

SCHOOL STAFFING LIST - CURRENT

Headteacher

Mrs Liz Stockley

Early Years Unit

Mrs Helen Nicklin, EYFS Team Leader
Mrs Rebecca Watson, Early Years Practitioner
Mrs Sue Wood, Early Years Teaching Assistant

Beech

Mrs Clare Brown, Class Teacher
Mrs Sue Marshall, Teaching Assistant

Lime

Mrs Judith Wells, Class Teacher
Miss Debbie Todd, Class Teacher
Mrs Hellen Lawson, Teaching Assistant

Maple

Mrs Lucy Tweedale, Class Teacher
Mrs Markella Sassis, Class Teacher
Mrs Kim Hammett, Teaching Assistant

Willow

Mrs Nina Hall, Class Teacher
Mrs Sarah Erswell, Teaching Assistant
Mrs Sue Tomlin, Pastoral Care Assistant

School Secretary

Mrs Liz Bannister (not Wed)

Administrative Assistant

Mrs Deb Chamberlain (Mon am, Tues am, Wed)

Lunchtime Assistants

Mrs Kim MacMillan

Miss S Payne

Miss E Barnes

Mrs J Payne

Breakfast Club

Mrs Kim Hammett

Mrs Chamberlain (Mon, Tues, Wed)

Miss S Payne (Thurs, Fri)

SCHOOL GOVERNING BODY

Head Mrs Liz Stockley

Parent Governors

Mr Bradley Chapman (Associate)

Mrs Dani Leak

Mr Patrick Wells

Mr M Ranade

Mrs G Dogan

LEA Governors

Teacher Governor

Mrs Clare Brown

Mrs Lucy Tweedale

Co-opted Governors

Mrs Lesley Calder (Chair)

Mrs Darian Compton (Assoc)

Mrs Anne Feather (Assoc)

Mr Keith Hutt

Mr Rob Brown

Clerk

Mr Mike Kibby

PARKING PROCEDURE



On arrival in the morning, please drive into the car park and allow your children to alight next to the gate. If you are a new parent, Early Years parent or have an appointment in school, please park thoughtfully in the **overspill** car park at the far end, keeping the bays next to the school gate empty.

Staff will park to the extreme left of the school and car park when possible, leaving as many free places in the car park as they can.

In the afternoon, **Ash and Beech** children finish at 3-00 pm and **Lime, Maple and Willow** at 3-15 pm.

If you just have **Ash or Beech** children to collect, please arrive **between 2-50 and 3-00 pm** and park. When your children come out please take them to your car promptly and leave the car park **as soon as possible**.

If you have children to collect from both finish times, please park thoughtfully. Also, please ensure that younger pupils do not go on the field or Trim Trail after school for health and safety reasons. Once you have collected all of your children, we would ask you once again to leave the car park promptly.

If you just have **Lime, Maple and Willow** children to collect, it may be wise to delay your arrival into the car park until 3-15 pm to allow spaces to become available.

- Please use spaces when they are available and **do not park** across open park bays, in the middle of the car park or the Disabled Parking space.
- Please **do not allow** your children to walk unaccompanied through the car park at any time.
- Please **be considerate and show courtesy** to all other school drivers, not only in the school car park, but when also approaching the car park on the A120.

Our overall aim is to ensure our children's safety at all times and we rely on your **understanding** and **co-operation** with others to achieve this aim. Thank you!

COMMUNICATIONS



Parent Newsletters (both EYFS and Main School) are sent out usually on Fridays. We try to send as many newsletters as we can through our secure Parent Email system. **However, try to remember to check your child's bag every day for any information from school.** The most up to date newsletter is always available on the FRIENDS' Notice Board on the ramp and the school website. The Home/School Diary provides opportunities for regular communication with class teachers.

All parents are encouraged to access the School's Website for information about their child and school. www.littlehadham.herts.sch.uk

A Newsletter is sent from The School Friends Association, when necessary.

