



JOHN HAMPDEN PRIMARY SCHOOL

HANDBOOK FOR PARENTS

Park Street

Thame

Oxon

OX9 3HU

Telephone 01844 212291

Fax 01844 217651

Email office.2591@john-hampden.oxon.sch.uk

Website: www.john-hampden.oxon.sch.uk

Contents

Contents	2
Introduction	4
1. What's Where	5
Map	6
2. Who's Who	7
3. The School Year	9
4. The School Day	10
Before school	10
The daily routine	10
Collecting your child from school	10
Assemblies.....	11
Lunch break and School dinners.....	12
Money	13
Transport.....	13
After school club/Breakfast club/Nursery lunch club	14
5. Curriculum	15
Foundation Stage.....	15
Key stages 1 and 2	15
Assessment.....	16
Reporting and feedback	16
Special needs.....	17
6. Homework	17
7. Sport and Leisure	19
8. Music	20
9. Buddies and School Councils	21
10. School trips	21
11. Uniform	23
PE kit	23
12. Attendance & absence	24

13.	Health and Safety and Illness at school	25
14.	Communication	27
15.	Lost property	29
16.	Getting involved	29
	Classroom and school curriculum activities	29
	Tell us your skills	30
	PTFA	30
	Gardening club	30
17.	School Governors	30
	Conclusion	31

Introduction

Welcome to John Hampden Primary School. We are maintained by Oxfordshire Education Authority and governed by a federated Governing Body.

John Hampden is a friendly and caring school that is committed to excellence in learning. We aim to support children sympathetically and encourage positive attitudes to learning, school and life. We believe that the higher the expectations we have of the children, the greater their achievement will be.

It is our intention that, working closely with parents, we will enable all children to develop their full potential and to acquire knowledge understanding and skills in a wide variety of subjects and activities.

We are part of the Thame Partnership Networked Learning Community and are developing new opportunities for collaborative learning and professional development between our schools.

This handbook is for families with children at John Hampden Primary, and for parents who are considering enrolment at our school. It is intended to provide parents with details about day to day life at our school, and information about policies and procedures.

It should be read in conjunction with the school prospectus. The prospectus is available by visiting our website at www.john-hampden.oxon.sch.uk, or by contacting the school office at the address above.

We hope that this document will provide you with what you need to know about life at our school. If you have any further questions please do not hesitate to get in touch.

Alan Haigh

Headteacher

John Hampden Primary School

Park Street

Thame

OXON OX9 3HU

1. What's Where

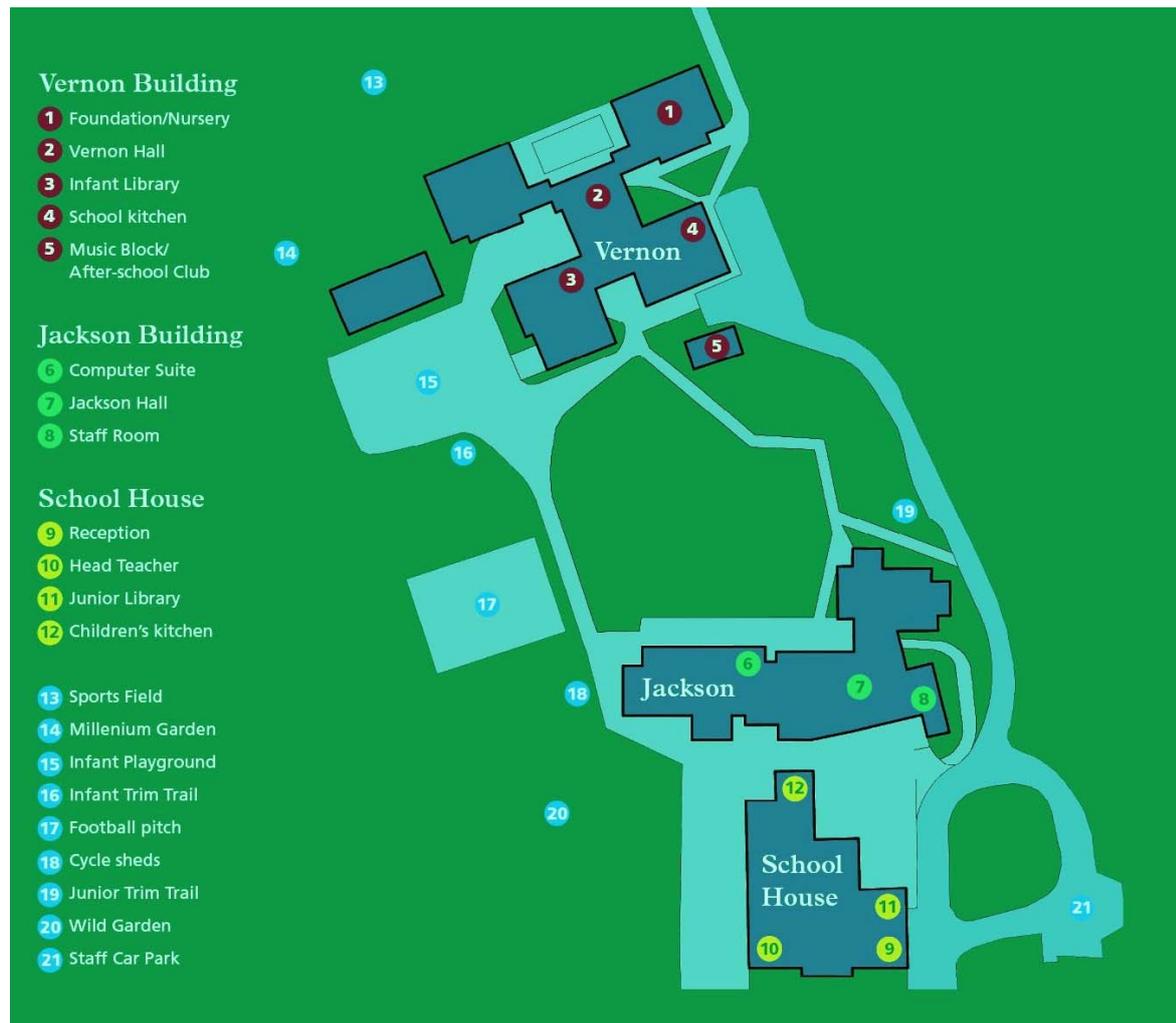
The school classrooms work from Park Street backwards. Years 5 and 6 occupy the old school building on Park Street. Years 2, 3 and 4 have classrooms in the middle block. The Year 1 classes have their classrooms in the block on the far side of the green, and the Foundation and Nursery classrooms are the furthest from Park St to the rear of Year 1.

