



Heatherside Infant School



Welcome Handbook 2020/21



Please note that due to the ongoing Covid-19 situation, the following information is subject to change. Thank you for your understanding and co-operation.



Vision and Values

Engage

Create a secure and happy environment where everyone is nurtured, valued and feels safe and confident to become an independent learner.

Foster honesty, empathy, responsibility and respect towards the ideas, beliefs and cultures of others.

Value and listen to the views and opinions of all members of our school community.

Enthuse

Promote an atmosphere of enthusiasm and challenge where we are all motivated to achieve our full potential.



Enjoy

A school where learning is fun. Develop lively and enquiring minds, stimulating a passion for learning.

Excel

To equip our learners with the necessary skills, knowledge and creativity to become an independent and inquisitive learner.





Heatherside Infant School
Reading Road South, Fleet, Hants GU52 7TH
Telephone: 01252 617101
Website: www.heathersideinfantschool.co.uk
Headteacher: Mrs Christine Lynch MA in Ed

Dear Parents and Carers

On behalf of the Staff, Governors and myself, I am very pleased to be able to welcome you to our Heatherside family.

For your child, this is a new and exciting adventure. It is important to us that all the children have the opportunity to become comfortable and confident in their new environment. Your child starting school is a special experience for you too, as parents and carers. It is a new chapter of your child's life and the beginning of an important learning journey. Your partnership with us is valued and supported.

Our usual transition process has been upturned by the national Covid emergency. This has meant that this year during the Summer Term we will be unable to follow our usual transition programme. We will of course keep you informed about any opportunities that may occur for us to have you and your child visit us before we actually start school.

As you prepare for school we know that you may have lots of questions. We hope that this Handbook will answer some of your questions and act as a point of reference. Once your child has started with us you will have additional opportunities to meet with Staff and learn more about school and how to help your children on their learning journey.

A lot of the information provided in this Handbook is based on our usual routines, which we feel you need to be aware of, however, the current Covid situation (and our regular updates and changing protocols) means that we do require you to bear with us as routines and procedures will need to be fluid and changeable. Please rest assured we will continue to communicate with you regarding any changes to processes as they occur.

If you find that there is still information you need to help you prepare, please do not hesitate to ask either myself or the Office Staff. You can contact us via website.inbox@heatherside-inf.hants.sch.uk. We very much appreciate your understanding in these unprecedented times.

Kind regards.

Christine Lynch

Christine Lynch
Headteacher



School Uniform

School uniform is important as it gives the children a sense of school identity. Heatherside School uniform is made up of the following:

- A **purple** sweatshirt/cardigan (with the school emblem in **gold**)
- White polo shirt
- **Grey** trousers/skirt/pinafore
- Black shoes with **grey/white** socks/tights
- For Summer – **purple** gingham dresses
grey shorts
- Heatherside PE Hooded Top (optional)
- Heatherside document case

For safety reasons it is important that your child **does not** wear jewellery. Children who have pierced ears need to wear studs that **must be** removed or covered during physical activity.

PE Kit—white t-shirt, purple or navy shorts, optional hooded top and plimsolls should be held in School in a draw-string bag (**not required usually until after Easter for Reception Year**).

PLEASE LABEL all clothing clearly.

Coats need hooks so the children can hang them up.

Hairbands—please ensure they are **plain and in school colours only**, no novelty hairbands or clips.

Uniform can be ordered from Brenda's Schoolwear via www.brendas.co.uk or you will find a link on our School website at www.heathersideinfantschool.co.uk. Due to the current restrictions, Brenda's are not open for browsing, they can offer an online ordering system only at present. PE clothing is not required until after Easter holiday in 2021.



Getting Your Child Ready for School

Before starting school it will really help your child to:

- * Have fun sharing books together as much as possible
- * Sing and learn nursery rhymes and other rhymes
- * Communicate so that they can make their needs known to us
- * Eat politely, using cutlery
- * Dress and undress themselves **independently**
- * Please read the 'Ready Steady School' signposted on our website, further copies are available from the School Office.



