

# Headcorn Primary School

## Parents' and Carers' Handbook



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## **INTRODUCTION - Welcome to Headcorn Primary School!**

We have written this guide in an attempt to provide you, as a parent or carer, with what we hope is key information you need regarding how the school operates. If you encounter a situation which we have not covered within the guide, please tell us and we shall revise the handbook accordingly.

We encourage you to take a look at our school website [www.headcorn.kent.sch.uk](http://www.headcorn.kent.sch.uk) for more information, and to help you keep up-to-date with news, notices and events. In the short term, if there is something of which you are unsure, just ask us.

## **THE ETHOS OF OUR SCHOOL**

Headcorn Primary School's ethos is to provide a happy, stimulating environment in which children are supported to reach their full potential. Children, staff and parents and carers work actively in partnership to promote our aim to maximise the child's academic achievement whilst ensuring well-rounded character development.

### **As a school we will do our best to:**

- ❖ provide a safe, stimulating and happy environment
- ❖ provide a broad, balanced and meaningful education for your child
- ❖ encourage all children to achieve their full potential
- ❖ arrange Termly Learning Conferences to discuss, in partnership with your child, their learning and progress and provide an annual report
- ❖ inform you of any concerns which may affect your child's learning or behaviour
- ❖ be open, welcoming and available to discuss your child's progress and individual needs
- ❖ contact you if there is a problem with your child's health, attendance or punctuality
- ❖ encourage children to take care of their surroundings and others around them
- ❖ inform you about the topics to be covered each term
- ❖ keep you informed about the school events and activities through newsletters, parentmail and the school's website

### **We encourage all our learners to aim to:**

- ❖ be polite, friendly, kind and helpful to others
- ❖ demonstrate our Core Values
- ❖ adhere to our Community Code
- ❖ work to the best of their ability both at home and at school
- ❖ bring all the things they need every day, including completed home learning tasks
- ❖ respect the feelings and beliefs of others
- ❖ help to keep their school tidy, safe and a happy environment for all



### **We encourage all our parents and carers to:**

- ❖ ensure that your child attends school regularly and arrives between 8.30am and 8.50am
- ❖ ensure your child wears school uniform properly with appropriate footwear
- ❖ contact the school at the beginning of the day if your child is absent
- ❖ support and demonstrate the school's Core Values, Community Code and Behaviour Policy
- ❖ encourage and support your child in reading, key skills and other opportunities for home learning
- ❖ attend Termly Learning Conferences to discuss your child's progress
- ❖ inform the school of any concerns or problems that might affect your child's progress or behaviour

## Our Core Values are:

- ❖ Respect
- ❖ Responsibility
- ❖ Integrity
- ❖ Compassion
- ❖ Courage
- ❖ Hope



We expect all children and all adults (whatever their roles) to share these values, to refer to them as a matter of course and to use them throughout all aspects of school life. These Core Values should be demonstrated adult to adult, adult to child, child to adult and child to child. We also encourage all our children's families to do the same at home.

## Community Code

At Headcorn Primary School, we want pupils and staff to:

- ❖ Be safe
- ❖ Be happy
- ❖ Be able to learn
- ❖ Be part of our school community

The expectation is that these values will be demonstrated:

- ❖ Child to Child
- ❖ Child to Adult
- ❖ Adult to Child
- ❖ Adult to Adult

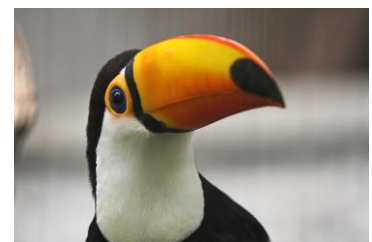
In this way, we are all **"TEAM HEADCORN"**.

## Learning skills

Our school aims to provide the opportunities to become a life-long learner. The skills needed to become a successful learner are intentionally and explicitly taught with continuity and progression across each academic year.

The 6 Learning Skills Units are titled:

1. **Learning Together**
2. **It's Up To Me** (Developing Independence and Responsibility)
3. **Becoming Better Learners** (Improving Own Learning and Performance)
4. **Knowing Me Knowing You** (Developing a Sense of Self-Worth and Understanding of Self and Others)
5. **Thinking About Thinking** (Thinking Skills)
6. **Speak it Hear it** (Speaking and Listening Skills)



We have a Learning Skills Mascot called the 'I Can You Can' Toucan which encourages the children to develop, model and recognise these learning skills in themselves and each other. Each unit we focus on one 'I Can' statement across the whole school and teachers are encouraged to focus on other suitable 'I Can' statements in their classes.