The school has 2 halls. The Vernon Hall is situated in the same block as the Year 1 and Foundation Stage classrooms. The school kitchen is adjacent to the Vernon hall, which is where the school lunches are served. The hall is also used for assemblies and concerts, and for social events in the school calendar.

The Jackson Hall is situated in the same block as the Year 2, 3 and 4 classrooms. This hall is used for whole school assemblies, performances, and for other events such as the Arts week installations and the Year 6 annual play.

The school office and Head Teacher's office are situated in the old school buildings on Park Street. The office entrance is to the right of the building adjacent to the school driveway.

Map



2. Who's Who

Teaching Staff

Headteacher:	Mr Alan Haigh
Nursery:	Mrs Denise Walters Mrs Stacey Ward
Foundation:	Miss Amy Costar Mrs Luci Watson
Year 1:	Miss Rachel Butler Mr Brian Stother
Year 2:	Mrs Rachel Parry / Mrs Laura Craig Mrs Jacqui Nicholls / Mrs Clare Field
Year 3:	Mrs Karen Poolman / Mrs Melanie Schleising Mrs Ruth Denton
Year 4:	Mrs Carol Storey and Mrs Gemma James
Year 5:	Miss Claire Edmunds Miss Sue Farrow
Year 6:	Mr David Nutt

Senior Management Team:

Headteacher and Staff Development Leader: Mr Haigh

Teaching and Learning Leaders: Mrs Walters, Mrs Charlton (Tetsworth),
Mrs Laura Craig

SEND Leader: Mrs Bedford

Subject specialities:

These teachers co-ordinate the curriculum teaching, educational resources and assessment for their particular subject

Art: Mrs Nichols/Mrs Field

Foundation Stage Leader: Mrs Walters

Educational Visits: Mrs Storey

ICT: Mrs Perring/Mr Nutt

English/Literacy: Mrs Denton

Music: Mrs Stanway Williams

Mathematics: Miss Edmunds/Miss Costar

PE: Mr Nutt /Mr Stother
RE and Humanities: Mrs Storey/Miss Farrow
Science: Miss Butler/Mrs Parry
Special Needs: Mrs Bedford
Assessment: Mrs Craig/Mr Haigh

Support Staff

Administration: Mrs Christine Smith and Mrs Moignard
Bursar: Mrs Sali Fox
Site Manager: Mr Kevin Sayers
Nursery Nurses: Mrs Jane Branch and Mrs Louise Adams
Teaching Assistants: Mrs Nicola Byard, Mrs Carol Dalziel, Mrs Caroline Lilley, Mrs Margaret Semens, Mrs Shirley Bowler, Mrs Sue Whelan, Mrs Barbara Unwin, Mrs Liz Byrne, Mrs Jane Davis, Mr Justin Eyre, Mrs Anita Fograscher, Mrs Dana Phillips, Miss Sarah Harris, Mrs Zoe Cawston, Mrs Michaela Bottomley, Miss Victoria Jones, Miss Sam Howard, Miss Emma Harker, Miss Lisa Bryant, Mrs Tina Lennon, Mrs Jo Holopainen, Mrs Rowan Hawthorne
Nursery Lunch Club: Mrs Rowan Hawthorne, Miss Emma Harker
Breakfast Club: Mrs Rowan Hawthorne, Miss Victoria Jones
After School Club: Mrs Heidi Powell, Mrs Louise Adams, Miss Victoria Jones, Miss Lisa Bryant
Lunchtime Supervisors: Mrs Shirley Bowler, Mrs Joanne Ensoll, Mr Justin Eyre, Mrs Sheridan Smith, Mrs Jo Tiddy, Mrs Jo Holopainen Mrs Lorraine Jeffers
Kitchen Staff: Mrs Jo Gascoyne, Mrs Linda Mylward, Mrs Leila Wheatley
Cleaning Staff: Mrs Tina Belgrove, Mrs Avril Herreros, Mrs Linda Chown, Mrs Joanne Ensoll
Visiting Music Teachers: Mrs Caroline McMaster (Piano), Mr Jeff Menday (Guitar), Mr Phil Heard (Drums)

3. The School Year

John Hampden enjoys an eventful school calendar. Each term there will be a special event that your child – and often the whole family – can be involved in. The following table gives you examples of regular events in a typical school year.

Month	Event
March	Book Week, including a day for special commemoration Thame Festival of Dance, in which all local primary schools take part Year 6 Field Trip
April	Special Easter Assembly (Years 3 and 4 leading)
May	Life Education Bus visits school
June	Annual School Fete Thame Festival and Carnival Parade Sports Days for Foundation, KS1 and KS2
July	Year 6 Summer Production
September/ October	Harvest Festival
November	Remembrance events Firework Display in partnership with other Thame Primary Schools
December	Christmas Bazaar, with Father Christmas for Foundation and KS1 KS1 Christmas Play Carol Service and Readings at St Mary's Church, Thame

-  The School PTFA organises many other social and fundraising events in addition to those listed above. You can find information about upcoming events in the School Newsletter, or by visiting the website.

