



Hale Primary School's Family Handbook



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Welcome to Hale

Welcome to Hale Primary School, part of the Forest Edge Learning Federation. We are delighted that your family is joining us for this most important part of your child's journey.

We are an inclusive school where children come first. We are committed to developing a welcoming, safe, happy and stimulating learning environment that will enable our pupils to become responsible citizens and life-long learners.

As a community, we have selected three values - Courage, Grace and Respect- which provide a golden thread throughout the daily life of our school.

With your child starting a new school, there are so many new things for both of you. We have put together this pack for new starters to help make those early days as smooth as possible.

We pride ourselves on being a friendly school so do let us know if you have any questions or concerns.



Who's Who?

Senior Leadership Team

	Tracy Allen Executive Headteacher		Meg Coombes Executive Deputy		Sarah Newman Federation SENDCo
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Admin Team

	Faith Seaward Business Manager		Hannah Tippen Breamore		Rachel Smith Hale		Annie Dearing Hyde
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KSI Team

Teachers			LSAs				
							
Mrs Mylius	Mrs Sims	Mrs Silver	Miss Bedford	Miss Robinson	Miss King	Mrs Curtis	Mrs Freemantle





Teacher	LSAs	
		
Mrs East	Mrs Crouch	Miss Ray

Teachers		LSA
		
Miss Newman	Mrs Bedford	Ms MacPherson

LKS2 Team

Teachers		LSAs	
			
Mrs Pavitt	Miss Coombes	Mrs Fraemohs	Mrs Sanderson

Teachers		LSAs	
			
Mrs O'Keefe	Mrs Mason	Mrs Loughlin	Mrs Peddle

Teachers		LSAs	
			
Mrs Ingram	Mrs Hockley	Mrs Sidaway	Ms Ferreira

Site Manager

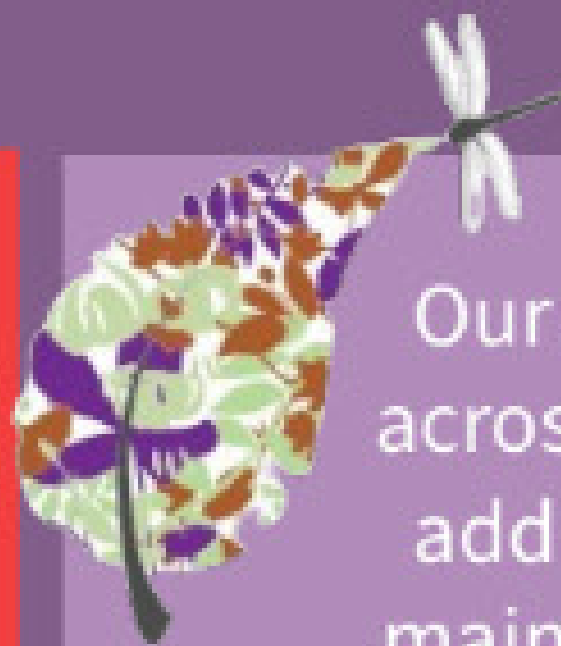
Mr Morgan

UKS2 Team

Teachers		LSA
		
Mrs Tully	Miss Smith	Mrs Foord

Teachers		LSAs		
				
Mrs Strawbridge	Mrs Shields	Ms Wansborough	Mrs Budworth	Mrs Baggott

Teachers		LSA
		
Mrs Giles	Mrs Marshall	Mrs Squires



Our staff work in teams across the federation. In addition to your child's main class teachers and LSAs, they may also work with other adults who are based at other schools.

School Uniform

Please ensure all garments and footwear are clearly marked with your child's name. This will help us find and return any stray items as quickly as possible.

School Uniform:

All pupils are required to wear the school uniform, kept as simple as possible to minimise costs.

- Green sweatshirt, cardigan or fleece - *one with logo available*
- White polo or long-sleeve shirts
- Grey trousers/shorts or grey pinafore or skirt

Hair - Long hair should be tied back.

Jewellery – Jewellery is not permitted for safety reasons. One pair of small studs may be worn.

Watches – May be worn if necessary but children must take responsibility.

