



Derry Hill C of E (VA) Primary School

"LET YOUR LIGHT SHINE" – MATTHEW: 5:16

Parent Handbook

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THE SCHOOL YEAR

The school year is based on a calendar of 195 days / 39 weeks. Parents can find the school term and holiday dates on the school website.

TEACHER DEVELOPMENT DAYS

The Headteacher and Governors are able to choose 5 of the 195 days for Teacher Development. On these days, the School is closed to enable the teachers and support staff to undertake training and to keep up to date with new educational initiatives.

Parents are informed of TD dates via the newsletter and the school website.

THE SCHOOL DAY

- Our school is open from 8.45am to 3.15pm. There is a supervised Breakfast Club from 7.45 – 8.45am run by PHS Sports and further information about this can be found on our school website. Please do not send children to school before 8.45am as no other supervision is available.
- The morning break is from 10.40 am – 10.55 am.
- The lunch break is from 12.00 pm – 1.00 pm.
- There is an Act of Worship daily. There are 5 hours of teaching per day.

CLASS ORGANISATION

Our seven classes are as follows:

Dormouse - Foundation Stage 2
Mole - Year 1
Hedgehog - Year 2
Squirrel - Year 3
Rabbit - Year 4
Fox - Year 5
Owl - Year 6

ARRANGEMENTS FOR DROPPING-OFF AT THE START OF THE SCHOOL DAY

Children should not arrive at school before 8.45am in the morning as the school is not able to supervise them before this time. The school bell will be rung at 8.45am when all the children should immediately line up in their designated area.

- **Dormouse** - parents and children should walk around to the back of the school to access the Dormouse Class play area where the class teacher will meet them. At home time parents should collect children from the Dormouse play area.
- **Mole** - line up directly outside of Mole Class door where children will be met by their class teacher and led in via Mole door. At home time children will leave via the classroom door.
- **Hedgehog** - line up along the window starting at the fire exit. Children will be met by their class teacher and led in via Hedgehog door. At home time children will leave via the classroom door.

- **Squirrel** – line up on the first line of the netball pitch. Children will be met by their class teacher and led in via the main entrance door to their classroom. At home time children will leave via the main door.
- **Rabbit** – line up on the second line of the netball pitch. Children will be met by their class teacher and led in via the main entrance door to their classroom. At home time children will leave via the main door.
- **Fox** – line up on the third line of the netball pitch. Children will be met and led into the class via the classroom door. At home time children will leave via Fox door.
- **Owl** – line up on the fourth line of the netball pitch. Children will be met by their class teacher and led into the class via the Owl classroom door. At home time children will leave via Owl door.

For the safety of both adults and children, **UNDER NO CIRCUMSTANCES MAY ANY VEHICLE BE DRIVEN THROUGH THE DOUBLE GATES BY PARENTS/CARERS.**

Children coming to school on bikes and scooters should leave their bikes and scooters in the bike shed or scooter pod.

LATENESS

Please make sure that your children do not arrive late for school. Any child arriving after 8.45 am, should come into school accompanied by their parent via the main reception entrance and report to the school office, sign your child in. Children arriving after registers have been taken are marked LATE after 8.45 am or UNAUTHORISED after 9.00 am in accordance with DfE regulations.

We are required by law to record the reasons for all absences and any absence which has not been satisfactorily explained counts as an unauthorised absence. In the case of frequent lateness or unauthorised absences, reports may be made to the Educational Welfare Officer.

CAR PARKING ARRANGEMENTS

If you use a car to bring your child to school, or collect them, please do not park over the yellow markings in front of the school gates or on the corner into Lansdowne Crescent. Traffic congestion in front of the school is a hazard to children and all road users. Safe and ample car parking facilities are available at the Lansdowne Hall car park behind the school, with a footpath leading round to the gate at the rear of the school.

ARRANGEMENTS FOR COLLECTION AT THE END OF THE SCHOOL DAY

Parents are responsible for collecting their children at the end of the day and we ask that they wait for the children in the same place as they dropped them off in the morning and the teachers will see the children out.

- **Dormouse** children should be collected from their playground at the rear of the school;
- **Mole** and **Hedgehog** children should be collected from outside their classroom doors in the small playground at the front of the school;
- **Squirrel** and **Rabbit** children should be collected from the front playground. Please make yourselves visible to the class teacher so that they can release the children to you.
- **Fox** and **Owl** children should be collected from the front playground please ensure that parents are visible to the class teacher.

Parents are asked to complete a Collection Arrangement Form, available on the school website or from the school office, which provides the school with a list of responsible persons entrusted with collecting their child on either a regular or an ad hoc basis or if they give permission for their child to walk home from school on their own. **PLEASE NOTE THAT ONLY CHILDREN FROM FOX AND OWL CLASS MAY WALK HOME ALONE.** Many classes have a parent message book to record changes in pick up arrangements.

