



HPS INFORMATION FOR NEW FAMILIES

Welcome to HPS

HOW TO CONTACT US

Our Address:

Honiton Primary School
Clapper Lane
Honiton
Devon
EX14 1QF

Our Telephone Number: 01404 548700

Our Email Address: admin@honiton-pri.devon.sch.uk

Our School Website: www.honitonprimary.co.uk

Need to talk?

If you need to get a message to the teacher first thing in the morning please go directly to the office and briefly outline the situation to the admin team. The office will gladly take a message and pass it on to the teacher. If you need to speak to your child's class teacher please inform the office who will then inform the teacher concerned and get back to you to arrange an appointment. The best time to ensure you get the full attention of the teacher is at the end of the school day. Please do not go round to classrooms at the start of the school day, as this time is vitally important to the teachers to prepare for the day's learning. If it is an urgent situation please inform the office staff of this and they will deal with it appropriately.

School Office Opening Hours

Monday to Friday 08.00 – 15.30

HOW WE CONTACT YOU

Telephone / Email / Push Notification through the SchoolApp/ Newsletter

Newsletters are posted on our school website and emailed out to parents. Our general newsletter is produced fortnightly on a Friday.

Please keep us updated with current telephone numbers and email addresses.

Please add us to your contacts to avoid correspondence going into your junk mail – HPS: admin@honiton-pri.devon.sch.uk

VISITING SCHOOL

If you are required to come in to the school building at any time, please report to the office through the main door where you will be asked to sign into the visitors book and will be given a visitors badge to wear. When leaving, please sign out and return the badge. All visitors must sign in and wear a badge.

SCHOOL DATES

Term dates and the parents calendar are available on our school website, and may be subject to change.

SCHOOL TIMES

08:00	Breakfast Club opens	12:10-12:50	KS1 Lunchtime
08:40	School gate opens	12:30-1:10	KS2 Lunchtime
08:50	School begins / gate shut	15:00	Nursery finish
12:00	F1 am session ends	15:15	Gate unlocked
12:00	F1 pm session begins	15:20	Key Stage 1 finish
12:00-1:00	Nursery Lunchtime	15:20	Key Stage 2 finish
11:50-1:00	Reception Lunchtime	17:30	After School Club closes

Children should not arrive at school before 8:40am as no supervision is provided before this and the entrance gate remains locked.

Foundation and Key Stage One children should be brought directly to their classrooms at the beginning of the day and collected from it at the end of the day/session. Please use the classroom outside doors and do not walk through the building. It is the parents' decision as to whether the child can be met by an older sibling at the end of the day, or in the case of Key Stage Two children if they are allowed to walk home alone or with friends.

Bus Children

Children travelling on the Dunkeswell bus are supervised from the bus to school each morning and from school to the bus at the end of each day. All children are checked against a bus register in their classes each morning and again by the bus escorts at the end of school.

PUPIL ABSENCE

Please make sure that you ring the office first thing in the morning to notify school if your child is off sick, to ensure the safety and whereabouts of all our children. You need to do this every day that your child is off. According to safeguarding practices, if we have not heard from you, the office will phone all the contact numbers of any pupils who are off without notification. Please make sure that the office has your up to date contact numbers. They need at least 3 numbers of family and or friends who they can contact in an emergency if you cannot be reached.

Medical and dental appointments should be avoided during school time wherever possible. For unavoidable appointments, please provide school with evidence of the appointment.

BREAKFAST & AFTER SCHOOL CLUB

Breakfast & After School Club [BASC] is open Monday to Friday term time only. Breakfast Club opens at 8:00am and After School Club closes at 5:30pm. Please ask at the school office if you would like to sign your child up. Booking form and other information/terms & conditions available on the 'Breakfast, After School & Holiday Clubs' section of our website.

When dropping your child off and collecting at the end of the day, please use the outside hall door along by the playing field. There is a door bell to inform staff you are there.

