

# **Hoyland Springwood Primary School**



## **Information for Parents**

## Headteacher's Welcome

We are really pleased that your child will be joining us at Hoyland Springwood; we look forward to welcoming you and your family to our school community. Our school is a vibrant and happy place where the children are at the heart of every decision we make to ensure that they believe in themselves and are confident learners. The school has a dedicated team that works hard to reach high standards in everything we do and this is further embedded through our successful relationships with the children themselves, the parents, the local community and the other schools in the ECM Trust.

The school's ethos is that **TOGETHER WE SHINE**

**Succeed ... Happy ... Individual ... Nurturing ... Excel**



We firmly believe that education is a partnership between home and school and regard you as an active partner in your child's education and value your interest and support. We have a learning community that we are thoroughly proud of and visitors often comment on how warm and welcoming the school feels.

I hope that you will find the information in this pack useful. If having read it, you have any queries; please do not hesitate to contact the school. Please return all of the enclosed forms to us. If you have any queries regarding any of the forms, please do not hesitate to ask. We will also need to see your child's birth certificate on his/her first day.

*Mrs Jennifer Hunt*

Headteacher

## The School Day

The school day starts at 9am but classroom doors open from 8.50am to enable children to come in and get settled before registration. The day ends for all pupils at 3.30pm. Lunchtime runs from 12.15 – 1.15pm and 12:15 – 1:00 for KS2 children. Children in Foundation Stage (Reception) and Key Stage 1 (Years 1 & 2) must be brought to school by an adult and collected by an adult. We ask all parents to choose a password for their child. This can be used by adults collecting your child so that we know that the adult is authorised to collect. There is a form in the new starter pack for you to choose a password.



## Our School Uniform

All the children at school are well presented and the uniform for Hoyland Springwood Primary School is as follows:

### All children (Reception – Year 6) need:

- Bottle green crew neck sweatshirt or cardigan, preferably embroidered with the school logo
- White or green polo t-shirt (*logo optional*) or a white school shirt or blouse
- Grey school trousers/skirt/pinafore dress
- White or grey socks with flat, black sensible school shoes. Shoes are to be plain with no coloured logos.  
Plain black trainers are acceptable. Crocs or open toed sandals are not acceptable due to health and safety.
- Green book bag with school logo (FS & KS1 pupils. Optional for KS2 pupils)
- During summer months, pupils may wear a green gingham dress or grey tailored shorts
- During winter months, children may wear wellington boots to school but these **MUST** be stored in a bag and indoor shoes worn whilst inside the building
- All children should have a coat appropriate to the weather

**For PE all children (Reception – Year 6) need:**

Round neck t-shirt in team colour (red, white or blue). Their team colour is assigned when they start school

Black PE shorts

Plain dark coloured tracksuit

Trainers

***PE Kit should be worn for after school sporting clubs.***

**Jewellery and Headwear**

On health and safety grounds, we do not allow children to wear jewellery to school (except for small studs and watches). We do not allow headwear to be worn during class time or inside school buildings, except for religious or medical reasons.

All clothing should be clearly labelled with your child's name. This is especially important, as uniform items look similar and can easily be confused for another child's. Unfortunately, the school cannot accept responsibility for any lost items.

Uniform can be ordered from Vortex via the school office using the form provided or bought from any local shop or supermarket. We also have a Swap Shop in the school entrance that can be used by parents at any time of the year.