## **Learner Voice**

At Headcorn Primary School we want to empower the children to have an impact on their own learning, their learning environment and the procedures that enable our school to function effectively. We believe in providing opportunities for our children to share their voice: the Learner Voice.

Our Staff Team understands and values the importance of learner voice and demonstrates their commitment to it resulting in high levels of learner involvement and ownership. Learners are actively engaged and participate in decision making processes that influence learning provision. The Learner Voice has high status in our school which is evident through a range of forums that provide democratic active partnerships between learners, staff and other stakeholders.

## **TEDs ('Together Everyone Decides' Forums)**

We believe that everybody has a voice and that of the child is the most important of all. Our TEDs ('Together Everyone Decides' Forums) provide teachers with regular and additional opportunities to ask learners for feedback on their learning experience and take action in response to their input via the **School Learning Council**. This involves our learners in decision-making, school improvement and change. Learners develop effective speaking and listening skills by sharing their views and listening to others, as well as being given the opportunity to work in a variety of leadership roles, contributing to the democratic process of change and improvement both within and beyond the school.

## **School Learning Council**

Key Stage 2 Classes have two representatives, who are voted onto the School Learning Council democratically by the children in that particular class. Views and items that are raised at EYFS & KS1 TEDs are noted by the teacher and given to the School Learning Council representatives to bring to the next meeting. This Council meeting gives the children the opportunity to voice their opinions on things associated with school improvement such as learning environments, outdoor experiences. The School Learning Council meets regularly at lunch times. These meetings are held in association with the Head Teacher and other senior staff. They are sometimes attended by a Governor linked to an area of school improvement. The meetings are recorded in the form of minutes by the children and actions taken to either, or both, staff meetings or the Governing Body.

## **Sports Council**

The school also has representatives from Years 4, 5 and 6 who meet regularly with our Physical Education (PE) Leader to discuss the curriculum and to organise events and activities throughout the school year. They also connect with the School Learning Council as PE-related items are shared and delegated to the Sports Council. The representatives have training and work actively on their Leadership Skills as they plan, organise and manage events such as Sports Visitor Days, share Sports Reports in assemblies, support break and lunchtime activities as Play Leaders and assist with our annual Sports Day.



## **Digital Leaders**

The Digital Leaders are a group of pupils entrusted with providing a voice for students at Headcorn School relating to Computing and E-Safety. This group has a responsibility to be upstanding digital citizens by demonstrating the schools core values in the online world. Pupils involved have shown an ongoing interest in leading on e-safety in school assemblies. We feel that this is crucial, as children are much more likely to take advice from their peers about these issues.

## House Captains

We have four houses that the children are put into upon entrance. Siblings are encouraged to be in the same house. The children, parents, carers, staff and volunteers had the opportunity to offer suggestions and, following a democratic vote by the children, each of the houses we now have names of key British figures that represent something significant about Britain and also represent one of our core values. These and other great British figures are explored through assemblies.

- ❖ **CHURCHILL**: Winston Churchill, the main Prime Minister during WW2, an **Englishman** who represents great British Leaders: '**RESPONSIBILITY**'
- ❖ **THOMPSON**: Baroness Tanni Grey-Thompson, a Paralympian and Parliamentarian, a **Welshwoman**, who represents the many Britons that strive and succeed against all odds and bravely represent our country: '**INTEGRITY**'
- ❖ **STEVENSON**: Robert Louis Stevenson, a renowned author, a **Scotsman** who represents the 'Arts' across Britain – past and present day: '**RESPECT**'
- ❖ **SHACKLETON**: Sir Ernest Shackleton, an explorer, an **Irishman** who represents great British endeavours: '**COURAGE**'



The remaining two core values are represented by the names of our two buildings: **GLENNIE HOUSE** (Evelyn Glennie, a musician) representing '**HOPE**' and all those British figures who have succeeded against all odds to achieve in their field of expertise; and **BEVAN BUILDING** (Aneurin Bevan, the NHS founder) representing '**COMPASSION**' and one of our great British institutions.

These houses have two Year 6 House Captains and two Year 5 Vice House Captains who were democratically voted for by the house members that they represent. The house teams meet regularly each term, led by their Captains, supported by their allocated staff members, to discuss practical ideas for school improvement, changes and fund-raising for their chosen charities.