Absence notes can be collected from the Parent Checkpoint outside the School Office. Every time your child is absent from school a note must be filled in or you must telephone the school telling us why your child is not present. If you forget, the school operates 'First Day Calling' and will ring home to make enquiries.

For all leave of absence taken in school time, (which we do encourage parents **NOT** to take) you must receive prior permission from the school. Absence from school for solely family holidays cannot be authorised, except in exceptional circumstances. Request for Leave of Absence Forms are also available from outside the School Office (see attached letter from Justin Donovan, the Chief Education Officer).

Health and Safety

If your child is injured during lunch or playtimes, and it is thought necessary, a phone call home will be made, especially in the event of a head injury, however slight. All accidents and significant incidents are recorded in our Accident/Incident Log, which is checked daily. Where possible, staff also try to inform parents at the end of the school day.

Please make sure that the school is kept up to date with telephone numbers and addresses. A data collection sheet is distributed annually.

At the beginning of each academic year, a telephone pyramid is set up by the Parent Councillors for each class. If the school has to close suddenly, or if there is an emergency, all parents should receive this information before 8.30 am in the morning. There is a school mobile contact number to confirm school closures. **(07890 203677).**

A message will also be posted on the school website, an email circulated and on local radio.

Parent Councillors also hold 'Afternoon Tea' meetings on the first Monday of the month (Early Years Parents hold Coffee Mornings). These meetings are open to all.

If you wish to see your child's teacher - please make an appointment through the School Office.

PAYMENTS INTO SCHOOL



Any money sent in to School should be placed in the '**BLACK BOX**' situated outside the main School Office.

Wherever possible, it would be appreciated if a cheque or the correct money in a named sealed envelope could be sent to school, clearly labelled with what is inside.

Cheques for School Dinners and Milk should be made payable to Herts County Council.

All other cheque payments should be made payable to Little Hadham Primary School.

TIMES OF THE SCHOOL DAY



Children will be supervised on the playground from 8.45 am onwards by a member of staff in a yellow reflective jacket. The 'Get Ready' bell is rung at 8.55 am and children line up on the playground, ready to be led in by their class teacher. Registration is from 9.00 am until 9.10 am. Children arriving after this time must notify the School Office on arrival and will be marked as 'Late'. This may then be recorded as an Unauthorised Absence.

In Ash and Beech classes the children leave school at 3.00 pm.

In Lime, Maple and Willow classes the children leave school at 3.15 pm.

Lunchtime is from 12 noon - 1.15 pm for Ash and Beech and from 12.15 for Lime, Maple and Willow. The children in Ash and Beech have their dinner first in the dining hall. Children in Lime, Maple and Willow have their lunches after KS1 in the dining hall.

Saplings (Foundation Stage 1) - Sessions are each morning from 9.00 - 12 noon. Children should be taken directly to the Early Years Unit at 9 am by their parent/carer who should return to the Unit at the end of the session to collect their child. Parents should follow the same procedure for absence and delegating another person to collect their child. A password system exists for collection in the EYFS.

The School runs a daily Breakfast Club (B 4 9 Club) from 7.45 - 8.45 am which is open to ALL Little Hadham pupils, from Reception to Year 6. See Office for further details. An early drop off facility is also available from 8.25 am (no food).

If you need to collect your child for any reason during the school day, the School Office must be made aware so that they may sign your child out and, if appropriate, sign them back in on return.

AT THE END OF THE DAY

At the end of the school day children are brought to the Main Entrance by their class teacher and will not be released until the parent/carer is seen. Please notify the school in advance should you delegate another person to collect your child. Similarly, please notify the Office if you may be late in collecting your child. Any child not collected will be asked to wait outside the Office and should be collected from there. After School Clubs should arrange their own systems for collection.

BREAK TIME SNACKS AND MILK



For children in Early Years, Years 1 & 2 there is an option to have milk. If you would like your child to have milk, please ensure that you return the milk request form issued at the beginning/end of each term and place it in the black box outside the School Office. If you have not had a form and would like milk, please drop us a note and place it in the black box. All children should bring a named fresh water bottle into school each day.



