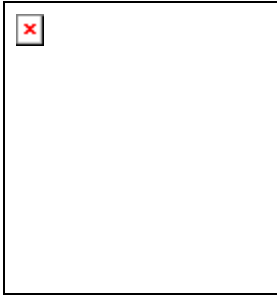


HOBBAYNE PRIMARY SCHOOL

**INFANT SCHOOL HANDBOOK
2008/09**

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INTRODUCTION

Dear Parents/Carers,

Welcome to the Infant Department (Key Stage 1) of Hobbayne Primary School. Teachers for each year group for 2008/09 will be:

Year 1: Ms Watts and Miss Taddeo

Year 2: Mrs Proud and Miss Martinez

The Infant phase is a significant time in your child's development; he/she will be following the National Curriculum and forming a foundation of knowledge which will be beneficial throughout life. We also emphasise the importance of development through structured play and other activities such as school trips, theatre groups, music workshops and artistic opportunities.

The Team Leader for the Infant Department is Mrs Proud. She is available if you wish to discuss any part of your child's education and life in the Infants.

We take your child's academic and social progress very seriously. We look forward to a happy and successful 2008/09.

Yours sincerely

Mrs H Proud
Infant Team Leader

THE BASICS

SCHOOL TIMES



- The school day starts at **8.55am** and ends at **3.15pm**. Infant children have a 15 minute morning break, 1 hour and 5 minutes at lunchtime and a 15 minute break in the afternoon.
- The back and playground gates will be locked at 9.15am and open again at 3.00pm.
- Please ensure your child is **NOT** in school before 8.45am as they will be unsupervised in the playground. In the mornings the children should meet in the Infant playground, line up when the whistle is blown and walk around to the classroom with the teacher. Parents are encouraged to remain in the playground at a distance from the class until the whistle is blown. The children are responsible for their own belongings i.e. hanging their coats up, sorting out their lunch boxes, reading folders and drinks. A note is taken in registers of late arrivals, and in the case of persistent lateness the family concerned will be visited by the Education Social Worker.

ABSENCE



- If your child is sick, please inform the school on the first day of absence before 9.30am by telephone the school office on 020 8567 6271.
- The law requires us to know exactly what is wrong with your child and 'ill' or 'sick' is not a sufficient explanation. Absences where the school is not informed are recorded as unauthorised. The attendance registers are inspected on a regular basis. Every child is expected to achieve at least **95%** attendance over the school year. These targets are set by the Education Social Work Department and the Headteacher.
- Families who intend to take children out of school during term time for holidays need to ask **permission** of the Headteacher. 'Leave of absence' forms are available from the school office. We will only authorise a maximum of 10 days in a school year. Any child who is absent for more than 4 weeks risks losing their place at Hobbayne to another child on the waiting list.

SCHOOL GOLDEN RULES



- We keep our hands and feet to ourselves
- We speak politely, show respect and listen to others
- We move around the school quietly and safely
- We talk to adults if we have a problem
- We wear school colours every day and leave jewellery at home
- We only bring to school what we need
- We ensure we have permission to leave the classroom
- We are quiet when asked to work independently
- We use only permitted balls at break and lunchtimes
- We stand still when the first whistle is blown in the playground.

FOOD & DRINK

DINNER MONEY



- School meals for the Infant Department will be **£1.90 per day** in September 2008 i.e. **£9.50 per week**. Please complete a registration form available from the school office. If you wish to pay by cash or cheque please place your payment in an envelope provided and post in the dinner money box situated next to the school office. Cheques should be made payable to '**Harrison Catering Services Ltd**'.
- Dinner money is payable a week in advance. Alternatively you may pay for half a term or a whole term at a time. There is a facility for you to pay by credit card/debit card, please contact Harrison directly for this payment.

PACKED LUNCHES



- Children are welcome to bring a packed lunch in a suitable box that is marked with their name. Please try to provide a **healthy lunch** to give your child a boost of energy for the afternoon sessions. Fizzy drinks or drinks in glass bottles or cans are **not** allowed, nor are sweets or chocolate.
- **Please do not provide any nuts or nut products in lunchboxes, as some children at the school are known to suffer from severe allergic reactions.**
- During the summer term parents may be asked to give permission for children to eat packed lunches outside.