## THE CURRICULUM

The Curriculum of this school is founded on The New National Curriculum and seeks to provide a broad and enriching experience for all children. Areas may be taught as discrete subjects or as cross curricular topics that we call 'Experiences'. These Experiences are to help ensure learning is purposeful, practical and engaging. The 'curriculum' link under the 'Parent Info' tab on the website will give you more details about the coverage of each individual curriculum area and a link to each class Experience plan. These Learning Zone tab has a link to each class blog which is regularly updated with examples of work, interesting links and updates.

## Homework and Family Learning

Homework helps each child to learn independently and at Headcorn the intention is that homework reinforces the curriculum. We also firmly believe in partnership with all parents and carers and that with your support and engagement in the learning process your child will make positive progress. Your child's class teacher will inform you of the expectations for that particular year group such as supporting the learning of maths facts, spellings, reading and research. We also aim to provide opportunities for 'Family Learning' where families can work together on class and whole school projects that occur throughout the year.

## Music Lessons

Music lessons are provided by the 'Music for Schools Foundation' on a variety of wind instruments. Charges are levied by MFSF and paid directly to them. We host an introductory evening for parents, carers and children. For more information have a look at their website: <http://www.mfsf.org.uk/> As part of the funding from the Arts Council England, we are able to provide whole class instrumental lessons as part of our Year 4 music curriculum. At the moment this is guitar lessons.

## **PE and Swimming**

The children must wear school PE kit for all activities and PE kits must be left at school during term time. Please ensure that those children with long hair can tie it back and earrings are removed. Swimming takes place during the summer term for children in Year 2 onwards and all children must wear swimming hats. Those children who do not have hats will not be allowed to swim. These can be purchased from the school office.

Some children like to wear goggles. KCC policy is to discourage this, as there have been a number of accidents in which goggles have snapped back into children's faces when they have been attempting to take them off. However if you wish your child to wear goggles, please instruct your child how to put on and remove the goggles safely.



Children who have been absent from school with sickness and/or diarrhoea will not be allowed to swim for 14 days from the illness. Children with a verruca are required to wear verruca socks; otherwise they will not be allowed to swim.

## **Relationships and Sex Education (RSE)**

All governing bodies must have a written statement of whatever policy they adopt on Relationship and Sex Education, and make it available to parents and carers. The Local Authority, the Governing Body and Head Teacher must also make sure that any relationship and sex education is embedded in Personal, Social and Health Education (PSHE) to ensure that pupils consider the moral aspects of sex education and are encouraged to develop loving and caring relationships. You can read our school policy on the website, under the Parent Info tab, by clicking on Policies and Forms. We also hold annual updates regarding the RSE scheme of work so parents can keep informed at each step of this area of their child's learning.

## **Celebration and Awards**

At Headcorn Primary School we love to celebrate our children's achievements, both big and small, that take place in school and out of school. We have regular Friday Celebration Assemblies at 9am to which parents, carers, grandparents and friends are always welcome to attend. If your child is due to receive an award from school then you will be sent a text to inform you of this on the Thursday before.

If your child has received any awards or certificates out of school from groups or clubs they belong to, or if they have done something extra-special, then these can be mentioned or presented at Celebration Assembly. We are delighted if a child would like to perform a musical instrument as part of Celebration Assembly, recite a poem, or showcase a dance or song they have learnt. If your child is interested in taking part in a Celebration Assembly, please speak to Miss Symonds at least a week in advance so that the content of individual assemblies can be managed.

Each week, one or more classes will make a contribution to the assembly. This could be showing some artwork they have completed, sharing their experiences following a visit, reading their stories and poems, acting or singing.

## **Class Awards and Merits**

Two or three individual awards per class are presented each week at these celebration assemblies. These are to celebrate individual's achievement, effort, attainment, progress and representing our school's core values.



In Early Years and Key Stage 1 they are titled after their class names: **Champion Cheetahs**, **Terrific Tigers** and **Perfect Pumas**.

In Key Stage 2 the pupils are presented with a Merit Certificate. The children work up through the colours: **white**, **pink**, **orange**, **blue**, **yellow**, **green**, **red**, **bronze**, **silver**, **gold**, **diamond** and **platinum**.

### House Points

All pupils at Headcorn Primary School can be awarded House Points for effort, pieces of work, demonstrating Core Values, being helpful around the school. These House Points are totalled up each term with a running total on display in the hall. At the end of each term the house with the highest total is presented with the House Point Cup. At the end of the year we announce the overall House winner.