In addition, Early Years and Key Stage 1 children receive a piece of fresh fruit/vegetable daily under the 5-a-day Health Scheme. This is to encourage children to try different fruits and vegetables.

Key Stage 2 children may opt into the fruit scheme at the cost of 55 pence per week. Please contact the Office if your child would like to request daily fruit. The Dried Fruit Tuck Shop is available each break time, costing 10p a box.



Children in KS1 and KS2 may bring their own snack into school if they do not wish to partake in any of the above schemes. We request children please only bring in fruit for their snack at break-time, as we find it is far healthier and also reduces the amount of litter in the playground.

LITTLE HADHAM SCHOOL DINNERS



We provide a well-balanced nutritious meal every day and always attempt to provide variety to keep the children interested.

School operates the 'Pupil Choice' system which offers a selection of three alternatives daily. Please contact the School Office for further details.

If you are unsure as to whether your child would like a school dinner, we have introduced a system where children may choose a school meal on certain days of the week, providing this is for a half term duration. This is an ideal time for children to decide if they would like to change to school dinners permanently.

If your child would like to have 'Pupil Choice' dinners, please drop a note in the black box at the office. Please contact the Office personally if you wish to opt for the occasional day meals option.

Hertfordshire Catering is the catering organisation serving Little Hadham School. Please find attached information leaflet and sample menu.

Prices are available from the School Office.

We aim to be a 'Nut Free Zone' to support our pupils with nut allergies and ask parents to adhere to this when providing home packed lunches. Similarly, as a National Accredited Healthy School, we ask parents to reflect this in their choice of contents for home packed lunches. Eg healthy contents- **NO** sweets, please.



SCHOOL UNIFORM REQUIREMENTS AND SHOP



The Official School Uniform is:

Red school logo sweatshirt/school cardigan

Red or white polo shirt - school logo or plain

Grey or black trousers or skirts

Red/White check dresses in Summer Term

Red book bag

Black/brown shoes

Grey socks/white socks/white/red tights

School Water Bottle

School fleece for outdoor wear only (optional)

PE REQUIREMENTS

Red or white school logo or plain T-Shirt

Black or navy shorts

Plimsolls - (Trainers are requested for Outdoor Games)

Navy track suit in winter

Red PE Bag/small back pack for KS2

PLEASE ENSURE THAT ALL CLOTHING/BAGS/SHOES/PLIMSOLES/TRAINERS ARE LABELLED WITH YOUR CHILD'S NAME - EVEN SOCKS/COATS.

Jewellery is not permitted and stud earrings should be taped over for P.E.

Long hair should be tied back at all times.

Nail varnish is not permitted.

SCHOOL SHOP



The school sells all of the logo sweatshirts, cardigans, T-shirts, polo shirts, water bottles and bags.

If you require clothing, please fill in a green uniform order form and hand it in to the School Office with the appropriate cheque, where you will be advised when your order will be ready for collection. New forms can be obtained from outside the office at the Parent Checkpoint.

SCHOOL ACTIVITIES



As the children progress through the school, they will have the opportunity to take part in various clubs and activities. These may change from term to term.

MUSICAL INSTRUMENT LESSONS

From Year 3 onwards, the children may take the opportunity to begin to learn an instrument (depending on the availability of lesson times). There is a charge for these lessons. The Music for Schools Foundation comes to the school one lunch-time each week to teach a selection of woodwind and brass instruments.

Recorder Club meets weekly and these may be purchased from the office.

Key Stage 2 Guitar Club meets weekly.

Year 5 pupils receive keyboard tuition through the Music Opportunities Scheme.

SWIMMING



All the children have the opportunity to take part in swimming lessons from Year 3 onwards. They swim at Grange Paddocks Pool in Bishop's Stortford on a rota basis. A contribution from parents is requested to assist with the cost of these lessons.

SPORT

Early Years/Key Stage One children will concentrate on acquiring basic skills.