OTHER OUT OF SCHOOL HOURS CLUBS / LESSONS

HPS offers a variety of clubs, please ask at the office if your child is interested. Details also available on the 'Parents' section of our website. There are also music lessons which you can arrange to take place in school with our visiting peripatetic music teachers.

In the case of collecting children from an after school sports club / music lesson etc, please wait outside the front door until your child is brought out to you.

SCHOOL MEALS

School meals are cooked on-site in our school kitchen. The menu is available on the 'Parents' section of our website and includes two options each day. Key Stage Two children register their meal selection in the classroom each morning using our online system and the teachers register the younger children's meals. Please ensure school is informed of any special dietary requirements eg vegetarian or religious requirements and food allergies. If your child is late in to school, the office must be notified of their lunch choice. Meals are to be paid for online, without falling into arrears.

Children may bring a packed lunch, no sweets or chocolate bars please. They may also bring drinks, but they must not be fizzy and they must be in non-breakable containers.

You also have the option for your child to go home for lunch. In this instance they should not return before the 1:10pm bell.

FRUIT SNACK

All Foundation and Key Stage One children are entitled to free fruit each day which is distributed by their class teacher. All children are encouraged to bring a piece of fruit as a snack for morning break.

SCHOOL MILK

Children under the age of five receive free school milk and milk is also available for all children in the hall at lunchtime.

VOLUNTEERS IN SCHOOL

All volunteers in school are subject to safeguarding and safer recruitment checks, to include a DBS check. If you are interested in becoming a helper in class, please ask at the school office for an application form. Volunteers wishing to assist on school trips do not require these checks but will be required to read our Safeguarding Children Quick Reference & Information for Trip Volunteers leaflet and follow the guidance.

ONLINE PAYMENTS [Weduc]

HPS runs a 'cashless' office and **only accepts payments made online** for trips, meals and Breakfast & After School Club. It does not incur any extra costs for you, the customer, and allows you to keep track of your payments. You can log into your Weduc account at any time to see your balances and any new payment requests that have been raised.

We will send you an email with instructions on how to download the relevant app together with an enrolment code to activate your account.

School trips will be notified to you by text or email in advance and you can add these to your shopping basket ready for payment.

School dinner balances can be topped up, similar to a pay-as-you-go mobile phone. If your child has a meal, the cost is deducted from your balance and when your balance gets low a reminder is sent for you to top-up your account. [The minimum amount for each payment for this is the cost of one meal].

Meals are to be paid for at least one week in advance.

BASC payments charged will show in your account.

Sessions are to be paid for at least one week in advance.

We ask that all parents download the app as we also use this as another means of communication.

Non-uniform day collections and other charity collections/sponsor money can be paid in cash.

SCHOOL UNIFORM

School uniform can be purchased from Honiton Sports Shop, in the High Street

The school colour is royal blue, with the HPS logo:

White blouse/polo shirt Reception/KS1

White blouse/shirt KS2

School tie KS2

Royal blue school cardigan/jumper

Grey skirt, trousers or shorts

Blue and white checked or striped summer dress [summer term]

Black school shoes

Black or navy sandals [summer term]

PE:

Navy blue/black shorts

School PE shirt

Trainers

Track suits, optional [winter months]

HPS Hoodies may also be worn for PE, these are also available from Honiton Sports shop.

MEDICAL MATTERS

Minor Injuries

All injuries will be recorded in school. Parents will be notified of any injuries requiring follow-up care by text message.

Head injuries

In the case of any bump to a child's head, parents will be contacted by telephone or text.

Medicine

The administration of medicines by staff in school is voluntary. Whilst we are happy to do this, to support parents, please help us by keeping this to a minimum. Where children require three doses per day please time this so that a dose is given before school and one after.

Please also note that we are unable to give medicine unless it is in the original packaging, clearly marked with the child's name.

For children with medication, an administration of medicine form available from the school office must be completed and filed in the office.

Medical Conditions eg asthma, hayfever, allergies (including sticky plasters)

Please inform school of any medical conditions your child may have and keep us updated of any changes.

