



Hurst Hill

Primary School



Parent Handbook

Taking you step-by-step through starting at  
our school



WELCOME TO HURST HILL PRIMARY SCHOOL



We would like to say...

It is great that your son or daughter is starting at our wonderful school.

Thank you for selecting us!

## Nursery

### Nursery

We have a nursery which is part of Hurst Hill Primary School. Pupils have a separate uniform but otherwise are part of the main school. We share a large Early Years Unit with Reception class. We have an excellent enclosed area for outdoor play which can be accessed in all weathers. Hurst Hill Pre-School offers provision term time from 8.30am until 11.30am and from 12.15pm until 3.15pm.

Our staff team are very experienced and are committed to supporting all children and their families. We have worked hard to create a warm and happy environment which is inviting and well equipped to enrich the learning for all children. We provide funded early education for three and four year olds and we support children who speak English as an additional language and children with special educational needs and/or disabilities.

### Nursery 30 hours

We offer free 30hrs nursery places which are available between 9am and 3.15pm for eligible parents. There is an option for 8.30am start for an additional fee. Please contact the nursery manager, Miss Morgan, for more information via the main school office on 01384 818845.

## Key Information:

### What are our school times?

- Doors open: 8.45am (8.30am for Nursery)
- Reception and Key stage 1 Morning session ends: 11.30am
- Key stage 2 Morning session ends: 12.15pm
- Afternoon session starts: 12.15pm for Nursery, 12.15pm for KS1 and 1pm for KS2.
- School ends: 3.30pm (3.15pm for Nursery).

### Arrivals & Departures

We are very keen on punctuality, so please note that the doors will be closed at exactly 8.55am, any children arriving after 8.55am should come into school via the front office and be signed in. Children need to be in the classroom for 8.55am when the register closes otherwise they will be marked as late.

Children who are collected late may be charged.

### Parking

No vehicles are permitted to drive onto the school property between 8.20am and 9.15am and 2.45pm to 3.45pm. We also ask that people park sensibly in the local streets and respect our local residents.

If you are disabled and have a disabled pass, then please contact the school office for parking access.

### No smoking

The school operates a no smoking policy on the property and within the school grounds. This includes the use of e-cigarettes and other electronic smoking devices. Please help us to keep our air as clear as possible and promote a healthy lifestyle to our children. Dogs are not allowed on school premises even if they are being held (except guide dogs).

### Uniform

#### **General**

All pupils wear uniform which helps to promote a sense of identity and pride in themselves and the school. We ask that all clothing is clearly marked with your child's name to ensure that any items that are mislaid can be returned. Our uniform consists of;

- White polo shirt
- Grey or black smart trousers, shorts or skirt (not jeans or leggings)
- Red sweatshirt or cardigan with the school logo.
- Red gingham dress for summer
- Plain socks
- Sensible black shoes (not trainers)

Our uniform is available from San's Kidzwear at Bilston Market or Crested Schoolwear, Churchill Shopping Centre, Dudley. Sew on badges can be purchased from the school office.



## Key Information Cont.

### PE

For indoor and outdoor PE lessons your child will need, the following kit:

- Black/navy shorts or black/navy jogging bottoms (not leggings or cycling shorts)
  - White or House colour T-shirt
  - Sports trainers
  - Red Hoody/school jumper
- All clothing should be plain without logos.*

Your child will have a PE day when they attend school wearing their PE kit instead of uniform. Parents are notified about the day as part of their transition to their new year group.

### Jewellery

For safety reasons, no jewellery can be worn in school, with the exception of one pair of studs provided they can be removed by the child for PE lessons and swimming lessons.

### What children need to bring each day:

- School Reading Record
- School reading book
- Water bottle

### Food in School

**School meals** - The school provides delicious two-course lunches that are cooked in our own kitchen. Fresh, healthy ingredients are used and the meals cost just £2.65 per day. There is a wide variety of food for your child to choose from every day including a vegetarian meal. There are 3 options which include a hot meal, jacket potato, and a sandwich grab bag. There is a 3 weekly meal cycle and we have copies of the menu in the main entrance and on the school website.

