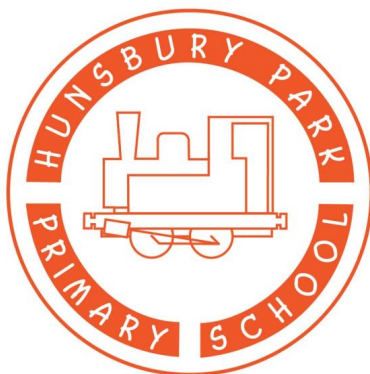


HUNSBURY PARK PRIMARY SCHOOL



INFORMATION BOOKLET FOR PARENTS & CARERS 2022-2023



Contents

1. Message from Mr York, Headteacher
2. Admissions Procedures
3. The School Day – Playtimes & Snack
4. Lunchtimes
5. The Pupil Premium Grant (and how to apply)
6. Before and after school care. General school information for parents and carers
7. The Governing Body
8. Friends Of Hunsbury Park (FOHPPS)
9. Keeping Parents Informed – children’s progress, meeting with teachers, end of year report
10. Additional Needs Provision – Family Support, disability access
11. Class Dojo
12. ParentMail
13. Attendance
14. Leave of Absence
15. Punctuality
16. & 17. Uniform and PE kit
18. General Advice About Clothing in School
19. Jewellery
20. Forest School and Lost Property
21. Your Child’s Welfare – Illness & Medical and dental inspections
22. Medicines in school
23. Safeguarding
24. Collective Worship and Religious Education
Personal accident insurance
Charging policy
25. Complaints procedures
26. & 27. Some Common Questions Parents/Carers May Ask
28. Term Dates 2022-2023

A MESSAGE FROM OUR HEADTEACHER

On behalf of the children, staff and Governors, I would like to warmly welcome you to Hunsbury Park Primary School.

Hunsbury Park Primary School is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

At HPPS, we believe that children should be curious about their learning. Through our engaging curriculum, we ensure that children can foster a passion for learning that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum, where talents can be spotted and nurtured to ensure that all children experience success.

As an inclusive school that proudly serves the needs of our pupils, we offer a broad range of support and provision to ensure that every child aspires to achieve their potential.

We operate an 'open door' policy at HPPS and recognise the importance of communicating with the parents and families of the children in our care, so strongly encourage you to speak to our staff team at any time.

We welcome you to our school and should you have any questions, please contact the School Office who will be happy to help you.

Mr D. York
Headteacher

ADMISSIONS PROCEDURES

Our school follows the admissions procedures applied by the West Northamptonshire County Council.



**West
Northamptonshire
Council**

In Northamptonshire, children can start school in the September following their fourth birthday.

All children must be four on or before 31st August. If you do not wish your child to start school in September, you may wait until the start of the term after their fifth birthday.

Each year we take a maximum of 45 pupils into the Reception year group. There are places for 315 children in the school in total.

Places will be allocated to pupils who have a statement of SEN or EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:-

1. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, residence/child arrangements order or special guardianship order.
2. Pupils with a brother or sister continuing at the school at the time of admission of the child.
3. Pupils who live closer to the preferred school than any other school.
4. Other pupils.

Tiebreaker

If the admission number is exceeded within any criterion priority will be given to those who live closest to the school.

Places for Reception children starting in September are normally allocated by the preceding March or April. Parents/carers will have been asked to fill in the online application, usually by the previous December. This online form can be found on the Northants County Council website

THE SCHOOL DAY



TIMES OF THE SCHOOL DAY

MORNING BREAK	10.00 – 10.15	Reception, Year 1 and Year 2
	10.15 – 10.30	Year 3 and Year 4 pupils
	10.15 – 10.30	Year 5 and Year 6 pupils
LUNCH BREAK	11.30 – 12.00	Unit Pupils
	12.00 – 1.00	Reception, Year 1 and Year 2
		Year 3 and Year 4 pupils Year 5 and Year 6 pupils

The school doors open at 8.45am. Children are encouraged to arrive at this time so that they can settle and be ready for the start of the day. They have 15 minutes in which to chat to staff and their friends and to put their things away.

School starts promptly at 9.00am. Any child arriving later than 9.00am is marked late in the class register.

Until the classroom door opens children are the responsibility of their parents/carers. There is no playground supervision at this time of the day and younger children should not be left in the playground without a familiar adult please.



PLAYTIME & SNACK

Playtimes are staggered across the school so that the playground does not become too congested. Everyone has 15 minutes of outdoor time to enjoy. The playground has a range of fixed equipment that children can climb and balance on as well as small games equipment such as hoops and skipping ropes to play with. Children are not allowed to bring in toys or games from home.



Children will be offered a piece of fresh fruit as a snack every day.



LUNCHTIMES

Children eat across a rolling arrangement of sittings and are supervised by our team of lunchtime staff in the hall and outside on the playground.



- Children in Reception, Year 1 and Year 2 are entitled to a universal free school dinner.
- Children in all other year groups are charged £2.20 per day unless they qualify for Free School Meals (this is different to universal free school meals and can be applied for via the County Council website) – [see the next section about 'The Pupil Premium Grant'](#).
- All school meals must be paid for via Parentmail on the school booking system. Please see the enclosed information leaflet on how to book meals for your child.
- Our hot meals are prepared in our own kitchen by our own staff. They are very popular with the children and are carefully balanced and healthy, in line with government food guidelines. The children benefit from trying new foods and from being well fed and prepared for their afternoon learning.
- You are welcome to send your child to school with a packed lunch if you prefer but this should **NOT INCLUDE** sweets, chocolate, sweet fizzy drinks or food that needs warming up.