4. The School Day

This section of the booklet describes the day to day routines, including class times, transport arrangements, lunchtimes, uniform and bringing money to school. You will also find information about the National Curriculum, assessment and feedback.

Before school

Children gather in the playground before the school whistle is blown at 8.45a.m. Gates open at 8.30 a.m, but the school is not able to take responsibility for supervision of the children before 8.45.a.m.

After the whistle, children are asked to line up in the designated area nearest their classroom to wait for the class teacher. Your child will be told where to line up for class. Children are walked into class with their class teacher.

Parents are asked to ensure that children are brought to school on time. You should notify the office as soon as possible if your child will be late.

If your child is unable to attend school please let the office know on each day of your child's absence. You should send a letter to your child's teacher when they return to school to explain why he or she was unable to attend.

If the weather is wet or very cold, children are permitted to go straight to their classroom before 8.45 a.m.

The daily routine

The Nursery sessions are from 8.30 a.m. to 11.30am and 12.30 to 3.30pm.

All school classes start at 8.55 am. Lessons continue until morning break.

Morning break is from 11.00 to 11.20 am. Fruit and drinks are on sale in the Vernon Hall to children in years 3 to 6 during the morning break. A drink and a snack will cost around 50p. Fruit is supplied free of charge to children in Foundation and KS1.

The morning session continues from 11.20 until 12.20pm, when the children break for lunch. Lunch lasts for one hour and afternoon lessons begin at 1.20pm. Information about school lunch can be found on page 11.

Lessons continue from the end of the lunch period until 3.10pm.

Children in KS1 and Foundation may have a short break between 2.30 and 2.40pm. This is at the discretion of the class teachers.

Collecting your child from school

Parents or guardians should collect their children from the door of their classroom at 3.10pm.

Parents should notify the school office if they expect to be delayed. Teaching staff stay in their classroom for a short period to look after children who have not been met. Staff will make appropriate phone calls if there is an unusual or unreasonable delay in the children being collected.

If you will be delayed by more than 15 minutes, the teacher will take your child to the school office to wait for you. If you are delayed without explanation, the school will try to telephone you. If you cannot be reached, the school will contact the other adults named on your child's personal details form.

In extreme circumstances, late collection of children may mean that the school has to make contact with the police.

If someone else is collecting your child, the school will need to know about your plans. Recent changes to the law mean that the school needs this information in writing.

The school understands that your arrangements might change from day to day. You can write a letter stating your usual weekly arrangements, and naming individuals who will collect your children if the usual arrangements have to change at short notice.

Once your child is in Year 6, you may feel that they can walk home alone or with younger siblings. You will need to write to the school to let us know that your child has your permission to walk home without an adult.

Let school know as soon as possible if you expect to be late collecting your child. Staff will wait with children who are not collected, in their classroom for a short period, and then afterwards in the school office. **The law requires that the school is notified in writing if anyone else will be collecting your children from school.**

Assemblies

At John Hampden we encourage our students to feel part of a community. School assemblies are an important part of school life. They provide an opportunity for individual and group achievements to be recognised and celebrated. They are also an opportunity for social and civic development subjects to be discussed in a shared environment. Sometimes speakers will be invited to assembly to address the school on specific issues.

Assemblies take place each day, either whole school or individual class assemblies. Parents may be asked to participate at special assemblies by invitation. Unfortunately, space and numbers prevent us from involving parents on a more routine basis. Typical weekly assemblies are as follows:

Monday: Whole school assembly focussing on values – broadly Christian - as stipulated in national syllabus.

Tuesday: In class assemblies to deal with social aspects of learning including: Relationships; Bullying: Getting On and Falling Out; Going for Goals; It's Good to be Me; Changes; New Beginnings.

Wednesday: Whole School assembly with visiting speakers usually twice monthly

Thursday: Singing assembly.

Friday: Achievement assembly, at which individual and group achievements are celebrated.

Lunch break and school dinners

The lunch break is between 12.20 and 1.20 pm.

Each day, the children will be asked at roll call whether they will be having packed lunch or school dinner.

School dinners are available to all children at a cost of £2.10 per day. Parents are asked to pay for school dinners in advance. We ask that parents pay for a minimum of 5 meals at a time. You may prefer to pay for more meals in advance, or even pay for the whole term if you prefer.

You may be asked to send in the amount owing if your dinner account is in arrears. Office staff might send a letter, or your child's teacher will remind them at roll call.

Some children will be eligible for free school meals. Please ask at the office if you think your child might be eligible.

You do not have to specify in advance when your child will be having a school meal. You can decide that morning, and catering will be planned according to numbers taken at morning roll call. As long as you have paid in advance, your child can have a school meal whenever it suits you.

John Hampden School actively promotes healthy eating, and your children will have plenty of opportunities during the school year to learn about healthy diets. This is reflected in the meals that we provide. Menus are planned to provide children with healthy meal options, including plenty of fresh fruit, salads and vegetables. School dinners are prepared on site each day using fresh ingredients. In season, menus may include vegetables cultivated by the Gardening Club in our own Millennium Garden.

A menu is on display in the Vernon hall, or you can ask for one at the office.

John Hampden provides healthy lunch options freshly prepared each day, sometimes with vegetables from our own garden. You do not have to specify in advance when your child will be having a school meal. You can decide that morning, and your child will tell the teacher at roll call. As long as you have paid in advance, your child can have a school meal whenever it suits you.