The end of the school day is 3.15pm. If for any reason you are unable to collect your child due to a last minute change in arrangements or an emergency, please telephone the school office with as much notice as possible, ideally by 3pm.

If a child is not collected by 3.15pm, their class teacher should take them back into school to wait in the reception area. School staff will then phone parents or other emergency contacts listed within our records.

Once children have been brought out of school, teachers hand over responsibility for their supervision to the parent/carer. Parents should also ensure the appropriate supervision of any younger siblings not yet at school.

CONTACT DETAILS

The welfare of your child may be dependent on our having up-to-date contact information. We regularly share with parents the information we hold on our system and ask that they confirm its accuracy. If any of the following details change during the course of the year, it is essential that you notify us immediately, using the Change of Details Form, available from the school office or on our website.

- Home address and/or telephone number
- Work telephone number
- An alternative emergency contact name, address and telephone number

It is important that we are informed of details of split families and relevant contact details for both parents to enable us to keep everyone informed about their child in school.

We also ask that parents keep us informed of collection arrangements, especially if there are any changes.

ABSENCE DUE TO ILLNESS

Parents are asked to notify the school via ParentMail before **8.45am** on the day their child is absent from school due to illness.

Children who are unwell should not be sent to school. The Department of Health recommend that children should be kept at home for 48 hours after the last incident of vomiting or diarrhoea.

If we do not receive a message or phone call by **9am**, we will attempt to speak with the parent(s), but in the event that no contact can be made, then it is the school's duty to inform the Education Welfare Officer.

ABSENCE FOR MEDICAL APPOINTMENTS, HOLIDAYS AND OTHER EVENTS

If parents wish to take their child(ren) out of school for any reason, other than for medical appointments, they need to complete the Absence Request Form, available from the school office and on our website. All requests for absence should be made well in advance, (at least two weeks prior to the date of absence) with the form being handed to the school office. The Headteacher reviews each request and decides whether or not to authorise the absence. Parents are advised by Parentmail if the absence is approved or in writing if it is unauthorised.

Unauthorised absence is recorded and will appear on your child's report at the end of the year and is reported to the local authority. For medical/dental appointments please notify school via ParentMail.

Because of the detrimental effect of absences on children's learning, we ask that no holidays are taken during term time. However, guidance from the DfE states that the Headteacher may authorise absence up to ten school days in any academic year in exceptional circumstances, such as:

- For service personnel and other employees who are prevented from taking holidays outside term time, eg due to shore leave or enforced factory shut-downs.
- When a family needs to spend time together to support each other during or after a crisis, eg due to a family bereavement.
- Outpatient hospital and dental appointments.
- Approved educational visits.
- External music, dance and drama exams.
- Religious events (eg weddings, baptisms, religious festivals).

PARENT AND SCHOOL COMMUNICATION

All letters and correspondence from the school to parents will be sent out by ParentMail. New parents will be sent an email to the address provided by them, inviting them to register for ParentMail. Please ask the office staff if you have any problems registering. Please check your ParentMail regularly. Newsletters will also be issued via ParentMail fortnightly on Fridays.

We send out correspondence via ParentMail. We ask that parents keep us updated using the Change of Details Form if their email address has changed or if they have a new email address. Please ensure we have contact details for both parents of split families to ensure they receive all school correspondence.

The preferred payment for school trips is via the Payments option in ParentMail. **PLEASE NOTE THAT THE SCHOOL DOES NOT ACCEPT CASH OR CHEQUE PAYMENTS UNLESS AGREED BY PRIOR ARRANGEMENT.**

LUNCHTIMES AND SCHOOL MEALS

Since September 2014 all Foundation Stage 2 and KS1 children have been entitled to a free school lunch under the new government provided scheme. Derry Hill School kitchen is committed to serving nutritional food, cooked fresh on site every day. Our kitchen is run by Dolce and they offer a daily choice of three hot meals and a jacket potato option. They also cater for vegetarians. Bread, fresh fruit, salad and water is provided on the tables every day. Parents will be sent an email enabling them to register a SchoolGrid account. Menus are available to view on the SchoolGrid website and parents will be able to order online. All orders need to be placed before 9.00 am. If your child is off sick please remember to cancel your order before 9.00 am to ensure you are not charged

For KS2 children, parents will be able to order and make payment online. The cost of a school lunch is £2.65.

If your child is in KS2 and would prefer to have a packed lunch, then please ensure that lunchboxes are clearly named. Children may bring a drink of juice or milk to have with their meal. Canned or bottled fizzy drinks are not allowed. **As we have children with nut allergies in school we ask that no nuts (including food such as peanut butter, Nutella and cereal bars with nuts in) should be in lunchboxes/brought into school etc.**

Lunch break is 12.00 – 1.00 pm. We aim that all children will have finished their lunch within half an hour so that they can enjoy 30 minutes of playtime outside, or indoors if the weather is wet. We have a range of games and activities and our lunchtimes are supervised by a team of caring MDSAs (Midday Supervisory Assistants).