### 'Make it Matter' (MIMs)



We have a whole school reward focus called 'Make it Matter' which encourages the Houses to work together as a team towards a collective goal for whole school improvement. For example, we have had a focus on 'Pupil Voice' which encouraged all to talk about their learning, explain and reason their thinking and participate fully in the future of the school. Each term there is a different 'Make it Matter' focus related to the School Improvement Plan.



#### The Core Values Cup

The Core Values Cup was donated by the PTFA to mark the retirement of Jackie Scrace in 2012 who worked as the School Secretary and Site Manager for 17 years.

Teachers or pupils can nominate a pupil who they think has shown particular and consistent effort and made a positive contribution in all aspects of school life and in particular modelling the school's Core Values.

#### The Sportsmanship Shield

The Sportsmanship Shield was donated by the PTFA to mark the retirement of Gill Smith in 2013. When Mrs Smith left Headcorn Primary School she was the Deputy Head, Special Educational Needs Coordinator, an active member of the PTFA and sat on the board of Governors. Mrs Smith worked at Headcorn for many years. She was much admired by parents and carers and also ran the Rugby Club. Teachers or pupils can nominate a pupil who they think has shown particular sportsmanship in their school life.

*These two awards are presented on a termly basis in a Celebration Assembly along with a certificate that the recipient can take home. The Shield and Cup are displayed in the school trophy cabinet in our Reception area together with a photograph of the current holder.*



#### The Citizenship Certificate

This is an award that the Head Teacher gives out when they have been informed of a pupil who has gone above and beyond in being a good citizen whether in the school community, in supporting another pupil or member of staff or they have been recognised in the wider community.

#### Extra-curricular Clubs

As a school we recognise the importance of providing opportunities for children to socialise, have fun, learn in a safe environment and experience a wide range of activities in addition to the provision we offer during our school day. A full range of clubs operate at the school, either during lunchtime or after school. A full programme for these and the times will be issued at the beginning of each term. We also have lettings with external companies who provide activities such as dance and drama. Children pay to attend externally run clubs. We produce a list of extra-curricular school clubs, including details of who is running them and when. You are also able to download a club application form on the school website.



## Parents, Carers and School in Partnership

We welcome contact with parents and carers. We pride ourselves on being an 'open' school. Please do not hesitate to contact the school if you have a problem. We would rather work with you to address a small issue, than ignore it and leave it to grow into a bigger one.

You can make an appointment to see your class teacher or a senior member of staff by telephoning, or calling in at the school office. Brief messages can be given to the senior leadership on the KS2 playground or to the Early Years teachers at the beginning of the day when you drop off your child between 8:30 to 8.50am. The teachers will accompany their classes out onto the playground at the end of the day. We do encourage you to speak to your child's teacher first, if there is a small problem. However, please remember that many of the Staff Team run extra-curricular clubs after school. In addition, the Head Teacher, Miss Symonds, or another senior member of staff, will also be available at the end of the school day.

Should you wish to discuss something important with your child's teacher or the Head Teacher, it is best to arrange an appointment, either by talking to the member of staff or contacting the school office. We invariably aim to see people at short notice when there is an urgent issue, so please do not hesitate to contact us when you need to.



If you wish to contact a member of staff by email, we ask that parents and carers do not email staff directly. Please send all electronic communication to [admin@headcorn.kent.sch.uk](mailto:admin@headcorn.kent.sch.uk) and it can be forwarded to the appropriate staff member/s.

## Partnership with Learning

Headcorn Primary School sees education as a partnership between school and home. Parents and carers are always welcome in school. Many parents and carers are able to offer the school active help in the form of help in the classroom, accompanying children on school visits, assisting in the running of extra-curricular clubs, transporting children and supporting events. We also have regular afternoons where we meet in Reading Villages. This gives children from different year groups and their parents and carers to share texts that they treasure or are currently enjoying with children from across the school.

If you feel that you have a specific skill or talent, or you just feel that you could help generally, please inform your child's teacher. All adults working regularly in school will need a DBS check and we ask that regular volunteers have an initial meeting with Miss Symonds or a member of the senior leadership. This is necessary for child protection and safeguarding of all the people on our school site. This can be organised through the school office.



As previously mentioned under the title of Homework, we also encourage '**Family Learning**' which is an opportunity for families to work together towards a project that is offered to the whole class or school community. We believe that it is important for our children to work alongside others towards a common goal as it encourages collaboration, effective communication and problem-solving.

