



JOHN HAMPDEN PRIMARY SCHOOL  
HANDBOOK FOR PARENTS

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**HANDBOOK FOR PARENTS 2018/2019**

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## 1. Useful Information for John Hampden Primary School

<b>Name and address</b>	John Hampden Primary School Park Street Thame Oxfordshire OX9 3HU
<b>Telephone Number</b>	01844 212291
<b>Head teacher</b>	Mr. Paul Hankey
<b>Deputy Head teacher</b>	Mrs. Laura Craig
<b>Senior Leadership Team</b>	Mrs. Katherine Bedford (SENCO), Mrs. Amy Begley (Foundation Stage), Mrs. Ruth Arnett (KS1)
<b>Chair of Governors</b>	Mr. Adrian Cannon
<b>School administrators</b>	Mrs. Nicola Moignard Mrs. Christine Smith
<b>Bursar</b>	Mrs. Sali Fox
<b>School times</b>	8.45am-3.10pm (Reception-year 6) 9am-3pm (Nursery)
<b>Office hours</b>	8am-3.30pm
<b>Local Authority</b>	Oxfordshire County Council County Hall Oxford OX1 1NA

## 2. Useful Information for Tetsworth Primary School

<b>Name and address</b>	Tetsworth Primary School 15 High Street Tetsworth Oxfordshire OX9 7AB
<b>Telephone Number</b>	01844 281328
<b>Executive Head teacher</b>	Mr. Paul Hankey
<b>Head of Teaching and Learning</b>	Mrs. Alison Charlton
<b>Chair of Governors</b>	Mr. Adrian Cannon
<b>School administrator and bursar</b>	Mrs. Kay Denham
<b>School times</b>	8.45am-3.10pm (Reception-year 6) 8.30am-11.30am (Morning nursery session) 11.30am-12.30pm (Nursery lunch club) 12.30pm-3.30pm (Afternoon nursery session)
<b>Office hours</b>	8.30am-4pm
<b>Local Authority</b>	Oxfordshire County Council County Hall Oxford OX1 1NA



### 3. 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.

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.

Paul Hankey  
**Head teacher**



## 4. The Federation

**In September 2009, after a period of consultation, a Federation was formed between John Hampden Primary School & Tetsworth Primary School.**

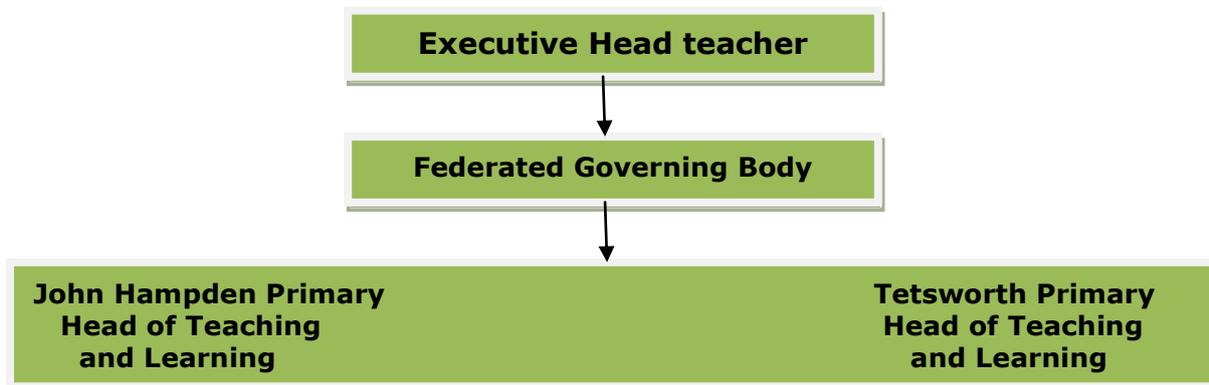
Federations are groups of two or more schools with a **joint governing body**. Each of the schools retains their separate individual identity but their individual governing bodies are dissolved and a new joint instrument of governance establishes a single federated governing body in their place. All maintained schools may establish joint governing bodies. This arrangement is termed a 'hard' governance federation by the DfE because of the formal commitments that are established.