WATER



- Hobbayne works closely with the **Healthy Schools Project** and it is recommended that children bring a drink of water for during class time as this reactivates the brain.
- It should be brought in a **named** plastic bottle/container, preferably with a sports cap.

BREAKTIME HEALTHY SNACK



- Children may bring a piece of **fruit** to be eaten at a time chosen by the class teacher. Sweets are **NOT** allowed.

CLOTHES & EQUIPMENT

SCHOOL UNIFORM



- Children should dress appropriately for school. Hobbayne school colours are **green** and **grey**, which can be worn alongside **black** and **white**.
- School uniform (T-shirts, sweat-shirts, polo shirts and fleeces) can be purchased from Kevin's in Greenford. The PTA sell caps, hats, book bags and ruck sacks.
- Individual nametags for clothes can be obtained through the Welfare room. It is essential that all school clothes be labelled with your child's name. The school does not take responsibility for lost property.
- Children need to wear **comfortable school shoes**. Trainers and fashion shoes are not suitable for everyday school wear.
- Children can wear sensible, non-digital watches from Year 2 upwards, but are not allowed jewellery. For Health and Safety reasons children with pierced ears are only allowed to wear small stud earrings.
- We do regret, however, that the school does not take responsibility for jewellery that is lost or damaged.

PE KIT



- All children in the Infant Department **must have** a PE bag for their kit. Please ensure that all items in the PE kit are clearly labelled.
 - 1) **Indoor kit**
 - Plain white T-shirt*
 - Black or dark green shorts*
 - Spare socks*
 - Plimsolls*
 - 2) **Outdoor kit**
 - Same as Indoor kit*
 - plus a track suit or joggers for cold weather lessons.*
- Children with long hair need to bring a band to tie back their hair during PE lessons for safety reasons. Watches will be kept by the teacher during PE lessons.

THE EXTENDED CURRICULUM

MUSIC TUITION



- Music tuition will be offered at school from Year 2 in Violin. It is hoped to organise tuition so that it will take place during the lunch time and afternoon sessions, so it should not interfere with Literacy/Numeracy hours. Please make enquiries at the school office if you are interested.
- Lessons **must** be paid termly in advance and parents will be notified at the beginning of each term of the amount due. Payment must be made on or before the first lesson and no lessons will be given until payment has been made.
- When a child starts to learn an instrument it is expected that the child will continue tuition for a minimum of two terms. Should you wish your child to discontinue tuition, you will be expected to inform the appropriate tutor in writing giving one terms notice in advance. If this is not done, you will be expected to pay one term's fees in lieu of notice.

SCHOOL TRIPS / OUTINGS



- We have a policy on trips in order to guide teachers and parents on issues and practices of Health and Safety on trips and visits. These are available for all to read in the Policy Document folder, which is kept in the school office.
- All parent helpers must have received their CRB clearance before helping in the classroom or on school trips.

PTA

PARENT TEACHER ASSOCIATION



- We are very pleased to have a PTA which works so hard to raise funds for the school and to provide a variety of events for the enjoyment of parents and children.
- Every parent is a member of the PTA but some parents commit a lot of time to the school by becoming a member of the committee. Whether you become a committee member or not, your views, ideas and help are equally welcome.
- Please read the main PTA notice board in the lower corridor or the others near or outside the classrooms for essential information about coming events. Each class has a PTA representative who will be happy to answer any questions or queries.

BEHAVIOUR

BEHAVIOUR POLICY

- Our behaviour policy is a very important aspect of a child's life at Hobbayne. Integral to the policy is the aim of enabling children to manage their behaviour in the best way possible.
- Please read the information on Rewards and Sanctions so that you are fully aware of our procedures. We are sure that you will want to support the school in trying to ensure that it is a safe and happy place for all pupils.
- While at Hobbayne children are expected to behave with consideration and respect towards each other and all adults they meet, both on and off the school site.