## **HELPFUL SCHOOL INFORMATION**

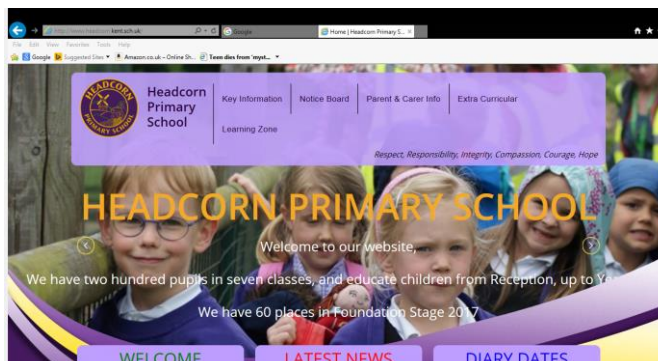
### **School Contact Details**

One of the things we pride ourselves upon is being a very open school and we will be happy to talk to you to sort out any problems or answer any questions that you may have.

The schools contact details are: -

Headcorn Primary School  
Kings Road,  
Headcorn,  
Kent  
TN27 9QT

Telephone Number: 01622 891289  
Website: [www.headcorn.kent.sch.uk](http://www.headcorn.kent.sch.uk)  
Email: [admin@headcorn.kent.sch.uk](mailto:admin@headcorn.kent.sch.uk)



When you telephone the office you will invariably speak to one of the following office staff:

- ❖ Mrs Bennett (School Administrator)
- ❖ Mrs Jefferson (Administrative Assistant)

Alternatively, you reach the school office by walking through the main entrance to the school on Kings Road. The office is staffed from 8.30am to 4.30pm Monday - Friday.

### **Written Communication**

The school produces a weekly newsletter called 'Headcorn Headlines' to provide parents with as much up to date information as possible about what is happening within the school. It is populated with the week's news, timetabled events, PTFA and sports updates and separate information sections for each class to share news.

### **Email Communication**

We appreciate that despite our best efforts, 'pupil post' isn't always successful and these do not always arrive home. We ask that all parents and carers register with our email communication arrangement which is a web based system called Tucasi whereby we are able to e-mail correspondence and to send text messages in an emergency. For more information on this please contact the school office.

A copy of all recent correspondence is kept in the school office and a copy of all the weekly Headcorn Headlines are displayed in a folder in the main entrance and they also posted on the school website [www.headcorn.kent.sch.uk](http://www.headcorn.kent.sch.uk). Please feel free to visit the school reception or browse the school website whereupon hopefully you will find even more useful information to keep you abreast of forthcoming events and to check that you haven't missed any important correspondence. We can save paper and the planet if you provide us with an e-mail address that you check regularly.

We provide information concerning the curriculum for the forthcoming terms, which can be found on the relevant class pages on the school website. You will receive as much information as possible regarding important dates for the coming year, including holiday and INSET dates. This should help you to plan holidays around our term times. Ensuring the highest possible levels of pupil attendance is an important priority for all schools.

## School Times

To accommodate the increased meal uptake with the Free School Meals available to all of EYFS and KS1 we work on a slightly different timetable for Early Years, Key Stage 1 and Key Stage 2.

### Early Years (EYFS) – Cheetahs (Reception Class)

The Early Years Gate is open to children and parents and carers Pupils are accompanied into their classrooms	8.30 am
Registration	8.50 am
Lunchtime	12.00 – 1.00 pm
End of School – children will be handed to parents and carers at the Early Years Gate	3.15 pm <i>To enable parents to collect older siblings from the KS2 playground at 3:20pm</i>
<i>Playtimes are built into the Early Years daily timetable</i>	

### Key Stage 1 – Tigers (Year 1) and Pumas (Year 2)

Playground is open to children and parents and carers Pupils are accompanied down to their classrooms	8.30 am
Registration	8.50 am
Playtime	10.30 – 10.45 am
Lunchtime	12.00 – 1.00 pm
Playtime	2.00 – 2.15 pm
End of School – children will be escorted out onto the KS2 playground	3.20 pm

### Key Stage 2 – Jaguars (Year 3), Jungle Cats (Year 4), Caracals (Year 5) and Lions (Year 6)

Playground is open to children	8.30 am
School bell rings and children are collected from playground	8.50 am
Playtime	10.30 – 11.00 am
Lunchtime	12.30 – 1.15 pm
End of School – children will be escorted out onto the playground	3.20 pm

## **Coming to School**

The children gather on the Key Stage 2 playground before school starts. Children are not allowed onto the playground before 8.30am when the gate will be opened. Please do not arrive any earlier and leave your children at the gate as we only provide supervision on the playground from 8.30am. Mr Curteis, who provides our School Crossing Patrol, must be able to focus on his role of ensuring safety on the road.

