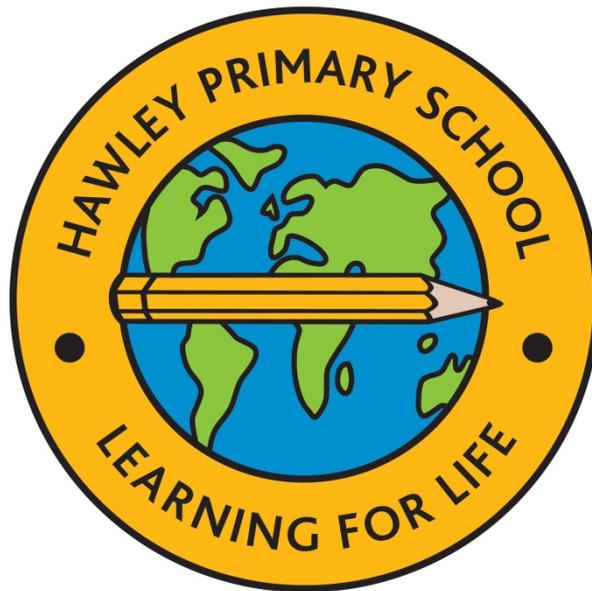


HAWLEY PRIMARY SCHOOL



SCHOOL BROCHURE

USEFUL INFORMATION
FOR PARENTS

HAWLEY PRIMARY SCHOOL

OUR VISION STATEMENT AND AIMS

Happy and healthy

Aiming high

Working together

Learning to grow

Encouraging empathy

Yes, you can!

What we stand for here at Hawley is woven within our vision statement.

We are nurturing, caring and enable our children so that they are not afraid to make mistakes, challenge and explore as part of their own learning journey.

Our inclusive, broad, and balanced curriculum is delivered through creative topics and experiential learning opportunities like visits and trips to enable our children to enjoy, achieve and question through creative approaches to thinking and how we learn. Most importantly we want our children to have fun!

Our curriculum is planned to incorporate British Values and encourages the children to celebrate diversity with the aim of them becoming respectful learners for life. Teachers have established a resource-rich learning environment where everyone feels safe and secure.

We strongly believe that children need to develop their social and emotional skills if they are to participate effectively in society. It is our awareness of this need which has led to an extensive Personal, Social and Health Education programme within our curriculum intent. Through the myHappyMind programme, our children are able to regulate their emotional responses, develop resilience as well as practising mindfulness. The wellbeing of all is one of our key objectives.

We offer a wide range of extracurricular, enrichment activities which support and motivate children to achieve their full potential in areas such as sport, the arts, computing and outdoor learning.

Our passionate teaching team work incredibly hard to ensure the best outcomes for all pupils.

Our Governors are supportive and are committed to staff professional development. In addition, there is a thriving school partnership with parents, Local Authority, and wider school/education partners.

We are proud to call ourselves the 'Hawley Family'.

SCHOOL PERSONNEL

Teaching Staff

Miss Jane Baker	Headteacher
Mrs Francesca Smith	Assistant Headteacher, SENDCo KS1 Lead
Mrs Elle Appleby	Assistant Headteacher, KS2 Lead
Mrs Rebecca Love	Class Teacher, EYFS Lead
Miss Bethany Cansdale	Class Teacher
Mrs Claire Collins	Class Teacher
Miss Amy Crocker	Class Teacher
Miss Hannah Doughty	Class Teacher
Mrs Wendy Edwards	Class Teacher
Miss Hayley Elliott	Class Teacher
Miss Abbie Malloch	Class Teacher
Miss Laura Merkel	Class Teacher
Mrs Julie Phillips	Class Teacher
Mrs Jane Spilsbury	Class Teacher
Miss Rebecca Still	Class Teacher
Mrs Laurence Wos	EYFS, KS1 & KS2 French Teacher