Headlice

Please check your child regularly for headlice.

When a case of headlice has been spotted in class, we will send home a notification text.

Sickness

Children suffering from a sickness and/or diarrhoea virus are required to remain away from school until 48 hours clear of their last bout. If a child has a one-off episode of vomiting, due to travel sickness, lack of food etc, they can return to school the following day.

PUPIL PREMIUM - Is Your Child Eligible for Extra Support?

The Government provides extra funding called Pupil Premium for certain children who are statistically more likely to underachieve at school. Honiton Primary School use this money to carefully monitor the progress of these children and to employ additional teachers and staff who provide extra targeted interventions and activities so that these children can achieve at least as well as their peers.

You can register your child for Pupil Premium if you receive any of these benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods).
- Income Support (IS).
- Income-based Jobseekers Allowance (IBJSA).
- Income-related Employment and Support Allowance (IRESA).
- The guaranteed element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income as assessed by Her Majesty's Revenue and Customs, that does not exceed £18,725).
- Working Tax Credit run-on (the payment you get for a further 4 weeks after you stop qualifying for Working Tax Credit).

Who can get Free School Meals?

If your child is in Reception, Year 1 or Year 2 you will automatically receive free meals under the Universal Infant Free School Meal (UIFSM) scheme. Your child's free meal entitlement will stop at the end of year two unless you receive the above qualifying benefits and you have already registered your child with Devon County Council for income related Free School Meals.

Children will qualify for Free School Meals if one of their parents receives any of the above benefits.

If you get any of the benefits listed above, please register for income related Free School Meals when your child starts at HPS so the school can receive additional money to help your child.

If you receive one of the benefits listed above and you have not already made a claim then please help your child and school by registering now. You can do this by:

- Completing the online application form available at the Citizens portal <https://new.devon.gov.uk/supportforschools/services-and-contacts/free-school-meals>
- Ringing the Devon helpline on **01392 1551019**
- Completing our Free School Meals & Pupil Premium Registration Form giving permission for school and the local authority to undertake a check for eligibility on your behalf

If you need assistance, please ask one of the office staff to help you.

Children adopted from care or who have left care

Schools can claim for pupils who have been previously looked after.

A child is eligible if he/she

- has been looked after for 1 day or more
- has been adopted from care
- has left care under:
 - a special guardianship order
 - a residence order
 - a child arrangement order

If your child has been looked after, schools can only claim this money where the parent self-declares their child's status to the school providing supporting evidence (e.g. an adoption order) - please talk to the Head or school office in confidence if this applies. To qualify for free school meals in KS2, parents of looked after children will also need to be receiving one of the benefits above and make an application.

Service Pupil Premium

Schools can also claim if at least one of the pupil's parents is serving in the regular HM forces and designated as PStat Cat 1 or PStat Cat 2. Please inform the office staff if you are eligible.

Please contact your class teacher or a member of the office staff if you would like more information about how the Pupil Premium is spent, or how to apply for it.

30 HOUR ENTITLEMENT FOR 3 & 4 YEAR OLDS

The Government has implemented plans where most working parents of 3 and 4 year olds will be eligible for up to 30 hours childcare per week during term time.

To qualify for the funding, all parents will need to fill in the online form available from <https://www.childcarechoices.gov.uk/>. If you qualify you will be given an 11 digit eligibility code which you must provide to the school office along with date of birth evidence and the completed Declaration Form.

Parents who are planning to use another childcare provider as well as Honiton Primary School will need to give this code to both establishments to qualify. Please ensure you tell each provider that you are using another one as well as we need to make sure our applications for funding are complete.

PERSONAL DATA

Honiton Primary School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR). Please click <http://www.honitonprimary.co.uk/privacy-notices/> to see our privacy statements. Individuals have the right to withdraw consent at any time by contacting the Data Protection Officer or the school office at admin@honiton-pri.devon.sch.uk