

# Mayhill Junior School



## The A-Z Handbook for Parents

Mayhill Junior School  
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[After School Clubs](#)

At Mayhill, we offer a variety of after school clubs on a termly basis. Some of the clubs are run by school staff at a cost of £10 per term, and some are run by outside agencies for a fee. All clubs are mixed, boys and girls are equally welcome.

Clubs change each term and at the beginning of each term a letter will be sent home to all parents advising which clubs will be running for the term and the option to sign up. As spaces may be limited for a particular club, places will always be allocated in order of preference and on a 'first come first served' basis. One club per child will be allocated before a place on a second club is offered, therefore it is important that your child's club choices are listed in order preference.

### **Attendance**

When a child is absent from school they miss not only the teaching provided on the days when absent, but are also less prepared for the lessons when returning. This creates a risk of underachievement which the school and parents both wish to avoid. Absence from school can also be disruptive for the whole class.

If your child is not able to attend school for any reason please call the School Office **on each day of absence** to inform the school of the reason for absence.

Pupils arriving after 8.50am are required to sign in at the School Office, and will be recorded as late. Pupils arriving after 9.10am, without a valid explanation, will be recorded in the "unauthorised absence" category.

Parents have a legal duty to ensure their child's regular attendance at school. We believe it is extremely important that all children attend school on time and that their education is not adversely affected by frequent absences and requested leave of absence for holidays during term time. Parents are informed well in advance when **thirteen weeks of school holidays occur**, in order to plan around it accordingly.

No leave of absence during term time will be granted unless there are exceptional circumstances and the Head Teacher will determine the period of time for which leave of absence is granted.

**Only in exceptional circumstances** may an absence request during term time be granted. The following are two examples of exceptional circumstances for which any leave may be granted. Every request will be considered individually taking into account the factors mentioned above:

- **a family crisis**
- **reasons applicable to military families.**

If you are making a request for leave of absence, the 'Application for Pupil Absence During Term Time' form must be completed at least 10 days prior to the first day of the leave request date. You must give due consideration as to whether your request constitutes an 'exceptional circumstance' in the first instance.

If it relates to military families where family holiday dates have been set in term time **due to military reasons**, the school would require written confirmation that this is the case from the relevant Flight Commander by completing a separate form in addition to the 'Application for Pupil Absence During Term Time' form.

### **Communication**

Parent communication is very important to us and we feel that the most effective and efficient way of communicating with our parents in today's world is electronically, whether that be by text, email or via the website.

Currently, we use these methods as much as possible, however we do send out paper copies of important letters and letters that require a return slip. For those few parents without email, we send home paper copies via Pupil Post.

We do ask you to keep us up to date with any changes to contact details so that we can ensure we have the correct details for you at all times.

Currently we only add the main contact to our communications distribution list. If you would like the second contact added (i.e. often this is Dad as well as Mum), please request this via the school office.

### **Cycling**

We are pleased to have children cycle to school. We do however ask that parents ensure the following:

- their child is using a roadworthy bike, that is kept in good condition and checked regularly
- the bike is of a suitable size
- the brakes are in good condition
- front and back reflectors and lights are attached
- your child wears a helmet
- your child is a competent rider
- your child has a backpack or safe way of carrying books to school
- the bike is provided with a padlock. Please note that bicycles are left at your own risk.

If children do not adhere to the above conditions we will contact their parents and they will not be allowed to cycle to school and use the school bike sheds.

### **Deployment**

When a member of a military family is due to be deployed, please inform school. This enables the school staff to be aware that your child may be unsettled and to then respond appropriately, helping parents and child through this time by establishing a safe, sensitive environment in which anxiety can be alleviated. You may wish to complete the deployment form and forward it to the class teacher. Forms can be found on the school website: [www.mayhill.hants.sch.uk](http://www.mayhill.hants.sch.uk) , search News & Events and Forms.

### **Emergency Procedures**

In our school, these are the procedures to follow in emergency conditions. Problems can be caused by severe weather, breakdown of machinery or external factors.

