



Hampreston CE VA First School

Hampreston Village
Wimborne
Dorset
BH21 7LX

Tel: 01202 573074

Parent Handbook

2023– 2024

USEFUL NUMBERS AND ADDRESSES

Hampreston School Office Mr. J Plowman Mrs. G. Bentley	01202 573074
Chair of Governors Mr. W. Pyke	01202 573074
Clerk to the Governors Mrs. D. Trickett	01202 573074
Executive Director for People - Children Mrs. T. Leavy	01305 251000
Dorset Schools Team – East Locality (Ferndown, Wimborne, Verwood)	01202 868224
Children’s Health Advisor Ms. Marie Larue	01425 891162

THE SCHOOL DAY

	EYFS/ and KS1	KS2
	Playground open: 8:30am School open: 8:40 – 8:50am (including Drop-off Zone)	
Morning Session/s	08:50am – 12:00pm	08:50am – 12:30pm
Morning Break	10:40am – 10:55am	11:00am – 11:15am
Lunchtime	12:00pm – 1:00pm	12:30pm – 1:15pm
Afternoon Session/s	1:00pm – 3:10pm	1:15pm – 3:10pm
Afternoon Break	1:55pm – 2:05pm	

STAFF LIST (2022-23)

Leadership Team

Mr. Tim Williams	Headteacher
Mrs. Emma Richardson (SENCO)	Deputy Headteacher / SENCo

Teaching staff

Mr. Ryan McNally	Year 4 (part time)
Mrs. Helen Todd	Year 4 (part time)
Miss Rhiannon Richards	Year 3 (full time)
Miss Gemma Snewin	Year 2 (full time)
Mrs. Kim Jones	Year 1 (part time)
Mrs. Emma Bebbington	Year 1 (part time)
Mrs. Ella Noyle	EYFS (full time)

Learning Support

Mrs. Shirley Bennett	Teaching assistant
Mrs. Helen Hobbs	Teaching assistant
Mrs. Nicola Jordan	Teaching assistant
Mrs. Victoria Graham	Teaching assistant
Mrs. Anna Cassidy	Teaching assistant
Mr. Ross Hall	Teaching Assistant

Admin and Premises

Mr. Jamie Plowman	School Office
Mrs. Georgina Bentley	School Office
Mr. Ian Lubbock	Caretaker

Midday Staff

Mrs. Linda Farrah	Lunchtime supervisor
Mrs. Jenny Upton	Lunchtime supervisor
Mrs. Gemma Baker	Lunchtime supervisor
Mrs. Barbara Humphries	Lunchtime Supervisor
Mrs. Claire Humphreys	Lunchtime Supervisor

Sport Coaching (JSC)

Mr. Russell Ackrill	
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ABSENCE NOTES/PHONE CALLS

Please notify us by email or by telephone call before 9:10 a.m. if your child is absent from school. This includes illness or hospital/dental treatment. Please be advised that following the NHS guidelines, children with diarrhoea or vomiting must not attend school for a full 48 hrs after their symptoms have stopped.

ACCIDENTS

Minor accidents are treated by qualified First Aiders in school. If further treatment is necessary, we will contact parents or their named emergency contact. If this is not possible, the child will be taken to casualty by members of staff or an ambulance will be called.

ATTENDANCE

Parents will appreciate that it is vital for children to attend school as regularly as possible. While we hope children will have 100% attendance, our school aim is for 97% attendance. To support this, there are now firm guidelines which apply to all schools.

Schools are required to record all absences as either authorised or unauthorised:

- An authorised absence is one for which we have had an explanation from you, the parent, e.g. sickness, medical appointment or wedding for an immediate family member.
- An unauthorised absence is one for which we have received no suitable explanation or when your child arrives after the registers have closed (9:10am).

Attendance **lower than 95%** will be monitored and parents may be contacted to see if additional support is necessary.

Attendance **lower than 90%** will be reported to Dorset Council's Attendance and Inclusion Team.

Family holidays can no longer be authorised, but we appreciate an open and honest relationship with our parents. More than 10 unauthorised absence sessions (5 days) per 12 -week period are reported to Dorset Council and may result in a Fixed Penalty Notice.

