

# Welcome Pack

## A welcome from Miss Trim

Dear Parent/Guardian,

On behalf of the staff, governors and children I welcome you to Hordle CE (VA) Primary School & Nursery and thank you for choosing our school. This leaflet is a brief guide to help you settle into your first few weeks in school. If you have any further questions, please do not hesitate to contact the school office or your class teacher.

The excitement and wonder of learning in the primary years is a remarkable experience and it is a privilege to share that journey with the children and families who join our school community. Like you, we want your child to flourish in every respect, both academically, personally and socially. In partnership with you, we are confident that we can offer a challenging and caring environment to help your child make the best possible start, both in their educational lives and for the future.

We are excited about welcoming you and your family to our learning community and we look forward to getting to know you better soon.

Kind regards,



**Miss Louise Trim**  
**Headteacher**

## Getting to know your teacher

Your class teacher will usually be available to have a brief chat at the end of the school day. The only exception to this is if they are running a school club that evening and have to ensure the safety of other pupils still on the school site.

If your enquiry is of a more lengthy nature, please make a proper appointment to see the class teacher more formally.

In addition, you will be invited to attend two learning reviews per year (usually one face to face and one virtual). We encourage parents/guardians to attend these appointments with their children as we find it is an excellent opportunity for the children to hear the key messages about their learning and points for improvement. If you do have any concerns, please do not wait for Learning Reviews to bring it up. We'd sooner nip things in the bud quickly than let small problems escalate unnecessarily.

If you are unable to make contact with your class teacher, please contact the school office and leave a message.

## Getting to know the class

At the beginning of the school year your teacher will invite you to a Year Group



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meeting at which they will tell you about the general organisation of the class, phase and the curriculum.

In addition, you will get a half termly newsletter telling you about what the children have been learning and how you can support your children at home.

## Sickness and school absence

If your child is sick we ask that you notify the school office before **9am**, either via calling us on 01425 611657, emailing [adminoffice@hordle.hants.sch.uk](mailto:adminoffice@hordle.hants.sch.uk) or coming in to the school reception. This is a child protection security measure and ensures that all children are correctly accounted for. For this reason, we ask that you call on every day of your child's absence. There is a special answer-phone function for reporting absence which is picked up by the office staff so you can call at any time. For guidance on how long to keep your child off school following illness, please see the 'Exclusion Periods After Illness' information on our website [here](#).

### **Medical Appointments**

We ask that you try to make most appointments outside of school hours. However, if your child has a medical appointment, please ensure you notify the school office. Please note you will need to provide evidence of the appointment.

### **Request for Leave**

Children have 13 weeks annual holiday from school and school holiday dates are published well in advance online [here](#). As such, all parents/carers are

expected wherever possible, to plan and take their family holidays at this time so as not to disrupt their children's education. Education law states that parents do not have a right to take their child out of school for a holiday during term time. Only in exceptional circumstances may a Headteacher grant permission for leave; and it is the Headteacher's decision on whether the absence is exceptional and how many days to approve. In any circumstance whereby your child will not be attending school for any reason,

### **Possible Penalties for Non-Attendance**

Once you have registered your child at a school, it is your responsibility to make sure that she/he attends regularly and punctually. If you fail to do so, the Local Authority has a statutory duty to consider legal action to enforce school attendance. For more information, click [here](#)

Parents/carers who take their child out of school without the absence being agreed and authorised by written permission from the school can be issued with a penalty fine. Further details can be found [here](#).

For further information about attendance, please click [here](#).

## Traffic

We are committed to making the roads around our school safer. We have a dedicated School Travel Plan team who work with the school and the community to improve road safety. We ask that whenever possible, you 'Park and Stride'. Just this small change can make our school roads safer for the many families and children trying to cross it. The Park



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and Stride Map can be found on the New Parent Information page of our website.

Do take the time to get to know our wonderful crossing patroller Mr Ken. He will look after you and your child as you cross the roads.

## Medication

### **Non Prescription Medication**

The school office administers non prescription medicines at 12:00pm in school during the day and upon completion of a medical consent form;

- This includes paracetamol (Calpol), Chlorphenamine (Piriton), Ibuprofen and cough medicine;
- If you know that your child will require non prescription medication on any given day, please ensure that you provide it to the school office and ensure that the morning dose is given before 7.45am to enable us to administer again at 11.45am;
- All medicine must be in its original packaging and in date;
- The school will not administer paracetamol (Calpol) and Ibuprofen medication beyond 3 consecutive days as per the manufacturer's guidelines, unless we receive written consent from a medical professional.

You must advise the office which days your child will need medication via the medical consent form or by calling the office to authorise adding additional days.

If you have given blanket permission for Calpol to be administered on an adhoc basis and your child becomes unwell during the school day, we will always call

to check if they have had any medicine that morning. Should we be unable to reach you, a decision will be made on whether to administer the medication on a case by case basis, taking into account the time of day and severity of symptoms.

### **Prescription Medication**

If your child requires prescription medication during the school day, this will only be administered as per the doctor's instructions and upon completion of a medical consent form.

Please do not give your child their own medicine, even if you believe them capable of self-administering. The consequences of drugs falling into the hands of other children is not a risk we are prepared to take.

## Homework

Your child will receive homework from the outset. You should receive clear guidance from your class teacher about what is expected.