School dinners are served in the Vernon hall, where children sit at shared tables. Children bringing packed lunch will eat it in the hall too. In fine weather, those with a packed lunch can eat at the benches outside.

We ask that parents not send sweets or fizzy drinks as part of a packed lunch.

Money

Sometimes you will be asked to send money in to school for one reason or another. Parents are asked to put cash or cheques in an envelope. The following information should be written on the envelope:

- Your child's name
- Your child's teacher's name
- Amount enclosed
- What the money is for (eg. School trip, lunch etc)

The class teacher will collect money from the children and send it to the office to be processed.

Cheques will usually be made payable to John Hampden Primary School. Sometimes cheques for school fund raising events will be payable to the John Hampden School PTFA. The relevant paperwork should tell you who to make cheques payable to.

School dinner money should be brought into school on Mondays and Fridays only. Cheques for school dinners should be made payable to John Hampden Primary School. Your child's name should be written on the back of the cheque. A separate envelope for each child would be preferred if possible, as this makes the process more straightforward for office staff.

Transport

John Hampden School promotes the Better Ways to School Campaign. We support and promote cycling and walking as the best ways to get to and from school.

The school has a cycling policy, available from the school office. It contains recommendations about safe cycling. Parents are responsible for the safety of their children on the journey to and from school. Bicycle storage is provided on site for bikes to be left during the day.

The school does not take responsibility for theft of bicycles or helmets, although this hardly ever happens. Families might wish to

We support cycling and walking as the best way of getting to and from school and actively take part in the Better Ways to School Campaign.

Parents are not permitted to bring their cars onto school grounds. Special arrangements can be made for reasons of disability or other special circumstances.

consider simple locking devices as a safeguard. Children are not permitted to cycle on school premises. Cycling is only permitted outside the school boundary.

Parents are not permitted to bring cars onto the school premises for dropping off or collecting their children from school. Cars on the school premises at these busy times of day are dangerous because the area becomes congested with buses and people coming and going. We hope that you will understand and respect our wishes in order to be sure that the children are safe.

Permission to park in the school for reasons of disability or other special circumstances can be arranged by applying at the school office.

Limited car parking is available on the roads surrounding school, but it can be difficult to find space at the last minute. Parents are advised to leave plenty of time to find a space to park. The nearby roads are residential areas, and we ask that parents are mindful of driveways and residents' vehicles. The area on Park Street immediately opposite the school is usually patrolled by a parking inspector in the mornings and at the end of the school day. People parking in these areas of Park Street at these times of day might find themselves with a parking ticket.

Some children will be eligible for transport to school by bus. School transport is arranged by Oxfordshire County Council. If you live outside Thame, and think you might be eligible for help with transport, please contact the school office for more information.

Children who travel to school by bus will leave class at 3.05pm. A bell rings at this time to remind the children involved. A member of staff will take the children to the bus stop in the school grounds.

After school club/Breakfast club/ Nursery lunch club

The school provides out of school clubs on school premises. After School club/Breakfast club takes place in the music block – see number 5 on the map. The hours are 7.30 – 8.45am and 3.15 – 6.00 pm, Mondays to Fridays during term time. Staff are appropriately trained and qualified.

The out of school clubs are intended to be distinct from the school day and children are encouraged to relax, play, and enjoy themselves in a safe and friendly environment. A healthy snack is served part way through the session.

In addition a Nursery Lunch Club is available from 11.30 – 1.00 in the Nursery, between morning and afternoon sessions and with dedicated staff familiar to the children. The Nursery staff can inform parents of Lunch Club availability.

A fee is charged per child for all out of school clubs. For more information about fees, policies and activities, please contact the school office.

5. Curriculum

Foundation Stage

Learning at Foundation Stage – ages 3 – 5 - is governed by the Early Years Foundation Stage Curriculum. The Foundation Stage uses a national Early Years Curriculum to prepare your child for what he or she will learn from Year 1 onwards.

Key stages 1 and 2

Teaching at John Hampden is governed by the National Curriculum.

The National Curriculum is an educational framework. It is used by all schools that are maintained by local government. It ensures that teaching and learning is balanced and consistent, and that children have the same basic education regardless of where they live in the UK.

The National Curriculum sets out:

- the subjects taught
- the knowledge, skills and understanding required in each subject
- standards or attainment targets in each subject - teachers can use these to measure your child's progress and plan the next steps in their learning
- how your child's progress is assessed and reported.

The National Curriculum is made up of blocks of years, known as key stages:

Year 1 and Year 2 of primary school are known as Key Stage 1

Years 3 to 6 of primary school are known as Key Stage 2.

Compulsory National Curriculum subjects are the same for Key Stages 1 and 2:

- English
- Maths
- Science
- Design and technology
- Information and Communication Technology (ICT)
- History
- Geography
- Art and design
- Music
- Physical education

Schools also have to teach religious education. You have the right to withdraw your child from all or part of the religious education curriculum. If you have any concerns about the religious component of the school's teaching please discuss your concerns with the Head Teacher.

Children at John Hampden also have an introduction to languages other than English from Year 3. At the time of writing, children are having language experience in French, but the chosen language will change from time to time.

In addition, the school teaches personal, social and health education (PSHE) and citizenship.

- 📌 For more information about the National Curriculum and SAT's, you can visit the relevant section of the government websites: www.curriculumonline.gov.uk or www.direct.gov.uk.

Assessment

Assessment takes place on an informal basis all the time. Your child's teacher will be constantly observing your child's progress and using this understanding to plan future teaching.

In addition to informal observation, students in Key Stages 1 and 2 will have formal tests to assess their performance.

SATS (Standard Assessment Tests) are given towards the end of Years 2 and 6. They assess what 'level' your child has attained for reading, writing, maths and science.