BIRTHDAYS AND CELEBRATIONS

Each Friday we hold an End-the-Week Collective Worship in which we celebrate children who have demonstrated excellent effort or achievements, have produced outstanding work, demonstrated the school values or impressive presentation. A photo record of these can be seen in our 'Brilliant Book' in the school office.

Additionally, we celebrate any birthdays the children have had that week. This is marked by lighting the school birthday cake.

CHANGE OF ADDRESS/TELEPHONE NUMBER

The school office **must** be informed of any changes to pupil details, especially changes to parental/emergency contact details, in order that our records are kept up to date.

CHARGING POLICY

We feel that educational visits and extra-curricular activities are a very important part of our children's education and experience at Hampreston First School. When possible, we do not charge for these activities; where we do ask for a contribution, the cost is subsidised by school funds or money raised from fund raising activities. These payments are voluntary and are very gratefully received in order to enable the visit to go ahead and ensure that we can continue to provide such opportunities.

Insufficient contributions may render a trip or visit unviable, resulting in the activity being cancelled.

Charges for lessons with visiting music tutors are also made. If you are in receipt of free school meals, these charges can be waived.

Full details of visits and activities are always sent to parents in advance of the event.

CHURCH SERVICES

There are a number of celebrations and festivals we observe in the Church such as Harvest Festival, Easter and Christmas. The children spend time preparing for these occasions which are particularly important for our leavers. Parents, family and friends are most welcome to attend but we do ask you, if possible, to make other arrangements for pre-school children so they do not disturb these special occasions.

EMERGENCY CLOSURE PROCEDURES

If for any reason, such as severe weather or heating failure, it is necessary to close the school, notice of the closure can be found as follows:

via the school website:

www.hamprestonfirstschool.com

on the Dorset Council website:

<https://mapping.dorsetcouncil.gov.uk/closedservices/Service/schools>

EMERGENCY CONTACTS

In the event of illness, an accident or the necessity to close the school early because of inclement weather, it is essential we are able to contact parents or a named person. If we have not been advised of an emergency contact number, please inform the school office.

FREE FRUIT SCHEME AND SNACKS

All our Reception, Year 1 and Year 2 children benefit from this scheme which provides a free piece of fruit or vegetable each day for every child. This is usually given during the morning break and children should not normally need to bring their own snacks in. If your child has a particular allergy, please notify the office and, where possible, the school will attempt to find an alternative. Should your child have significant dietary needs, please discuss this with the school.

Children in Year 3 and Year 4 may also bring a piece of fruit or healthy snack for morning break time. This should be a healthy option and crisps, chocolate or sweets are not allowed.

Please note that Hampreston is a NUT-FREE site. Please check the packaging on all snacks for allergens.

FIRST AID

Mrs. Bennett and Mrs. Jordan are the nominated, trained First Aiders. Mr. Williams is the nominated First Aid contact for staff. A number of other staff have First Aid training, including all EYFS staff having Paediatric First Aid qualification. Essential First Aid is carried out within current guidelines.

PARENT TEACHERS (FRIENDS') ASSOCIATION

Membership of this Association is open to all families and it is a vital part of our school community. Its main function is to support the governors and staff by fostering a sense of community and commitment among parents and friends. A full programme of social and fundraising activities is arranged, with details and information available on the school website, newsletters, by email or on the Friends of Hampreston Facebook page. Those not able to attend meetings are encouraged to help in any way they can.

HEADTEACHER

Mr. Williams can usually be found at the bell tower entrance in the morning and afternoon should you want to say hello. Parents are also welcome to come and see Mr. Williams, but it is usually necessary to make an appointment.

HOME-SCHOOL READING RECORD

Children are issued with these and they are used to communicate information between home and school about the children's reading. We have a useful book bag, printed with the school logo, which is available from the school uniform shop in West Moors.

JEWELLERY

Jewellery such as bracelets and necklaces are not to be worn at school. Watches may be worn and must be analogue only. However, it is recommended that they are most suitable in Key Stage 2 (Year 3 and 4). 'SMART' watches and pedometers are not permitted.