CODE OF CONDUCT

- For most of the time, children behave in desirable ways and this behaviour will be rewarded with praise, encouragement and recognition.
- If required, sanctions will be applied consistently and fairly. All members of staff are responsible for promoting positive behaviour and must not accept inappropriate behaviour. Each class teacher will wish to run their class in a manner which best suits them, however the school's ethos will still need to be supported.

CLASSROOM REWARDS AND SANCTIONS



Rewards

- Star charts and stickers for good effort, good behaviour and kindness.
- Showing good work during Birthday Assembly.
- Receiving 'well done' cards during Birthday Assembly
- Playground stickers for good behaviour at playtimes

Sanctions

These apply each time a school rule is broken by the same child. A 'clean slate' is applied for each half day.

- The child's name is written up in the board.
- The name is ticked once – the child will miss two minutes of the next playtime.
- The name is ticked twice – the child will miss the whole of the next playtime.
- The name is ticked a third time – the child will go to the Phase Leader.
- In the case of continued or very serious misbehaviour, the child will be sent to the Headteacher.

PASTORAL CARE

SCHOOL COUNCIL



- School Council members are elected by the children, one for each class. The Council meets every two weeks to discuss issues arisen from class councils as well as current topics such as fundraising, decision making, putting forward ideas for school development and supporting the local community.

BULLYING

- Bullying is unacceptable behaviour. It happens in all schools and many children are involved at some time. At Hobbayne we are committed to creating a safe environment where pupils can learn and play. Pupils can talk about their worries, confident that an adult will listen and will offer help.
- The aim of our Anti-Bullying Policy is to ensure the safety of the victim and to support improved behaviour from the bully. When bullying has been observed or reported the school will use a group solving process, which encourages peer responsibility for addressing the problem.
- The process is called '**The No Blame Approach**'. The approach is made up of seven steps:
 - 1 Interview with victim.
 - 2 Meeting with the people involved – including onlookers.
 - 3 Explain how the victim is feeling.
 - 4 Share responsibility – what can the group do about the problem?
 - 5 Discuss their ideas.
 - 6 Arrange to meet again to see how things are going.
 - 7 Meet them again.
- This approach is a concerned approach to change behaviour. If there is a serious incident of violence, or other anti-social behaviour, the usual sanctions in the Behaviour Policy apply.

INTERNET AT HOBAYNE



- The Internet is used as a resource to complement all areas of the curriculum. At Hobbayne we follow guidelines set nationally and children will only be allowed online access when supervised.
- Hobbayne has a policy on the use of the Internet and Information Computer Technology usage in general. These can be viewed at the school.

LOCAL CHILD PROTECTION PROCEDURES

- Because of the day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop.
- Parents should be aware, therefore, that where it appears to a member of school staff that a child may have been abused, the school is required, as part of the Local Child Protection Procedures to report their concern to Social Services immediately.

THE CURRICULUM

READING AND WRITING

- Your child will have one reading folder containing a group reading book, an individual reading book and a free choice book. He/She will be assigned a particular day to read at school and choose new books. Your child must return his/her reading folder on this day.
- Children are also able to borrow a book from the school library. Classes usually visit the library each week on a designated day.
- If you are helping your child to write please use small (lower case) letters, except where capitals are usually used. We use a cursive style of handwriting in Key Stage One. The letter formation is shown below:

PHONICS

- We follow the 'Jolly Phonics' programme. This helps the children to learn the sounds of the English language and how they are represented in words.
- Your child may receive letter sounds to learn and lists of words to support those sounds. Please see your class teacher if you are unsure about how to support your child with phonics.

NUMERACY



- All children take part in a daily mathematics lesson as part of the introduction of the National Numeracy Strategy. There is an emphasis on developing mental numeracy skills and these are practised at the beginning of each lesson.
- You may not be familiar with the ways in which the basic concepts of addition, subtraction, multiplication and division are taught. If you are finding it difficult to support your child using these methods, please do not hesitate to contact the class teacher, or Numeracy Co-ordinator.

HOMEWORK



- We do not set formal homework in Key Stage One. At appropriate times the children are given informal tasks to complete at home. However, we do expect you to read regularly with your child and to communicate with us through the Reading Record books.