For Key Stage 1, SATs take place throughout May of Year 2. The class teacher sets short pieces of work that are done in class without the help of the teachers. The results of this work will form part of the overall assessment process.

Teacher assessment also takes place for Key Stage 2, but in year 6, children also have to sit SATs that are the same for children all over the country. SATs for Year 6 take place in May. They are more formal than Key Stage 1 and might be more stressful. The papers are sent away to be marked and you will have the results before your child leaves school in July.

Children are given a 'grade' for each of the subjects. The grades are intended to show if your child is working at, above or below the target level for their age. This helps the school to make plans for their future learning. It also allows the school to compare their pupils' performance to national results. By the age of 11, most children are expected to achieve level 4 in English, Maths and Science.

Reporting and feedback

Twice during the school year you will have the opportunity to meet your child's teacher to talk about his or her progress. These meetings are also a chance for

you to ask questions, and to tell your child's teacher about his or her life outside school. The work your child has been doing in class will be on display for you to look at, and the teacher will talk about your child's achievements in the key learning areas.

You can bring your child with you to these meetings. Teachers encourage the children to come along and join in the discussion about their progress at school.

At the end of the school year you will be sent a written report that gives details about your child's progress.

You can see your child's teacher at any point if you have any concerns about their life at school. Talk to the teacher to find a suitable time. You can always talk to the Head Teacher if you prefer.

Of course, you can always see your child's teacher if you have any concerns about their life at school. It can be difficult for teachers to make time at the beginning of the day, so after school is usually preferred. Talk to your teacher to find a suitable time. You can also make an appointment to see the Head Teacher if you prefer.

Special needs

John Hampden School recognises that all pupils have individual needs, and that some pupils will require additional support.

The school aims to identify those who find learning more difficult for whatever reason. We aim to work with parents to develop a supportive partnership to enable children to achieve their potential.

- The school policy on special educational needs is available on the school website or from the office.

6. Homework

At John Hampden, we feel strongly that your child's learning experience is greatly enhanced if school and family work together. Homework is an important part of creating a partnership between you and school.

Homework is also an important way of developing your child's learning skills. Homework can:

- develop good working habits and self discipline
- encourage skills and attitudes that help children improve their educational performance
- allow your child to express their individual approach to a subject
- give you a chance to take part in your child's learning.

Homework does not simply mean sitting down with work sent home by a teacher. It includes lots of other activities that enhance your child's learning in an enjoyable way. Reading together, learning the words to a song, finding out more about a particular topic, or practising a particular skill, are all part of learning at home.

You will be given information in September about the subjects your child will be looking at during the year, and the concepts they will be expected to understand by the end of that year.

Weekly homework will be set by the class teacher to complement the class work that week.

Please be sure to talk to your child's teacher if you have any questions about homework exercises, or if your child is finding homework difficult.

A full copy of the school's homework policy is available from the office. It includes guidance for making homework easier and more effective.

The following table provides an indication of the weekly homework activities at different stages of school life. The aim is to provide a progression from play based, open ended activities in years 1 and 2 through to more structured work in preparation for what your child can expect at Secondary School.

We understand the difficulties that homework can cause. Homework should not be a chore or a pressure.

Homework at primary school should never stop children from enjoying time for play and relaxation. If you are worried about your child's homework, speak to the class teacher.

Year	Examples of Homework activities
1	<ul style="list-style-type: none"> • Daily reading • Fortnightly " Big Talk discussions " • Occasional phonics and maths games • Topic based activity (Humanities based) as and when
2	<ul style="list-style-type: none"> • Daily reading • Fortnightly spellings • Fortnightly " Big Talk " homework • Topic based activity (Humanities based) as and when
3	<ul style="list-style-type: none"> • Daily reading • Topic based work with children encouraged to respond in an individual and creative manner

- Maths linked to termly targets
- Spelling / vocabulary investigations

4

- Weekly spellings
- Daily reading
- Weekly maths linked to class learning
- Occasional topic based activity
- ALL HOMEWORK TO BE COMPLETED IN HOMEWORK BOOK

5

- Subject based work consolidating learning focus from previous week
- Maths work consolidating learning focus from previous week
- Literacy activity linked to grammar or topic work
- Weekly spellings and daily reading.

6

- Maths activities practising learnt skills or problem solving
- Literacy practising learnt skills in grammar, comprehension and spellings work
- Science work interpreting investigations and research
- Humanities and general subjects research work.

 Spellings for each year group can be found on the school's website.

Reading records

Your child will have a 'Reading Record' which should be brought home each day. It is a small booklet that you and your child can write in to say what you have read and what page you read up to. You can use it for any reading done at home – not just the books that come home from school. There is space for you to comment on your child's progress, what they have done well and what they might need encouragement with. Reading records are also used when children read during the day at school.

7. Sport and leisure

Sport is a traditionally strong element of school life at John Hampden School, and is an important part of a child's education. It encourages sportsmanship, self

discipline and dedication, and helps children to view sport as an integral part of a happy and healthy life.

Children take part in one hour of team sports during lesson time each week and up to four hours as extra-curricular activities. Sports clubs and external coaches come to the school to encourage the children to extend their interest further.

The school offers a variety of after school activities. These include football, rugby, and drama productions. Information about sports and other after school activities can be found on the notice board inside the Vernon Hall.

Each summer, sports afternoons are organised for Key Stages 1 and 2, and parents are invited to come along.

Swimming Lessons

Swimming lessons take place once a week from years 3 onwards. Swimming lessons are held at Thame Leisure Centre. The children travel to the Leisure Centre by bus.

Your child will be asked to bring their swimming kit on this day. Swimming kit consists of a swimming costume (full piece for girls), swimming hat clearly marked with your child's name, and towel. Goggles are not usually required.