PE and Games Kit:

- Red shorts or jogging bottoms.
- Green t-shirt - *one with logo available*
- Trainers for outdoor games lessons
- Black plimsolls for indoor PE lessons (*Gusset type preferred for younger children*).

Items of clothing which are marked with the school logo can only be purchased via <https://skoolkit.co.uk/>

It is recommended that you have two or three sets of uniform as inevitably children will get a bit messy some days!

The PTA will from time to time sell second hand uniforms that are in good condition.

Bags and Equipment:

KS1 pupils will also need a book bag.

Pupils in KS2 are welcome to bring a backpack for belongings- please be mindful of the size of our cloakrooms, however!



School Day

The start of the school day

Your child will be greeted by an adult on the gate as they arrive each day. All children enter through the playground gate at the front of the site. The window of time for drop-off is 8:40am-8:50am, when the gate will be shut. Children arriving late should be brought to the school office where you will be asked to provide a reason for late arrival.

In our Early Years classroom, children are encouraged to be as independent as possible with early morning routines, such as hanging up their coats. As the children get more independent and confident, families tend to stay in the classroom for shorter periods of time.

The end of the school day

The school day ends at 3:20pm. Children will be dismissed from the playground.

For safeguarding reasons, we will only release children to an adult that we have been told can collect them; therefore, it is essential that you tell us of any change to their collection arrangements. Staff will politely check or question, and will need to contact you for permission to dismiss, if arrangements have not been made.

Wraparound Care

We are proud of our wraparound care offer. Breakfast Club costs £3.50 a session and children can be dropped off from 7:45am. The federation After School Club costs £10, and is held at Breamore. Children are transported to Breamore via minibus and must be collected by 5:30pm. (There is no ASC on a Friday afternoon).

Our After School Club run a variety of different activities throughout the week, from sports sessions to baking, so keep an eye on our weekly reminders to see what is coming up!



Attendance

It is an expectation that families will do everything possible to ensure that their child comes to school, on time, every day. At Forest Edge Learning Federation, we believe that 'good' attendance means that your child is in school for at least 95% of the time. This is approximately the same as them missing just 10 days over the course of the whole year.

If, for any reason, your child is unable to come to school, please call the office and report this before 9:30 a.m., on the first day of absence and every subsequent day. If we do not receive a message on the first day of absence, we will phone home in order to ensure that your child is safe.

If your child has had sickness or diarrhoea, they need to stay off school for 48 hours. For other conditions, such as infectious diseases, please call the school office and we will give you advice about whether or not your child needs to stay off school. When children start school, they can pick up new germs and can be 'under the weather'. If we are ever concerned about a child's health, we will always call you to collect them. Often, once children get into school they forget they were poorly!

Why is good attendance important to a child's education?

- statistics show a direct link between under-achievement and absence below 95%
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary

Poor attendance can lead to:

- Children falling behind in work
- Lack of enjoyment for learning & poor motivation
- Poor behaviour
- Lack of desire to attend school regularly
- Low self-confidence, which can affect the ability to have or keep friendships
- Missing out on the social life of school and extra-curricular opportunities and experiences

Holidays

We are unable to authorise any holiday leave. Holidays must be taken during the official school holidays. Holidays during term times may incur a fine from Hampshire's Education Welfare Team and can lead to court proceedings.



Punctuality

Punctuality is an important life skill and we will work with you to ensure children are on time. Teaching begins as soon as the children enter the classroom. It is also a time that is often used for pre-teaching, catch-up and interventions, so lateness can impact upon your child's progress and it can also disturb other children's learning.



Medical Appointments

Wherever possible, we ask that you make GP, hospital or dental appointments outside of school hours. If this is not possible, please try to make appointments for the late afternoon as they have the least impact upon learning. For safety's sake, we ask you to sign children in and out at reception.



Medicines in School

We are only allowed to give children medicines that have been prescribed by a doctor and a medical form must be completed to enable us to administer any medication in school. If your child requires regular medication in school, it is your responsibility to make sure that this is always in school and in date.



Communication

Our school office is manned until lunchtime. If you need to get a message to us during the afternoon, you can leave a voicemail and we will check it, delivering relevant messages to teachers during the afternoon.

