collection of your child change, please inform the school office so that the teacher and child can be notified. This applies to **all** year groups.

In EYFS and Key Stage 1 children are brought out to the playground by a member of staff and are not released until the teacher can see the adult collecting the child.

# HOME/SCHOOL ORGANISATION

In Key Stage 2 the children are released into the playground to meet their parents/carer.

If the person collecting the child is not present children must inform their teacher and go straight to the office. They must not take it upon themselves to seek alternative arrangements without prior knowledge from their parents via the school.

## BROADMOOR HOSPITAL ALERT

If during the school day there is an escape from the hospital, which is approximately 7 miles away, the school will receive a telephone alert and we will inform parents.

When this occurs, no child is allowed to leave the school unless collected by a parent or other responsible adult known to the school. If an alert occurs at any other time, parents would be expected to make their own arrangements for bringing and collecting children. Otherwise the school will operate normally.

## HEALTH AND SAFETY

Health and Safety is a high priority in our school. All staff monitor the children daily as part of their duty of care. Regular checks of the building, grounds and facilities are made by the members of the Health and Safety team which is part of the Governors' Sites and Buildings committee. Regular risk assessments are carried out before school trips and for subjects such as Science, PE, Art and Design and Technology.

## SUN PREVENTION

This school believes in safety in the sun through providing an environment that enables protection to pupils and staff, education to ensure good practice and partnership with the parents/carers and governors.

We advise the following:

- Parents to apply an SPF sunscreen to their child/ren prior to arrival at school.
- Clothing should provide good skin coverage and sun hats should be worn when outside.
- Pupils will be encouraged to drink water regularly through the day.
- Pupils will be encouraged to use shady areas.

## BEHAVIOUR

**Ofsted May 2017: 'All pupils feel valued and equality of opportunity is strongly promoted. Pupils agree that they feel safe in school as they are confident there is always someone to talk to if they ever have a problem.'**

### Statement of Policy

We aim to encourage children to show respect for themselves and others by promoting the kinds of behaviours that will help them to become responsible, caring, courteous and tolerant members of the school and of the wider community.

This is an on-going, interactive policy requiring discussion and negotiation between children, teachers, governors, teaching assistants, ancillary staff and parents. Rules and procedures are the direct result of such negotiations and should help us to work together effectively, happily and safely. We aim for all members of the school community to feel valued.

Full details of our Behaviour Management Policy and the Anti-Bullying Policy are available to view on the school website.

### The School Council

Members of the School Council are elected by their classmates. They meet regularly with a Senior Leader to discuss ways to improve the school and to feedback views and opinions from their respective classes. They take an active part in decision making processes and in supporting the running of the school. Over the years each School Council has raised huge amounts of money for different charities.

### Playground Friends

Playground Friends is an initiative that aims to ensure that all pupils experience enjoyable and enriching playtimes. It is run by children in the upper school who plan activities and games that all pupils are able to participate in.

## PUPIL PREMIUM

Pupil Premium is additional funding provided to diminish the difference for disadvantaged pupils. Funding is used to assist with the

# HOME/SCHOOL ORGANISATION

pastoral needs of children to ensure they benefit from the same opportunities as all other children.

Children that qualify for the premium are:

- Children who are eligible for free school meals (FSM)
- Children who have been eligible for FSM in the last six years (Ever 6 and Ever 5)
- Looked after children
- Armed forces children
- Adopted Children
- Children under Special Guardianship on or after 30 December 2005
- Children under a Residence Order on or after 14th October 1991

## ADDITIONAL SUPPORT

The class teacher is the first person to help support you with any concerns you may have with your child's learning.

The school SENDCo can also support with advice and can work closely with you to support your child. Some children find learning more challenging than others and may need extra support to help achieve their full potential. Children who receive extra help with learning may receive additional support under one of the following categories: SEN Support or an EHC plan. This might include extra help in the classroom, small group or one-to-one teaching or support from specialists such as speech and language therapists. We work with parents when agreeing what support to provide and what it will achieve.

Please refer to the Local Offer on the school's website for further information on support the school can access.

### Pastoral Support

The school has a Parent Support Adviser (PSA) whose role is to work with parents/carers and provide support for the emotional needs of pupils, in order for your child/ren to get the very best from his/her time at our school. The PSA can support you with any worries you may have about your child/ren or situations that arise at home that could impact on your child/ren. The PSA plays a large part in the transition of the child/ren from Year to Year and moving onto secondary school.

All contact is treated as confidential.

The PSA can be contacted directly through the school switchboard or via email [parentsupport@hawthorns.wokingham.sch.uk](mailto:parentsupport@hawthorns.wokingham.sch.uk)

The School Nurse is available to help you with health problems and appointments can be made through the school or direct through the Community School Nurse at Wokingham Hospital Tel: 0118 949 5055.

## CONCERNS AND COMPLAINTS

Any problem or concern should be raised promptly with the class teacher or member of staff responsible for the area or action you are concerned about.

If the concern is more serious, you may prefer to make an appointment to discuss it with the Headteacher. All staff will make every effort to resolve your problem promptly at this informal stage.

If you are dissatisfied following the informal stage, a formal procedure may be followed. A copy of our complaints policy detailing procedures is available from the school office and can be viewed on the school website.