Support Staff

Mrs Danielle Beardsley	Learning Support Assistant
Mrs Shelley Chandler	Learning Support Assistant
Mrs Carol Clancy	Learning Support Assistant
Mrs Marcia Copperwheat	Learning Support Assistant
Mrs Ali Edwards	Learning Support Assistant
Mrs Lucy Ferrie	Learning Support Assistant
Miss Keira Flower	Learning Support Assistant
Miss Jessica Hedley	Learning Support Assistant
Mrs Claire Holmes	Learning Support Assistant
Mrs Toni Hopwood	Learning Support Assistant
Mrs Emma Leahy	Learning Support Assistant
Mrs Claire McDevitt	Learning Support Assistant
Mrs Tracy McFarlane	Learning Support Assistant and ELSA
Mrs Niki Pope	Learning Support Assistant
Mrs Suzanne Reaney	Learning Support Assistant
Mrs Claire Robey	Learning Support Assistant
Mrs Emily Shelley	Learning Support Assistant
Mrs Karen Thomson	Learning Support Assistant ELSA and Librarian
Miss Therese Wheeler	Learning Support Assistant
Mrs Vicki Williams	Learning Support Assistant

Administration, Finance and Site Management

Mrs Jane Lody	Admin and Finance Manager
---------------	---------------------------

Lunchtime Supervision

Mrs Stephanie Green	Lunchtime Supervisor
---------------------	----------------------

School Governors

Miss Jane Baker	Headteacher Governor
Dr Rachel Mogg	Co-opted Governor, Joint Chair
Mr Craig Woolnough	Co-opted Governor, Joint Chair
Miss Hannah Taylor	Co-opted Governor
Mr Duncan Macgregor	Co-opted Governor
Mr Chris Mackinlay	Parent Governor
Mrs Michelle Snowball	Parent Governor
Mrs Julie Phillips	Staff Governor
Mrs Sandy Ellis	Clerk to Governors

THE SCHOOL DAY

Morning School begins at 8.30 a.m. for KS2 and 8.40 a.m. for EYFS and KS1. The gate opens at 8.20am. Members of staff will welcome the children on the playground, and we encourage our children to walk into school independently. If you wish to speak to your child's class teacher, contact them through the class Seesaw app or make an appointment via the school office.

Morning Breaktime is 10.15 a.m. for EYFS and KS1 and 10.30 a.m. for KS2 when the children go out to our large playground at the rear of the school. The children are supervised by teachers and teaching assistants whilst the children can explore the Trim Trail or the Imaginary Play Zone on the day their Class Teacher is on duty.

Lunch Times are organised into staged sittings and each sitting, together with the time spent outside, is supervised by our staff throughout the lunch period. The children have the option of bringing sandwiches or having a school meal, cooked on the premises. Please note that all children in EYFS and KS1 are entitled to a free school meal under the Universal Free School Meal Scheme offered by the Government.

Full use is made of our playground and field areas during this playtime and on the occasions when the weather is wet, the children enjoy a range of supervised indoor activities.

The School Day finishes at 3.00 p.m. for children in KS2 and 3.10 p.m. for children in EYFS & KS1. The children are dismissed by their teacher into the care of the regular adult collecting them. If these arrangements need to be altered for any reason, parents are asked to inform their child's class teacher or the school office.

SCHOOL DATES 2025 – 2026

Autumn term 2025

Term starts for children on: Monday 8th September

Term ends on: Friday 19th December

Half term is between: Monday 27th October – Friday 31st October

Christmas holiday: Monday 22nd December – Friday 2nd January

Spring term 2026

Term starts for children on: Monday 5th January

Term ends on: Friday 27th March

Half term is between: Monday 16th February – Friday 20th February

Easter holiday: Monday 30th March – Friday 10th April

Summer Term 2026

Term starts on: Tuesday 13th April

Term ends on: Friday 17th July

Half term is between: Monday 25th May – Friday 29th May

INSET Days: Monday 20th July, Tuesday 21st July, Wednesday 22nd July

SCHOOL UNIFORM

We pride ourselves in a smart yet wearable uniform, please support us by choosing clothing that your child can manage independently. Simple fastenings, like velcro, greatly help your child, particularly on PE days.

All the children wear the following as our **School Uniform**:

- Grey skirt, pinafore, trousers, or shorts (no leggings)
- White polo shirt or shirt
- Burgundy school sweatshirt/cardigan
- Red and white checked dress
- White, grey, or burgundy socks or tights
- Black, brown, or navy shoes – low heeled walking shoes
- School baseball cap (optional)

PE Kit:

- Navy/Black shorts
- T-Shirt in House colour
- Black or navy jogging bottoms
- Black plimsolls for indoor PE sessions
- Trainers for outdoor PE sessions
- Spare socks to be kept in PE bags
- PE bag
- Swimming Kit required for Year 5 when appropriate to sessions provided.