Earrings must not be worn in school. If you are considering allowing your child to have piercings, it is helpful for this to take place during a school holiday in order that the piercing can be 'fixed' before the child's return to school. Where this is not possible, they must be taped until the hole is 'fixed', after which time earrings must be removed while your child is in school.

KEY STAGES

We often refer to Key Stages:

- Reception children are in the Early Years Foundation Stage (EYFS).
- Years 1 and 2 children are in Key Stage 1.
- Years 3 and 4 children are in the first two years of Key Stage 2.

LATENESS

We must be notified if parents are going to be late delivering children to school or picking up children after school. Lateness (after the registers close) is now counted as an unauthorised absence. The school opens at 8:40am and registers close at 9:10am. Children arriving after this time will be counted as late.

LUNCHES AND SNACKS

Children can have a hot meal every day if they wish. These are currently organised by Forerunner and are ordered by parents on-line. Ordering details will be provided by the school office. Alternatively, children can bring a packed lunch each day or have a combination of either. All lunch boxes must be clearly labelled with the child's name. All children are supervised during the lunch time by our midday supervisors.

The Government initiative (Universal Infant Free School Meals) ensures that all children in Reception and Years 1 and 2 are eligible for a hot school meal free of charge. Hot meals for children in years 3 and 4 are currently £2.58 per meal.

All children in Reception, Years 1 and 2 are offered a free piece of fruit/vegetable at break time every day. Children in Years 3 and 4 can bring a healthy snack if they wish to do so. Children should not bring sweets to school and we ask that snacks should be as healthy as possible e.g. fruit.

Please be mindful that we have children in school with severe allergies, including nuts and consequently we are a NUT FREE school.

MEDICAL CHECKS

During a child's first term in school, the school nurse carries out various health checks. These include vision, hearing, height and weight. Any referrals e.g. bed-wetting, audiology or speech therapy, as well as general problems such as eating patterns and head lice, can be discussed with the school nurse at the "drop-in" sessions held at school.

MEDICINES

Where a child has been prescribed medication but is well enough to attend school, it is expected that this medication can be given outside of school hours. However, medication will be administered where the dosage requires it (i.e. where 4 or more doses are required per day). A medicine administration form must be completed by parents before any medicines can be administered in school. These are available from the school office. All medicines must be in their original container with the correct prescription label, including dosage. Medicines should then be collected at the end of the day by parents and on no account can this task be delegated to the children.

For children requiring Inhalers or auto-injectors, these should be clearly marked with the child's name. A consent form should also be completed before medication is administered in line with the child's health plan.

Please note that we are not able to give medicine, such as painkillers, at our own or the child's discretion.

For more information, please refer to our Supporting Pupils with Medical Conditions Policy

MIDDLE SCHOOL LIAISON PROCEDURE

During Year 4 you will need to complete an application for your child's transition to middle school; this should be completed by January of your child's Year 4. It is advisable to visit any schools in which you are particularly interested. The Headteacher is also available for discussion.

During the summer term, teachers hold regular meetings with middle schools to ensure a smooth transition, including an opportunity for the children to spend a day at their new school to meet their new teacher. For children with additional needs, an enhanced transition process can be arranged.

MILK

The Cool Milk scheme operates in our school. Reception children can receive free milk in school daily until their fifth birthday. After this, parents may order milk for their children to be delivered to school each day.

Registration for the school milk scheme, and payments where required, can be made on-line at www.coolmilk.com or for telephone enquiries on 0800 321 3248. Please call into the school office should you have further queries.

NEWSLETTERS

Newsletters are produced every Friday and emailed to parents (paper copies are available by request). We ask parents to provide the school office with a valid email for this use. Other school letters and information may also be sent via e-mail, any that require a signed return slip, a hard copy can be provided at parent request.

Newsletters can also be found on our school website.

OFFICE HOURS

The school office is open as per the times below. Outside of these hours, calls to the school by telephone may not be received and we would ask you to leave a message.