Key Stage Two children will learn skills to enable them to play football, tag rugby, hockey, basketball, netball, rounders, kwik cricket, tennis etc.

Key Stage 1 & 2 Gym Clubs meet after school on Mondays.

A Football/Multisports Club meets after school on Thursdays.

Other sports clubs may be organised throughout the year. E.g. Netball, Cricket etc.

Through the Bishop's Stortford PE Partnership, the school is involved in a wide variety of sporting festivals and tournaments throughout the year.

FILM CLUB

Friday Film Club runs after school in the winter months for YR to Y6.

ICT

KS1 ICT club meets every Tuesday lunchtime in the ICT Suite.

KS2 ICT club meets every Wednesday lunchtime in the ICT Suite.

KS2 Animation Club meets on Monday lunchtime in the ICT suite.



N.B. Other clubs may be run for limited periods for enrichment.

EARLY YEARS/KS1 LIBRARY



This brief note is aimed at informing you how the Early Years/KS1 School Library works and so hopefully we can avoid losing any books.

Children may come into the Library each week to choose a book. They are allowed to borrow one book at a time. It would be helpful if parents could check their child's book bag and note whether they have taken out a library book and remind them to return books they have finished with.

At the end of each school term, we have a couple of weeks when no books are taken out and we try to ensure all books are returned. Parents may also be asked to replace or pay for lost or badly damaged books.

Thank you for your co-operation.

PLAYGROUND BUDDIES



In Years 4, 5 and 6 children are invited to apply for the position of Playground Buddy. Applicants undergo a formal interview and, if successful, are then appointed Playground Buddy.

At lunchtime, all Playground Buddies are on duty. Their role is to support the other children and offer a sympathetic ear if needed. They may also need to help solve arguments with friends, no one to play with, falling over etc.

The Playground Buddies meet, as appropriate, with the Deputy Head to discuss ways to improve lunchtimes for all. They wear a yellow cap for easy recognition.

SCHOOL COUNCILLORS

At the beginning of each school year, the children elect a boy and girl representative from each class to become School Councillors. They meet with the Head Teacher once a fortnight to discuss school issues and plan fund raising activities.

PARENT COUNCILLORS

At the beginning of the school year, a parent from each class has the opportunity to volunteer to become the Parent Councillor for that year.

The primary role of the Parent Councillor is to act as a go-between for parents/carers and their child's class teacher, in all but the most personal and sensitive issues. The Parent Councillors also meet up with the Head Teacher every month to discuss any issues/concerns raised by parents.

On the first Monday of the month, Early Years' Parent Councillors meet at 9.00 am and main School Parent Councillors at 2.30 pm for a 'Morning/Afternoon Tea' session. This is an opportunity for a general chat and for discussion on any current issues which parent/carers would like to raise. A copy of the Minutes is distributed to all parents via the weekly newsletter. An emergency class phone pyramid is constructed by the Parent Councillors in September.

CLASS COUNCILS

Classes are asked to form their own Class Council to address class issues and concerns to encourage teamwork and co-operation. They meet fortnightly. This is then taken forward to the School Council.

SCHOOL CAPTAINS

Each Autumn, a girl and boy are selected from the Year 6 pupils to be Girl and Boy School Captains for the year. They are chosen to support the Headteacher in a range of ways.

THE 'FRIENDS' OF LITTLE HADHAM



The School is very grateful to the fantastic support and fund-raising that the 'Friends' Association provides. Without their financial support, we would not be able to offer our pupils those 'little extras'. It also provides an opportunity for parents to meet and create a sense of community within the school. All parents automatically become a member of the 'Friends' Association and a more pro-active core of parents help on the steering committee.

The AGM is held in September and meetings are usually monthly. A Newsletter is circulated regularly to keep everyone informed about forthcoming events etc. It is an excellent way to help support your school, make new friends and have fun raising funds.

Please contact the school if you would like to become more involved.

If you have any other queries or concerns that have not been covered in this booklet, please do not hesitate to contact either the School Office or the Headteacher.

E Stockley
June 2014