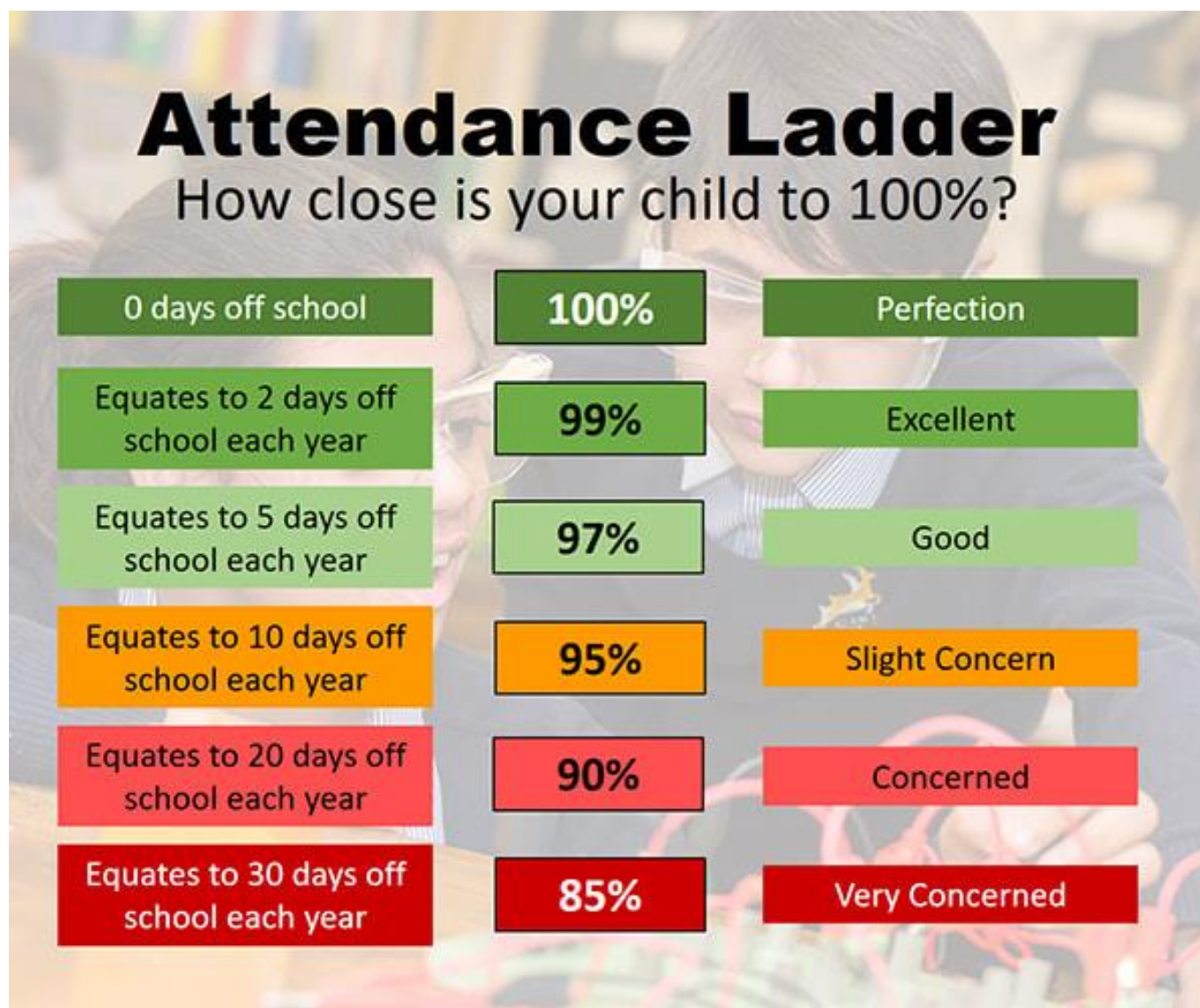
**Lunches**

School lunches are provided by Barnsley School Meals Service and are freshly cooked on-site each day. There is a hot meal each day e.g. fish and chips, spaghetti bolognese, and a vegetarian alternative. There is also a jacket potato option on Monday, Wednesday and Friday's. Each meal comes with a choice of desserts including fruit, yoghurts and a hot pudding. School lunches are provided free of charge for all children in Reception, Year 1 and Year 2. For children year 3 and above, who do not qualify for free school meals the cost is £1.90 per day.



## Attendance

It is very important that children attend school regularly and on time. Poor timekeeping and attendance can have a significant impact on children's learning. Our school attendance target is 97%. Where pupils' attendance falls below 96% or they are late twice in a half term, parents will be contacted and support offered. If a child's attendance falls below 90%, they are classed as a persistent absentee and the child could then be referred the Education Welfare Service. Where attendance and/or timekeeping does not improve, parents will be invited to attend an Attendance Panel meeting to discuss further support that may be required. Parents are strongly discouraged from taking family holidays in term time and holidays will only be authorised in exceptional circumstances.



## **Medication**

School staff are able to administer prescribed medication that is required during the school day. If your child requires medication, please complete a medication form, which is available from the school office.

## **What should you do if your child is ill?**

If your child is unable to attend school due to illness, please contact school by 9.30am by phone or text.

If your child has sickness/diarrhoea that is caused by a sickness bug, he/she must be 48 hours clear before returning to school. Children who catch Chickenpox need to stay off school until all the spots have dried up/crusted over.

## **What should I do if I am running late?**

Sometimes circumstances arise out of parent's control. The important thing is to make contact with school and try to make alternative arrangements if needed e.g. another adult collecting your child or asking if an after school club is available. Whenever possible, the children will stay in class until 3.40pm to ensure that parents have had time to arrive. At 3.40pm, any children left in school will be taken to a designated area and supervised by a member of staff.

## **Headlice**

Headlice are a common problem in young children. We recommend that you check your child's hair regularly.

If your child does have headlice, please treat him/her. If you need any advice, please speak to Lynda Smith, Parent Support Adviser. You do not need to keep your child off school.

## **Free School Meals**

All children in Reception, Year 1 and Year 2 receive free school meals. However, the school receives additional funding for children whose parents are in receipt of certain benefits, which enables us to provide additional learning opportunities and support. If you are in receipt of one of the following benefits:

- Income Support

- Income Related ESA
- Income Based JSA
- Child Tax Credit with no Working Tax Credit and income below £16,190
- Guarantee Element of State Pension Credit
- Support under Part IV of the Immigration & Asylum Act 1999
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Please apply for Free School Meals, this will also entitle your child to continue to receive free milk once he/she turns five. All applications for Free School Meals must now be completed online. The information can be found below. If you need any support or would like to use a computer in school, please ask at the school office or see Lynda Smith, our Parent Support Adviser.