You will be sent a letter when your child is to start swimming lessons.

8. Music

Music is taught as part of the National Curriculum with weekly lessons in class. These lessons concentrate on the whole class working together. There is also a singing assembly once a week.

The school has a choir that participates in a variety of events throughout the school year.

In addition to the class activities, children can also learn an instrument. Instrumental tuition is provided by teachers who are not part of the staff, but who visit on a sessional basis. Some of these teachers are employed by Oxfordshire County Council. Others are self employed.

Music teachers may teach classes in groups of 4 – 5 at a time, or individually. Classes take place at lunchtimes or during class time.

What instruments are taught will depend on demand and availability. Children have enjoyed tuition in instruments including piano, violin, guitar and recorder. Lessons are usually very popular. There is a charge for instrumental music lessons. Group lessons are less expensive than individual lessons. A typical

Ask at the school office about instrumental music lessons. Office staff will give you information about who to contact. You can also contact the Oxfordshire County Music Service directly or visit the council website at :- www.oxfordshire.gov.uk.

charge for an instrumental lesson is around £11 - £12 per lesson. Lessons are 25 – 30 minutes long.

For information about music lessons, ask at the school office. Office staff will give you information about who to contact. You can also contact the Oxfordshire County Music Service directly or visit the council website at: - www.oxfordshire.gov.uk.

9. Buddies and School Councils

John Hampden School actively encourages its pupils to become responsible and caring members of the school community and the community at large.

The school operates a Buddy system to help foster friendships across the school years. Each September, your child will be given a 'buddy' from another year – this might be someone older or younger, someone your child might not have a chance to know otherwise. Each Friday is designated 'buddy day' when your child will spend time with their buddy- having lunch, reading and playing. The scheme has been hugely popular, and has helped to foster a feeling that all children are part of the one school community.

The school also has a School Council, which includes representatives from each class. The council discusses a variety of issues about school life and activities, and in some cases the council will have a budget to transform ideas into reality. The students have also formed an Eco-council which discusses issues relating to the environment –the immediate school environment and also ways in which school can improve its environmental impact on a wider scale. Children can nominate themselves for council membership at the beginning of the year, and their classmates are asked to vote for the most suitable representative.

 **More information about the School Council and Eco Council can be found on the school's website.**

10. School trips

At regular intervals during the year, your child will have the chance to leave the school premises for a school trip. Outings are planned to complement curriculum subjects, and are a great way of engaging the children's imaginations and bringing a subject to life.

Some of these trips will be short visits to venues in Thame. Children will walk to these visits if possible.

For school trips further afield, the children will travel by bus. All buses used by the school are equipped with seat belts.

Teachers planning to take their class away from school premises will first agree the details with the Head teacher. A letter will be sent home in advance of the trip with details of the cost, destination, transport arrangements, time of

departure and time of return. Most outings take place during normal school hours.

The letter will include a consent form, and you will be asked to sign this and return it to the class teacher. Your child will not be able to attend the school trip if you do not provide written consent.

The school encourages all children to take part in outings if possible. If you have any concerns about your child taking part in an outing please talk to the class teacher or Head teacher.

There will be at least two adults with a class making a trip and there should be three or more adults with outings involving the younger children. Parents are more than welcome to participate in class outings. Staff will make special arrangements for those children who normally travel home by bus if a late return is expected.

Field trips

In Year 6, children at John Hampden have the opportunity to go on a residential field trip for three days or more with members of their class. The field trips are an enormous success and very enjoyable for all those involved. In addition to the educational activities, children also gain added independence, confidence and social skills that come from spending a few nights away from home.

Students on field trips are accompanied by a group of male and female members of staff. Any children not participating will be included in another class group for the duration of the trip.

Cost of school trips

You may be asked for a financial contribution towards the cost of a school outing. The contribution will go towards entrance fees and cost of transport.

If you are unable or unwilling to make a contribution, please see the Head Teacher.

On occasion, the visit might have to be cancelled if contributions are insufficient to meet the cost.

The costs of field trips are more significant, as accommodation and meals for the trip are included. Parents are usually given plenty of notice of the field trip and can spread payment in increments over a period of months. Again, if you are concerned about the cost of the field trip please see the Head Teacher.

 A full copy of our charging and remissions policy is available on the school website or from the school office.

The school encourages all children to take part in school outings and field trips, but we understand that it is difficult for some families to find the extra money. Please see the Head Teacher if you find it difficult to meet the costs of school trips and field week.

11. Uniform

Children are asked to wear a school uniform.

The school uniform is:

- Bottle green sweatshirt, sweater or cardigan
- White or lemon shirt or blouse
- Grey or black trousers or skirts
- Bottle green or blackwatch tartan skirts or pinafores if preferred
- Green stripe or checked dresses for girls in summer
- Plain black school shoes (not trainers).

No jewellery other than stud earrings should be worn to school. Long hair should be tied back.

You can buy sweatshirts, fleeces, shower-proof jackets, polo shirts and PE tops with the school logo from the school office. Other items for sale include green PE shorts, knitted hats, baseball caps, book bags and PE bags. A current price list is available from the office.

Other items of uniform are available in regional shops, such as BHS, Marks & Spencer, and other outlets in Aylesbury and Oxford.

The John Hampden School PTFA has a limited amount of second hand school uniform. You can ask at the office about this. Local charity shops will sometimes stock good quality second hand uniforms too.

PE kit

You will be asked to provide your child with a PE kit. Children are expected to bring their PE kit to school on a Monday and take it home again on a Friday to be washed. PE kits are kept in a bag on your child's coat hook outside the classroom.

Your child will need:

- shorts
- t-shirt
- plimsolls or trainers for outdoor use
- tracksuit, jogging bottoms and sweatshirt for cold weather.

