

HOULDSWORTH VALLEY PRIMARY ACADEMY



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Believe, Bounce, Grow



DAY TO DAY INFORMATION - 2018-2019

School Times

FULL TIME PUPILS: 8.50am - 12.15pm (Lunch: 12.15pm - 1.10pm)
1.10pm - 3.15pm

In order to make it easier for staff to supervise the children as they arrive parents are discouraged from coming into the classrooms but messages can be given to the teacher or teaching assistant at the classroom or door.

The classroom and corridor doors will be closed at 9.00am for registration. If a child arrives at school after 9.00am it is important that both parent and child report to the school office for the child to be signed in. Please telephone the school before 9.30am to let us know if your child will be absent from school.

If you need to collect your child for any reason during the school day please report to the school office to sign your child out. A member of staff will go to the classroom and bring your child through to you at the front entrance.

Parking

IMPORTANT
The entrance to the staff car park must be left clear at all times.

Please do not park in the staff car park or the lane to access the school. Please do not park or drop children off in the yellow lined area along Rowley Drive. Parking where children are entering or leaving the school can cause 'Blind Spots' and be a real danger to the children. Leaving this area clear will help to ensure the safety of the children as they cross the road.

Absences

Please let us know by telephone on the first morning, before 9.30am, of an absence if your child is too unwell to attend school. If the office is unmanned the answer phone will cut in. Please leave a message. We can assure you messages are listened to and noted. Please do make every effort to avoid taking your child out of school for routine medical and dental appointments.

Please telephone the school office to let us know of any alterations to your usual collection or bus routine. We must be informed by a parent if their child is to be collected by someone other than their parents.

Under new regulations term time holidays or days out will no longer be authorised except in the most exceptional circumstances.

Penalty notices will be issued by the Local Authority if there is any unauthorised absence.

School Meals

We would appreciate it if you would kindly support us by encouraging your child to try school lunches. We are lucky to have an excellent cook and our meals are of a high standard. At intervals during the school year a menu is sent home to all children detailing the meals that will be served over a certain period. Vegetarian meals are available, and specific dietary requirements can be catered for.

NOTE: All children in Reception, Year 1 and Year 2 will receive a Free School Meal every day in line with Government guidelines.

Currently a school meal costs £2.30 per day. This can be paid for on Parentmail.

If paying by cheque or cash, dinner money should be sent into school on a Monday, stating clearly on the envelope which day/days the money is for and the child's name. If you pay your dinner money by cheque, it is vital you write your address and the child's name on the back.

Dinner money can be paid half termly or termly if more convenient for you, please contact the school office for exact costs. Please note the school does require prepayment for school dinners, if money is not received in advance or on the day the meal is to be eaten you will receive a telephone call requesting payment. If your child does bring in a packed lunch, they should bring their food in a named, sealed container, avoiding additional packaging such as foils and cling film where possible.

Lunch boxes are stored on lunch box trolleys in the school corridors. During the warmer weather we ask that cold packs are put inside the lunch box in order to keep the food cool and fresh.

We ask that parents pack up healthy food and suggest various combinations of the following:

Sandwich/roll/crackers/rice cakes/bread sticks Rice/pasta/couscous
A source of protein such as egg/cheese/cooked meats/fish
Fruit/salad/vegetables Cheese/yoghurt/milk
Carton of milk or pure sugar free fruit juice
One sweeter item such as a small cake/flapjack/cereal bar

Other healthy lunch box ideas can be found on various websites such as www.nhs.uk/change4life - click eat well, then click lunches and picnics

In line with government guidelines we ask parents not to pack flavoured drinks, biscuits or crisps in lunch boxes.

NOTE: Fizzy drinks and sweets are not allowed.

Food Intolerances and Allergies

If a child has a known food intolerance e.g. gluten, or an allergy to a specific food e.g. nuts, it is vital the school is kept informed. In the first instance parents should speak to the school office staff who will ensure that the child's information is circulated to the necessary staff and the school cook.

It can also be arranged for the parent to speak to the school cook as in most cases she is able to cater for a child's specific needs without them requiring a totally different meal to the other children.

It is also important that all staff are aware of any intolerances/allergies as the child may be involved in cooking or an activity involving food during the school day.

IMPORTANT: We are a nut free school.

Medical Forms

In line with national guidance and as detailed in Houldsworth Valley's Medical Policy, prescribed medicines will not be administered in school but should be taken in the morning, after school and at bedtime.

If a parent is concerned about the timings of a '3 or 4 dosage' prescription we suggest they query the recommended timings with the practitioner who prescribes the medication i.e. your G.P. or pharmacist. If a medicine does need to be taken in the middle of the day parents will be asked to visit, at the start of the lunch break (12 noon), to administer the medication themselves (after first reporting to the office).

Where a child has long-term medical needs, e.g. asthma, epilepsy, diabetes or a severe allergic reaction, we will do everything we can to enable them to attend school regularly. Parents must complete form Appendix B - available from the school office - to be kept on file. Parents must also supply details of the child's condition and bring the medication to school in a secure, labelled container. Medicine must be in its original packaging with the dispensing label attached detailing who the medication is for and the dosage. If applicable a medicine measuring spoon or syringe should also be supplied.