We also do not allow children to bring nuts into school



- Suggestions for packed lunches could include sandwiches, wraps, pasta or rice salads, samosas, cheese and crackers followed by a piece of fresh fruit and maybe a yoghurt or a piece of flapjack.
- All leftover, uneaten food and packaging is sent home in your child's lunchbox so that you can see what your child has/has not eaten that day. It is a good idea to pop a plastic bag or some kitchen roll in the lunchbox so that your child can ensure that the food wrappers do not stain the inside of the lunchbox.

THE PUPIL PREMIUM GRANT

During your child's time at primary school they may be entitled to a range of benefits such as free school meals all the way up to Year 6, half price school trips and occasional free reading/maths resources for them to keep at home.

Your child could qualify for this extra support if you are entitled to:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
- National Asylum Seekers Support
- Guarantee Element of the State Pension Credit
- Employment and Support Allowance (income related)
- Universal Credit (income dependant)

HOW TO APPLY

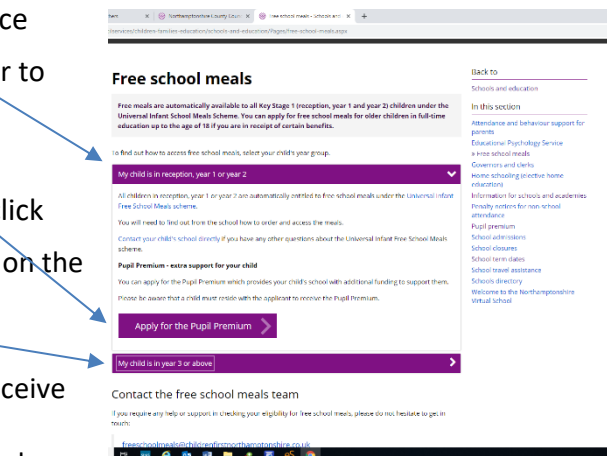
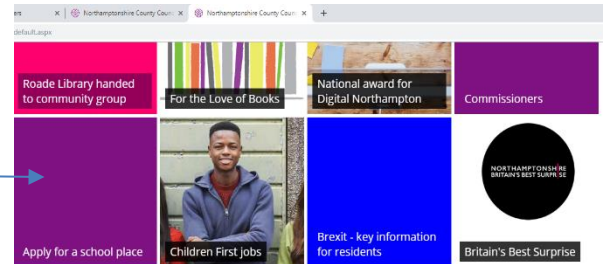
Visit www.northamptonshire.gov.uk

Scroll to the icon entitled Schools and Education then click on the line underneath that says Free School Meals.

This then takes you to the next page. **Click** on the purple bar according to the year group your child is in. For Reception, Year 1 and Year 2 you will then need to click on the 'Apply for the Pupil Premium' purple bar. This will take you to another page where you can make your application. You will need to have either your National Insurance number or National Asylum Seekers Support number to hand in order to start the application process.

If you have a child in Year 3, 4, 5 or 6 then please click on the lower purple bar and follow the instructions on the page it takes you to.

Your application will be processed and you should receive an answer shortly afterwards. The school should be informed if your application has been successful but please let the office staff know in case there is a delay.



BEFORE AND AFTER SCHOOL CARE

BREAKFAST CLUB



A Breakfast Club is run by 'Campers' our pre-school facility which is located in our playground and owned, managed and run by Mrs Maxine Rayne.

Please ask at the School Office for further information and how to register your child.

AFTER SCHOOL CLUB

An after school child care club is also offered at 'Campers'. Information about charges and what the club offers can be obtained from the School Office.



GENERAL INFORMATION FOR PARENTS

Copies of all school policies and other curriculum documentation are available for inspection on request from the School Office.

In the entrance area we keep a supply of current literature sent to us by a variety of organisations. There are usually pamphlets available for you to take away as well as posters to read and a variety of other information about the school.



We have a school website on which we post newsletters and other items of interest as well as our latest policy documents. The address is www.hunsburypark.northants.sch.uk



THE GOVERNING BODY

Our school has a Governing Body made up of staff, parents and other members of the community who work together as a team and who are responsible for making sure the school provides a good quality education for all pupils. It provides strategic leadership and accountability in schools and has three key functions:



1. Overseeing the financial performance of the school and making sure its money is well spent
2. Holding the head teacher to account for the educational performance of the school and its pupils
3. Ensuring clarity of vision, ethos and strategic direction.

Governors set the aims and objectives for the school and sets the policies and targets for achieving those aims and objectives. They monitor and evaluate the progress the school is making and act as a source of challenge and support to the head teacher. In action, this means:-

- Appointing and performance reviewing the head teacher and senior leaders,
- Managing budgets and deciding how money is spent including making decisions about pay
- Engaging with pupils, staff, parents and the school community
- Sitting on panels and making decisions about things like pupil exclusions and staff disciplinary
- Addressing a range of education issues within the school including disadvantaged pupils, pupils with special needs, staff workload and teacher recruitment
- Looking at data and evidence to ask questions and have challenging conversations about the school

Governors and trustees must be prepared to adopt the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Governors should be committed to their role and to young people; confident in having courageous conversations; curious with an enquiring mind; able to challenge the status quo to improve things; collaborative to build strong relationships; critical to improve their own work and that of the board; and creative in problem solving and being innovative.

BECOMING A GOVERNOR

From time to time parent governor positions on the Governing Body become vacant. When this happens the clerk notifies parents/carers and invites them to stand for election. All candidates are asked to prepare a short statement about themselves to accompany the ballot papers. The outcome of an election is made known as soon as possible and the duly elected governor becomes part of the Governing Body. It is recommended that all new governors attend training and try to become involved in the life of the school. They do have a heavy responsibility as a governor and there is a time commitment that needs to be considered before standing for election. Governors would say that they do enjoy their role however and think their commitment worthwhile. They certainly bring a positive dimension to the work of the school and have a wealth of personal experience that the school benefits from. They have to be prepared to give and take advice and must be loyal to decisions taken by the governing board as a whole. As long as they act within the law and take appropriate advice, governors are protected from any financial liability for the decisions they take.