Purchasing Uniform

School sweatshirts, cardigans, P.E. t-shirts, and school bookbags are available from the school office. Samples for sizing purposes are available at the new entrants Information Evening for Parents. We are mindful of the environmental impact of our uniform and source it from a trusted local provider, ensuring it is of high quality and provides value for money. Second hand uniform is available as part of our 'Helping Hands of Hawley' initiative. Please contact preloveduniform@hawley.hants.sch.uk for more information on how to order.

Spare clothing is kept in school should your child have an accident. We would appreciate it if you could wash and return this as soon as possible after use.

Hairstyles

Hair should be neatly presented with hair longer than shoulder length tied back and away from the face. No extreme haircuts are permitted i.e., tramlines or shaved designs, hair dyes or other distractible styles. Hair decorations such as large flowers, braiding or ribbons are not permitted.

Jewellery

For safety reasons, children are not permitted to wear any jewellery in school. If your child has pierced ears, **earrings must be removed or taped during PE sessions – tape to be provided by parents.** No jewelled or hooped earrings are permitted i.e., studs only. If you intend to have your child's ears pierced, it is advisable to do so during the summer break so that he/she does not miss their PE sessions. Watches are permitted to be worn but must be removed during PE sessions.

The County Solicitor informs Parents that the school or Hampshire Authority cannot be held responsible for any injury caused or exacerbated by the wearing of sleepers or studs in school.

All items of clothing should be fully named. The children are encouraged, by teachers and parents, to take responsibility for their own belongings in school.

Day to Day Essentials

Everyday items your child will need in school:

- ◆ Book bag for Reading Book and letters home

- ◆ Children should wear their PE Kit on PE days
- ◆ A piece of fruit in a box or bag for KS2 children. EYFS and KS1 children are provided with free fruit in school
- ◆ KS2 Children may bring up to 50p for the Healthy Eating Tuck Shop where they can buy a healthy breaktime snack
- ◆ A transparent bottle containing water for in the classroom. This should be labelled with your child's name. Please note that no other drinks are permitted.

No toys or other items to be brought to school unless requested as part of a class topic. Please also note that children are not permitted to bring mobile phones to school.

PLEASE ENSURE ANY ITEMS BROUGHT TO SCHOOL ARE FULLY NAMED

HOME SCHOOL COMMUNICATION

We aim to keep you as up to date with all the information you need to make your child's learning time successful. Information will be sent to through a variety of means:

- ❖ A fortnightly Parents and Community Newsletter published on Fridays
- ❖ Our School Website
- ❖ Letters and information sent to you via Arbor
- ❖ Each class has a Seesaw account. This app supports online learning and celebrates excellent classwork.
- ❖ Letters are occasionally sent home with the children – please check book bags regularly
- ❖ Text messages – particularly for urgent notification of events e.g., snow day school closure
- ❖ Word of mouth verbal messages via the children

ONLINE PAYMENTS

Payments for uniform and trips can be made using our online payment system, Scopay. You will be provided with login details to your child's account when your child begins school with us. Alternatively, you can still pay by cash or cheque so please ensure that payments are sent to school in a sealed envelope labelled with your child's name and class.

SCHOOL DINNERS

School dinners are provided by our catering company Dolce. You will be sent login details for School Grid when your child starts school so that you can create an account and order your child's dinner from home. It is the parents responsibility to order dinners in advance and payments are made directly to Dolce.

FREE SCHOOL MEAL ENTITLEMENT

If you are in receipt of benefits, you may be entitled to receive free school meals, which is different to the *Universal* Free School meals for all children in EYFS and KS1. If you are entitled, you will receive a £20 uniform voucher upon successful application and will receive additional financial support for residential trips in addition to free school meals throughout KS2. Please see the Free School Meal section of our website for information on how to apply online or call in to the school office to discuss with Mrs Lody.

ABSENCE FROM SCHOOL

If your child is unwell, please inform the school office by telephone by 9.30 a.m. on the first day to explain the absence. This can then be marked as an authorised absence.

Term time holidays are not permitted once your child has started school. Permission needs to be sought from the Headteacher should you wish to take your child out of School during term time for an exceptional reason. Please note that strict Government laws are in place in relation to school attendance. Absence without authorisation will result in a penalty notice and a significant fine for parents. The school's Attendance Policy is available on our website.