**Please follow the guidance below if necessary:**

**Evacuation of the school** – We will use our contact form to phone or text you or your designated person if the school has to close during the day. (Please make sure we have the correct, most up to date information, including mobile phone numbers.) If we need to evacuate the building during the school day we initially assemble on the top playground and then seek shelter if it is to be for an extended period. (Buryfields Infant School.) We will use Emergency Contact procedures, signs/posters and the radio to give information.

#### **Power Failure - No lighting, heating or cooked lunch in school.**

If we have no power in the morning before school a decision will be made by **8.30am** about whether the school will remain closed. We receive advice and updates from Southern Electric and will be able to make an assessment of the situation before the school is due to open.

**Severe weather/road closure** - Staff may not be able to reach the school in extreme conditions.

If you arrive at school with your child please do not leave him/her until you have spoken to a senior member of staff. If your child's teacher has not arrived wait with your child and the senior member of staff on site will make a decision at normal school opening time (8.30am) as to whether there are enough members of the teaching staff to open the school.

#### **IN ALL EVENTS PLEASE:-**

**Check the School website for updated information.** You will receive a text and/or email with updated information. Please avoid ringing until you have received this. We will need the phone lines free to get information.

**LISTEN** to Heart- Thames Valley, Eagle or Kestrel FM and we will broadcast on their Information Service.

**DO NOT** send children to school by themselves or drop them off without checking the situation.

**DO NOT** assume that it will be the same as Buryfields Infant School. Our circumstances may vary.

**TRY** to cut down phone calls to school by agreeing 'group' contact with friends or neighbours. (One person phones school and everyone else phones them.)

**If you cannot obtain a response by telephone and conditions are severe, please keep the children at home. (We will not count the absence as 'unauthorised' even if the school is open.)**

## **Food and Lunches**

### **Lunches**

As of September 2021 school meals cost £2.50 per day per child. All school meals must be paid for in advance. Each child's dinner account will be required to have a minimum £12 credit per week. This will allow your child to order a meal each day. If your account goes into arrears, you will receive a text message requesting payment. Your child will be removed from the dinner system and will not be allowed to order until the debt is settled. We ask that you send your child in with a packed lunch if this occurs. Please note that the school is not able to accrue meal debts.

Payments are to be made online (where you can also view your account balance and meals your child has taken), or by cheque via the school office. Children order their own lunches at registration each morning. Any balance will remain on your child's account and will be refunded when they leave Mayhill. All balances at the end of terms will be carried forward to the next term.

Free meals are available if on Income Support (confidential advice is available from the school office).

Children eat their lunch in the school hall on a rota system. In warmer weather children may eat packed lunches outside.

**Special Diets** – if your child has any food allergies and requires a special diet please apply directly to HC3S. For further information or to apply please visit -

<https://www.hants.gov.uk/educationandlearning/hc3s/primaryschools/specialdiets>

### **Packed Lunches**

To encourage healthy eating and become eco-friendly, we ask children to bring in a balanced packed lunch with no fizzy drinks or sweets and which uses as little packaging as possible and that can be reused.

### **Breaktime Snacks**

As a school we do try to promote healthy eating. As such we strongly encourage parents to only send in healthy snacks or fruit for morning break and ask that no chocolate bars or crisps are included. To make retrieval of snacks a lot easier, we would also request that they are not put into your children's lunchbox but put into their school bag instead.

As we have children with nut allergies we ask that peanut butter, nut bars and nuts are not brought into school.

### **Water Bottle**

All children should bring a named water bottle to school. They are allowed to be kept in the classroom throughout the day and can be refilled at the water fountain.

### **Free School Meals**

Hampshire County Council Catering Services (HC3S) has an online service so parents can check their eligibility for free school meals themselves.

This self-service option is available at <http://www3.hants.gov.uk/caterers.hc3s-freeschoolmeals>.