CONTACTING A GOVERNOR

You are welcome to make contact with any of the school governors via the school, or in person if you see them on the school premises. Correspondence to the Governing Body can be addressed to the [Chair of the Governors, Mrs Maxine Rayne](#), via the school office.

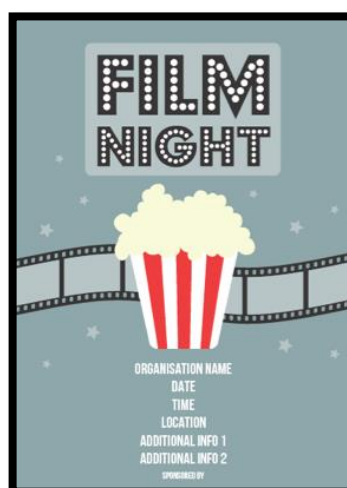
FRIENDS ASSOCIATION

FRIENDS OF HUNSBURY PARK PRIMARY SCHOOL (FOHPPS)



The school welcomes the support of the Friends Association, which is dedicated to social and fund raising events. Children's discos and film nights, Christmas & Summer Fayres and treat stalls after school on Fridays have been successfully organised and have raised much needed funds for the purchase of school resources.

We encourage as many parents and carers as possible to help to fund raise and we would welcome additional help or ideas from new parents/carers who would like to join in. You do not have to become a member of the committee nor do you have to commit a regular amount of time to functions. It is entirely up to you as to how much time and effort you can donate. FOHPPS will be very pleased to welcome you!



KEEPING PARENTS INFORMED

HOME-SCHOOL LIAISON

At Hunsbury Park we seek to positively encourage the partnership of parents/carers and teachers to promote the all-round development of the child. We believe that the partnership between school and home provides a foundation of security from which the child can establish increasing independence in the knowledge that parents/carers and teachers are working together in his/her best interests. Furthermore, the establishment of positive relationships at this stage enables any future difficulties concerning the child to be managed sensitively.

Our support staff are also very good at helping and advising you if you have concerns or worries. They are often the first members of staff to see you and your child in the morning and will be happy to speak to you or will arrange a time for you to see the class teacher if you prefer. Do not let minor incidents or misunderstandings worry you or your child. Call in and get them sorted out.



TEACHING AND LEARNING REVIEWS

Meeting the class teacher to talk about your child's progress

These reviews will be held in the autumn and spring.

You will be able to book an appointment via Parentmail to meet with your child and their class teacher.

The purpose of the autumn term meeting will be to discuss how your child has settled in to his/her new class, their attendance & punctuality, their progress and achievements and to discuss targets for the coming half term. The spring term meeting will continue to review progress and development and future targets. You will also receive a short written report in the spring term.

END OF YEAR REPORT

During the summer term you will be given a more in depth annual written report on your child summarising his/her achievements of the Early learning Goals (for Reception children) or in The National Curriculum areas of study, together with suggested courses for action where appropriate. Individual appointments may be made with the class teacher to discuss the contents where parents/carers feel this is necessary.

ADDITIONAL NEEDS PROVISION

Individual programmes of support are provided for children who have been identified as having a learning difficulty, a physical disability, behaviour/emotional difficulty or a particular medical condition.

Children identified as having additional needs may benefit from a range of additional support. This could include the regular or full time support of a member of our support staff team, a tailored programme such as a speech and language programme or additional small group support. Parents of children receiving special arrangements will be contacted at every stage of the process.

DISABILITY ACCESS

The school regularly reviews access arrangements regarding the physical environment of the school so that all pupils, and their parents or carers, can access the building.

FAMILY SUPPORT



Claire Riley is our Designated Safeguarding and Family Support Lead. She can be contacted via the school office.

Her role is to support children in school, who may have differing additional needs, as well as their parents and carers with issues such as:

- Managing behaviour at home (123 Magic)
- Sleep issues
- Support for assessment during statutory procedures
- ADHD/ASD information
- Accessing the school nurse
- Friendship issues

Claire can also support parents with a range of issues including how to access food banks, applying for Free School Meals and The Pupil Premium Grant, helping with and accessing a range of support services.

From time to time Claire organises parent/carers training sessions, social groups and information sessions. These will be advertised on Class Dojo when available.

Contact Information: criley@hunsburypark.org

Out of Hours Telephone Number: 07783 351275

CLASS DOJO



Apart from EYFS, our school uses Class Dojo to communicate with parents and carers. This is an online tool which enables you to see what your child is learning about, find homework, see photos of special learning events and class work and to communicate directly with the class teacher and other members of staff. The school staff use Class Dojo to communicate whole school news as well.

When your child joins a class you will receive an invitation from the class teacher to join ClassDojo.