Year R—Bumble Bee



Year R—Caterpillar



Year R—Ladybird



Year R/1—Dragonfly



Swan



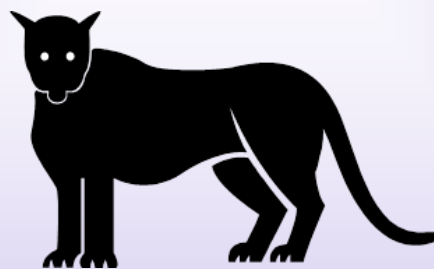
Kingfisher



Tiger



Leopard



Panther



Lion

Our Classes

Cool Milk Scheme

Free milk is available for all children aged under 5 in school, funded by the UK Government. In our school, this milk is provided by **Cool Milk**, the UK's leading school milk supplier. If you would like your child to receive a third of a pint semi-skimmed milk each morning you can register your child. Once your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk. Cool Milk will contact you ahead of your child's 5th birthday to request your registration and payment. Please complete the permission section via ParentMail online. Heatherside staff will then register your child with Cool Milk for September.



Water Bottles

Parents are encouraged to send in a bottle of **WATER** for drinking throughout the day. The bottle should have a sports top and be **clearly labelled with your child's name**. Please do not send any other drink eg squash in the water bottle.



Fruit & Vegetable Scheme

Our school participates in the Government Fruit & Vegetable Scheme enabling children to have a piece of fruit or vegetable each day **free of charge**. The fruit and vegetables will be fresh and of good quality. The aim is for our children to have a positive and enjoyable experience of fruit and vegetables. The children will not be able to choose which fruit or vegetable they would like to eat. They will only be offered one fruit or vegetable each day and this will be subject to change according to what is supplied to us. The fruit/vegetables will be distributed at morning play and no child will be forced to eat. Children will need to manage their own piece of fruit or vegetable. The scheme is voluntary, although there is no obligation for your child to take part. You may, of course, wish to send in fruit of your own choice and not join the scheme—that is perfectly acceptable. Please complete the permission section via ParentMail online. It is essential that you inform us of any allergies that your child may have so that we can ensure they are not given anything that might harm them.

Off-Site Learning

Whilst your child is at Heatherside Infants, there may be occasions when Teachers and other relevant staff would like to take your child on short visits "off-site" in the local area for various activities to support their learning within the National Curriculum. Some examples of these visits include walks in the local area, activities and events at other local schools and visits to Fleet Methodist Church. Full details of any off-site activities will be provided at the appropriate time. Please note that the normal Health and Safety procedures regarding adult/child ratios, emergency contact numbers and records of attendance are followed for these local area visits. For other trips beyond the local area, we will request your consent at the time of the trip and further information will be requested. Please complete the permission section via ParentMail online.

Universal Free School Meals

Currently all children in Year R and Key Stage 1 are eligible to Universal Free School Meals. This means that you will **NOT** have to pay for your child's hot meal at school. HC3S provides the meals at our school. An HC3S menu will be provided when your child starts school. Please refer to the further information about Lunchtimes later in this Handbook.

Special Dietary Requirements

At school, children have the opportunity to experience not only hot dinners in school, but enjoy a variety of activities where they will be invited to make and taste different foods. It is extremely important that we are informed of any foods/drinks that your child is unable to consume, along with reasons. This does not relate to food preferences but to foods/drinks that may relate to allergies/health and/or religion. Supporting medical evidence will be required in the event of a special diet being prepared for your child. We are contacting individual families based on the information previously provided.

Pupil Premium

The Government provides funding to schools to help children from lower income families do their very best. This funding is called 'Pupil Premium'. For every child registered, Heatherside Infant School receives funding, which will help provide further support for them. The criteria for eligibility can be established by checking online at:

www.hants.gov.uk/educationandlearning/freeschoolmeals/juniorsecondary

Pupil Premium is an important payment for schools and a really good opportunity for eligible parents to get even more support for their children in school (eg *Cool Milk, After School Clubs, School trips, uniform allowance*).

Communication

PMX ParentMail You are now already registered! We keep parents regularly informed about what's going on at school via a service called PMX ParentMail which communicates with you via email. This means that messages get to you reliably; we can send messages to both parents at the same time; you will quickly know about important or urgent messages; we can tell you more about what's going on at our school.

Our School website www.heathersideinfantschool.co.uk is a very useful place to look for information. In emergencies such as snowy weather, which may cause us to close the school, there will be announcements on the home page. The School Calendar will provide information on all forthcoming events.

Newsletters are published regularly and contain lots of useful information about things going on in school and events coming up. This is another way we keep you up to date on what is happening in school. These are sent to you via PMX ParentMail and are published on school website.