We are happy to have a busy and bustling calendar of events, ranging from curriculum days to sporting events and much more. To keep you informed, we will send out a weekly update with a message from Mrs Allen, outlining key upcoming dates. You will often find these colour-coded when an event is similarly taking place at one of our federated schools as follows: **Breamore, Hale, Hyde.**

You will receive reminders and updates from our admin team to your registered email address. Please do consider adding more than one email address, so that as many adults at home receive updates and you can be as prepared as possible for any special arrangements such as drop-offs or lunch plans.

Staff will post updates about our exciting learning activities on Facebook and X(Twitter). We encourage you to 'follow' us as this gives you a wonderful picture of what goes on when you have dropped your child off!



Celebration Assembly

Every Friday, we host a Celebration Assembly in the village hall at 9:10am. Everyone is invited, regardless of whether your child is to be given an award, to foster a real inclusive, family feel. Please do come along to get a flavour of life at Hale!

Arbor

You will have received details to create an Arbor account. This is your one-stop shop to update contact details, give permissions for things such as image usage or Calpol administration, and pay for trips. We also use this system to book Parents Evening consultations. It is well worth becoming very familiar with the system!



Meet the Teacher

To help you get to know your child's class teacher, every September, we will host a 'Meet The Teacher' event- a chance for the teacher to briefly explain life in their classroom, expectations and any other important dates coming up. Even if this is your child's second year in that class, due to our mixed year group structure, do please come along for a refresher and chance to say hello to fellow parents in the class!

Parents' Evenings

Parents' Evenings will be in the Autumn and Spring Terms. We strongly advise all parents to sign up for this valuable chance to catch up about your child's progress and wellbeing at school.



Seesaw

Children in reception will be set up with a seesaw account to record their progress. It is an online learning journal that can be accessed by parents at home and is used to record images and videos of your child's learning. It is also used, less frequently, in other year groups throughout the school.

Reports

Reports will be sent home during the Summer Term. There is an opportunity for you to respond with your own thoughts and comments on a slip with the report pack. Again we strongly encourage you to take this opportunity to offer your reflections.

Social stories as standard

We pride ourselves on adopting best practice which is inclusive and considerate of the needs of all children. Especially at times of transition, or when an exciting trip or day at one of our partner schools is coming up, it's normal for children to feel a little nervous. We often use visuals and simple sentences to help a child prepare. The idea is that we will look at this in school, but also that you use the resource at home. Often this is enough to allay those worries and your child will be free to relax and enjoy the event!

Our partnership and communication with parents is by no means limited to these times, however- should you wish to talk to your teacher at any time about your child's progress, please feel free to arrange a meeting.

Food and Drink

Hot Lunches

Hot meals are cooked on-site every day and they cost £3.20.

Every day, your child will be asked what they would like for lunch and given a helpful reminder of that day's options. You are encouraged to refer to this with your child at home- (you will be sent the current seasonal menu for your reference).

All children in EYFS and KS1 are eligible for the government offer of a free school meal every day. However if as a parent of a child in EYFS/ KS1 you are in receipt of certain benefits, the school is able to claim extra funding. Please see the form included with your starter forms.

For children in KS2, school dinners can be paid for using our online payment portal, Arbor (see page 8).



Packed Lunches

Some children prefer to eat packed lunches. For safety's sake, we ask that no nut products are sent into school. This includes whole nuts, but also foods and spreads which may contain nuts in their recipe.

We encourage healthy lunchbox contents; no fizzy drinks or overly-sugary treats, please.

Snacks

Children in Foundation Stage and Year 1 and Year 2 receive free fruit in school every day and children in Years 3-6 may bring a healthy snack into school for morning break. If families are unsure what constitutes a healthy snack, generally, the healthier the snack, the less packaging there is! Some ideas:

- Breadsticks with cream cheese;
- Fruit/ veg batons;
- Hummus;
- Crackers;
- Oat or cereal bars;
- Rice cakes;
- Raisins/ dried apricots

Children drink water during the day which is brought to school in named bottles.

More ideas for healthy lunch box and snack ideas can be found here: <https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

Cool Milk

Our school provides a milk scheme that is available to all of our pupils and we would like to invite you to register your child. School milk is free for under-5s.