School t-shirts, shorts and PE kit bags are available from the office.

Bare foot work indoors is encouraged. Bare feet are safer than trainers because they provide better grip. Children are not permitted to work wearing only socks.

We ask that trainers are not worn inside, unless medical reasons prevent your child from working in bare feet. Send a note to the class teacher if your child needs to wear trainers inside for PE.

Earrings should be removed for all PE lessons or the ears taped up.

12. Attendance & absence

John Hampden enjoys a high attendance record and there have been few occasions when attendance has caused a problem.

But attendance is something the school takes seriously. The school is obliged by law to follow up any child who is absent from school without explanation, or if the explanation for an absence is not adequate.

Holidays

The school holiday dates and end of Key Stage Assessment dates are published a year in advance and leave of absence will not be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is for the Headteacher in liaison with the Governors to decide what might constitute exceptional circumstances and the number of school days a child can be away from school if the leave is granted.

In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised unless there are exceptional circumstances in line with the examples given below:

- a parent, grandparent or other close relative is seriously ill.
- there may have been a significant family trauma recently and the headteacher may consider that an immediate holiday might enable the child to cope with the situation.

We would ask that you avoid planning holidays at the time of the SAT's, which are in May of each year. We are obliged to refuse request for holiday absences during these times, and we strongly urge parents to comply.

Absences during the school day

If you need to take your child out of school for a period during the school day then you will need to sign them out and sign them back in again.

The form for signing your child in and out is on the front desk in the school office. If your child is returning to school during the lunch break – 12.20 - 1.20pm – then they will be signed back in by the class teacher after lunch.

These procedures are important in case of fire or emergency. The school needs to know exactly how many children are on site at any one time so that we can ensure that all children are present and safe.

 A full copy of the school policy on attendance and absence is available from the office.

13. Health and safety and illness at school

Security

The school has procedures in place to safeguard security as far as possible.

All visitors to school are required to visit the office when they arrive. Visitors will be given a green visitors badge that is worn around the neck and is clearly visible. The badge should be worn for the duration of their visit.

Children are taught to recognise this badge, and to tell a member of staff if they see someone wandering around school without one.

Staff can operate a security alert system if necessary - meaning that children are kept in their classrooms until the situation is resolved.

Fire drill

Each classroom has a notice with information about fire procedure. The fire alarm is a continuous ringing of an electric bell or the repeated ringing of a hand bell.

Classrooms are evacuated, and the children are assembled at a specified place where numbers will be counted.

Children have regular fire drill practice, usually every half term. Fire Officers also visit school each year to talk to children about fire prevention and safety.

First aid

Anyone caring for your child, including teachers and other school staff, is expected to act like any reasonably responsible parent to ensure that children are safe. In exceptional circumstances this might mean giving medicines or contacting emergency services.

First aid materials are kept in boxes in each classroom and there is a major supply near the school office. Several members of staff are qualified first aiders, and will be on hand to offer advice when dealing with an injury.

Staff will contact you if necessary, but usually only if your child needs to go home before the end of the day. Minor incidents can usually be handled without the need to contact you. If your child has a bump to the head, staff are instructed to monitor them carefully and get in touch if needed.

All incidents are reported in the Accident Book, which is kept in the school office.

Children taken ill at school

Children taken ill during the day will be accompanied to the school office so that parents can be contacted. Someone will stay with your child and care for them until they are collected. Your child may be taken to the Health Centre in Thame if staff decide that medical advice is needed without delay.

Asthmatic children

A child with asthma may have an inhaler at school. Information regarding its use should be given to the school in writing. Let us know if your child needs to use the inhaler before PE.

For children in Foundation and Key Stage 1, inhalers are kept by staff in an easily accessible place.

Older children can carry their inhaler with them. You should supervise your child using their inhaler to make sure they will be confident using it on their own if they need to.

The inhaler must be clearly labelled with the child's name.

Staff are provided with information sheets which are held in the classroom on dealing with asthma. They will try to ensure that children use inhalers prior to PE if necessary. Inhalers will also be taken on school trips.

Teachers and other school staff are expected to act like any reasonably responsible parent to ensure that children are safe, and to take action when necessary in the event of accident or illness. In exceptional circumstances this might mean giving medicines, seeking medical advice or contacting emergency services.

School is not permitted to give non-prescription medications.

Medicines at school

The school is not permitted to give non-prescription drugs such as paracetamol, ibuprofen or anti-allergy medicines. These may be given on residential trips if necessary following consultation with parents before the visit takes place.

Medicines should only be taken to school if essential.

If your child must have medicines during the day, you will need to give the medicine to the school office in its original container with information about how to give it.

The school does not have to agree to take responsibility for giving your child medicine. Medicine will only be given by staff members who have the appropriate training and guidance. The school cannot take responsibility for reminding children to have their medicines. If you are not sure that your child will remember then it might be best to keep them at home.

If your child is having a course of antibiotics, it is usually possible to fit in the required number of tablets each day without the need to take them at school.

Children needing medicines for long term medical conditions may need to have a healthcare plan drawn up between their health professionals, the family and the school.

 A fully copy of the school policy about medicines at school is available from the office.

Head lice

Head lice are common in schools, and your child is likely to be exposed to them at some point.

If you find lice in your child's hair, let your child's teacher know as soon as possible.

You will be notified by letter if head lice are found in your child's class. The letter will include basic advice for dealing with the problem.

Head lice usually require a combination of combing with a nit-comb and treatment with an insecticidal or other lotion. Treatments should be repeated after one week. Information about how to treat head lice is available from the pharmacy. It is recommended that the whole family is treated if live lice are found.

The school recognises that head lice are very frustrating for children, families and staff alike.