Sickness

During the Covid situation we have had to be more rigid with procedures and routines for children who fall unwell and this is covered in our Covid Risk Assessment. We will inform you in September if there has to be a change to the procedures.

If your child has been unwell in the night or before school (sickness & diarrhoea), please do not send them to school for 48 hours from the last episode, as there is a strong possibility this problem will recur. This causes the unnecessary spread of bugs to children and staff. **It is important that you ring the Office by 9.00am and report your child's absence on the first day.** If your child becomes ill during the school day we will contact you.

Children often have bumps and scrapes, which will be treated in our Medical Room. Sometimes it is necessary to ring you during the day, especially if there has been a bump to the head. Red 'bump notes' are also sent home to provide details of such injuries, and include the treatment given, as well as useful advice about possible concussion.

Getting to know your Child

When your child starts school they will be given a name label to wear for a couple of weeks. These help us to learn your child's name and to identify them easily. This is especially important in helping other adults in School, such as Lunchtime Supervisory Assistants, to learn your child's name.

School Hours



Normally class doors open at 8.45am each morning. The children can come into class when the classroom doors open and **you must arrive by 8.55am**. If later than 8.55am, you must enter via the Office and sign your child in. For Year R the lunch hour starts at 11.45am, Years 1 and 2 follow from 12 noon. For Year R the afternoon session starts at 12.55pm. Years 1 and 2 start at 1.05pm. The School day ends at 3.10pm for Year R and 3.15pm for Years 1 and 2.

This may be subject to change in light of the Covid situation.

Medicines



In school, we are able to support children with medical conditions. Medication such as asthma inhalers, epi-pens and other prescribed medication required for illnesses can be administered in school where necessary. Where necessary, an Individual Healthcare Plan will be required for completion by parents and Office Staff in order for their condition to be managed in school. This will occur nearer the start of term. **Please do not put any medication into a child's bag for self-administration** as this could be used by other children without supervision. We do not hold pain relief medicine for use in school. If this is required for a particular health condition, please speak to the Office Staff.

Antihistamine



In School, we keep both Chlorphenamine Maleate Syrup (eg Piriton) and anti-histamine cream for the treatment of minor irritations/stings/insect bites. It is extremely important for us to hold your consent to administer these medicines in such an eventuality at School. If treatment is required, you will receive a note providing details of the incident. We will seek your permission nearer the time starting school.

Normal School Lunchtime Procedures

Children can choose on a daily basis whether they have a hot school lunch or a packed lunch brought from home. The Reception Year children are the first in the school to eat, regardless of whether they are hot lunch or packed lunch. Lunch is between 11:45am and 12:55pm, during which time all 300 children on roll have their lunch.

Learning to eat lunch together in the Hall is a very important step when your child first starts school. Teachers and their LSAs will introduce and support the class alongside the Lunchtime Supervisory Assistants to assist the children in the following ways:

- supervise children using the toilet and washing their hands
- guide the children with the routine in the Hall for eating their hot lunch or packed lunch
- encourage a quiet happy atmosphere
- help the children to cut up their food, undo drink cartons etc.
- encourage, but never force, children to eat
- praise and encourage good manners and good eating habits
- if children are not eating very much the Class Teacher will be informed so that this can be conveyed to you at the end of the day.

In the playground the LTSAs will play with the children and support games. They also run the Medical Room at lunchtimes.

Hot Lunch Routine

At the start of the day please look at the HC3S menu with your child and choose whether they are having a **Red** or **Green** option lunch. When you arrive at school the children should make their choice via self-registration in the classroom. As the children come up to the Served for lunch they are issued with a coloured band (**Red** or **Green**) denoting their meal choice. Children requiring a Special Diet meal will be given an **Orange** band and will be served their meal on an **Orange** plate. This ensures they always receive the correct meal according to their special diet menu.

The children are then served their meal and are guided to a table, pre-set with water and cutlery. As well as eating their lunch, this is a social time too. The LTSAs will move amongst the children encouraging them and praising them, supporting them where necessary in cutting up their food. If a child is not eating what is considered a reasonable amount, the Class Teacher will be informed and this information conveyed to you. As the children finish lunch, they clear their own plates and go out to play.