ELIGIBILITY FOR FREE SCHOOL MEALS KS2 AND PUPIL PREMIUM FUNDING

Since September 2014 ALL infant children, those in reception, year 1 and Year 2, have been entitled to free school meals. However, if your child would have been entitled to free school meals under the old system because you are receiving qualifying benefits, the government will give your school a **Pupil Premium of £1,455**. But for the school and your child to benefit from this money we need to know that you are receiving a qualifying benefit.

If you are in receipt of the following benefits please talk to the school about Pupil Premium and how you can benefit:

- Income Support
- Income based Job Seekers Allowance (NOT contribution based JSA)
- Income related Employment & Support Allowance (NOT contribution based ESA)
- Support under Part VI of the Immigration and Asylum Act 1999 - National Asylum Seekers Support (NASS)
- The guarantee element of State Pension Credit
- Child Tax Credit (you must NOT be entitled to Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190 (as at April 2012)

Free school meals for KS2 are **NOT** available where the family is eligible for any element of Working Tax Credit (other than the 'run-on payment you receive for a further four weeks after you stop qualifying).

Applications should be submitted online via the link below:

<https://parentportal.wiltshire.gov.uk/web/portal/pages/parents/free-school-meals>

SCHOOL MILK

If any parents would like their child(ren) to have a carton of milk at school, they should register with the Cool Milk Scheme, via www.coolmilk.com. Please contact the school if more information is needed. Children over the age of 5 whose parents are in receipt of certain benefits and qualify for free school meals now, or in the past, are entitled to free milk. Those parents should contact the school office if they would like their child to receive free school milk.

FRUIT FOR SCHOOL

All children in Foundation Stage and KS1 are provided with a fruit snack as part of the Government's Fruit for School Initiative. All children in KS2 should bring in a healthy snack for first play except on the last Friday of each term when they can bring in a snack of their choice.

SCHOOL UNIFORM

Children are required to wear school uniform at Derry Hill School, and we hope all children will want to wear it.

Nail varnish is not permitted to be worn in school.

The uniform:

Grey skirt, pinafore, trousers or shorts
Grey or red tights
White shirt or polo shirt (red or white)
Red school sweatshirt or cardigan
Red and white checked dress for summer months
Black school shoes

For PE:

T-shirt / hoodie in your child's team colour (purple, red, green or blue)
Black shorts, tracksuit bottoms or leggings.
Suitable footwear for outdoor PE.
Children come to school dressed in PE kit on the days when they have PE.
Daps should be brought in and left at school.

Where to buy:

Our School uniform is available to buy from OHM Clothing at 31 Sheep Street, Devizes, SN10 1DJ, Tel: 01380 825355, or Scholars at 3 The Causeway, Chippenham, SN15 3BT, Tel: 01249 656600.
You can also be order online via www.ohmclothing.co.uk or www.scholars-uk.com.
In addition, school clothing can be bought at a reasonable cost from a variety of outlets including the major chain stores.
You can order your name labels from Stikins and the school will earn 30% commission from each order using the link below.

OUTDOOR LEARNING AND PLAYTIMES

We are lucky to have wonderful grounds, including a spacious playing field and sensory garden. In order that our children can learn and play outside on the field in all types of weather, including mud and snow, we ask that all children bring in suitable **named** outdoor footwear, ideally welly boots. The school has boot racks for each classroom and the outdoor footwear will stay in school each term.

SCHOOL CLUBS

At Derry Hill School we run a range of extra-curricular activity clubs. The majority of clubs are after school with some at lunch time. These activities run during term time and children have to "sign up" at the start of each term, a clubs newsletter will be sent out prior to the start of each new term detailing the clubs on offer the following term. Sometimes the activities prove quite popular and fill up quickly, places will be offered on a first come first served basis.

BREAKFAST CLUB

PH Sports offers a Breakfast Club in the school hall from 7.45am. Further information about this club and others that we are currently running can be found on our school website.

LABELLING ITEMS AND LOST PROPERTY

Parents are asked to label ALL items of their children's property to minimise the number of items left in lost property (eg clothing, outdoor shoes, lunch containers, water bottles etc). Every term the school is left with many items of clothing and articles that have been mislaid by children and as they are not labelled, they cannot be returned to their rightful owner. If your child does lose something, the lost property box is in the link corridor opposite the main reception door and parents are welcome to come and look.