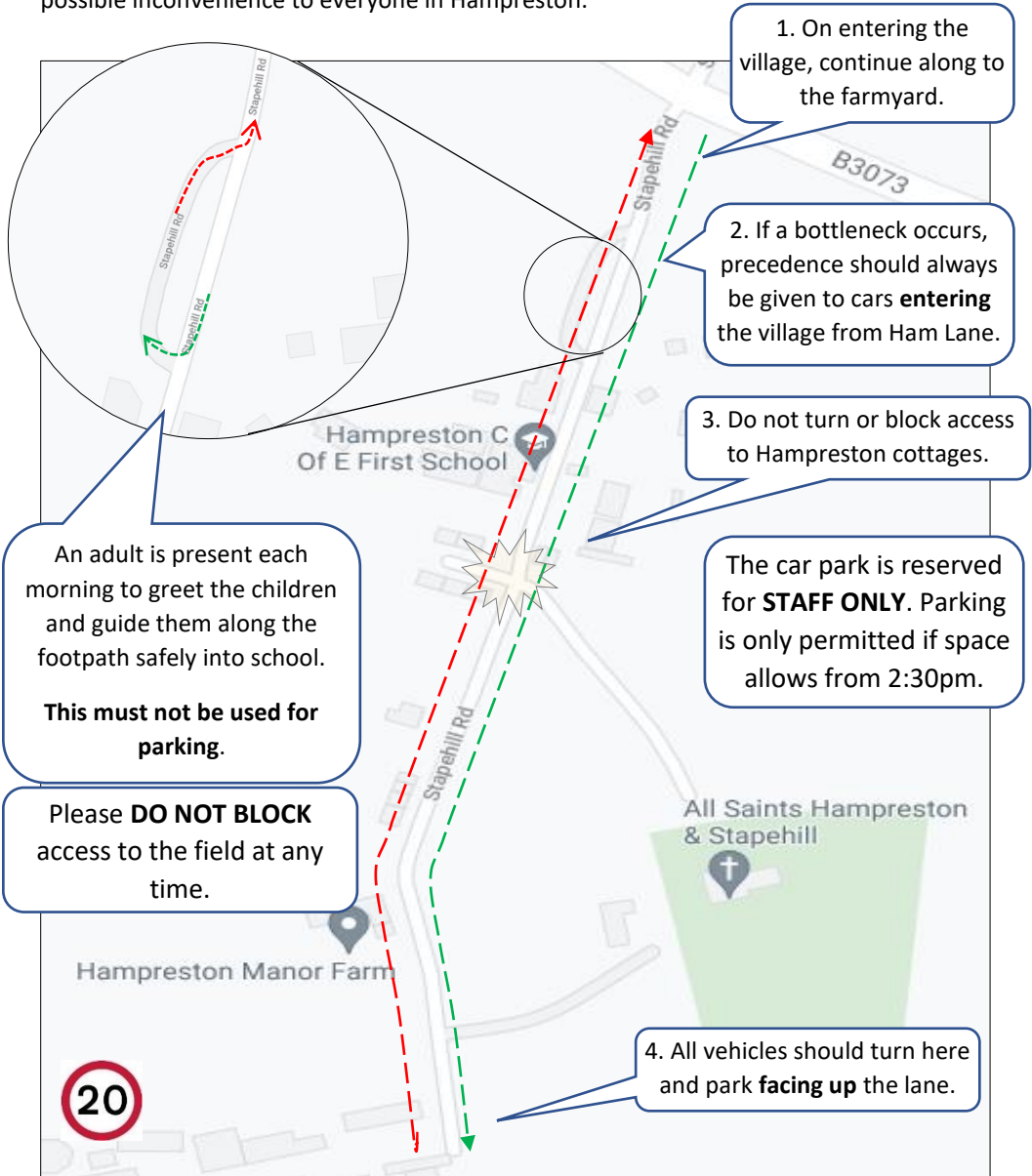
8.30 a.m. – 4.00 p.m. Monday – Friday

PARENT HELPERS

Parents are very much part of our school family and are always welcomed. Many parents volunteer to help in school and if you are interested in assisting with classroom activities such as cooking, reading, sewing, gardening etc., please contact the class teacher.