Please note any special dietary requests are to be made via the School Office and an HC3S form must be completed providing appropriate medical evidence. *(This does not apply to vegetarians or children with religious dietary requirements)*. **If you feel your child may require a Special Diet and have not previously informed the School Office Team, please email the website immediately in order that any individual menu may be prepared by HC3S ready for starting school.** Additional procedures are followed for those children following an HC3S special diet and we will explain those where appropriate.

Packed Lunches

Children with a packed lunch eat at the same time as those eating hot dinners. Packed lunches must be sent in an unbreakable container which should be as small as is practicable and clearly marked with the child's name on the outside. We encourage children to bring a healthy lunchbox. **No fizzy or caffeinated drinks, no products containing nuts, no chocolate spread, no sweets or chocolates please.** Children are encouraged to eat all the food in their lunch boxes – starting with the sandwiches (although the sweet items often have greater appeal!). Anything not eaten is sent home.

Wet Play

On a very wet day, children stay in the classroom and use the 'wet day' activity boxes, or occasionally may watch a DVD for part of the lunch break. We try to maintain outside play as much as possible and only extremes of weather conditions keep them in the classroom.

We hope to know before your child starts school in September whether we need to make changes to our usual routines to take account of the current Covid situation.

School Library



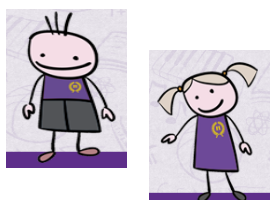
Our School Library books are catalogued on a Librosoft System and each child has a membership number so that they may borrow them. From the start of Year R all children may borrow one fiction book by putting their Library Card inside their chosen title and placing it in the classroom's "Books To Issue" box as they arrive in the morning. Returned books should be placed in the "Returned Books" box in the classroom. These boxes are taken to the Library daily, where a wonderful set of volunteers use the system to issue/return books ready for the children to take home at the end of the day. The children may also have the opportunity to borrow a non-fiction book from the Library in addition to their fiction book.

All children spend time in the Library to learn about how libraries are arranged, how to find books using the Dewey numbering system and how to use information books for research. This helps the children in all areas of the curriculum, whilst also encouraging them to read non-fiction for pleasure.

Every week the Class Teachers receive reminders for all those children who have had a book on loan for more than 14 days. Whilst our primary aim is to encourage every child to borrow on a regular basis and enjoy a range of texts, we would very much appreciate your support to reinforce the need to be sensible, take care of our books and return them quickly and correctly. Occasionally letters may be sent out to children who have not returned their book to the appropriate place and it is their responsibility to find the book and put it in the returns box, so that it can be scanned and returned properly. Unfortunately, you will be asked to pay a contribution or provide an equivalent replacement for books that are lost/missing/damaged.

If you have any questions please ask your child's Class Teacher or Mrs Anne Tomsett who works in our School Office and Library. If you would like to help scan books in the Library (usually one morning every week) or have time to cover books at home, please contact Mrs Tomsett via the School Office.

We will seek your permission nearer the time starting school to indicate that you are happy for your child to borrow books. This applies to the whole time your child is at Heatherside Infant School. Should you decide at a later date that you no longer want your child to continue borrowing, please contact us accordingly.



Homework

Our School wishes to encourage parental involvement and support at all stages of the children's education. The education of your child is a partnership between home and school, neither of which can stand alone. Once your child begins to learn to read, your support with reading activities is greatly valued and we would encourage you to continue with this on daily basis. This may include parents/carers reading to your child. In addition to this, each week you will receive a list of suggested activities which you might like to carry out with your child. It is not envisaged that all activities are to be done on one night. No longer than 10 minutes each evening should be spent on these, many of which can and should be repeated. Certain activities will need to be returned to School. Suggestions of how to approach the activity will be given where necessary. Homework is published on our website, updated on Friday for the following week www.heathersideinfantschool.co.uk/homework.

The work sent home is intended to consolidate and reinforce skills and understanding developed at School; extend School learning; encourage children to work at home; develop and sustain parental involvement in the children's learning; and keep parents informed about the children's work.

Your child will need a reasonably peaceful, suitable place to carry out his/her homework. It is important to support your child with the activities although there may be times (when he/she is older/able) to work alone. Please encourage and praise your child for completed tasks. We hope that you will enjoy supporting your child.