Homework will always have been explained to your child prior to being sent home. If you have any problems contact your class teacher directly and immediately.

## Healthy school

Hordle Primary School is proud to say that it is a Healthy School. If your child is having a packed lunch we ask that you make every effort to ensure that it is a healthy meal with food which is unlikely to cause adverse effects to concentration and behaviour in the afternoons. We have a



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strict no nuts policy in the school, including sesame products and we therefore ask that parents ensure that no food in lunchboxes contain any nut products.

If you choose for your child to have a cooked dinner at lunchtime, you will find a copy of the latest menu and information from our catering provider on the Useful Links page of our website [HERE](#).

Reception, Year 1 and Year 2 children are entitled to Universal Free School Meals. Children in Years 3 and above will be expected to pay online for school dinners in advance, either weekly or half termly, unless you are eligible for Free School Meals. To find out more about Free School Meals, please refer to the documentation on our Parent Pack page of the website or by clicking [HERE](#).

All children must bring a named bottle of water into school each day.

Children in Year R and Key Stage 1 are provided with a free fruit snack at breaktimes. In KS2 (year 3 - Year 6), we ask that they bring their own healthy fruit snack or there is the option to purchase a snack from our tuck shop, run by our KS2 School Council pupils.

## School lunches

The school kitchen offers a choice of healthy hot meals every day and is run by an external catering company, ABM Catering. The menus are planned to appeal to the children and there is a three weekly cycle. A current menu can be found on the Useful Links page of our school website [HERE](#).

It is expected that all families will pay their dinner monies in advance. This can be weekly, monthly or by the half term. We do not allow debts to be ran up on your child's Scopay account.

### Special Diets

If your child follows a special diet due to lifestyle or dietary/allergy reasons, please speak to a member of Team Office for next steps.

## Packed lunches

Provision is made in the dining hall/classroom for children bringing a packed lunch. In our continued endeavour to ensure Hordle is a Healthy School we ask that sweets, chocolate and chewing gum are not included.

### Nuts and Sesame Free School

As we have a number of children and staff with severe nut/sesame allergies, nut products e.g peanut butter, nutella, bakewell tarts etc. and sesame products e.g hummus should not be used in packed lunches or brought into school. We ask that all lunchboxes and tupperware containers are clearly named.

### Drinks

Having fun at school is thirsty work so please make sure you supply a named water bottle (no fizzy or squash drinks) in your child's lunch box. Only water in bottles please.

### Keeping lunch fresh

We do not have refrigeration facilities for packed lunches so we ask that you pop an ice pack in your child's box to keep it fresh and use an insulated lunch box where possible.



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### **Yoghurts**

To avoid spillages and spoiled packed lunches, if you send your child to school with yoghurt in their lunchbox, please ensure it is in a sturdy yoghurt pot, with a spoon or preferably a screw top yoghurt pouch.

## Healthy lunchbox suggestions

**Sandwiches:** Try using a variety of bread such as wholemeal, granary or high fibre white bread. Also you could make sandwiches from different kinds of bread including bread rolls, pitta or wraps.

**Fruit & Vegetables:** Seedless grapes (cut in half lengthways) , satumas, cherries, dried fruit (apricots or pineapple), cherry tomatoes, carrot sticks, cucumber chunks or sliced peppers.

**Sweet Suggestions:** Scones, Malt loaf, Tea Cake, nut free healthy snack bar.

Please click [HERE](#) for further packed lunch ideas, courtesy of NHS Healthy Families.

## Emails

As a school, our aim is to reduce our carbon footprint and be an eco-school.

### **Weekly iComms**

All our school communications are sent to parents/guardians via email links in a weekly email. This will include a weekly newsletter as well as any other letters that are being sent out.

### **How often will we send you emails and who will they be from?**

School communication emails will be sent on Fridays. When the email arrives in your inbox, it will be from "Hordle CE VA Primary School".

### **What if you accidentally delete the email?**

Links to the letters will be available on the website and can be found on the iComms page of our website [HERE](#).

## Arbor App

Please download the parent [Arbor App](#). Here you will be able to check and update all of the details that we hold for your child along with other exciting features.

### **Push Notifications**

From time to time, we may send push notifications to parents reminding them of certain information or informing them of minor changes. Please ensure that you have downloaded the Arbor app and have push notifications enabled to ensure that you receive these.

## Keeping us up to date

It is very important that you keep us to date with changes in all of your contact details. Please help us keep your contact details up to date by ensuring that we hold your correct address, email address and contact telephone number.

In order to comply with safeguarding best practice, we require evidence of any pupil/main carer change of address.



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**Please can we ask that you provide a minimum of 3 emergency contacts and their full details.**

If you are a dual household family and/or your circumstances change throughout your child's time at school, we kindly request that your child's class teacher and/or the school office are made aware. We also ask for confirmation of full contact details for both households, including home address.

## Contacting us

Should you need to contact the school for any reason, please use the following contact details.

Hordle CE (VA) Primary School  
Hordle Lane, Hordle, Lymington,  
Hampshire, SO41 0FB

Tel: 01425 611657

Email: [adminoffice@hordle.hants.sch.uk](mailto:adminoffice@hordle.hants.sch.uk)

## GDPR

Hordle CE (VA) Primary School collect, hold and use personal information relating to our pupils under General Data Protection Regulation. For more information please see the [Privacy Notice](#) on the school website.