### **Aspiration and Opportunity**

Our federated schools remain separate in funding terms and each have their own "head of teaching and learning". Mr Paul Hankey acts as the "executive head" across both schools as well as the "head of teaching and learning" for John Hampden Primary School – utilising his huge wealth of experience to promote the highest levels of education across the board. Mrs Alison Charlton is "head of teaching and learning" for Tetsworth. The governing body has become "one", allowing parents and staff from two schools to become governors and make strategic decisions that influence and help all the schools.

Our vision is for The Federation to offer an even better learning environment for pupils and students who attend John Hampden Schools and Tetsworth School, and for the local community who use the facilities and sites. Both John Hampden and Tetsworth have excellent facilities and both schools are well equipped for the educational challenges going forwards.

### **Our Federated Structure**



## 5. John Hampden and Tetsworth Federated School Governors

Name	Type of Governor	Committee	Contact via
Mr. Adrian Cannon - <b>Chair</b>	Local Authority	Strategic Management, Personnel	Tetsworth office
Mr. Paul Hankey	Head teacher	All	John Hampden office
Mr. Chris Bradford- <b>Vice Chair</b>	Parent	Strategic Management	John Hampden office
Mrs. Laura Craig	Staff	Curriculum	John Hampden office
Mrs. Emma Williams	Parent	Strategic Management, Personnel, Safeguarding	John Hampden office
Mr. Ed Bailey	Parent	Finance	John Hampden office
<b>Co-opted governors</b>			
Mrs. Katharine Horrocks	Community	Curriculum, SEND, Health & Safety	John Hampden office
Mr. Mark Gilbert	Parent	Finance, Strategic Management	Tetsworth office
Mr. Jonathan Medwin	Parent	Curriculum, Personnel, Safeguarding, Health & Safety	John Hampden office
Mrs. Sian Stratton	Community	Curriculum	John Hampden Office
Mrs. Alison Charlton	Head of Teaching and Learning	Strategic Management, Finance	Tetsworth office

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 directly.



## 6. School Staff and Organisation

YEAR	Teacher's names	Class Code	Teaching Assistants
<b>Nursery</b>	Mrs. Susie Stuart Miss Jane Adams	SKY	Mrs. Rowan Hawthorne Mrs. Maria Boeke Mrs. Sarah Meier
<b>Reception</b>	Mrs. Amy Begley/Miss Rachel Butler Mrs. Luci Watson/Mrs. Deb Smith	PERIWINKLE AQUA	Mrs. Louise Adams (Nursery Nurse) Mrs. Dana Phillips Mr. Jeff Rucker
<b>1</b>	Mrs. Gina Haythorne Mrs. Samantha Perring/Mrs. Chaplin-Stephens	AMBER CORAL	Mrs. Nicola Byard Mrs. Helen Davies
<b>2</b>	Mrs. Rachel Parry Mrs. Ruth Arnett	FUCHSIA ROSE	Mrs. Tina Lennon Mrs. Katy Eason Mrs. Julie Smith Mrs. Emma Baker Mrs. Martine Smith Mrs. Sarah Meier Mrs. Rowan Hawthorne
<b>3</b>	Mrs. Sarah Newbrook Miss Stephanie Burt	AMETHYST MULBERRY	Mrs. Anneke Strawbridge Mrs. Laura Braybrook
<b>4</b>	Mrs. Carol Storey/ Mrs. Melanie Schleising Ms. Jackie Nichols/Mrs Melanie Schleising	SAPPHIRE INDIGO	Mrs. Michelle Little Mrs. Helen Craven
<b>5</b>	Mrs. Ferlin Thomas Mrs. Ghislaine Wormald	EMERALD FERN	Mrs. Bridget Laws
<b>6</b>	Mr. David Nutt Mrs. Clare Field/Mrs. Laura Craig	CRIMSON RUBY	Mr. Justin Eyre Mrs. Michaela Bottomley
<b>Music Teacher</b>	Mrs. Esther Stanway-Williams		
<b>French Teacher</b>	Mrs. Magali Wheeler		
<b>Peripatetic Teachers</b>	Lisa Paterson (Violin), Lorna Waters (Woodwind), Phil Heard (Drum), Caroline McMaster (Piano/Recorder), Esther Stanway-Williams (Piano)		
<b>Special Needs Coordinator</b>	Mrs. Katherine Bedford		
<b>Family Link Worker</b>	Mrs. Sarah Weston		
<b>Lunchtime Supervisors</b>	Mrs. Sarinya Arthurs, Miss Alison Bowdrey, Mrs. Joanne Ensol, Mr. Justin Eyre, Mrs. Shirley Bowler, Mr. Jeff Rucker		
<b>Attendance Team</b>	Mrs. Katherine Bedford, Mrs. Sarah Weston		
<b>Premises Team</b>	Mr. Kevin Sayers (Caretaker), Mrs. Joanne Ensol, Mrs. Avril Herreros, Mrs. Tina Belgrove (Cleaners)		
<b>Catering Team (Aspens)</b>	Mrs. Avril Herreros, Miss. Ros Attfield, Miss Kelly Owens, Miss Ellie Good, Mrs Maria Martinez		