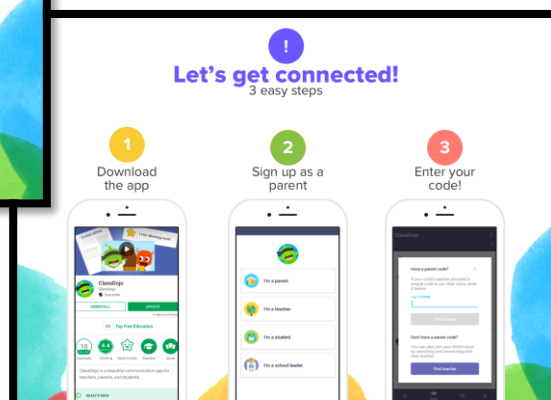
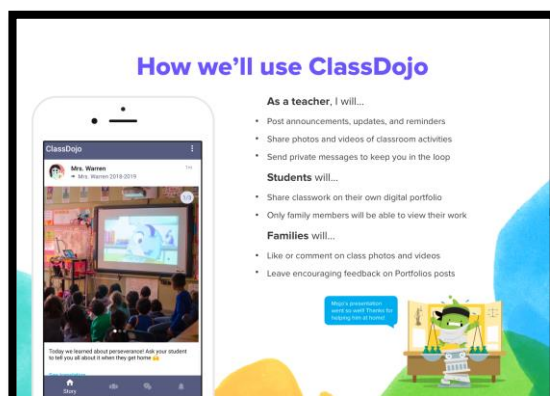


Any Device, Any Language

Easily stay connected with your child's classrooms on ClassDojo. You can see all of your child's feedback from teachers, hear important announcements and updates, and see photos and videos from class! You'll also be able to see your child's classwork on their own Student Story. Parents can use any iOS device, Android device, Kindle Fire, or computer to connect! You can also read all Class Story posts in your preferred language instantly.

Safe For All

All of your child's information is kept safe on Class Dojo. Only they, their teachers, and you as their parents can see their information. Class Dojo is COPPA-compliant and fully support FERPA. If ever you'd like to review or remove your child's information, please email the Class Dojo Parent Support team at parents@classdojo.com



PARENTMAIL



In addition to Class Dojo we can also communicate with you via ParentMail and you can make any payments necessary for school visits, music lessons and school dinners. The school operates a cashless system so it is important that all parents or carers sign up with ParentMail and provide us with their email address.

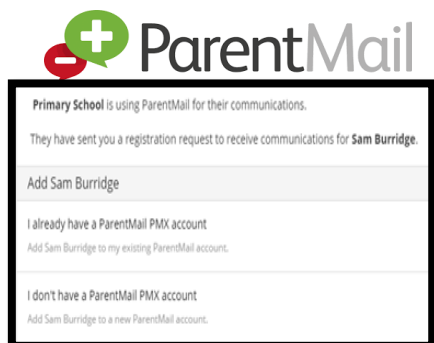
How to register with ParentMail for the first time via email

Registering with ParentMail can be done in minutes. We will send you an email registration link if we have your email address in our ParentMail system. If you haven't registered with ParentMail before then you will need to follow the instructions below to register as a new user.

You will receive an email which looks like the image here.



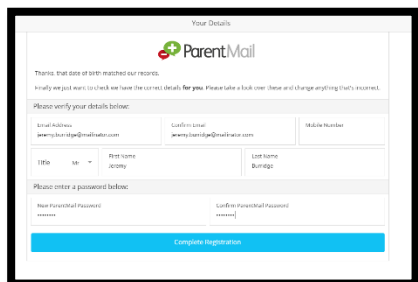
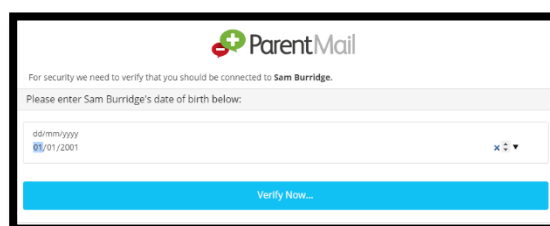
Once you have clicked 'Register', the below window will appear:-



Click 'I don't have a ParentMail PMX account'.

Enter your child's date of birth by either typing in the field, or use the arrow on the far right to select from the calendar. Once you have entered the date of birth, click 'Verify Now...' the below window will appear. Check your details are correct. You can edit any incorrect details in the fields. Please also enter a password.

The below window will appear. Check your details are correct. You can edit any incorrect details in the fields. Please also enter a password.



Now click 'Complete Registration'.

Success! You have created your ParentMail account!

You will now receive messages from Hunsbury Park Primary School. If you have more than one child at the school, you will receive messages for both/all.

ATTENDANCE

GOOD ATTENDANCE IS IMPORTANT

It is every parent/guardian's responsibility to ensure their child attends school.

All children are expected to attend between **100% and 95% of sessions**.

Children who attend between 100% and 95% of sessions have the best chance to be **successful learners**.

Have the opportunity to:-

Fulfil their potential

Have strong friendships

Have good social skills



EVERY LESSON COUNTS

Children who do not attend 95% of sessions may:

Miss out on: Their learning.

Have difficulty: Developing friendships.

Lack confidence in: Their learning, their social skills, their friendships.



Percentage attendance	Days absent	What it means
100%	0	Your child has the very best opportunity to fulfil their potential.
95%	9 ½	Your child is within the government's expectation for attendance.
90%	19	Your child will have missed a significant amount of their learning.
85%	28 ½	The government, school and Northants County Council label your child as Persistently Absent (PA). They will be referred to the Local Authority.

REPORTING AN ABSENCE

It is our school policy that if a child is ill and is going to be absent from school, parents must inform the school office on the first morning of the absence before 9.30am. You can ring and leave a voice message, speak to a member of the office staff or send an email. It is very important that we know the reason why your child is not in school. Should parents ever neglect to contact us then we will need to contact them, although it is the parent's responsibility to report every absence from school.

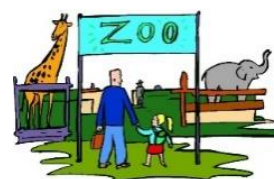
LEAVE OF ABSENCE

There may be times when it is necessary for a child to have a leave of absence from school for a day or several days, for example in a family crisis or for religious reasons. It is likely that these absences will be authorised by the school. ***A request for leave of absence for taking a family holiday will be unauthorised.*** All leave of absences must be requested using the school Leave of Absence for. Parents/carers can ask for these from the school office.