HEALTH AND SAFETY

The Governors and Headteacher regularly carry out Health and Safety checks and act on their findings. The security of the school is constantly under review but there are daily practices that need to be adhered to to ensure the safety of the children. Therefore, **please:**

- ◆ Inform your child's Class Teacher or the School Office of any changes to adults collecting your child from school.
- ◆ Keep us informed of your current contact telephone numbers so you can be easily contacted in an emergency.
- ◆ Always enter the building via the front entrance and main reception area of the school. All visitors are expected to sign in using the iPad near the entrance to gain entry to our school site.
- ◆ Do not allow your children to play on the Trim Trail or Imaginary Play Zone before or after school. **We are not insured unless a member of staff is supervising these areas.**
- ◆ Parents should park considerately along the roads outside the school site or alternatively use the **Park and Stride car park by Hawley Leisure Centre**. Please take care when parking your car as this is a very busy area at the beginning and end of the school day. **Please note that it is illegal to double park or park on yellow lined areas or grass verges outside the school.** We ask that you kindly consider our resident neighbours by parking with care to avoid blocking driveways and being always polite and courteous road users. As the sign created by our Junior Road Safety Officers says, '**Leave it clear, don't park here**'.

Accidents in School

Nearly all Staff at Hawley Primary School are First Aid trained. If your child is ill or has an accident during the school day, we will contact you as soon as possible. It is, therefore, important that we have up-to-date contact telephone numbers. In the event of a serious accident, the emergency services will be called. Parents are informed of all injuries sustained to the head.

Illnesses

Medicines – only prescribed medicines that require 4 doses a day can be administered at school during the lunch period and only on completion of a permission form available from the school office. Please note that under our school policy guidelines we are unable to keep any medicines in our fridge. All medicines MUST be clearly named. Inhalers for those children suffering from asthma can be kept in the classroom for administration once a permission form (available from the school office) has been completed.

School Nursing Team - The School Nursing Team make regular visits to the school to carry out medical, hearing and sight tests with children in identified year groups. All the children will have these checks at some time during their time with us. All the agencies are very supportive and are available for you to discuss anything that is bothering you on **02382 311550**.

Head Lice – These nuisances are a recurring problem in schools so do not worry! The most current information is available from your GP. However, advice to date recommends washing your child's hair, putting conditioner on the hair, and combing through with a fine-toothed comb. The combing needs to be done thoroughly and regularly. Please let us know if your child has head lice.

PUPIL VOICE GROUPS

Our School Council and Eco Chiefs are elected from each class from Y1 to Y6. Both groups play a pivotal role in the development of the school, meeting frequently with the Headteacher and Governors to share their ideas to promote change and make a positive impact on our school improvement. Elections take place in classes in the Autumn Term and members remain on the pupil voice group for the school year.

Alongside these groups, children also could lead or be part of our Healthy Schools team, Happiness Heroes or Junior Road Safety Officers and Y6 Buddies who support children in EYFS and their transition into school. All these groups, play an invaluable part in Hawley Primary School life.

HOMEWORK

Our aims in providing homework for the children are to:

- Consolidate, reinforce, and develop skills and understanding of topics covered in class
- Extend and challenge learning carried out in school
- Encourage the children to develop confidence, independence, and self-discipline to study outside school
- Manage their learning at home digitally
- Develop an effective working partnership with Parents

Homework tasks are set according to the age and ability of the children. A copy of the School Homework Policy detailing the expectations for each Key Stage and year group is available on our website.

GOVERNOR'S CHARGES AND REMISSIONS POLICY

The Governors agree that it will be necessary to ask for voluntary contributions for the following activities:

- ◆ School trips - to cover the cost of entrance fees, coach travel and for accommodation on residential trips
- ◆ Visiting Groups to school - to cover the cost of fees
- ◆ Cookery – to cover the cost of ingredients
- ◆ Extracurricular clubs and activities

All these activities enhance the curriculum for the children although their existence depends on the willingness of parents to contribute. Insufficient contributions may result in activities being cancelled. A full copy of the policy is available on our website.

HAWLEY PTA

All parents of children attending our school are welcomed into our school community and we have an active and friendly PTA who have the intention of raising funds solely for our school. Staff, Parents, and members of the PTA work together to plan, organise and host a range of fun events for our families to enjoy.

We hope you find this booklet a useful source of information during your child's time here at Hawley Primary School and we look forward to working with you to make it a successful time for you all.