Please note that the criteria for free school meals is the same, regardless of method of checking eligibility, but for the online service, all you need to do is enter your name, national insurance number or asylum number, your address and your child's details. Press submit and you will find out if you are eligible.

If your result comes back found, this means your child is eligible for free school meals and the system automatically tells your school.

### **Habits**

We believe that children learn best when they can learn about their own learning. The more they are able to reflect on the way their mind works, the more they can learn to make conscious decisions based on these reflections. And at Mayhill, we believe it is our role to help develop these positive characteristics and attributes alongside knowledge and understanding of the curriculum.

Communication

Collaboration

Respect

Independence

Critical Thinking

Resilience

We build the learning of these habits through a number of ways:

- Building opportunities to explicitly develop Habits into schemes of work and lesson planning.
- Rewarding children for demonstrating progress in acquiring Mayhill Habits through house points, monthly assemblies and then reporting this progress to parents.
- Developing opportunities for children to engage in home learning tasks that focus their attention on developing these skills.
- Developing an Assessment Wheel to help them reflect on progress in developing their Habits.
- Providing children with the language to be able to reflect on their progress.
- Provide opportunities for rich project based learning alongside subject specific lessons.

### **Helping in school**

Volunteer help in school is always welcome. Parents/adults have assisted with many different activities including listening to children read, art work, sports, cooking etc.

Please speak with your child's class teacher and email the office if you are able to offer any assistance. We will ask you to complete a Disclosure Barring Certificate application (previously CRB check), details can be obtained from the school office.

### **Friends of Mayhill**

A very important way in which parents help is through the Friends of Mayhill, who are a team of parent volunteers who organise fundraising events and social events for children and parents. The chair would be delighted to hear from anyone who is willing to become involved in their invaluable work. Please see our website for more information.

### **Home School Agreement**

**At Mayhill, we will:**

- Promote the highest standards of work and behaviour from pupils of all abilities and aptitudes.
- Care for the children's safety and happiness.
- Encourage children to do their best at all times.
- Foster an ethos based on values of mutual respect, caring and sharing.
- Encourage all pupils to take responsibility for their own actions, feel proud of their achievements and enjoy being a member of the Mayhill community.
- Inform parents of children's progress at Parent Interviews and through an Annual Report.
- Respond within 24 hours to a telephone message, and to reply to letters within three school days.
- Ensure any parental concerns are addressed carefully and promptly.
- Keep parents informed about general school matters and about the child's progress in particular.
- Provide the highest quality of education possible for each child within the resources available.

**We ask you to:**

- Ensure your child gets a good night's sleep before coming to school.
- Ensure your child arrives at school between 8.30 and 8.50am.
- Ensure your child attends school regularly, and in the case of absence, will inform the school by telephone or send a letter of absence on your child's return.
- Ensure your child has the correct kit for PE, Games, and work in the classroom.
- Ensure your child knows you support the school's policies on behaviour and discipline.
- Ensure your child wears the school uniform and comes to school dressed appropriately.
- Attend the Parent Interviews in the Autumn and Spring Terms.
- Avoid arranging family holidays in term time.
- Support your child's progress by contributing to the Home-School Reading programme.
- Encourage your child to complete homework.
- Keep the school informed about anything which might affect your child's work or behaviour.

**We ask your child to:**

- Attend school regularly and be there by 8.50am.
- Be careful and sensible on the way to and from school.
- Bring all the equipment they need every day.
- Wear the school uniform and be tidy in appearance.
- Do all their classwork and homework as well as they can.
- Follow the guidelines agreed by their class
- Be kind, helpful and polite to others.
- Help stop any form of bullying.
- Respect the school's and other people's property.
- Keep the school environment clean, safe and tidy
- Join in school events and activities
- Deliver messages between home and school.

**Homework**

At Mayhill Junior School we recognise that parents make an enormous contribution in supporting the education of our children. Parental encouragement is a key factor to raising attainment and fostering a love of learning.