The Key Stage 2 playground is behind the Victorian part of the school. You gain access from Kings Road by going through the gate beside the Victorian building and then walking along the pathway. We have a regular School Crossing Patrol opposite the gate every morning and afternoon. Please cross the road at that point. This service is provided by Mr Curteis, who is also our School Caretaker. In his absence, crossing the road is the responsibility of the parents and carers.

## **Morning Drop Off**

Our gates open from 8:30am – 8:50am. We offer this extended drop off time to ease traffic congestion in the mornings. Please park responsibly on Kings Road and surrounding roads. Senior members of staff will be on the KS2 playground supervising the children's entry into the school so that teachers can receive them straight into the classrooms.

Once in the playground, we ask that the following procedures are followed for everyone's safety:

- ❖ Parents and carers to say goodbye to the children before they are escorted down to their classrooms and then if you wish to wait please remain near the back of the playground supervising any younger siblings;
- ❖ All children make their way straight into their classes;
- ❖ Senior Staff members will be available for any brief messages;
- ❖ No children of any age on scooters or bikes whilst on the playground;
- ❖ No children are to play on equipment or play any ball games at this time.

Senior members of staff will ensure the younger children get to their classes safely; usually this involves older children and siblings accompanying younger children to their classrooms.

Please do not enter the school buildings from the playground. All visitors, including parents and carers, should report to the office, using the front entrance from Kings Road.

## **Afternoon Collection**

The school gates will be unlocked and opened at 3.15pm by a senior member of staff. A line marked on the playground indicates where parents and carers should wait to provide enough space so that staff can bring children out and ensure that they reunited with the adult collecting them safely and efficiently. It is helpful if those collecting the youngest children can be nearest to the front please so that they can be easily seen by supervising adults and the children themselves.

We ask that these procedures are followed for everyone's safety:

- ❖ All children wait with their staff member until the parent or carer collecting them has clearly indicated their presence and has been identified by the staff member. Please ensure that you are facing the children so that eye contact can be made. A wave or hand in the air helps staff and pupils identify parents and carers when the playground is very crowded;
- ❖ Teachers will be available for any brief messages;
- ❖ No children of any age on scooters or bikes whilst on the playground;
- ❖ No children are to play on equipment or play any ball games at this time;
- ❖ Please remember that you are responsible for your children once they have been released by the adult in charge.

## **Permission to Collect your Child**

As a school the safety of your child is most important to us. With that in mind we ask that you complete a form to indicate who you give permission to collect your child from school whether on a regular basis or in the event that arrangements change as they invariably do. This list must include parents, carers, family members over the age of 16 and friends including other school parents and carers.

The class teachers and cover staff have a folder with a copy of this information to refer to at the end of the day. **All of our staff have been instructed not to release children to someone who is not on your permissions list.**

## **Change of Collection Protocol**

In the event that there is a need to alter collection arrangements or give temporary permission to another adult, permission must be given by the parent or carer to the school office as soon as possible so that the appropriate staff member can be informed and so we can let the children know of the changes also.

We understand that on occasion these arrangements may need to be made at very short notice due to unforeseen circumstances. However, children will not be allowed to go with a different adult unless verbal authorisation has been given by the parent or carers themselves to a member of office or senior staff.

**As a school, we will not waiver from this protocol as this is a child protection and safeguarding issue.**

## **Late arrivals**

If your child arrives on the school playground just a few minutes late, but after their class has been taken in, they may simply join another class and enter the school with them. If you arrive after the gates have been closed and locked at about 8.50am, please walk around to the school office and inform the school office of your arrival, to allow registers to be updated. Children must wait at the office to be accompanied by a member of staff. No parents or carers may have access to learning areas unless authorised.



## **Out of Hours Care**

Should you require out of school hours care for your child, The Old School House Nursery (TOSH) in Headcorn provides a service whereby they care for your child from 8am and bring them to school. They will then collect children from the school at 3.20 pm and will care for them until 6pm.

## **Absence**

Please telephone the school if your child is absent for any reason. We ask to be informed of the reasons for all absences by telephone or message at the start of the absence. It is school policy to follow up any unexplained absence and we will contact you if any occur. Head Teachers are not allowed to authorise leave of absence for holidays in term time. If there are exceptional circumstances as to why you wish to request leave of absence in term time, please contact the school office to arrange an appointment with Miss Symonds to discuss this request. Thank you.