**Healthy snacks and drinks** - Free bagels are provided at the front of school every morning to welcome children in to school and to ensure that pupils are ready for school. Fruit is available for all children in Reception class and KS1. All pupils under 5 years of age, receive free milk. Pupils are allowed water bottles in their classroom to help keep themselves hydrated and their brains' awake.

**Free school meals** - All children in Reception and Years 1 and 2 (Key Stage 1) can have free school meals so children do not have to bring lunch from home, as it will be provided by school.

To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- income support
- job seeker's allowance
- child tax credit
- or be asylum seekers or refugees

Even if you are eligible but do not want your child to have a school meal, it is still worth applying, as the school receives funding based on the numbers of Free School Meal places, which directly impacts on the resources we can provide for your child.

For more information, please contact the school office. All applications are treated confidentially. The following application form can be completed: <http://www.dudley.gov.uk/resident/your-council/council-tax-and-benefits/benefits/free-school-meals/>

### Reading Records

Our school Reading Records are provided for every child each year and are essential for pupils to ensure they are reading regularly. They contain useful information for pupils to organise themselves. Pupils, parents and teachers will record any time the child reads, including when they have changed their book / reading level. Pupils should be reading at home every night for at least 10 minutes. Please ensure you listen to your child read and that you write the title of the book, the page numbers read and sign to say you have listened to them read.



## Safeguarding

Our commitment to effective safeguarding procedures in school is resolute. Our school safeguarding policy is available to view on the school website. The school has 4 designated safeguarding leads. It is all staff members' duty to report any concerns that we may have about a child's welfare.

Risk assessments are in place to ensure that pupils and staff are safe. Fire drills and lockdown practices happen termly to ensure the whole school knows what to do in an emergency. Pupils are taught how to keep themselves safe online as part of our online safety / IT curriculum. Training is up to date. Safer recruitment training and checks are also in place.

## Snow plan

It is the school's policy to open on all normal school days even when some poor road conditions exist. However, in the event of heavy snowfall, we cannot guarantee that staff will be able to attend school and a decision to close the school or introduce restricted school opening times may be necessary.

If weather conditions are severe enough to force closure or restricted opening, parents will be notified through the school text messaging service / Parentmail, on local radio stations and on the Dudley Council website. Any decision to close the school will be taken by the Head teacher by 8.00am.

## Medicine in school

Parents may book appointments to see the school nurse via the front office. If your child needs medicine administered during school time, please complete a form from the school office providing details and authorising us to do so. Medication should be supplied in a clearly marked container with full instructions as to the dosage. Ibuprofen and Paracetamol can be administered without prescription for up to 48 hours. Children are not allowed to have their own medicine with them and it must be collected by an adult.

## Questions / Concerns

If you have a concern about your child then in the first instance speak to the class teacher. If you are not satisfied with the outcome then ask to speak to the Phase Leader. Both of these members of staff are available at the end of the school day. Alternatively, an appointment can be made via the front office. If you are still not satisfied with the outcome then please book a meeting with the Assistant Head of School or Head of School via the front office. Forms and more information is available in the complaints policy which can be found on the school website.

## Absences

When children are absent from school, we are legally required to record reasons for absence. Please inform the office on your child's first day of absence by telephoning 01384 818845 (option 1) or by sending a message via ParentMail. Please remember to give your child's name, class and the reason for absence. If your child has to leave the school during the day, e.g. for a medical appointment, an adult must collect them. Please provide the front office with a copy of medical letters or an appointment card. A copy will be taken as proof of absence. Routine dentist and optician appointments must be taken after school.

## Poor attendance

Regulations on school attendance have changed, and many more pupils now fall into the category of 'Persistent absentee'. If your child falls below 96% attendance (for whatever reason) they will be classed as a Persistent Absentee. For more information on attendance please see the school's attendance policy which is available on the school website.

## Illness / First Aid

When children have been off school with vomiting or diarrhoea, parents are requested to keep them at home for 48 hours following the last attack.