Some of the most meaningful learning experiences which take place in a young person's life come from within the home setting. These can take the form of helping on shopping trips, discussing the content of a television programme, playing a game in a local park or simply investigating a topic together. We believe that these routines play as important a part in child development as formalised classroom learning. Our homework tasks aim to build on these experiences.

**Purposes of home learning**

At Mayhill we see the purpose of home learning as the following:

- Consolidating and reinforcing skills and understanding, particularly in English and Maths.
- Exploiting resources for learning of all kinds at home and developing the learning environment from the school to home.
- Encouraging pupils, as they get older to develop the confidence and self-discipline needed to study on their own, and preparing them for the requirements of secondary school.

Homework can be split into two areas: *Weekly homework* and *Half-termly homework (a choice of home learning tasks)*

### **Y3 – Y5: What we expect**

#### **Weekly homework:**

**Reading** – we expect your child to be reading at least 3 times a week at home and having this signed in their reading diary – please ensure reading records are in school each Monday.

**Spellings** – Each week your child will be given 5 new spellings to learn which follow a particular pattern/rule/sound. If you would like to challenge your child further they can investigate other words which fit the week’s pattern. We would also like them to be spending some time looking back at words which they might have misspelt in previous spelling tests as we will be including some of these in their spelling tests. Spellings will be tested every Monday and new spellings will be given out every Tuesday.

**Times Tables** – Each week they need to log on to [Times Table Rockstars](#). Please practise these regularly at home aiming for at least 3 times a week.

**Weekly Maths and English 10 minute Workouts** – Your child will be given a Maths and English workbook. Please ensure that they look after this workbook as it will last the whole year. At the very back of each workbook are a set of pages with the answers on to help you or them check their answers. Each Monday, please can they bring in their workbooks so any common misconceptions can be noted by their class teacher or teaching assistant and be addressed in class.

#### **Half-termly home learning:**

**Exploring the Curriculum** – On page two of the homework sheet are this half-term’s additional homework tasks. We have designed this part of their homework in a way that encourages your child to want to lead their own home learning – or at least some of it! Each half term, they should aim to earn a total of 10 house points from a variety of cross-curricular tasks. It’s their choice which ones they would like to do and they are welcome to earn more house points if they wish! For each of the tasks, more information has been put on SeeSaw as often there will be choice as to how they go about presenting their work and what to do once they have finished. Children are not penalised if they do not complete any. Some families feel that it is not appropriate for their child to complete these additional tasks because they already do enough to support learning at home. Other families like the regularity and consistency of being given home learning at set times. The school will make every effort to support parents in ensuring the three aspects of home learning (reading, spellings and number fluency) are completed every week. Teachers and parents will work together to ensure this is completed and where it isn’t, the school will endeavour to provide opportunities for this learning to be promoted and completed within school.

### **Y6: What we expect**

Children will continue to be expected to read, learn spellings and practise their fluency in maths. However, when they reach Year 6, they will be given a mix of ‘Home learning’ half termly sheets, similar to Years 3-5, and more formal weekly homework tasks, more in line with what they may expect in Year 7. Mayhill works closely with Robert Mays to achieve this.

Examples of this might include home revision packs during a holiday period, reviewing SATs papers or specific grammar or maths exercises to support your child in retaining key skills. Children are not required to have their reading signed daily unless directed by their class teacher. Homework will continue to be set through to the end of term.

### **The role of the Parent/Carer**

All adults are encouraged to take an active role in discussing learning within the home setting. In order that home learning can be successful in developing children's learning it is important that parents / carers make it clear to children that they value the process of home learning and explain to children how it can help their education. Talking about the different tasks set is essential. This could take the form of the child explaining what they have to do to complete the task. Equally, it could mean working with the child to complete the task. Please don't do it all for them!

Parents, (particularly of younger children or children with Special Educational Needs), might wish to support their child through:

- Checking the child has remembered to hand in their home learning, or brought it home.
- Discussing what the child has to do.
- Supporting the child with some of the home learning itself.