Each child that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused. If your child is over 5, you can choose to pay and they can continue to receive milk as before.

Birthday treats for the class

Some families like to send treats into school that be shared on a child's birthday. We suggest that whatever you choose to send is easy to give out at the end of the day so that families can make the decision about whether their child is allowed to eat the treat. This is particularly important for children who may not be able to enjoy the treat for medical, dietary or religious reasons.



Forest Edge Learning Federation

Federation:

Hale Primary School is part of the Forest Edge Learning Federation. This is a formal partnership between Breamore CE Primary school, Hyde CE Primary and us. Tracy Allen is the Executive Headteacher – the strategic lead over the schools. This means that she shares her time between the schools. However, she is always contactable should you wish to speak to her by emailing or calling the office.

Governors:

The Forest Edge Learning Federation has one governing body that provides a strong focus on three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction of our school.
2. Holding the Executive Headteacher to account for the educational performance of the school and its pupils.
3. Overseeing the financial performance of the school and making sure its money is well spent.

The meetings of the school governors are held at least once every half term. Governors also serve on one or both of two sub-committees. The first committee focus on the school curriculum, pupil performance and school improvement. The second committee focus on the school budget, personnel and the school building & grounds.

Federated Events

We are privileged to have the use of all 3 of our Federation schools and their unique sites and facilities. Where we organise a special enrichment day, or have booked coaches to take groups to another venue, we may ask you to drop and/or collect your child from another of our school sites. Rest assured they will be greeted by familiar school staff! This can make things like coach hire less costly to parents and carers, as it avoids multiple pickup locations.

For your information, our partner schools' addresses are:

Breamore: Breamore CE Primary School, Salisbury Road, Breamore, Hampshire, SP6 2EF

Hyde: Hyde CE Primary School, Hyde, Fordingbridge, Hampshire, SP6 2QL



Friends of Hale School



Follow us!
[@friendsofhaleschool](https://www.instagram.com/friendsofhaleschool)

Our PTA

Friends of Hale School: our 'PTA'!

Friends of Hale School works in partnership with the school to enhance every child's development and experience of school. Families and staff work together to fund equipment and opportunities that the school could not otherwise afford.

Everybody's support is valued: some families choose to support the school by organising and planning events whilst some people prefer to work in the background by baking cakes, producing promotional material, volunteering on stalls and donating items for big sales events or raffles.

Families can easily get involved by responding to requests for volunteers at events. There is an Instagram page and the PTA can be contacted via the school office.





Forest Edge Enrichment

Fifty Things Promise:

Our 'Fifty Things Promise' shows 50 special experiences that all children who are with us from Reception to Year 6 will have the opportunity to participate in. Why not use your copy to tick off the experiences as you do them?!

School Trips

We take the children out on as many visits as possible throughout the year to enrich the curriculum. As we always need your consent; all families must complete permissions on Arbor for a trip when it is added to your account.

** Please try to give your permission as promptly as possible. Time can often be wasted on the morning of a trip chasing up parents individually on the phone for this. You will receive reminders in the lead-up to the trip by our wonderful admin team. **

Regarding payment, especially for larger payments such as those for residential trips, there are systems in place such as staggered payments to enable families to contribute. When packed lunches are required, children in receipt of Free School Meals can have one provided for them, free of charge.