There are designated first-aiders in each phase in school. Parents will be contacted if there is a concern, such as head bumps where parents need to be notified.

## Holidays

Children are not allowed to take school holidays during term time unless there are exceptional circumstances. School holiday dates will be sent to you regularly and are always available on the website and from the school office. We ask you to keep to these dates when booking holidays. If you need to request a leave of absence then a form must be completed from the school office.

## Working with Parents

### Parental involvement

We aim to involve parents in their child's education. We want to make school a welcoming and accessible place and make it an important part of family life. We try to keep parents well informed about all aspects of school life through various methods of communication, both formal and informal, including annual pupil reports, weekly newsletters, parent workshops, assemblies and text messaging.

Hurst Hill Primary School achieved the LPPA working with parent award in 2019, which was renewed in 2022. This highlights the importance we place on parent partnership.



## School Values

Our Hurst Hill school values were written collaboratively involving all stakeholders including parents, site staff and governors. There were 5 key priorities chosen which are Honesty, Positive Attitude, Resilience, Respect and Caring. The school community felt that these were important attributes for all our pupils to have to be good citizens and to achieve their potential.

## Behaviour

At Hurst Hill all adults are responsible for the behaviour of **all** children across the whole school. Adults and children should always act as good role models. Our school rules were created in collaboration with all children and staff. These rules will be a permanent feature of display in all classrooms and around the school. The rules will be referred to, and linked directly to sanctions for behaviour. We encourage pupils to achieve in a learning environment where self-discipline is promoted and good behaviour is the norm. We believe pupils will achieve their full potential in a happy and stimulating school environment.

- Rewards include:
  - House Points
  - Stickers/stamps
  - Raffle tickets
  - Certificates
  - Golden Time
  - Telling parents (verbally/written)
  - Star of the week
  - Written comments in the child's work
  - Moving up the behaviour chart towards the sun and stars
  - Postcards home

A list of the sanctions can be found in the behaviour policy on the school website.

## **School Council**

We value pupils' opinions so they can learn that their views can make a positive difference to the school. One pupil each year is selected to represent each class at school council meetings. Pictures of the current school council are on the school council board, outside the Head Teacher's office.

## **Mobile phones**

Mobile phones and other electronic equipment should not be used on school premises by children or parents in school hours or during on-site extra-curricular activities. If Y6 pupils are walking to and from school by themselves then they can hand their mobile phone into the school office at the start of the day and collect at the end of the day. Under no circumstances must phones be taken to the classroom or cloakroom.

## Curriculum

Our school curriculum follows the national curriculum requirements through a topic-based approach. All subjects are taught discretely but many link to the phase topic.

Our curriculum intent is: At Hurst Hill, we aim to provide a creative, inclusive and real-world curriculum based on our school values and vision. Our curriculum is the beginning of a long and exciting journey that will bring personal achievement and resilience.

Curriculum overviews for each year can be found on our website.

## Assemblies

Each day there is a predominantly Christian school assembly. We follow a different theme each week which reaffirms our British values, RSE and SMSC teaching through school. .

## Homework

All children in school are required to read at home every-day. Most pupils are then given English and Maths homework once per week. Please see the school homework policy, on the school website, for more information. This is provided via Google Classroom.

## After School Clubs

We offer a wide range of after school clubs which change each term. These cater for different tastes, skills and interests and gives pupils the chance to try new subjects / areas that they may not have tried before. Some of these clubs may be booster clubs to help pupils catch up with missed learning. They are free of charge unless there is an outside provider.



## Special Educational Needs and Inclusion

We pride ourselves on being an inclusive school. It is estimated that about 20% of all children will have learning difficulties at some stage of their school life. In most cases the class teacher can meet these needs in the classroom, but sometimes extra help is needed. Children with special needs are identified by teacher assessments, observation and regular tests of maths, reading, writing and spelling.