Ideally, children should have a suitable place to complete their home learning that promotes independence and quiet concentration.

### **How home learning will be planned and co-ordinated:**

Class teachers are responsible for ensuring the demands of home learning are manageable and achievable for pupils and staff. Class systems are in place to track completion of reading, spellings and number fluency. Completed tasks will be celebrated in class to promote the children's self-motivation and independence. There will always be a specific time each week this can happen, but teachers may use other times of the week as well. Class teachers will collaborate with pupils in setting engaging and achievable tasks. The senior management team will take responsibility for monitoring home learning across the school.

### **Marking of Homework**

Class teachers will ensure children's spelling are marked, reading and practise of times is tracked e.g. through Times Tables Rockstars and childrens English and maths workbooks are reviewed and initialled / stamped. Support is then provided where needed. Completed activities from the Home Learning sheet will not be independently marked, instead teachers will provide verbal feedback or a comment on Seesaw in praise and recognition of their independence.

### **Lost Property**

**Parents MUST mark all personal clothing with their child's name** so that lost items can be returned easily. We expect children to be responsible for their own belongings including carrying them to and from school.

Children are expected to bring in the correct equipment and the school will work with individuals to become responsible (this doesn't mean ringing parents every time).

If parents do bring in forgotten items, please leave at the school office.

Lost property is collected in the medical room and is available for parents to go through. It is placed on the playground at the end of each half term. Any unclaimed items will be disposed of.

### **Medical Conditions**

It is vital that the school is informed about any medical conditions your child may have. The school has a very sympathetic and understanding attitude to children who have health or medical needs.

If your child has a condition such as epilepsy, diabetes, heart condition, extreme allergies (suffers from anaphylactic shock), it is essential to make an appointment with the Headteacher to discuss the management of this during the school day.

Parents of children with food allergies must meet with the kitchen staff prior to starting school dinners to complete a dietary request form together. This can be organised through the school office.

Medication will only be given at school if the correct form is completed (available from the school office).



Medicine must be brought to the school office and collected by a parent/guardian. It has to be clearly labelled with name, dose and storage needs stated. If a spoon is necessary, it must be provided. It is the parent's responsibility to ensure changes to dose are notified.

### **First Aid**

Apart from conditions needing hospitalisation or emergency treatment on site, the school is only permitted to administer the most basic first aid.

Schools are not permitted to:

- Use antiseptic creams or liquids.
- Take out splinters using a needle or tweezers.
- Administer paracetamol for headaches and other conditions.
- Probe and remove particles of dirt out of wounds (we will of course wash and seek to clean a wound as far as we are able to.)
- Deal with eye conditions.

Parents will be notified by phone if deemed necessary, e.g. a knock to the head. In this case, a letter is sent home to parents for information.

### **Pupil Responsibility**

We have a group of children known as Peer Mentors. These are a group of trained Year 6 children who are available every lunchtime to help create friendships and support children in solving any difficulties.

Other responsibilities in school include school council, librarians, sports leaders, class monitors, House Captains, Office duty (Y6).

### **Pupil Premium**

Pupil Premium was introduced by the Department for Education (DfE) in 2011, as additional funding for pupils who receive Free School Meals and who are Looked After Children and more recently for children whose parents are currently serving in the Armed Forces.

The Pupil Premium, using additional resources from outside the School's Budget, is intended to address the current inequalities by ensuring that funding reaches the pupils who need it most.

We do not wish any child in school to miss out on residential or day trips. Should the cost of the trip be an issue, please make an appointment with the Headteacher to discuss ways that we may be able to help. See the school website <http://www.mayhill.hants.sch.uk/page/?title=Pupil+Premium&pid=19> for more information.