Health & Safety

In the light of the Covid situation, we would ask that you continue to adhere to Social Distancing rules at all times. On arriving at school, children must be taken by parents or carers to their classrooms. Class doors will be open from 8.45am to 8.55am (at which point the classroom doors close and access will only be via the School Office). The day closes at **3.10pm for Year R and 3.15pm for Years 1 and 2**. Children must be collected from the classroom. Please ensure the Class Teacher knows who is collecting your child if it is different to normal, as children will not be allowed to leave School unless the appropriate adult is there to collect them. It is imperative you telephone School if you are delayed and cannot meet your child. We will always take care of the children until you arrive – that phone call can save a lot of heartache and distress. May we ask that you inform your Class Teacher in writing if you use a childminder or have different collection arrangements, in order that the Teacher may become familiar with these. The written collection details are retained in the class diary for the whole academic year.

Parents and Carers are reminded they are responsible for their child/children until the School doors open and when they have been collected from class as supervision is not provided. **Please do not leave pupils unattended in the playgrounds at any time and do not allow them to use any play equipment/apparatus.**

Please note the use of scooters and bikes, and any ball games is not permitted on the school site before or after school, ensuring the safety of all pedestrians at these busy times. Your child may however leave their scooter/bike at the scooter park outside the side of the School Hall during the school day, however, this is at your own risk. Thank you for your co-operation.

Golden Time

As a School we are continually seeking ways to help our children succeed. The children are given a set of rules which fosters the development of good manners, sharing and kindness and the importance of working hard. These principles are encompassed in a set of rules known as 'The Golden Rules'. As children move into Year 1 and as a privilege for upholding these rules we give the children 'Golden Time' when they can be free to choose their own activities for a short while on a chosen day. If, however, the children cannot keep these rules, sanctions will apply. (No rules can work unless they are respected.) Sanctions of five or ten minutes will be taken away from the children's 'Golden Time'. Please help us to develop these good habits by reminding the children of the importance of these rules.



GOLDEN RULES

- DO** be gentle, **DON'T** hurt anybody.
- DO** be kind and helpful, **DON'T** hurt people's feelings.
- DO** be honest, **DON'T** cover up the truth.
- DO** work hard, **DON'T** waste time.
- DO** look after property, **DON'T** waste or damage things.
- DO** listen to people, **DON'T** interrupt.



Safety

Car Parking – We are sorry but there are **NO** facilities for parents to park on site unless holding a Blue Disabled Badge. If you are a Blue Badge Holder you must come into the School Office and register your badge and vehicle registration number.



Play Apparatus - Children must **not** use any play apparatus on the school site **before or after school**.

Collecting your child at the end of the school day

At the end of the school day parents and carers should wait outside their child's class/canopy area until the pupils are dismissed by their Class Teacher. **Class Diary** - If you are **not** picking up your child you must write in the class diary indicating who you are authorising to carry out this task. If there is a change in collection arrangements for your child, please ring the Office Staff to leave a message. Unless you have given your permission in this way your child will **NOT** be allowed to leave until you have been contacted.

Volunteering in School

We really value Volunteers into our school as it allows us to achieve so much more with and for our children. If you are interested in volunteering in school, please come along to one of our Volunteer Information Sessions being held in when we return to school (subject to change).

Social Opportunities



Heatherside Schools' Association (HSA)

As soon as your child starts school you automatically become a member of the HSA. Events are organised by a committee of Infant and Junior School parents and carers. They are supported by you in raising money that benefits the children. The HSA welcomes new members to join their Team or lend a 'Helping Hand' at the various events throughout the year.

Coffee Time

The school holds 'Coffee Times' where parents, carers and pre-school children are most welcome to attend. Further details and dates will be published on the School website and via Newsletters. This is a great opportunity for the pre-school children to play and for you to get to know other parents over a cup of coffee. It also gives you a chance to find out more about school life and to ask questions in an informal way. We look forward to meeting you at these events once your child has started school.

Enquiries

Please do not hesitate to contact us if you have any queries. The Staff and myself are here to support both you and your child. We know that working in partnership will ensure that your child will have a happy and secure learning journey at Heatherside Infant School.

Starting School in Hampshire

Hampshire County Council provide a guide for parents & carers to help ensure the best possible start to school for Hampshire's children. Please use the link below to the guide which supports conversations between parents, schools and early years settings as plans are made for children starting school for the first time in September, in keeping with new legislation.

<http://documents.hants.gov.uk/childrens-services/StartingSchoolBookletA4.pdf>

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