Staff are not obliged to prepare home learning for those children taking holidays in term time.

## Parents' / Carers' Contact Details

As part of your 'Admissions Pack' and introductory letter, you will be asked to complete an Admission Form, this includes important information such as your home address, home, work and mobile telephone numbers, email address, etc. This information is essential for the school to be able to contact you particularly in the case of an emergency. **Should any of this information change whilst your child or children are at Headcorn Primary School please contact the school immediately to notify us of the change.** At Headcorn Primary School we see effective communication as fundamental to your child or children's successful education.

## Lunchtimes

The children can either bring their own packed lunch, or eat the school meals, which are cooked on site. The catering is provided by the Contract Dining Company which prides itself on a varied menu using fresh local seasonal ingredients, availability permitting. A menu is sent out to parents and carers at the beginning of the Autumn, Spring and Summer seasons and is always displayed in the servery area. It can also be viewed on our website.



Early Years (Reception class), Year 1 and Year 2 are entitled to free school meals as from September 2014 and further information about this is available from the school office.

There will be some children (including Early Years, Year 1 and 2 pupils) who are eligible for free school meals (FSMs) because their parents or carers receive certain benefits. The school receives additional funding (Pupil Premium) for each child who is entitled to receive FSMs or has been entitled over the last five years, so we encourage parents and carers to apply if they think they may be eligible. You can find out more details by contacting the school office or apply online at <http://www.kent.gov.uk/education-and-children/schools/free-school-meals> .

When children move into Key Stage 2 (Years 3, 4, 5 & 6) dinner money must be sent to the school office at the beginning of each month or paid via our secure online payments service. The school office will provide you with log-in details if you would prefer to pay on-line. Cash payments should be contained in a sealed envelope, with the amount and child's name clearly written on it. Children are provided with a booking form in advance of the forthcoming new month and dinners should be booked for the whole month nominating the days on which school dinners are required. If your child does not attend school due to illness during this month, your credit will remain in your account and you will not be charged for these days.

**At Headcorn Primary School we have a 'no debt' policy. Please provide your child or the school office with the payment on the day for any unplanned meals.**

Parents and carers are also able to lunch with their children, as long as one week's notice is provided. At present the prices for school lunches are £2.20 for children and £2.85 for adults. Special lunch arrangements can be made for those children who wish to celebrate their birthday lunch with their family.

All meals are generally eaten in the school hall; however, in the warmer months of spring and summer those children with a packed lunch may eat in the picnic area within the school grounds, weather permitting. Children can eat their packed lunch in the school hall rather than outside if they would prefer.



## Cycling to School

Children are welcome to cycle or ride scooters to school and we have bicycle sheds on the Key Stage 2 playground. As previously stated in our drop off and collection procedures, children must not use their bicycles or scooters on the playground to ensure everyone's safety. They must lock their bicycles and scooters up before leaving them. Unfortunately, the school cannot accept responsibility for any loss or damage which may occur to the bicycles whilst they are on school property.



## Parking

There is severe congestion on the road at the beginning and end of the school day. If at all possible, please refrain from using your car to transport your child to school. If that isn't possible, please try to car share and park with consideration to local residents. Do not block driveways or use them to reverse and turn your vehicle around. If you park on Kings Road, please use the parking bays on the recreation ground side of the road and do not park on the school side. When both sides of the road are used, other traffic cannot progress up and down Kings Road and this is a safety hazard. Please be aware that this road is also a school bus route and we must also keep the Crossing Patrol clear at all times. We ask that parents and carers do not park their cars in Brooklands as this causes a nuisance to the residents of this road. We work closely with the Community Warden and our local Police Community Support Officer who regularly monitor the parking situation.



## What to wear and bring to school

For information on our school uniform see Appendix 1 (p15).

Please ensure that all clothing is clearly labelled including all footwear.

The only jewellery permitted at school is stud earrings. Children are not allowed to participate in PE activities, including swimming, whilst wearing earrings. Children who are unable to remove and replace earrings themselves should not wear them to school on days when they have PE. Staff are not allowed to remove and/or replace earrings for children.

If you are having your child's ears pierced, please do so during the summer break to enable them to heal in time for the start of the new academic year. We ask that you ensure that your child is of an age when they can manage their earrings independently. Please be aware that until the ear piercings are healed and earrings can be removed your child will not be able to participate in PE sessions. This is not ideal as it is an important part of their learning and development.