### **School Day**

School starts:	8.50 a.m.
Morning break:	10:30am – 10:45am
Lunch Break:	12:10pm – 1:05pm
School finishes:	3:15pm

Children are allowed on site from 8:30am when the playground opens. A member of staff will be on duty from 8:30am. The school day starts at 8:50am and all pupils are expected to be in school at that time in their classroom ready for registration

At the end of the day, children can be collected from the playground. If parents are not in the usual collection place, children need to make their way to the school office or inform the teacher on duty. We do ask that wherever possible children are advised before school of collection arrangements and last minutes alterations are the exception not the rule. If, however, collection arrangements are changed, we ask that you contact the school office so that we can advise your child.

### **School Payments**

We encourage as many parents as possible to use our online payment system. It is very simple to set up and use and allows you to easily keep track of the balance of your child's accounts with us. You can pay for dinners, school trips, one off events, music tuition etc. and saves you having to send money into the school. The system also enables you to set up payment reminders and alerts for when balances become low.

The School Office will provide you with an online access letter during the first week of term. All three schools in Odiham use the same payments system and your child will transfer from one school to the next on the same system using the same account.

The school office is a cashless environment, we can only accept online or cheque payments. If you send money into school, please send it in a named sealed envelope. Your child will then give it to the teacher who collects all letters / envelopes that day and sends them down to the office in the class wallet.

### **School Uniform**

We expect all parents to provide school uniform for their child. We expect pupils to wear their uniforms with pride and expect shirts to be tucked in and cardigans/sweatshirts not to be tied around the waist. Parents will be informed and expected to resolve any breach of uniform.

#### **Purpose of a school uniform:**

- ❖ To give a sense of belonging and unity to the school.
- ❖ To enable children to concentrate on their education and not be preoccupied with fashion.
- ❖ To enable all children to come to school and not be confronted by peer pressure.
- ❖ To assist parents so that children do not make a fuss over what they are going to wear for the day.

School Uniform is available to order online at [www.michaelhope.co.uk](http://www.michaelhope.co.uk). Alternatively, you can go to the Mayhill school website [www.mayhill.hants.sch.uk](http://www.mayhill.hants.sch.uk) and click on the School Uniform link from there.

Items will be delivered direct to the school free of charge. Should you wish the items to be delivered to your home address, this will incur a delivery charge.

For those parents without debit/credit card or internet access, you can pick up an order form from the school office which can be completed and sent to Michael Hope with cheque payments.

We will only keep a very limited amount of stock in the school office which will be retained for emergency purposes only.

### **GIRLS**

Mayhill sweatshirt or cardigan, white shirt or Mayhill polo shirt, grey/black skirt or grey pinafore dress. Appropriate black/grey school trousers, not jeans or high fashion. White socks or, in winter, grey, black or red tights. In summer, red and white checked cotton dresses may be worn.

Black school shoes with laces, slip-on, Velcro or buckle fastening are acceptable. No sandals, as these generally provide poor foot support and protection and are inadequate on wet playgrounds!

- No fashion shoes of an exaggerated type are to be worn
- No other colours
- No boots
- No high heels or platforms
- No sandals
- No trainers

If, for any reason, your child does not have black school shoes, spare black pumps are available in the Office and they will be asked to wear them that day.

### **BOYS**

Mayhill sweatshirt, white shirt or Mayhill polo shirt, grey/black trousers or shorts. White, black or grey socks.

Black school shoes with laces, slip-on, velcro or buckle fastening are acceptable. Lightweight shoes are acceptable for the summer months. No sandals, as these generally provide poor foot support and protection and are inadequate on wet playgrounds!

- No fashion shoes of an exaggerated type are to be worn
- No boots
- No sandals
- No trainers

If, for any reason, your child does not have black school shoes, spare black pumps are available in the Office and they will be asked to wear them that day.

### **P.E Kit**

For Physical Education lessons, boys and girls wear black or navy shorts, a Mayhill PE T-shirt or a plain white T-shirt. Children work barefoot indoors unless they have a foot infection, but will need either plimsolls or trainers for playground lessons and we recommend trainers for PE lessons in the field.