Records will be kept of all medication administered by the staff. Staff involved in administering the medication will receive training, usually from the school nurse. Inhalers for asthmatic children are kept in school in safe custody. Children can access them for self-medication. Non-prescription medicines (e.g. Calpol or Nurofen) should not be sent into school. If a non-prescription medicine does need to be taken in the middle of the day parents will be asked to visit, perhaps at the start of the lunch break, to administer the medication themselves (after first reporting to the office).

Break Time Snacks

All children in Reception, Year 1 and Year 2 are provided with fresh fruit for their mid-morning snack through the government's '5 a day' scheme.

In line with the school's Food Policy, and in keeping with our 'National Healthy School Status', the children are not permitted to bring in snacks other than fresh fruit unless there is a medical reason for doing so which should be discussed with the class teacher.

Children Under 5 in Reception receive free milk - if there is any surplus it is then offered to the older children in the class.

Money

Any money brought to school should be in an envelope clearly marked with your child's name and a note of what the money is for e.g. 'dinner money'.

Water Bottles

All the children are encouraged to drink water throughout the school day all year round.

The children need to bring a water bottle marked with their name which they should have in school every day. The water bottle should be taken home daily for cleaning and brought to school the next day.

Having their own water bottle accessible at all times will ensure your child does not become dehydrated.

Email Messaging

The school uses an email messaging service to communicate with parents.

We send out reminders of events taking place in school, advise of school closure due to heavy snow and other important messages so we must have a current mobile number and email address as a point of contact.

Please note the system automatically contacts the mobile number and email address listed against the 'priority 1 contact' which is usually 'Mum'. If you would like 'Dad' or another person to receive the text and email messages please let the school office know.

We also need an additional contact number for use in the event of an emergency, i.e. an alternative contact should we be unable to contact either mum or dad, preferably someone in the local area.

Before and After School Childcare

'Wrap Around Care' is provided in the school hall. Details with regard to the opening times and costs can be found on our website or at the school office.

School Website

Full details regarding the school and school policies are available for parents to access on the school website, as well as various forms which can be downloaded.

The website is updated regularly with details of school events so please do check it on a regular basis.

In order to receive email alerts whenever changes have been made please register through the school website.

School Uniform

Currently Tesco's stock all of our uniform.

Sweatshirts in burgundy with school logo	Price from: £7.50
Sweatshirt cardigans in burgundy with school logo	Price from: £9.00
Polo shirts in burgundy with school logo	Price from: £5.00
Zip through fleece in burgundy with school logo	Price from: £10.00
Book bag with school logo	Price: £5.00
PE bag with school logo	Price: £5.00
Rucksack with school logo	Price: £8.00

School uniform can be ordered from www.tesco.com/ues

We do ask that children wear a school sweatshirt or cardigan but plain T-shirts/ polo shirts are perfectly acceptable if parents wish to buy them from local shops.

Jeans, jewellery and nail varnish should not be worn.

Strong school shoes, not trainers, should be worn to school please.

Essential Clothing

P.E. shorts and T-shirt, plimsolls or trainers. Outdoor clothing (tracksuit or joggers) will be needed as the weather becomes cooler. P.E. clothes should be kept in school, preferably in a bag hanging on the child's peg.

During the colder weather, a coat is essential as the children are expected to go outside at playtime unless it is absolutely pouring with rain. Reception children spend a great deal of time out of doors so need suitable wet/cold weather clothes every day. All children are encouraged to keep a pair of wellingtons in school.

During the summer months a sun hat is essential, as children are not allowed outside to play in strong sunshine unless they are wearing a hat.

Please ensure you label all clothes and bags with your child's name.

A named sweatshirt or sunhat left lying around school can be easily reunited with its owner.

Parent Helpers

Here at Houldsworth Valley Primary Academy we encourage parents to come into school and help in a variety of ways. For example parents may help by listening to children read.

However, in line with government guidelines, all volunteer helpers must have a current Disclosure and Barring Service disclosure (formerly a CRB Disclosure) issued by Suffolk County Council.

Houldsworth Valley is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

If you are hoping to come into school regularly to help please request a DBS application form from the school. Please note these can take up to four weeks to be processed. We thank you for your support in this matter.

Term Dates

2017-2018

Autumn Term

Monday 4th September
Tuesday 5th September
 PD Days

Wednesday 6th September
 First Day of School

Wednesday 20th December
 Last Day of School

Half Term

Monday 23rd October
to Friday 27th October

Spring Term

Thursday 4th January
Friday 5th January
 PD Days

Monday 8th January
 First Day of School

Thursday 29th March
 Last Day of School

Half Term

Monday 12th February
to Friday 16th February

Summer Term

Monday 16th April
 PD Day

Tuesday 17th April
 First Day of School

Tuesday 24th July
 Last Day of School

Half Term

Monday 28th May
to Friday 1st June