Children must not be absent from school in order to:

- Go on holiday.
- Have a day trip out, for example, to a theme park, the beach or to visit friends and family.
- Go shopping (for new shoes for example).
- To celebrate their own or a family member's birthday.
- Babysit or look after other children.
- Visit the hairdressers.



Routine medical/dental appointments should be arranged outside school time wherever possible please.

Emergency appointments during school hours should be made when necessary.

PUNCTUALITY

We are committed to ensuring that children are brought to school on time because of the detrimental effect on their learning or social progress if they are repeatedly late. They also may miss the input for the first lesson of the day and often feel that they are different to the other children. To ensure this does not happen to your child please make sure your child arrives in good time. The doors open at 8.45am.



Regular lateness will be noted and will prompt a letter from the head teacher.

Failure to address the issue will mean that the school has to invite parents/carers to a meeting to set up a contract to help improve punctuality.

In the event that this does not improve good arrival times, then the school would need to contact the Local Authority who ultimately may need to invoke legal proceedings.

OUR DOORS OPEN AT 8.45AM AND SCHOOL STARTS AT 9.00AM



Children will get the most out of school if they are in school every day **and** if they arrive on time. We urge you to make every effort to ensure that your child arrives on time at the start of every session. This is vital so that your child can have a relaxed and worry free start to the day.

Children do get upset if they know they are late.

Good time keeping means.....

Making sure your child is at school and ready to learn before 8.45am.

Did you know? Being 15 minutes late each day is the same as missing **two weeks** of school?



Every School Day Counts.













Every Minute is Equally Important.

UNIFORM AND PE KIT






PLEASE ENSURE UNIFORM AND PE KIT ARE CLEARLY LABELLED

WHAT TO WEAR FOR SCHOOL FOR RECEPTION, YEAR 1, 2, 3, & 4

OUR SCHOOL UNIFORM COLOURS ARE RED, WHITE AND DARK GREY/BLACK

White (or red) polo shirts	 
Dark grey or black trousers/shorts/skirt	   
Red and white dresses can also be worn in the summer months	
Red sweatshirt/jumper or cardigan with or without the school logo. Sweatshirts and cardigans with the school logo on can be ordered online with our suppliers otherwise red jumpers and cardigans without the logo can be bought from a range of shops/supermarkets.	 
Black shoes only with no visible branding – sturdy enough to withstand playtimes (running, climbing, skipping, playing football etc). NO TRAINERS OR TRAINER STYLE SHOES.	 
Children may want a book bag and a P.E bag too. These can be ordered online with our suppliers	 

P.E KIT FOR CHILDREN IN RECEPTION, YEAR 1 & YEAR 2

  <p>Children should wear red shorts and a white T-shirt & black tracksuit bottoms for warmth.</p> <p>All these items (apart from the tracksuit bottoms) can be ordered online through our suppliers. They have no logo. Alternatively they can be bought from a range of shops.</p> 	<p>Trainers or Plimsolls</p>  
---	---



CHILDREN MUST ALSO tie back long hair in P.E lessons. They must remove any jewellery, including earrings. Children are unable to take part in P.E lessons if they are unable to remove earrings or any other jewellery, including friendship bracelets. **We recommend ear piercing to only take place at the very start of the summer holidays as this allows sufficient healing time before school begins again in September.**

WHAT TO WEAR FOR SCHOOL FOR YEARS 5 & 6

OUR SCHOOL UNIFORM COLOURS ARE RED, WHITE AND DARK GREY/BLACK

A white long/short sleeved shirt with a school tie.



Dark grey or black trousers/shorts/skirt



Red jumper/cardigan/sweatshirt

Ones with the school logo on can be ordered online through our suppliers otherwise red jumpers and cardigans without the logo can be bought from a range of shops/supermarkets



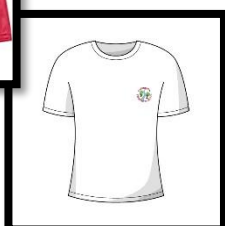
Black shoes only with no visible branding – sturdy enough to withstand playtimes (running, climbing, skipping, playing football etc). NO TRAINERS OR TRAINER STYLE SHOES.



P.E KIT FOR CHILDREN IN YEARS 3, 4, 5 & 6

Children should wear red shorts and a white T-shirt with a rugby shirt & black tracksuit bottoms for warmth.

All these items (apart from the tracksuit bottoms) can be ordered online through our suppliers. They have no logo. Alternatively they can be bought from a range of shops, although it may be hard to find the rugby shirt in the shops.



Trainers or plimsolls



CHILDREN MUST ALSO tie back long hair in P.E lessons. They must remove any jewellery, including earrings. Children are unable to take part in P.E lessons if they are unable to remove earrings or any other jewellery, including friendship bracelets. **We recommend ear piercing to only take place at the very start of the summer holidays as this allows sufficient healing time before school begins again in September.**

GENERAL ADVICE ABOUT CLOTHING IN SCHOOL

UNIFORM

Our school uniform colours are red, white and grey/black. You can buy school sweatshirts, cardigans, fleeces, polo shirts and P.E kit via our suppliers who are based at Moulton Park or at local supermarkets who stock red cardigans and jumpers. The children can wear either. You can place an order online or by phone or you can visit the shop personally. Orders can be delivered to your home for a small charge or you can collect them from the school office for free. Deliveries arrive throughout the week. You will be notified when your order is ready for collection.

It is important that children feel comfortable in the clothes that they wear to school and that they are clothes that they can take off and put on independently.

Children are encouraged to dress and undress themselves for the purpose of P.E. Adults do help those having difficulties of course but it is a great time saver and an important life skill, if children can do this independently.