In winter, a black/navy tracksuit, or Mayhill sweatshirt and black/navy joggers can be worn for outside games. Hoodies are not acceptable and we ask that you avoid bright, trendy and logoed clothing. Children will go outside when it is wet and cold so please make sure they have warm clothing at all times in school.

Children will not be allowed to participate in after school sport clubs without the correct kit.

### **Hair**

Hair must be tied back off children's faces. Girls should wear regular hair / Alice band or clips and not oversized hair bands and bows/flowers which can be a distraction.

### **Coats**

We do not specify a uniform coat but during winter it is important that children have their coats in school. As well as break time and lunch time there may be other times when pupils are working outside the classroom and for these occasions they will require a coat. In summer, we ask that children are sent to school with a light rain mac.

### **Hats**

We encourage the wearing of a hat during the summer term for protection against the sun. A hat with the school logo may be purchased online.

### **Art/craft shirts**

All children should have protective clothing for use in art and craft sessions. Old shirts are useful for this.

### **Jewellery and make-up**

Make up and nail varnish may NOT be worn in school and we do not allow the wearing of jewellery except a watch and plain stud earrings. Children who cannot remove and replace earrings themselves should not wear them on P.E days. No child is permitted to wear any form of jewellery, including ear-studs, during a P.E lesson.

Body adornments e.g. mimic tattoos, hair braids / beads and body piercings are not acceptable in school.

### **Pencil Cases**

Each child should bring a small pencil case to school for their colouring pencils. School will provide a pencil and handwriting pen at the start of the school year, thereafter children need to provide their own pencils and pens. Please ensure the pencil case is small enough to fit into a class tray.

Additional pens and pencils can be bought from the office at break time.

Pencil	10p
Handwriting Pen	50p

### **Security**

In the event of any emergency it is essential that we know who is on the premises. In order to comply with Fire regulations, all visitors who will be spending time in the school must report to the office on entry and exit and sign the book for visitors. This will enable us to know who is in the building in the event of a fire or other emergency.

Likewise, children who need to leave the school for such things as a dental appointment are also recorded in the same way. This will also enable us in the event of a fire to know which children are off the school premises when they are entered as present on the register.

Please ensure that you always sign in when assisting in school and DO NOT sign out until you are ready to leave the premises.

### **Use of the Internet and Social Media**

With the current speed of on-line change, some parents and carers have only a limited understanding of online risks and issues. Parents may underestimate how often their children come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond. Some of the risks could be:

- unwanted contact
- grooming
- online bullying including sexting
- digital footprint

The school will therefore seek to provide information and awareness to both pupils and their parents through:

- Acceptable use agreements for children, teachers, parents/carers and governors
- Curriculum activities involving raising awareness around staying safe online
- Information included in letters, newsletters, web site, VLE
- Parents evenings / sessions
- High profile events / campaigns e.g. Safer Internet Day
- Building awareness around information that is held on relevant web sites and or publications
- Social media policy

### **Cyberbullying**

Central to the school's anti-bullying policy is the principle that 'bullying is always unacceptable' and that 'all pupils have a right not to be bullied'. The school also recognises that it must take note of bullying perpetrated outside school which spills over into the school; therefore once aware we will respond to any cyber-bullying we become aware of carried out by pupils when they are away from the site. Cyber-bullying is defined as 'an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.'

By cyber-bullying, we mean bullying by electronic media:

- Bullying or unkind messaging by texts or messages or calls on mobile 'phones
- The use of mobile 'phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in on-line forums

### **The Internet at home**

Parents are expected to discuss and agree some sensible points with their children. We would encourage that you use the same 4 rules we talk about in school:

- 1 : People you don't know are strangers. They're not always who they say they are.
- 2 : Be nice to people on the computer like you would in the playground.
- 3 : Keep your personal information private.
- 4 : If you ever get that 'uh oh' feeling, you should tell a grown-up you trust.

### **Parents are strongly advised to:**

- Keep the computer in a communal area of the home, such as a corner of the living room
- Take an interest in what children are doing with the computer
- Make sure that computing and playing video games are only two activities among many that children enjoy.