## 7. 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 School PTFA organises many other social and fundraising events in addition to those listed above. You can find information about upcoming events by visiting the website.

## 8. The School Day

### The Daily Routine - Nursery

We have two nursery classes at the school and the sessions are split as follows:

#### Class One:

Monday – 9am-3pm

Tuesday – 9am-3pm

Wednesday – 8.45am-12pm

#### Class Two:

Wednesday – 12.30pm-3pm

Thursday – 9am – 3pm

Friday – 9am-3pm

Children gather with their parent's outside the Nursery classroom before the Nursery opens and will be welcomed by staff from 8.45am or 12.30pm depending on the session. This is where parents and carers also pick up their children at the end of a session. Lunchtimes on a Monday, Tuesday, Thursday and Friday are between 12.20pm-1.20pm. Children are asked to eat at home on a Wednesday.

### Before School – Reception to Year 6

Gates open at 8.30 am and a member of staff will be on duty from this time. Children should gather in the playgrounds before the school and a whistle is blown at 8.45am. 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 by 9am if your child will be late or absent from school.

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

### During the day – Reception to Year 6

All school classes start at 8.45 am after the morning register. Lessons continue until morning break. For children in Key Stage 1 and 2, morning break is from 11.00 to 11.15 am. Fruit is supplied free of charge to children in Foundation



Stage and KS1. Children in KS2 are welcome to bring their own healthy snacks and children in KS1 can also do this if they prefer.

The morning session continues from 11.20am until 12.20pm when the children break for lunch. Lunch lasts for one hour and afternoon lessons begin at 1.20pm. Lessons continue from the end of the lunch period until 3.10pm.

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

Children in Reception have access to a play-based learning curriculum and therefore they can access learning opportunities taking place both indoors and outdoors for the whole day. Lunch for Reception children starts at 12.10pm.

### **Lunchtime**

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.

For children in Key Stage 2, School dinners are available to all children at a cost of £2.20 per day. Our school meal provider is Aspens and you will need to register on their website (<https://www.aspens-services.co.uk/>) with the school code 222623 to order your child's meals. Current menus can be found on the Aspens website.

Children aged between 4 and 7 (Reception-year 2) are entitled to a free school meal. This includes the option of being provided with a packed lunch when their class is out of school on an educational visit.

Some children in Key Stage 2 will also be eligible for free school meals. Please ask at the office if you think your child might be eligible.

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 served in the Vernon hall, where children sit at shared tables. Children bringing packed lunch will eat it in the Vernon or Jackson Hall. 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. We would also like to encourage parents from sending nuts in to school (including peanut butter) as we have children with nut allergies on our school roll.



## **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:

<b>Monday:</b>	JIGSAW – PSHE-based class assemblies
<b>Wednesday:</b>	Whole school assembly with visiting speakers monthly.
<b>Thursday/Tuesday:</b>	Singing practice with our music teacher.
<b>Friday:</b>	Achievement assembly, at which individual and group achievements are celebrated.

## **Collecting your child from school – Reception –Year 6.**

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.

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.