We ask you to bear in mind that children's clothes often get messy and sometimes damaged with paint, glue or scissors in school! So please be prepared to receive a possibly grubby, but happy, experienced and fulfilled child at the end of the day!

Most schools ensure that the materials they use with children are child-friendly i.e. that they can be washed out successfully - but there are times when the manufacturers claims are somewhat exaggerated!



Please ensure that each item of your child's uniform is named – including their coats.

OUTDOOR P.E. LESSONS

We try to take children outside for P.E during the Summer terms. Therefore it is necessary to provide your child with a pair of plimsolls or trainers (THAT FIT THEM WELL) which can then be kept in a bag on their peg. These are also useful if they get wet feet from playing outside or walking to school. As children grow so rapidly it is advisable to keep a check on whether their plimsolls still fit them and to then replace them when necessary.

SPARE CLOTHES FOR OUR YOUNGER CHILDREN

It is a good idea to keep a change of socks and underwear in your child's P.E bag just in case a toileting accident happens. It is quite usual for the occasional accident to happen in the early years. Staff handle such incidents sensitively so that children do not become upset.

JEWELLERY IN SCHOOL IS DISCOURAGED

LOCAL AUTHORITY POLICY

It is the recommended policy of the Local Authority that during P.E all jewellery **MUST** be removed. There are no exceptions. If a child has recently had his/her ears pierced and the healing time is not over then that child must not take part in any P.E lessons. It is not safe practice to cover over the earrings with tape.

We ask that if you still choose to send your child to school with jewellery on to please ensure that your child can remove it independently or that you remove it on the days your child has P.E. We ask for your full co-operation on this matter please.

PLEASE LEAVE JEWELLERY AT HOME

(APART FROM WATCHES AND SIMPLE STUD EARRINGS)

We do not recommend the wearing of any jewellery (including articles such as friendship bracelets, loom bands, string necklaces given by brothers or sisters etc) in school and strongly discourage it for a variety of reasons.

1. If it is lost or damaged the child and parents are very upset.
2. Some jewellery has sharp projections which can be potentially dangerous for the wearer and other children.
3. It becomes a problem when it comes to removing it for P.E.
4. Adults in school are not allowed to remove earrings for a child.
5. The school takes no responsibility for replacing or repairing any items of jewellery should they be lost or damaged in any way.



IF YOU CHOOSE TO HAVE YOUR CHILD'S EARS PIERCED...

We recommend ear piercing to only take place at the very start of the summer holidays as this allows sufficient healing time before school and PE lessons begin again in September



Please ensure that if your child has long hair it is tied back in a ponytail for school (see examples opposite).

If your child normally wears hair out of a ponytail on each side to frame their face, for school this must also be tied or gripped back.



Throughout the year children will spend some time at Forest School.

These days are fun and exciting and the children love them! Forest School is led by our Forest School staff who will take children outdoors to our forest and field areas or to the local country park.



The children engage in many physical activities such as den building, fire making, problem solving, looking at plants and insects, rolling down banks, splashing in puddles and toasting tasty things to eat.

CLOTHING FOR FOREST SCHOOL

It is very important that your child wears the right kind of old clothing for Forest School. This should comprise of a waterproof, warm coat (which will get wet and muddy), named wellingtons for most of the year or sturdy trainers in the warmer months, old trousers, old T-shirts and jumpers and of course hats and gloves in the cold weather and sun hats in the sunshine. Forest School time in the summer is spent in the sunshine so you may wish to apply sunscreen to your child before they go to school on a Forest School day.

Please be prepared for your child to come home from a Forest School day in very dirty, possibly wet and well-worn clothing. Your child will have had a marvellous experience and will have learned a lot about the natural world and had great fun. We love Forest School at Hunsbury Park!!



LOST PROPERTY



Please contact the staff in the school office for mislaid items if they cannot be found in classrooms or cloakrooms. We have a centralised area for found items which is usually full of un-named clothing. It is vital that parents/carers ensure all children's belongings are **clearly labelled with their full names.**

We appreciate that it is time consuming to sew in/iron on labels to your children's clothes but it will save you a lot of money as unnamed items are difficult to return to their owner and can sometimes, mistakenly, be claimed by someone else. Please, please, please label your child's clothes.

YOUR CHILD'S WELFARE



ILLNESS IN SCHOOL

Children who are unwell should not be sent to school. They may spread infection or be delayed in regaining full fitness. Unfit children cannot learn effectively.

We consider that if your child is fit enough to be in school he/she is fit enough to play outside. Please ensure that your child is suitably clothed for outside playtimes. In only exceptional cases will we allow children to stay indoors at playtimes and then only after you have discussed the situation with your child's class teacher.

If your child becomes ill during the day, you will be contacted. It is therefore vital that the information on the admission form concerning emergency contacts is kept up to date and parents advise us of any details which change. It is also helpful to inform us of any allergies your child may have in respect of us administering first aid to minor accidents.

If a child needs to be admitted to hospital, in the event of an emergency, and none of the adults with responsibility can be contacted, the school will continue to act in loco parentis and accompany the child to hospital and stay until the parent or carer arrives.

MEDICAL AND DENTAL INSPECTIONS

The School Nurse visits the school and may carry out periodic sight and hearing, weight and height checks.

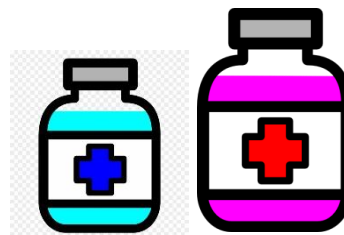
We ask you to sign a permission form, which will enable us to ask the nurse to carry out a sight or hearing test should we feel it to be necessary at any other point during the year.