### **Frequently Asked Questions**

#### ***What happens if I cannot obtain a medical / dental appointment out of school hours?***

Write a letter to inform your child's teacher that you will be taking him/her out of school or, if it is an emergency appointment, phone through to the office. Call in to the office when you need to collect your child and the office staff will collect him/her from the classroom. Sign the 'Signing In/Out Book' in the office before you leave and on your child's return.

#### ***What happens if my child loses an item of clothing?***

Items of clothing should not be lost for long. Clearly labelled items will automatically be returned to your child. Other items can be retrieved from the lost property box in the medical room. Unnamed items are sent to a charity shop at the end of each term.

#### ***What happens if my child is ill whilst at school?***

Initially your child will be cared for in the medical room. If he/she does not recover, you will be contacted so that he/she can be collected and taken home.

#### ***What happens if my child needs to take medicine during the day?***

It is permissible for some medicines to be administered by the school. Any medicines or inhalers must be handed in to the office at the beginning of the day. They should be clearly marked with the child's name and dosage. We cannot administer any medicines or creams without a medication request form being filled in.

***What happens if my child has an accident?***

Minor accidents will be dealt with at school but we can only apply limited medication. If there has been a knock on the head, parents will be informed. If a more serious accident happens, an ambulance will be called and you will be contacted.

***What happens if my child forgets his/her packed lunch?***

Your child will not be made to starve. We will contact you. A school meal can be provided and you will be charged or you may bring the lunch into the school office and it will be taken to him/her.

***How do I deliver forgotten items to my child?***

This should not be a regular occurrence. Please encourage your children to organise themselves and their belongings ready for school the evening before. We realise that everyone forgets things occasionally. If this happens, drop the item into the office and your child can collect it from there.

***How does the school communicate with home?***

Most communications are sent by email and text messages. Paper copies of some letters do go home via pupil post so please ensure you check your child's bag after school each day. It is important that information for our communication systems are kept up to date, therefore please do inform us of any changes to addresses and telephone numbers.

***What happens if I want to see my child's teacher?***

Ring the school office for an appointment or, for a quick word make contact with your child's teacher at the end of the school day in the playground. Teachers and school staff are not available before 8.30am.

***What happens if our family circumstances change?***

Please notify the school of any changes, either in a letter or through the office. This is important, as children are always affected by such circumstances, and we ought to be aware of the reasons for changes in their behaviour in order to be sensitive to their needs.

***What do I do if I want my child to learn a musical instrument?***

Both Hampshire Music Service and Rocksteady Music School offer instrumental lessons at school. Information on this can be picked up from the school office.

***What happens if my child needs to bring money into school?***

If the money is something that has been specifically requested by the school, it should be sent in an envelope clearly labelled with your child's name and class, the amount and what it is for. It should be given to the class teacher at the start of the day who collects all envelopes/letters and sends them down to the office. If your child wishes to buy a snack at break time, they should only bring in the correct amount of money for this. It should not be necessary for other money to be brought into school.

***What should I do if I am concerned about my child?***

If you have any concerns at all about your child please do not ignore them. Make an appointment to speak to his/her class teacher sooner rather than later, so that home and school can work together.

***What colour tracksuit should be worn for outdoor games?***

The school PE kit should be worn for all PE, indoor and outdoor. In winter, a black/navy tracksuit, or Mayhill

sweatshirt and black/navy joggers can be worn for outside games. Hoodies are not acceptable and we ask that you avoid bright, 'trendy' and logoed clothing.

***What happens at wet playtimes?***

The children stay in their classrooms and the staff on duty circulate amongst them.

***What happens if there is a fire drill?***

Fire evacuation practices take place termly. When the alarm rings, everyone immediately evacuates the building through the playground door and the children line up in set positions on the upper playground.

Parents should:

- Evacuate the building from the playground door
- Assemble in the upper playground
- Do not leave the site