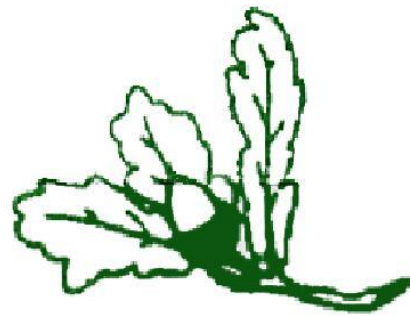




Welcome Booklet

Helpful information for starting at
Hursthead Infant School



We care, we learn, we belong

Welcome to Hursthead

Infant School

Thank you for choosing to join our school family!

We hope this handbook will help answer any questions you may have and provide you and your child with the relevant information that will help you make a smooth and happy transition in to school.

Whilst we will not be able to answer every question in this guide, or cover every circumstance or eventuality, we have endeavoured to answer the most frequently asked questions and provide you with information of who to contact should you have any further queries.

Your child has been educated by yourself since their very first day and we look forward to establishing a strong working partnership as we join you in this next step of your child's educational journey.

We pride ourselves on our family ethos and view each child as an individual within that family. Everyone is valued, special and we strive to teach our pupils to become resilient, tolerant and healthy in mind and body. We intend for them to be curious, self-motivated learners, who contribute positively.

Please find below the ways of contacting school for general enquiries:

Email: headteacher@hursthead-inf.stockport.sch.uk

Phone: 0161 439 2238

Address: Hursthead Infant School, Kirkstead Rd, Cheadle Hulme, SK87PZ

And now... some practical information:

School Hours:

Class doors open to admit your child between 8-45 and 9-00. Your child's class teacher will open the door and welcome your child into school. Collection times from the class door are between 3-15 and 3-25. The class teacher will deliver your child to you (or whoever you have specified is picking them up). The class teacher will, at this time, be available to answer any queries you may have or to pass on any messages about the day.

For your child's own safety they will only be allowed to leave the school premises with people who have been specified by yourself, either on the school emergency contact form or by sending a note/phoning the office/verbally telling the class teacher in advance. If we are ever unsure we will always contact you to double check before allowing your child to leave our care.

Your child's safety is of the utmost importance to us. To this end, we encourage you to walk your child to school where possible and, where not, park your car a few roads away from school and walk the last few minutes of your journey. We discourage parking around school due to safety needs and refer you to the school travel plan on the school's website.

Children's Health: Please keep children with any sign of illness at home for their own health and the health of the other children in school. If your child is away through illness, please telephone the school to advise us of the situation. If your child has been away due to illness, please ensure they are fully recovered before they return to school to prevent the risk of spreading infection. If your child has any form of sickness or diarrhoea they must be kept at home for at least 48 hours **after** the symptoms have cleared.

If your child has medical needs that require medication e.g. asthma, or that school should be aware of e.g. allergies, please speak to the school office and you will be put in contact with the relevant people to talk to in school. Please be assured that all our Teaching Assistants are paediatric first aid trained and all staff have regular training in basic skills e.g. CPR, choking hazards, emergency epipen delivery etc. Please note that medicines cannot be sent into school other than by delivery to the school office by an adult. It is important to ensure that your class teacher is aware of any medicine your child has been given at home (either on a regular basis or as a one off or short course) in order that close monitoring of your child can occur throughout the day.

We would expect your child to be fully toilet trained when they start school, unless there is a medical or developmental reason, but we totally understand that accidents can happen to any child. As such we have spare clothes in case of this eventuality, so if your child comes home in different clothes please wash and return them as soon as possible.

Food and Drink: All infant aged children are entitled to the Universal School Meal offer. School sends home a weekly menu and pre order form to be returned to school after you have chosen your child's meal. You are, of course, welcome to send your child in with a packed lunch instead of having a school meal. If you do wish to send a packed lunch, please remember we encourage healthy eating and therefore only one "treat" item per day.

We are part of the 5 a day National Fruit Project in which each child is provided with a piece of fruit each day. Please ensure that we are aware of any relevant allergies your child may have. In addition, we do encourage you to send in 1 or 2 snacks that your child enjoys to ensure that they have access to something to eat both midmorning and in the afternoon. What you send as a snack is at your discretion but we encourage healthy snacks and are a nut free school. Please note, we do not allow sweets.

On the first day of school, your child will be given a Hursthead water bottle. Please ensure that your child brings this to school every day with fresh water in. Your child's name will be written on the bottle but please feel free to decorate the bottle so it is easily recognised by your child. Your child will have access to this throughout the day in the classroom. It is important that the bottle is carried into school (not put in the book bag!) to prevent leakage. Replacement bottles and lids are available to buy from the school office.

Clothes and Toys: Please note that school uniform is optional. Our uniform consists of grey or black trousers, shorts, skirt or pinafore; white or red polo shirt or blouse or red and white dress; red sweater or cardigan, with black shoes with suitable grip for running around the playground, climbing on the climbing frame etc. The embroidered school sweatshirts, cardigans, polo shirts, book bags and gym bags are available via our main suppliers:

Zenith children's wear - email:zenithchildrenswear@gmail.com or telephone 01614281620.

An order form is available to download on the school's website and is available from the school office if required.

With 270 children in school, it is vital that all items of clothing (including shoes) are clearly marked with your child's name.