School Nurse

School nurses have a limited role in primary schools these days and are not available for helping with problems such as head lice.

Their main role is to collect basic developmental information, such as height and weight, at intervals in your child's school life. They are also involved in giving advice about puberty to children in years 5 and 6.

14. Communication

The school will aim to keep in touch with you in a number of ways. We also hope that parents will feel free to make contact with any comments or concerns. You can make an appointment to see your child's teacher or the Head Teacher if you have anything you would like to talk about.

Contact Numbers

Before your child joins school, you will be asked to fill out a form that provides basic details about your child's health and who to contact in an emergency.

This will include nominating adults other than parents, perhaps friends or family members with whom your child feels happy and secure.

If you have not completed a contact details form, please get in touch with the office as soon as possible.

This form is kept in the office just in case we need to contact someone during the day.

Let the school office know if any of these contact numbers change.

Newsletters

Newsletters and class communications are sent home at regular intervals during the year.

The newsletters will tell you about what has been happening at school, what events are coming up, and update you about group and individual achievements.

You can contribute to the newsletter by sending your contribution to the school office.

The latest edition of the newsletter can be downloaded from the school website.

Parent mail

Parents may receive school communications electronically through a system called "parentmail". Those new to the system are invited to join annually through a hard copy letter sent from the school office which requires basic contact information details.

Pupil post

Information may be sent home by means of "pupil post". A letter is given to the eldest child of a family to take home.

Letters are easily lost, and it is worth checking your child's school bags at regular intervals, especially on Fridays when post is more likely to be sent home. If you think you have missed a letter, please ask your child's teacher or the office.

Correspondence is also posted on the school website.

Meetings with Parents

The school arranges meetings for parents at various times of the year to talk about particular issues. This might include an update on recent developments, or an evening dedicated to a particular part of the curriculum.

We realise that it can be difficult for parents to get to school in the evenings, but we strongly encourage you to do so if you can. It will make you feel more in touch with your child's life at school.

Noticeboard

The notice board in the school office has current information about school activities and events taking place in Thame. You can also get copies of letter sent home and other information about life at school.

Office "quiet" days

We try to make Tuesday and Friday afternoons “quiet” days in the school office to enable staff to concentrate on administration and paperwork. On these days you may find the answer phone on but staff will respond immediately to urgent messages.

Contacting governors

School governors welcome comments from parents about any aspect of life at school. If you know who the school governors are, you can speak to them at school. You can also write to the Governing Body care of the school office.

15. Lost property

Lost property is placed in a box in the Jackson building, in the passage between the computer suite and the hall.

If your child has lost something please talk to their teacher. You can also search the lost property box yourself after school.

At the end of the school year, items from lost property will be put out on a desk in the school grounds for people to claim them. Unclaimed items will be sold by the PTA.

Try to make sure that your child’s uniform and possessions are clearly labelled with their name and class. This will make it easier for people to return something they find, and for you to find things that go astray.

16. Getting involved

The School welcomes the involvement of parents. Getting involved with school life will help you to feel more a part of your child’s education, and is a great chance to make new friends. The children also get a real thrill when parents and loved ones can be a part of what’s going on – they are not old enough for you to be embarrassing yet!

There are many ways in which you can contribute.

Classroom and school curriculum activities

There will be many opportunities to get involved with school activities. It is a great way to get an inside perspective on school life, and to get to know some of the children in your child’s year group.

You might want to get involved in reading with your child’s classmates. Special events such as Arts Week, Science Week or the annual Year 6 Play need contributions from parents. School outings are also a way for you to share special days out with your child.

Tell us your skills

We frequently rely on the expertise of the parents to help with school developments and projects. Let us know if you have a particular skill, profession or interest that might be of use to the school. Tradesmen, marketing professionals, health professionals, artists, musicians – all walks of life will have something to contribute at some point and we would welcome your input.

PTFA

You may wish to become involved with the PTFA.

Our PTFA raises vital funds for facilities and equipment to complement life at school, raising around £10,000 each year. The PTFA has been able to fund many projects such as resourcing junior and infant libraries, classroom resources, outdoor equipment, stage lighting for our year 6 productions and install much needed playground equipment.

The PTFA also takes responsibility for many of the most enjoyable and memorable occasions in the school calendar – the Fete, the Christmas Bazaar, children’s entertainment events, firework displays, family BBQ’s, balls and school discos.

You can become a member of the committee or volunteer to be a PTFA ‘helper’, without whom none of these events would be possible. Ask at the office for details of how to volunteer.

Gardening club

The school gardening club cultivates the millennium garden and helps to maintain garden areas in other parts of school. During the week, children are invited to participate in maintaining the gardens. This includes cultivation of vegetables and creation of structures including garden sculptures and bird boxes. Parents are welcome to take part in the work of the gardening club. If you are interested, please contact the school office.

17. School Governors

Governors have a wide range of roles to play in within the school including:

- Setting the overall school budget
- Setting priorities for the School Improvement Plan
- Ensuring the National Curriculum is taught to all children
- Setting targets for pupil achievement
- Publishing national test results
- Ensure Health and Safety issues are addressed

Governors welcome ideas and comments from parents, guardians and children. We hold meetings during the year to keep parents up to date with developments in school.

If you would like to contact the Governing body you can do so via the school office. Or you can talk to one of the parent Governors direct. Names of current members of the Governing Body are listed on the school website.

Conclusion

We hope this document provides you with all you need to know about daily life at John Hampden Primary School.

If there is something we have overlooked, please let us know by sending an email to the school office. The address is on the front page of this handbook.

Remember that there are other sources of information on the school website, in particular news about forthcoming events, and pages for the individual classes.

We look forward to getting to know you and your children, and hope that you find school life enjoyable and rewarding.