Classroom assistants provide group or one to one support inside the classroom, if a child has an Education Health care Plan (EHCP). The small number of pupils with an EHCP get appropriate (funded) help with their learning. If we think that a child has special needs, we will let parents know and keep them informed of progress. Parents will be fully involved at all stages, with meetings and paperwork, and are encouraged to play an active part in supporting their child's development. We are committed to identifying and meeting the special educational needs of our pupils in accordance with the current Code of Practice.

We offer bespoke provision to meet the individual needs of all pupils and families. We work closely with the local children's centre so support families who may require further help at home. We are able to complete an Early Help assessment to support you. Our aim is to ensure that families feel supported through difficult times and that pupils are still able to access their full education.

### **Access**

Children with a physical disability are fully supported in accessing all parts of the school. Please have a look at our Accessibility Policy for further information.

## Emergency arrangements

Everything possible is done to prevent accidents and injuries to children in school, but if a problem should occur, or your child is ill, our first aid staff are on hand to deal with this. If the matter appears serious, you will be contacted immediately and asked to take your child home or to hospital. If you are not available in an emergency, a member of staff will accompany your child to hospital. It is vital that the school has your emergency contact details plus one other, and that you inform the school immediately if your telephone number or email address should change. If at any time you are not receiving text messages or emails, please contact the school office.

## Visits and Events

As part of our education programme we also take the children on interesting educational visits and aim to take our older children in Year 6 on a residential visit. Parents will be notified in plenty of time about these trips and visits, so that arrangements can be made if your child would like to attend.

We take part in school, local authority and multi-academy trust events such as the book quiz, MAT school council, rounders tournament, cross country and the musical extravaganza.

We have regular visits from local groups who deliver assemblies. A wide range of visitors come to the school sharing religious, cultural, spiritual, moral and social experiences, in line with our British values.

### **Seek permission**

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport. We will always inform you of the arrangements.

Y6 pupils are able to walk to and from school by themselves from Autumn term 2, if parents have given permission. This is subject to them following the school rules so we can trust their behaviour.

### **Charging policy**

The school will ask for voluntary contributions towards educational visits during school time, and if we do not receive sufficient contributions, these visits may not be able to take place. We do our best to keep costs to a minimum. Payments can be made via ParentMail.

### **PTA – Parent Teacher Association**

Hurst Hill Primary School is always looking for parent support! If you are able to support our school, please don't hesitate to contact us. The PTA regularly organise event nights for pupils which in turns raises money for school to buy extra equipment, resources and wider pupil experiences.

## Senior Staff 2024-2025

**Mrs Johnson:** Headteacher

**Mrs Weaver:** Deputy Head Teacher & SENCO

**Miss Floyd:** EYFS Lead and KS1 Lead

**Mr Brazier:** KS2 Lead



## TERM DATES 2024-2025

### Autumn Term

- Term starts – Monday 2<sup>nd</sup> September
- Half term - Monday 28<sup>th</sup> October to Friday 1<sup>st</sup> November
- Term ends - Friday 20<sup>th</sup> December

### Bank Holidays

- Christmas Day - 25<sup>th</sup> December
- Boxing Day - 26<sup>th</sup> December

### Spring Term

- Term starts – Monday 6<sup>th</sup> January
- Half term - Monday 17<sup>th</sup> February to Friday 21<sup>st</sup> February
- Term ends - Friday 11<sup>th</sup> April

### Bank Holidays

- New Year's Day - 1<sup>st</sup> January
- Good Friday - 18<sup>th</sup> April
- Easter Monday – 21<sup>st</sup> April

### Summer Term

- Term starts - Monday 28<sup>th</sup> April
- Half term - Monday 26<sup>th</sup> May to Friday 30<sup>th</sup> May
- Term ends – Monday 21<sup>st</sup> July

### Bank Holidays

- May Day – Monday 5<sup>th</sup> May
- Spring Bank Holiday - 26<sup>th</sup> May

### Inset Days

- Monday 2<sup>nd</sup> September
- Tuesday 3<sup>rd</sup> September
- Monday 4<sup>th</sup> November
- Friday 14<sup>th</sup> February
- Monday 21<sup>st</sup> July



## Hurst Hill Primary School