A PE kit (in a suitable PE bag with your child's name on it) needs to be brought into school during your child's first week. Inside should be a pair of shorts (preferably black), a t shirt (preferably white), a pair of long jogging bottoms or suchlike, a long sleeved warm sweatshirt and a pair of velcro trainers (most of the supermarket sold trainers are suitable). All kit must be named (sewn in labels are the most reliable) including the trainers. As above, gym bags are available to buy from Zenith or ordered through the school office. If your child has longer hair, please ensure that hair is tied back for school or a bobble is kept in the PE bag to enable the child to tie their hair back for PE. Please also note that no jewellery is permitted in school including earrings. In circumstances where there are religious reasons for the wearing of jewellery, please speak to your class teacher in the first instance.

We love using our outdoor areas for learning as well as play and so we ask you to provide a pair of wellies to be kept in school and also to ensure your child brings a suitable coat every day of the week. Warm, waterproof coats for cold days and a small thin coat that can be carried in their school bags, such as a cagoule or pack a mac, on sunny days (just in case). It is really important that any coat worn into school has a hood.

Celebrations and Rewards: We love to help celebrate the important times and achievements of all the children in our school family. Each class has a class reward system and class teachers will inform you of their particular one. In addition, on a Friday morning, we have a special celebratory assembly where we celebrate each child's birthday over that week (the previous Monday to the following Sunday). In addition to class rewards, there is a very special Head teacher award which is given for outstanding achievement, be it positive learning attitude, super effort, great manners or displaying thoughtfulness towards others. We also ask you to tell us about your child's achievements outside of school so we can help celebrate them e.g. swimming certificates, learning to ride a bike, dance or music awards etc. by filling in the children's achievements pro-forma available in the Reception Parent's Information Area.

Communication: Please ensure that the school office always has an up to date mobile phone number and email as these will be used as the main forms of sending you information and messages. Your class teacher will be available at the start and the end of the day if you have a quick query, need to inform them of something or arrange a longer meeting. Mornings are always particularly busy, so passing the class teacher a note is a useful way of getting a message to them. If you are not in the playground, please either send a note with the adult bringing or collecting your child or contact the office, via phone or email, and the class teacher will ring you. If you wish to speak to the Head teacher please use the email address above or phone the school office to make an appointment. Mrs Driscoll is also usually available in the school playground before and after the school day, please don't hesitate in asking any quick queries or questions you may have.

The school website has information about the school's curriculum, home learning, governors, staff, school letters, calendar and many other useful areas. We use Seesaw to keep you informed of the week's events, homework and information regarding the coverage of the curriculum. Information about this platform will be issued at the start of September.

Letters and information are communicated by the school office via email. Text messages are used to notify, give urgent messages and reminders. School uses Teachers2Parents for this purpose.

Alongside the daily contact with your class teacher we have a variety of communication events throughout the year. These include evening talks on the curriculum being provided, including phonics and maths, termly parent consultation meetings and opportunities to come into school during the school day. Details of all of these will be given as appropriate.

Other Frequently Asked Questions:

Can I help in school? Yes, volunteers are always welcome to assist teachers. Information will be sent out in September about how you can volunteer. Class teachers will also ask for volunteers on school trips and information regarding volunteering for this will be sent to parents as the need arises.

Is there a Parent/Staff association? Yes, we are lucky to have a very active parent staff association which exists to both raise funds for the school and promote fun events for our school community throughout the year. Details of how you can get involved will be given in September.

Are there any medical checks at school? Yes, once your child starts school you will be requested to sign a Health Screening Consent form. The School Nurse carries out routine screening of height, weight, vision and hearing.

What is the school's attitude to behaviour and discipline? We promote a positive approach to encourage acceptable behaviour through modelling, use of praise and ensuring high self-esteem is maintained. We use Restorative Approaches when dealing with disputes where each pupil's feelings and interpretation of events are listened to by an appropriate adult, reflected on and a resolution worked out with the pupil(s). Please remember that we always have the child's best interest at heart in all our attempts to improve any negative behaviours and involve parents at the earliest stage.

What should I do if my child is absent? Phone the school office or email as soon as you can. If you need to take your child out for a medical or dental appointment please inform the office, or the class teacher, stating the time and date. You will then collect your child from the school office. Please note parents and carers are strongly discouraged from disrupting their child's educational progress for the purpose of taking holidays and that, in accordance with legislation and guidance from the government, approval for holidays in term time will rarely be granted.

How can I prepare my child for school? Please see the Starting School with a Smile sheet on the school's website.

Is my child eligible for Pupil Premium Funding for Schools? Parents are eligible to apply for Free School meals / Pupil Premium payments for their child based on benefits they receive. They should register through the Stockport Council website. Please note that school will also receive Pupil Premium funding for any child who has been looked after, if only for one day, by a local authority or adopted. If this is true of your child please contact the school and be assured that confidentiality will, of course, be maintained at all times.

Who are the school governors? A list of the school governors and a full list of the school staff can be found on the school website. If you are interested in being involved with the school Governing Body, please contact the Head teacher via email.

Who should I talk to if my child has additional needs? We have experience with children who present with a wide range of additional, or special, needs. If this applies

to your child, or you are concerned it may apply to your child, please contact the school and a meeting will be arranged with both the Head teacher and SENCO.

We hope your questions have been answered in the information above. Should you have any further queries please contact the school office or Headteacher as detailed at the start of this booklet.

With best wishes from

Jane Driscoll

Headteacher