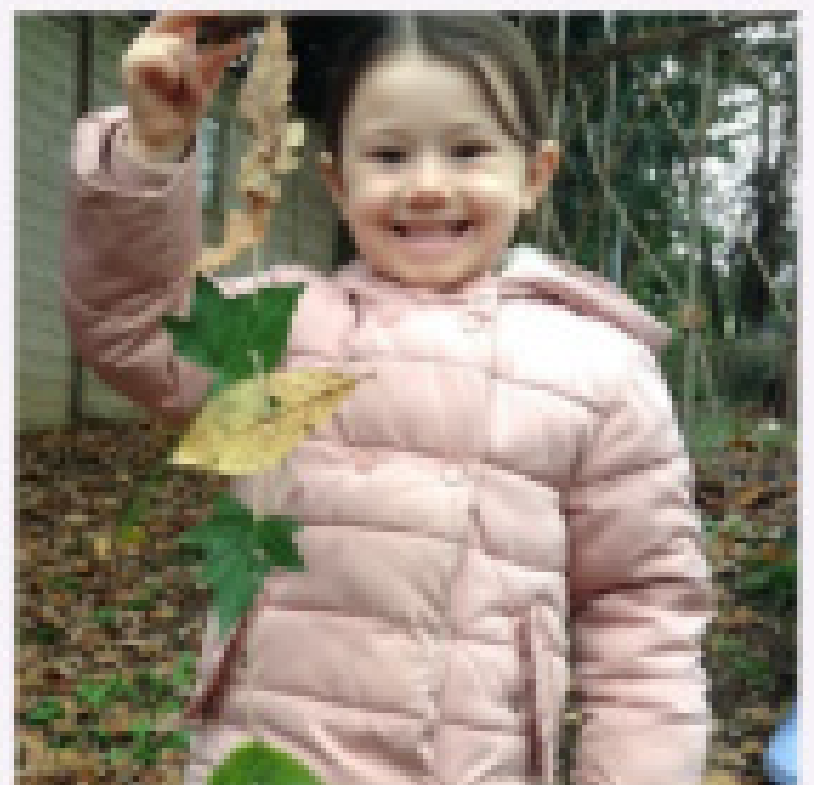
Local Trips

At the beginning of your child's school career, you are asked to sign a 'local trips' permission on Arbor. This gives us permission to take the children on trips in the local area without needing to inform you in separate letters. Similarly, we will ask you for permission to transport your child on our minibus, without the need to seek separate permission. We will, however, always inform you by text of these trips, providing that we have the correct contact details.



OUR 50 THINGS PROMISE

STAY AWAY FROM HOME	LIGHT A FIRE	RAISE MONEY FOR CHARITY	PLAY AN INSTRUMENT	PERFORM TO AN AUDIENCE	WORK WITH A LOCAL ARTIST
VISIT A THEATRE	MEET AN AUTHOR	EVERY CHILD WHO COMES TO BREAMORE, HALE OR HYDE WILL PARTICIPATE IN ALL OF THESE 50 SPECIAL EXPERIENCES, WOVEN INTO THEIR LESSON TIME FROM RECEPTION TO YEAR SIX.			HIGH ROPES CHALLENGE
LEARN AND RECITE POETRY	GROW, COOK AND EAT FOOD	NATURE SCAVENGER HUNT			
GO TO A MUSEUM	TEDDY BEAR'S PICNIC	STARGAZE	MEET AN ANIMAL AT SCHOOL	ATTEND A SPORTS FESTIVAL	BUILD A DEN
CLOUD WATCHING	EXPEDITION ACROSS THE FOREST	VISIT AN ART GALLERY	LEARN TO SWIM	SING AROUND A CAMPFIRE	WATCH A DANCE
BUILD FRIENDSHIPS WITH OTHER SCHOOLS	VISIT ANOTHER'S PLACE OF WORSHIP	LEARN TO CODE	MAKE A FILM	POND DIP AND BUG HUNT	CREATE AND EXHIBIT ARTWORK
		HOST AN EVENT FOR THE COMMUNITY	VISIT A BIG CITY	GO FOSSIL HUNTING	WATCH A PANTOMIME
		BUILD A BUG HOTEL	ENTER A COMPETITION	EXPERIENCE DIFFERENT CULTURES	TRAVEL ON PUBLIC TRANSPORT
		READ A CHAPTER BOOK	SEW AN ITEM OF CLOTHING	EXPERIENCE ANOTHER TIME PERIOD	RIDE A BIKE
		VISIT THE BEACH	SING AS A GROUP	HATCH AN ANIMAL	VISIT A PLANETARIUM
		FOREST SCHOOL SESSION	TEACH YOUR PEERS	VISIT A THEME PARK	LISTEN TO AN ORCHESTRA





Our Learning

Our Projects

Our curriculum is structured into three projects per year, where children are supported to answer 'big' questions around concepts such as sustainability or justice.

In Autumn, we have our **Discover** term, where we learn more about history and art. In Spring, we have our **Explore** term, where we investigate geography and science. In Summer, we have our **STEM** term, where we focus on science, D&T and computing.