## **Wrap-around Care (Breakfast and After School Club)**

Energy-Kidz are a company providing breakfast club and an after-school club on our school premises. Both clubs take place in the Vernon Hall (see map). The hours are 7.30-8.45am (breakfast club) and 3.15 – 6pm (after school club), Mondays to Fridays during term time. Staff are appropriately trained and qualified. Please see the energy club website for more details (<https://www.energy-kidz.co.uk/>)

A fee is charged per child for after school club. For more information about fees, policies and activities, please contact the school office.



## 9. The Curriculum

### Early Years Foundation Stage

Learning at Foundation Stage – ages 3 – 5, is governed by the Early Years Foundation Stage Curriculum. More information and copies to download can be found here:

<https://www.gov.uk/early-years-foundation-stage>

### Key Stages 1 and 2

Teaching at John Hampden is governed by the National Curriculum. More information and copies to download can be found here:

<https://www.gov.uk/national-curriculum>

The National Curriculum sets out:

- the subjects taught
- the knowledge, skills and understanding required in each subject
- standards 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. In addition, the school teaches personal, social and health education (PSHE) and citizenship.

### 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 inform future teaching.



The children need to be aware of assessment and marking processes so that they know what they are achieving and what to do to move their learning on. Learning is seen as on-going and assessment can take the form of self, peer and teacher judgements.

Teacher's professional judgements will centre on knowledge of the learner and there will be emphasis placed on challenge and breadth of knowledge. Assessments will be based on a range of work and quality feedback will be fundamental to moving learning on.

Our assessment system also includes summative assessments where we assign a mark to children's' learning at a particular point in time. SATS (Standard Assessment Tests) are given towards the end of Years 2 and 6. They assess your child's attainment for reading, writing, maths and science.

For Key Stage 1, SATs take place during May in 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 a teacher assessment.

In Year 1, children are required to take a Phonics Screening Test in June. The tests are set externally and conducted by a class teacher. You will be given your child's result before the end of the school year. If they do not pass the screening test, they will need to sit it in June the following year.

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. The papers are sent away to be marked and you will have the results before your child leaves school in July.

At the end of Foundation Stage, teachers are required to submit an EYFS profile to county. The children are assessed using Early Learning Goals assessment criteria. For more information on the Early Years Foundation Stage Profile please visit: <https://www.gov.uk/early-years-foundation-stage>

### **Special Educational 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's SENCo, Mrs Katherine Bedford, is available to discuss concerns and provision by telephone and appointments.



*The school policy on special educational needs and the JHS SEND Information Report to parents and governors is available from the office and on the school website.*

### **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.

*A full copy of the school's homework policy is available from the office or on our website.*

### **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.

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, cookery and drama productions.

*Information about sports and other after school activities can be found on the notice board outside the Year 6 classroom on the Old School building.*

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. This club is run by parents. If you are interested in being part of this, please contact the school office.

### **Swimming Lessons**

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

Your child will be asked to bring their swimming kit on this day. Details will be sent to you prior to your child attending these sessions.



## **Music**

Music is taught as part of the National Curriculum with our dedicated music teacher.

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.

Lessons currently on offer at the school include piano, woodwind, recorder, guitar and drums.

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 direct on 01865 740000 or visit the council website at [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk).

## **10. Buddy 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 (from year 1 to year 6) 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-reading and/or 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.

## **11. Uniform**

Children are asked to wear a school uniform. The school uniform is:

- Bottle green sweatshirt, sweater or cardigan
- White shirt, blouse or polo shirt
- Grey or black trousers, shorts, pinafores or skirts
- Green stripe or checked dresses for girls in summer
- Plain black school shoes (not trainers or long boots).



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

You can buy John Hampden sweatshirts, fleeces, shower-proof jackets, polo shirts and PE tops with the school on-line. Other items for sale include green PE shorts, knitted hats, baseball caps, book bags and PE bags.

Other items of uniform are available in supermarkets and other regional shops.

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 (dark green, black or navy)
- t-shirt (white, school PE t shirt or house colour)
- School PE training top
- plimsolls or trainers for outdoor use
- tracksuit, jogging bottoms and sweatshirt for cold weather.