Please do not send your child to school with expensive or items of sentimental value. The school cannot accept responsibility for any loss or damage which may occur to the items whilst they are on school property. Children may not bring mobile phones or other electrical items to school.

## Data Protection

The school acts in accordance with current Data Protection Laws. Please have a look at the website for our Data Protection policy.

## Medical policy

It is very important that the school is made aware if your child has any medical needs or allergies. The Staff Team at the school are unable to administer any medicine unless the appropriate forms are filled in. These can be picked up from the office and will need to be updated on a yearly basis.

Medicines will only be accepted in the original packaging from the chemist with the child's name clearly printed on the label and in date. Parents and carers are responsible for collecting their child's medicines at the end of each term and checking the expiry date.

If your child is ill due to vomiting or diarrhoea please keep them off school for **48 hours once all symptoms have ended**.

### **Headcorn Primary PTFA**

The PTFA (Parents, Teachers and Friends Association) is a group of volunteers whose aim is to raise much needed funds for the school for the benefit of all of the pupils.

All parents and carers with a child at Headcorn Primary School are members of the PTFA and are welcome to attend our monthly meetings, suggest ideas for fund raising and of course, help out at the many events we run each year. We also have a number of "friends", some of whom are parents or carers of pupils who have now left the school.

The PTFA raises a great deal of money for Headcorn School through a variety of regular annual events such as the Christmas Bazaar, Discos, Headcorn May Fair and many more occasions throughout the school year. Over the last few years, the PTFA have provided:

- A new swimming pool liner;
- Annual Swimming Pool chemicals;
- Billy Bear Bin in KS1 Playground;
- ICT accessories;
- Sports Kit for when the teams represent the school at tournaments;
- 15 ipad minis;
- £500 for creative week each year;
- The Anti-Bullying Campaign;
- Christmas Crackers for Christmas Dinner;
- Leavers' gifts for Year 6;
- A set of lockers for Years 3 and 4;
- ...and our family of chickens!



PTFA meeting dates are advertised on the board on the main gate and can be found in the diary dates section of the website. There is also a link at the bottom of the Parents Info tab on the website. This contains information about what the PTFA raise money for, reports of events, information on class reps, minutes of meetings and information about upcoming events.

### **School Charges**

The staff and governors recognise the importance of activities which may not be an essential part of the curriculum but add value and enjoyment to the experiences of the children. However it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. Children of parents or carers who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents or carers, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Please refer to the School's Charges and Remissions Policy for more detail.



## Headcorn Primary School School Uniform Requirements

<b>WINTER UNIFORM</b>	
<b>GIRLS</b>	<b>BOYS</b>
Headcorn School sweatshirt or cardigan with logo (available from School Office)	
White polo shirt or blouse	White polo shirt or white shirt
Black skirt or pinafore dress	Black trousers (no jeans)
White or black socks/black tights	Black socks
Black trousers in cold weather (no leggings or jeans)	
Suitable black shoes (not trainers)	Suitable black shoes (not trainers)
<p><b>Optional</b></p> Headcorn School Fleeces and Waterproof Fleece jackets (available from the school office) Black (or white for girls) suitable school sandals in summer Sun hats Book bags	
<b>SUMMER UNIFORM</b>	
White polo shirt or short-sleeved shirt	White polo shirt or short-sleeved shirt
Black or dark grey shorts or skirt	Black or dark grey shorts
Purple and white checked dress	
White socks	Black or white socks
Low heeled sandals (black or white) or black shoes (not trainers)	Black shoes or black sandals (not trainers)
<b>PE KIT</b>	
(to be kept in named drawstring bag)	
School house colour t-shirt with school crest (available from school office)	
Plimsolls and trainers	
Black or navy shorts/skirt	Black or navy shorts
Black or navy track suit bottoms and sweatshirt (for colder months)	
<b>Additional notes for parents and carers</b>	
<ul style="list-style-type: none"> <li>• For health and safety reasons PE skirts/shorts must be well fitted;               <ul style="list-style-type: none"> <li>• Only watches and small plain studs may be worn to school;</li> <li>• Earrings <u>must not</u> be worn during PE. Children should be able to remove/replace earrings themselves;                   <ul style="list-style-type: none"> <li>• Hair must be tied up during PE;</li> </ul> </li> </ul> </li> <li>• Hair accessories must be small and in the school colour where possible;               <ul style="list-style-type: none"> <li>• Nail varnish is not permitted;</li> </ul> </li> <li>• Please ensure all clothing, footwear and property is labelled.</li> </ul>	