PE, RE, PSHE, French and Music are all taught in weekly lessons throughout the year.

Learning at home

To support Maths, we subscribe to Mathletics as an online home learning activity. Every child from Year 1 onwards is given a login to enable them to access this great site at home. Each child should aim to earn 1000 points per week- this should take about 20 minutes.

Teachers report a strong link between the regularity of engagement with Mathletics, and a child's progress and confidence levels within the in-school Maths lesson!

To support Spelling in Key Stage 2, we subscribe to Spelling Shed. Again, each child has a login, where they will find tailor-made games and interactive revision of the spellings set by the teacher.

Phonics

Our children in KS1 follow the 'Little Wandle' phonics scheme of learning. They bring home books each week to share with you at home. Reading at home - at any age - is a vital part of children's education and supports them to make great progress, so please make this part of your daily routines at home!



Project Outcomes

We believe that children's work is made to be shared! At the end of each project, we invite families to see a presentation of the children's learning: this may be in school, a display of artwork in a local library, a charity fundraiser or even a night at the planetarium! Please keep your eye out for these dates - your support means a lot to the children and staff.

Performances

We love to put on a show! At Christmas, children put on a nativity for you to see and in the Summer Term, we stage a whole-school production to end the year with a bang!

Children in Lower KS2 (Years 3 and 4) will perform a special concert for parents as we head towards the Christmas, Easter and Summer holidays. This is as part of our collaboration with Hampshire Music Service.



Learning Outdoors

Every child will have the opportunity to take part in Forest School sessions, led by our qualified instructors, Mrs Sanderson and Miss Ray. When invited, and depending on the season, your child will need waterproof trousers/ wellies, long sleeves and long trousers to protect against scrapes and ticks! We make use of our wonderful outdoor space to teach team building, resilience and a love of the outdoors.



Our ROOTS

Strong roots to stand tall

The Roots curriculum is a whole school community approach to teaching our children social, emotional and behavioural aspects of learning.

Just as children need to be taught lifelong skills such as reading and mathematics, so too do they need to be equipped with the skills, attitudes and characteristics to help them deal positively with the many varied social, emotional challenges that they will encounter. If the global pandemic has taught us anything it's how important these skills are in facing and overcoming challenges.

Our Roots curriculum has been designed specifically to support and promote strong foundations for social, emotional and behavioural development and will teach the children the specific skills they need to pave a way towards a lifetime of success, fulfillment and happiness in an inclusive society. It aims to promote positive behaviours, emotions and relationships for all children. The Roots curriculum encompasses our school values, PSHE objectives, growth mindset, no outsiders, wellbeing resources and the Hampshire 6 strands of behaviour.

We organise this learning by having a half termly focus. Throughout each half term children are taught specific skills in the chosen Roots area and children are celebrated for showing these skills during the school day by being chosen to wear a badge for a day. We also hold an award ceremony each half term, where one child from each class is awarded the trophy for the term.



Inclusion and SEND

Hale is a mainstream primary school that provides an inclusive education for all its pupils. Through appropriate curricular provision, we respect the fact that children:

- have different educational and behavioural needs and aspirations;
- require different strategies for learning;
- acquire, assimilate and communicate information at different rates;
- need a range of different teaching approaches and experiences.

Miss Newman is our Federation SENDCo, who works across our three schools, three days a week. We pride ourselves on building positive relationships with parents. We believe it is vital that you, as parents, are:

- Involved in supporting your child's learning.
- Kept informed about the support your child is getting.
- Involved in reviewing how they are progressing.
- Part of planning ahead for them.

At Hale we see education very much as a partnership between the school and home. It is our aim that the shared responsibility of learning, care and discipline will result in a close liaison, with families and the school working together. We warmly invite you to visit with your child and meet with their class teacher and SENDCo to discuss any specific needs. If other professionals are involved we may contact the other professionals to discuss your child's needs and appropriate strategies in order to ensure the provision is put in place before your child starts. The class teacher, SENDCO or Executive Headteacher might visit their previous educational setting in order to discuss successful strategies with them and any transition plans that need to be put into place.