Sometimes the school is involved in national inoculation programmes or local dental inspections. If ever this happens then all parents and carers are notified prior to the inspection or procedure. Parents/ carers, of course, retain the right to withdraw their child from these procedures.

ADMINISTERING MEDICINES IN SCHOOL

If a child suffers from a long term illness or condition such as asthma or hay fever, or is well enough to return to school after an illness but has to complete a course of antibiotic treatment, we are able to administer a dosage **provided** the following conditions are complied with:-



- The request **must** be recorded on the correct forms – available from the school office, and exact instructions must be given with dosage and time of administration for all medications including over the counter and doctor prescribed medication.
- We are prepared to administer some over the counter medication such as children's paracetamol/ibuprofen, hay fever medication, eye drops etc but we need to be certain that there is a clear need for this.
- If we ever feel uncertain about giving a child medication then we reserve the right to not administer it. Sometimes parents have asked us to administer out of date medication for example, or to give Calpol/paracetamol 'just in case' or to administer medication written in a language other than English. On such occasions we would not administer it.
- When a medication is prescribed by a doctor, the medicine **must** be in the original prescribed container clearly labelled with name and dosage. **This includes the inner and outer package.**

The medicine must be brought to the school office and collected from here at the end of the day by the parent/carer. It will be kept in a locked cupboard or fridge in our First Aid Room.

Children must not keep medicines or tablets on their person.

Asthma medication is always kept in the classroom where a child can access it easily.

If parents/carers prefer to come to school to administer a lunchtime dosage, that is perfectly acceptable.

We take no responsibility for delivering forgotten medicine to a child's home at the end of the day.

SAFEGUARDING



SAFEGUARDING INFORMATION



All children have a right to be protected from harm and all adults have a role to play in ensuring that our children are protected and safe.

As individuals, we all play an important part in the child protection process.

Whether as part of your job or volunteering activities, or simply as a member of your local community, child protection is everyone's responsibility.

The Designated Safeguarding Lead Teachers at Hunsbury Park are:



Mrs Riley
Designated
Safeguarding Lead



Miss Nyezka
Deputy Designated
Safeguarding Lead

**Safeguarding
Team**



Mr York
Deputy Designated
Safeguarding Lead

Our Safeguarding Team
are easily identified by
their orange lanyards

If you have any concerns about the welfare of a pupil while working in or visiting our school, please speak to one of the DSLs immediately. You will be asked to complete and sign a "Cause for Concern" form. You can also contact the Multi-Agency Safeguarding Hub team directly on:

0300 126 1000

COLLECTIVE WORSHIP & RELIGIOUS EDUCATION

The school follows the County's Agreed Syllabus for Religious Education called "Religious Education in Northamptonshire". The educational experiences are based on principles which promote the cultural, moral and spiritual development of each child. During their time in our school the children study Christianity, Judaism, Hinduism and Islam.

Children attend full or group assemblies of an entirely non-denominational nature, from which parents have a right to request that their child be excused. The same right applies to religious education lessons. It would be helpful if, in these cases, the parents would discuss this matter with the head teacher.

PERSONAL ACCIDENT INSURANCE

Parents should be aware that there is no universal personal accident cover for school children. The Council's policies cannot extend to cover pupils engaged on educational visits or school journeys, although the general liability policy protects the Council against the consequences of actions brought against it on behalf of pupils. Parents are, of course, at liberty to take out insurance on an individual basis should they want additional cover for their children.

CHARGING POLICY

The Governors believe that education should be free to all pupils; the 1988 Education Reform Act requires that there should be no charge for any curriculum activity which takes place during school time. However, schools would be unable to provide certain enriching experiences without asking for some voluntary contributions from parents. These contributions enable school trips to go ahead and the invitation of educational providers such as theatre groups, animal experts and historical experts to take place.

From time to time teachers will wish to arrange educational visits which will take place during the school day. If such a visit is being planned then the school will write to you, saying where the visit is to and why it is considered important. You will be told the cost per child and invited to provide a voluntary contribution.

No child whose parents feel unable to contribute will be denied a place on any visit. Parents who do feel unable to contribute, either in full or in part, should advise the head teacher so that a decision can be taken whether or not the visit can continue. If insufficient voluntary contributions are made, the trip will have to be cancelled and all monies returned.

We usually ask for an initial deposit to secure funding and a commitment to the trip. Please note that deposits for trips and visits are not refunded. Should parents who have paid the full amount, or part of the full amount, wish to withdraw their child at a later stage they may receive what they have paid minus the deposit.

COMPLAINTS PROCEDURES

Curriculum And Religious Worship

Parents having any cause for complaint about the provision of the school curriculum, including religious education and worship, should contact the head teacher for informal discussions.

Full details of the Complaints Procedure is available upon request at the school office. A copy will be given, if desired, to any person wishing to make a complaint under these arrangements, and copies of the information in languages other than English may be obtained from the L.E.A. A copy of the Circular of Guidance issued by the Department for Education (DFE 1/89) will also be made available for inspection. A charge of £1.00 will, however, be made for copies of the Circular which complainants may wish to retain.

General

The school also subscribes to the L.A. scheme for resolving general complaints which may be made against the school, for example, in relation to school rules or policies.

We will always try to resolve difficulties or complaints at the earliest possible stage through discussion between parents and class teachers or the head teacher.

Occasionally it may be necessary to refer a matter to a small sub-committee of Governors if it cannot be settled by members of the teaching staff.

Should it still prove impossible to resolve a complaint following consideration by the Governors, it can be referred to an independent panel set up by the L.A. and consisting of a County Councillor, a Governor and a Parent, none of whom who have a connection with the school or the complainant. The members of the panel would be advised by a Senior Officer and would all have received training in, or have had previous experience of, the working of appeals committees.