### Online Applications for Free School Meals

The online application can be found on the Barnsley Council website, which is:

<https://www.barnsley.gov.uk>

Follow the links for Schools and Learning and then to Free School Meals

<https://www2.barnsley.gov.uk/services/education-learning-and-childcare/schools-and-colleges/free-school-meals>

The application form for free school meals can be found online using one of the links above. Once an application form has been completed and submitted, it is instantly received and is ready to be processed. There is no requirement to print this form and send it in the post. If you have any queries, please contact the Customer Contact Centre on **01226 787787**

### School Milk

All children are entitled to free milk until the term in which they turn five. Children over the age of five who are eligible for free school meals are able to receive free milk, if this applies to you please let the office know so we are able to order this for you. If you are not eligible for free milk but you would like your child to receive it, please order it via [www.schoolmilkuk.co.uk](http://www.schoolmilkuk.co.uk)



## Breakfast Club

At Hoyland Springwood we offer a magic breakfast club which is available from 8:00am, free of charge. This is run by school staff. When children arrive at breakfast club they are given the choice between a bagel or cereal, along with fresh fruit juice so that the children have a healthy breakfast ensuring they are ready to learn.



## After School Clubs

We offer a wide range of after school clubs to enhance children's development and social skills. Clubs run every day throughout the term from 3:30pm until 4:30pm, with the exception of cookery, which finishes at 5pm, and are all free of charge. At the end of each term, a new letter will be sent out to parents informing them of the clubs for the next term, the letter should then be returned to school and parents will be informed of the places they have been given.

## Safeguarding

As a school, we have a duty of care to ensure the safety and wellbeing of all our children. All adults in school have a role to play in this but certain staff have specific responsibilities.

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|                    |              |         |  |
| <b>Mrs Jennifer Hunt</b><br>Headteacher and<br>Designated<br>Safeguarding Lead<br>(including eSafety) | <b>Miss Lynda Smith</b><br>Parent Support Adviser and<br>Deputy Designated<br>Safeguarding Lead | <b>Miss Lindsey Waugh</b><br>Inclusion Leader and Deputy<br>Designated Safeguarding<br>Lead | <b>Mrs Rachel Parker</b><br>Deputy Headteacher &<br>Behaviour Lead                    |



If you have any concerns or queries in relation to safeguarding or child protection, please speak to one of the staff named above.

### **eSafety**

Technology has an important role to play in learning in school. However, it is important that children are taught to use this safely and to respect others when communicating with them, in real life or electronically. The school has an eSafety curriculum and also asks parents to speak to their children about this. Please discuss the eBehaviour Agreement with your child and return the reply slip to school. The eSafety Lead is Mrs Hunt. Useful resources for parents in relation to eSafety can found on the following sites:

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

<http://www.bbc.co.uk/cbbc/help/web/staysafe>

<http://www.safeguardingchildrenbarnsley.com/>

### **Visits and Visitors**

During their school career, the children will have the opportunity to go on a number of visits in order to enhance the curriculum. In order to help cover the costs of visits, we ask for a voluntary contribution but if insufficient contributions are received, it may not be possible for the visit to go ahead. The school also organises a number of visitors to come into school for experience days and to speak to the children about a wide range of different topics.

### **Travelling to School**

The school is very close to the school community it serves and we actively encourage families and children to travel to school in an active way. The school has been recognised for its efforts in this and have been awarded the Bronze Modeshift Stars Award 2019. We take active part in this scheme as it promotes healthier pupils, reduces congestion, cleaner air and improves independence.



## Opportunities for Parental Involvement

There are many opportunities for parents to get involved in school life. Each half term, there is a family learning activity session and from time to time, there are social and curriculum family events after school e.g. SHINE events, film nights, Summer Fair.



Lynda Smith, our Parent Support Adviser, organises parent activities and family learning opportunities through Barnsley Adult Learning. We have a 'Friends of Springwood' group, which organises a range of fundraising activities and events to fund additional experiences and resources for the children. Dates for these can be found on the school newsletter. We are also keen to encourage parents to volunteer in school. This may be working directly with children or using particular skills to support an area of school development. If you would be interested in volunteering, please speak to Mrs Hunt or Miss Smith.

## Contacting School

As a school, there are numerous ways of contacting us:

School number: 01226 743815

School email address: [springwood@ecmtrust.co.uk](mailto:springwood@ecmtrust.co.uk)

You can find out more by visiting our Facebook page which celebrates school life at Hoyland Springwood and by looking at our website on <https://www.hoylandspringwood.org/>