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

## **12. Administration and Communication**

### **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 (e.g. 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.



## 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. Bicycle and scooter storage is provided on site for bikes and scooters to be left during the day. Children are not permitted to cycle or scoot on school premises. Cycling and scooting 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. 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 after self-declaration and approval by the Head teacher.

## Attendance

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.

If your child is unwell or has an appointment you must inform the office by telephone or e mail by 9am so that teachers can be informed and our records can be kept up to date.

## 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 Head teacher 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 requests 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. 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 on request from the school office.*

### **Lateness**

Children must attend on time to be registered for a session, unless the lateness is unavoidable. Parents are expected to ensure that children are present at registration. Arriving more than 30 minutes after the start of the session without good reason is counted as unauthorised leave.

### **Communication**

The school will aim to keep in touch with parents regularly. 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.

Letters and class communications are sent home at regular intervals during the year. Parents may receive school communications electronically through a system called **Parent mail**. 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.

If letters require a reply and you are unable to print one off at home, you will be able to get a hard copy from the school office.

### **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 and you will be required to provide at least three. This form is kept in the office just in case we need to contact someone during the day. **It is vital that you let the school office know if any of these contact numbers change.**

The law requires that the school is notified in writing if anyone else will be collecting your children from school. 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 might collect your children if the usual arrangements have to change at short notice.

### **Parent/Teacher Meetings**

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.

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

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.

## **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 to be worn around the neck and clearly visible. The badge should be worn for the duration of their visit.

Should a person be seen on the premises without a badge, staff can operate a security alert system if necessary - meaning that children are kept in their classrooms until the situation is resolved.

Visitor information leaflets detail safety and safeguarding procedures that all visitors need to know. Regular visitors and volunteers will receive a more comprehensive induction from a member of the senior leadership team.

### **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.

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. 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 but they will be recorded on an accident slip and sent home with the child. If your child has a bump to the head, staff are instructed to monitor them carefully and get in touch if needed.

### **Illness 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. Inhalers will also be taken on school trips.

**The school requires that inhalers must be in a box with the prescription label attached. The school keeps an inhaler in the school office to be used in emergencies. This will only be administered with permission from parents/carers. This form is available in the school office.**

### **Medicines at school**

The school is **not permitted** to give non-prescription drugs such as paracetamol, ibuprofen or anti-allergy medicines (following OCC guidelines). 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 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.

Parents are welcome to visit school to administer during the day should it be necessary.

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. All medicines must be in a named box with a prescription label.

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

### **School Nurse**

School nurses have a limited role in primary schools. 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.

### **Lost Property**

Lost property is placed in a box in the Jackson building, in the passage between Year 3 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 PTFA. 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.

## **14. Child Protection and Safeguarding**

All staff have day-to-day contact with children and therefore are particularly well placed to observe outward signs of abuse or neglect. School staff are obliged, where they deem necessary, to inform the child protection agencies of any concerns which may arise. The following staff are the Designated Leads for the school and have received specific training to deal with Child Protection issues:

- Paul Hankey (Headteacher), Katherine Bedford (SENCo), Sarah Weston (Family Link Worker) and Laura Craig (Deputy Headteacher)

In addition, all staff are required to undertake generalist safeguarding training on a three-year cycle.

*Please see the school's Child Protection Policy & Safeguarding Policy for further information.*

## **15. 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. 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 contribute, please see the Headteacher.

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

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.

### **Field trips**

In Years 5 & 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.

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

## **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 thousands of pounds each year. The PTFA has been able to fund many projects such as resourcing classroom resources, outdoor equipment, ICT equipment, stage and lighting for our productions.

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, quizzes, race nights 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. The PTFA runs a Facebook page, linked to our website, with up-to-date information about the school and fundraisers.



## 17. The School Site



### **Vernon**

Nursery  
Reception  
Year 1  
Vernon Hall  
School kitchen

### **The Haigh Building**

Year 2

### **Jackson**

Year 3  
Year 4  
SEN Room  
Intervention Room  
Staff Room  
Jackson Hall

### **Old School House**

School Office  
Headteacher's Office  
Year 5  
Year 6

We have entrances to the school at the front and back of the school site.

## 21. 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.