PARKING

Our school and this village were not designed to accommodate modern traffic, so we have devised a simple one-way procedure to ensure the safety of our children and the least possible inconvenience to everyone in Hampreston.



P.E.

When in the hall, the children usually take part in P.E. with bare feet. Outdoor P.E. takes place on the field or playground, a pair of trainers is needed. Also see **Uniform** for more information.

From September 2023, PE kit may be worn on days on which the children have their PE lesson. **Full PE kit must be worn.**

This decision remains under review during the 2022/23 academic year, to ensure suitable standards of uniform are maintained.

PERMISSION SLIPS

An annual permission slip is issued at the beginning of each academic year. This covers occasions when children are taken out of school by the teachers on local walks e.g. to the post box, church, village. Parents will complete additional permission slips for trips further afield.

PLAYGROUND

We should like to remind parents that children are their responsibility until the start of the school day (as marked by the school bell). Parents should be particularly mindful of pre-school aged children. Ball games are not allowed on the playground before school.

While waiting for older children to come out of school at the end of the day, parents* should remain in the lower playground. Children will be dismissed by the staff members directly to parents and your patience is kindly appreciated to ensure the safety of the children. Please be ready to make yourself known and visible to staff in order to avoid delays. Please do not wait on the ramp or steps as staff will only dismiss to parents/guardians who are on the playground.

**Parents with children in EYFS should use the ramp access to collect younger children from EYFS, before returning to the playground for older siblings.*

REPORTS AND CONSULTATIONS

Parents' consultations are held in the autumn, spring and summer terms. Prior to the optional consultation held in the summer term, a written school report on the children's work and progress will be sent home.

Parents are welcome to discuss their child informally with the teachers at other times in the year, but we do ask that you make an appointment wherever possible.

SIGNING CHILDREN IN/OUT DURING THE DAY

If you need to collect your child for a dental appointment or other unavoidable reason during the school day, please ensure that you sign your child out and in again on their return. The signing out/in book is in the reception area.

SWIMMING

Our Year 4 children are given the opportunity to swim at Canford School with qualified coaches. Transport is provided in the Canford minibus, with support from parent volunteers in Year 4.

UNIFORM

Our school colours are red, white and grey and we request that parents send their children to school wearing clothes in these colours. Many families also opt for school sweatshirts and cardigans with the Hampreston logo, available from The School Shop (see below).

Children should wear:

- grey trousers, grey skirts or pinafore dresses,
- white shirts, polo shirts or blouses,
- plain red sweaters or cardigans
[Hampreston uniform is available from The School Shop - see below],
- all children to wear safe, sensible black shoes
(boots are not permitted unless in the case of medical need)
- *[Optional]* school fleeces are also available and are outerwear only, perfect for colder days when a coat is not needed.

Summer Uniform (allowed from the Easter holiday, until October half term) includes:

- smart grey shorts
- red and white checked summer dresses

Hair bands should also be **red, white or grey only**. Long hair must be tied back to ensure it is off the face. Patterns or tramlines shaved into close-cropped hair are not allowed.

P.E. kit includes:

- black shorts
- red t-shirt
- trainers
- optional cold weather PE kit (beneficial for colder weather):
 - plain red sweatshirts (hoodies are not permitted)
 - black jogging trousers

(T-shirts and sweatshirts with the school logo are acceptable and are available from The School Shop).

Please note that all P.E. kit must be free from logos/branding and should be plain.

Drawstring bags are still available from The School Shop and may be useful for children who require a change of clothes or spare items of clothing.

Please ensure that all clothing is clearly labelled.

Book bags, P.E. bags, sweatshirts, t-shirts, and fleeces can be purchased at '**The School Shop**' in West Moors (3 Park Way, BH22 0HL). *Please note that school uniform is not sold from the school office.*

It helps us in school if Reception children can dress and undress themselves and tie shoelaces.

At Hampreston we aim to provide all our pupils with the experience of loving, working and worshipping in a community which is inspired by the Christian Gospel.