The complainant (or representative) and the school will be able to put their case to the Panel and both parties will agree to accept the findings of the Committee.

We aim to resolve all complaints or concerns as quickly as possible and are always happy to meet with parents/carers to try to sort any issues out. Please don't wait and worry – come and see us.

Some common questions parents/carers may have...

What does my child need to bring to school?

- School book bag for younger children or a rucksack for older children
- Lunch box if your child is having a packed lunch
- PE kit in a separate bag
- NO TOYS OR GAMES PLEASE

Where do I bring and collect my child?

Please bring your child to their classroom via the outer classroom door. You will also collect your child from this door at the end of the day. If you arrive after 9.00am please come through the main entrance via the office. In the unusual event of you being unable to pick your child up on time please ring the office to let us know.



What happens if I have arranged for someone else to collect my child from school?

Please let us know via the class teacher personally or phone the school office if there are any changes. It is important that we know in advance. We will ask you to fill in a form at the start of the year detailing who may collect your child at the end of the day and a password to be used. Please note it is our policy not to let older siblings or under 16's collect Foundation Stage children.



What if my child becomes ill or has an accident at school?

When children become poorly at school they usually only want their parents or carers. We will inform you straight away so that you can arrange for them to be collected and taken home.

We have trained first aiders on sight who deal with accidents.

If your child needs emergency treatment then we will ring for an ambulance.



What if my child needs medicine at school?

We are authorised to give your child prescription medicine which needs to be given up to four times a day. If your child needs an inhaler at school please ask your doctor for a spare one so that it can be kept at school.

Please take any medicine to the school office, as written permission is required before we can administer any medication.



Do I need to let the school know if my child is going to be away?

Yes please. Phone the school office in the morning to let us know why your child is not at school. We operate a first day response system, which means if we do not know, why your child is away then you will receive a phone call from us to check the reason for their absence from school.

How will I know what my child is learning?

You will be provided with a curriculum newsletter at the start of each term and will have access to your child's 'Online Learning Journey.' You will also have access to Class Dojo and Seesaw.



What should I do if I have a query or concern?

Please speak to your child's class teacher in the first instance or write to them via the Home School Diary or Class Dojo.

You can also speak to other members of staff such as:

Mr Dan York (Head Teacher) or any of the Office Staff
Mrs Claire Riley (DSL/Family Support Lead)







HUNSBURY PARK PRIMARY SCHOOL

TERM DATES FOR 2022-2023




AUTUMN TERM 1 - TERM 1

THURSDAY 1 ST SEPTEMBER 2022	TEACHER TRAINING DAY
FRIDAY 2 ND SEPTEMBER 2022	TEACHER TRAINING DAY
Open to pupils on the morning of: MONDAY 5TH SEPTEMBER 2022	Term 1
Closed at the end of afternoon of: FRIDAY 21ST OCTOBER 2022	Term 1
ONE WEEK SCHOOL CLOSURE	

AUTUMN TERM 2 – TERM 2

Open to pupils on the morning of: MONDAY 31ST OCTOBER 2022	Term 2
Closed at the end of afternoon of FRIDAY 16TH DECEMBER 2022	Term 2
TWO WEEK SCHOOL CLOSURE	

SPRING TERM 1 – TERM 3

TUESDAY 3 RD JANUARY 2023	TEACHER TRAINING DAY
Open to pupils on the morning of: WEDNESDAY 4TH JANUARY 2023	Term 3
FRIDAY 20 TH JANUARY 2023	TEACHER TRAINING DAY
Closed at the end of afternoon of: FRIDAY 10TH FEBRUARY 2023	Term 3
ONE WEEK SCHOOL CLOSURE	

SPRING TERM 1 – TERM 4

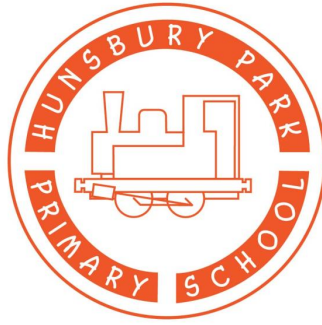
Open to pupils on the morning of: MONDAY 20TH FEBRUARY 2023	Term 4
Closed at the end of afternoon of: FRIDAY 31ST MARCH 2023	Term 4
TWO WEEK SCHOOL CLOSURE	

SUMMER TERM 1 – TERM 5

Open to pupils on the morning of: MONDAY 17TH APRIL 2023	Term 5
MONDAY 1ST MAY 2023	MAY DAY – SCHOOL CLOSED
Open to pupils on the morning of: TUESDAY 2ND MAY 2023	Term 5
Closed at the end of afternoon of: FRIDAY 26TH MAY 2023	Term 5
ONE WEEK SCHOOL CLOSURE	

SUMMER TERM 2 – TERM 6

Open to pupils on the morning of: MONDAY 5TH JUNE 2023	Term 6
MONDAY 3RD JULY 2023	TEACHER TRAINING DAY
Closed at the end of afternoon of: FRIDAY 21ST JULY 2023	Term 6
SIX WEEK SCHOOL CLOSURE	



'Working together to be the best we can be'

HUNSBURY PARK PRIMARY SCHOOL

Dayrell Road
Camp Hill
Northampton
NN4 9RR

Telephone No: 01604 761566

Email: office@hunsburypark.org

Headteacher	Mr Daniel York
Assistant Headteacher's	Miss Amy Paine Mrs Felicity Sinclair Miss Hayley Ilsley Mr Jack Dyson
Office Manager	Mrs Jo Hewitt
School Business Manager	Mrs Kim Ormshaw
Chair of Governors	Mrs Maxine Rayne

Hunsbury Park Primary School has been provided as and will be maintained as a Community School by Northamptonshire County Council,