JEWELLERY & OTHER VALUABLE ITEMS

For safety reasons the wearing of jewellery is discouraged. No bracelets or necklaces should be worn and for pierced ears, only stud earrings may be worn. As part of our health and safety guidelines children will always be asked to remove any items of jewellery, including earrings, for PE. If a child has only recently had their ears pierced (within the last 6 weeks) they will be permitted to use tape. This must be provided by parents and the child will need to apply the tape independently. After 6 weeks have passed your child will be required to remove their earrings for PE or come to school without them in on a PE day.

Any personal items which the children bring to school are the responsibility of the owners. Children may not bring valuables to school such as computer games and mobile phones. The school is unable to take any responsibility for such items.

FIRST AID

We have a number of qualified first aiders in school and first aid equipment is kept centrally in the medical room. Minor first aid will be administered by any qualified first aider. All accidents requiring first aid treatment are recorded in an accident book. In the case of more serious injury, a paediatric trained first aider, in consultation with the Headteacher, will decide whether it is necessary to send for an ambulance before contacting parents.

If parents could not be contacted, a senior member of staff would act in 'loco parentis' in giving permission for emergency treatment. It is important that we are aware of relevant details of a child's medical history or of any particular wishes parents may have in this respect.

IF A CHILD IS TAKEN ILL DURING THE DAY

If a child is taken unwell during the day or has an accident requiring medical treatment that the school is unable to administer, we will ensure that he/she is looked after until parents/carers can be contacted to collect them from school.

MEDICAL PROCEDURES

The welfare of your child may be dependent on our having up-to-date medical information. It is essential that we are notified immediately of any changes in their medical condition. If a child has a long-term health problem or allergy, this must be discussed with the Class Teacher and the School Health Team, so that arrangements can be put in place.

If your child has suffered from either diarrhoea or sickness, please notify us and then keep your child at home for **48 hours** after the last attack to minimise the risk of infection (as recommended by the Department of Health).

If a child requires any prescribed medication during the school day, the parent/carer needs to bring this to the school office where they will be required to fill out a form detailing dose and time to administer. Please note this is only for **prescribed** medication that **must** have a pharmacy label on it. For any other medication i.e. Calpol, the parent/carer will need to arrange for it to be administered by themselves in school. Children who suffer from asthma must have two inhalers in school (one in their classroom and one in the First Aid room) so that immediate administration is possible. Any medication found in the possession of a child will be removed and kept in the office for collection by the parent/carer.

HAIR & HEAD LICE

For safety reasons, children with long hair will be asked to tie hair back during P.E. lessons and for swimming. We would encourage children with long hair to wear it tied back whilst at school to minimise the risk of catching and transferring head lice. However, children with long or short, clean or dirty hair can get head lice from time to time.

We ask that parents inform the school as soon as possible after they are aware that their child has head lice so we can inform other parents in that child's class to check. Advice on treating head lice can be found on the NHS website.

SCHOOL SECURITY

The security of our pupils is of extreme importance. We are continually seeking ways in which we can make our school site and buildings more secure, while still remaining open and welcoming to the school community.

We ask that all visitors enter via the main pedestrian gate by pressing the buzzer and announcing themselves before they are admitted by the office staff. They should then report to the school office, where they are asked to sign in and wear a visitor's badge until they leave the premises. Even if you are calling with a brief message, please contact Mrs Hare, Mrs Collins or Mrs Price at the school office before visiting a classroom.

Visitors who regularly help out at school are expected to be DBS checked. If a person is not a regular visitor, we ask to see their DBS disclosure and / or official photo ID. If they do not have these documents, they are allowed entry, but must be accompanied by a member of staff at all times.

HEALTH AND SAFETY

The health, safety and well being of your child is of paramount importance to us here at Derry Hill School. The children are taught the importance of respect towards others and property. All areas of the school are assessed on at least a termly basis and we have fire drill practise three times a year so that the children clearly understand the procedure in case of an evacuation from the building. Our fire call points are checked regularly, which includes the fire exit signs that are clearly displayed around the school.

SMOKING

Please note that Derry Hill C of E (VA) Primary School is a non-smoking zone.

SCHOOL CLOSURE

Although we will always try our very best to keep the school open, in the event of a decision to close the school, we will announce this as soon as possible via ParentMail, our school website (www.derryhillschool.co.uk) and the local radio stations (BBC Wiltshire and Heart Radio - www.heartwilts.co.uk). Parents should assume that the school is open unless informed otherwise.

COMPLAINTS PROCEDURE

If any parent feels concerned or dissatisfied with matters either to do with the curriculum or other aspects of school life, then we ask that they see the Class Teacher initially and if they need further discussion, arrange to meet with the Headteacher. If, after discussion with the Headteacher, the problem remains unresolved, the parent may then refer the matter to the Governing body, via the Clerk to the Governors clerk@derryhill.wilts.sch.uk. Ultimately, if the issues have not been fully addressed, the matter may be referred to the Director of Education, County Hall, Trowbridge. (Tel: 01225 713000).