



Hall Orchard

C of E Primary School

Growing together, flourishing for life

New Starter Information Pack



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At Hall Orchard CE Primary School, we provide a positive induction for all children and the following information aims to support parents and carers in this process. Whilst we try to add all important information in this pack, it is often difficult to foresee any individual questions parents may have. If you do have any further questions do not hesitate to contact school reception.

Safeguarding

We fully recognise the contribution we can make to protect children and support pupils in school. We aim to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils' welfare is of paramount importance. For further information regarding safeguarding please see the policy on our website (www.hall-orchard.leics.sch.uk).

School Uniform

- Grey skirt or pinafore dress
- Grey trousers or shorts
- White polo shirt
- Blue and white checked dress (summer)
- Blue sweatshirts, cardigans or fleeces with the school logo on. These can be purchased from Example School Uniforms; (www.exampleschooluniforms.com)
- Black school shoes with white, grey or black socks/ black or grey tights (No trainers)
- Children are not permitted to wear jewellery; large, colourful hair accessories/head bands or nail varnish at school.
- All children need to bring a drinks bottle to school (water only).
- For younger children it is very helpful to provide a change of underwear, trousers, tights etc. If your child has a toileting accident the staff will clean and change your child. Soiled clothes will be returned to you in a bag at the end of the day.
- Children will also need a book bag that can be purchased from Example School Uniforms.

PE Kit

Children will need a kit for indoor and outdoor PE consisting of the following:

- Black shorts
- White T. Shirt
- Black plimsolls
- Trainers for outdoor PE
- Tracksuit/warm top for cold weather
- A bag to store their PE
- PE kits will be kept in school and sent home half-termly.

On the days your child has PE it is often very helpful to consider what they are wearing e.g. girls struggle with tights so socks may be better on these days, and children find polo shirts much easier to take off and put on than buttoned school shirts.

Please ensure all clothing, bags and drinks bottles are labelled.

Children in Foundation Stage

Once a week, children in Foundation Stage come into school in their PE kit for an Outdoor Learning Day. On this day they will spend time in the Forest School area. Your child will be provided with waterproof jacket and waterproof trousers that are kept in school (thanks to the PTFA). As their outdoor learning day is on a PE day, they should be wearing their cold weather PE kit. However, in the colder months, we ask that you also send them into school with the following cold weather kit on their outdoor learning day:

- A school jumper or cardigan
- A fleece or spare jumper
- Gloves
- An extra pair of socks (the thicker the better)
- A warm hat
- Wellies

Please make sure all items are clearly named.

Communication

The school uses a variety of methods to communicate with parents and carers and a copy of communication policy is included in this pack. Methods are as follows:

- Website (www.hall-orchard.leics.sch.uk)
- School Gateway (payments to school can be made through this).
- Letters
- Verbal
- Parents evenings
- Throughout the year the reception classes offer a number of drop in sessions for parents where you can take part in activities with your child and view the work they have been doing.

Our school website holds calendar information, news, events and links to the gateway. It also contains information on school aims and values, school policies and our curriculum.

School times

- Gates open at 8.35am and close at 8.45am.
- School opens at 8:35am and registration takes place at 8:45am.
- Any child arriving later than 8:45am should enter school via the main reception entrance and report to the office.
- All children who are late will need a parent or carer to sign them in at reception and give a reason for lateness.

- Assemblies take place each morning. There will be a class assembly for parents each year, these take place on Fridays. If it is your child's class assembly, you will be informed by the school.
- Morning break for Foundation Stage and KS1 is at 10:20am, for Year 3 and 4 10:40am and Year 5 and 6 is 11:00am.
- Lunchtime runs from 11.45am – 12.45pm for Reception and Key Stage One children. Lunchtime for Key Stage Two children runs from 12:15pm – 1:15pm.
- School gates open at 3:05pm and close at 3:35pm. School finishes at 3:15pm.
- In the interest of pupils' safety, no child will be allowed to leave the premises unaccompanied or with someone we do not know or recognise. **If you have made arrangements for someone new to pick up your child or if they are due to be picked up by another parent, you must inform the class teacher before the end of the school day.**

Food

- All pupils in reception and key stage 1 are provided with a free fruit or vegetable snack in the morning.
- Any child in reception or Key Stage One will be entitled to a free school meal. You will receive a copy of the school's three weekly menu each time the menu is changed. A copy is also on our school website.
- **If your child has any food allergies, you must notify the school as soon as possible and complete a food allergen information form.**
- **We are a nut free school so please ensure packed lunches contain all nut-free products, i.e. not bags of nuts, peanut butter etc.**

Absence

- Parents must notify school on each day of absence. A message can be left on the school answer phone.
- If your child has had sickness or diarrhoea they need to be off school for a minimum of 48 hours once symptoms have subsided.
- If your child is sick at school, we will call you to collect him/her as soon as possible. Please ensure all contact numbers are up to date.

Out of school Appointments

- Parents collecting children in order to attend medical or other appointments should first report to the school office before taking their child from the main reception area.
- In the interest of pupils' safety, no child will be allowed to leave the premises unaccompanied or with someone we do not know or recognise.

Medication

- The school will only administer medication that has been prescribed four times a day.
- We will administer medication such as Calpol.
- All medication should be taken to the school office and a medical consent form needs to be completed by a parent/carer before we can administer it.

Parents Evenings

Parents Evenings take place in the autumn term and spring terms. Each child takes home a written end of year report in the summer term.

School Rules

Our school rules are as follows:

1. Allow everyone to learn (Value of Community)
2. Be kind (Value of Friendship)
3. Respect people and property (Value of respect)
4. Learn from my mistakes (Value of Resilience)
5. Be my best self (Value of Aspiration)

Homework

We encourage children to read at home as much as possible and this is to be recorded in their liaison book. In addition to this, teachers may also send home word or number activities to support your child's learning. Written or verbal guidance to support these activities will be provided by the teacher.

Lost Property

- If lost property is named it will be returned to the child. If it is unnamed it is stored in the lost property box.
- Lost property is accessible via reception.

School Closure

If, for any reason, the school needs to be closed this will be communicated on the home page of the website.