



PARENT HANDBOOK 2024-25

Our vision at Hanborough Manor is for all members of the school to 'Aim High, be Courageous, show Love and Kindness'.

Our Christian vision is underpinned by these words from the Bible:

"Keep alert, stand firm in your faith, be courageous, be strong. Let all that you do be done in love"

(1 Cor 16:13 - 14)

Aim high, 'Keep alert' - look for opportunities to improve, progress and learn new things.

Be courageous, 'stand firm in your faith, be courageous, be strong'- be brave enough to try new things, make mistakes and succeed; to stand up for what you believe is right and make a difference.

Show love and kindness, 'let all that you do be done in love'-treat everyone with love and kindness at all times; value yourself as a unique creation.

The School Day

8.40 – 8.50am	Children arrive at school and go their classroom doors
8.50 – 12.00 noon	Morning session
12.00 – 1.00pm	Lunchtime
1.00 – 3.10pm	Afternoon session
Years 1 – 6	have a 15-minute morning break (10.40 – 10.55am).

Staff

We have a very experienced, skilled and enthusiastic staff who are all committed to providing every child with the best possible learning experience at Hanborough Manor.

Senior Leadership Team

Executive Head Teacher - Sarah Nickelson

Deputy Head Teacher – Ian Jackson

Assistant Head Teacher – Sarah Craine

School Manager – Catherine Barker

SENCO

Mrs Baker-Roberts

HLTA

Mrs Miller

Staffing this year

Year group	Class Name	Teacher	Teaching Assistant
FS	Holly	Mrs Rose (Mon, Tues, Thurs, Fri) Mrs Gomme (Wednesday)	Miss Auton Miss Den Kader Mr Walton
1	Ash	Mrs Fox (Mon AM, Tues, Wed AM, Thurs, Fri AM) Mr Jackson (Mon PM, Wed PM and Fri PM)	Miss Tompkin
2	Willow	Miss Jones (Mon, Tues, Wed) Mrs Baker-Roberts (Thurs, Fri)	Miss Edwards
3	Sycamore	Mr Hagon	Miss Simpkins (Mon, Tues, Wed, Thurs)
4	Elm	Miss Standard	Mrs Wyatt
5	Pine	Miss Craine	Mrs Charalambous
6	Oak	Miss Potter	Mrs Hayes

Support Staff

Administrative Assistant

Catering Staff

Lunchtime Supervisor

Mrs White-Rose

Mrs Woodhouse and Mrs Lambourne

Mrs Clifton

Senior Leadership Team (SLT)

The Executive Headteacher, Deputy Head, Assistant Head Teacher, and School Manager make up the SLT and they meet weekly to ensure the strategic development of the school.

Designated Safeguarding Leads (DSL)

Our safeguarding team is made up of Mrs Nickelson (DSL), Mr Jackson as Deputy DSL, Mrs Wyatt who is our Deputy-DSL for our wraparound service and Mrs Sandra Einig is our Safeguarding Governor. Together we ensure the safety of the children and staff. If ever you are concerned about the safeguarding of a child please contact us via the school office.

Behaviour

Our Relationships and Behaviour Policy can be found on the school website. Our staff spend time building relationships and we pride ourselves in knowing all of our children. Our aim is to reward positive behaviour and we do this by rewarding the children with Dojos (house points). All parents should receive a QR code to join the Class Dojo for their child. Through this system the children are rewarded for showing one of our school values. Parents will receive notification when their child receives a Dojo. The children receive bronze, silver, gold and platinum certificates as they achieve, these will be given out in celebration assembly. Each week we hold a 'Celebration Assembly' where certificates and achievements are celebrated as a whole school. Please let us know if your child has achieved something out of school so that we can share this with the other children and adults. Children are in one of six groups allocated to a colour (red, blue, yellow, green, orange and purple) and their Dojos go towards a group total – each term there is a reward for children in the group with the most Dojos.

To join to your child's class please click on the correct link – your child's teacher will authorise the connection. Our new Holly class is also set up so please click the link below.

FS	Holly	https://www.classdojo.com/ul/p/addKid?target=class&class=CY479R8
Y1	Ash	https://www.classdojo.com/ul/p/addKid?target=class&class=CQHYYEP
Y2	Willow	https://www.classdojo.com/ul/p/addKid?target=class&class=C44ZDLK
Y3	Sycamore	https://www.classdojo.com/ul/p/addKid?target=class&class=C6L2QDC
Y4	Elm	https://www.classdojo.com/ul/p/addKid?target=class&class=C527UFZ
Y5	Pine	https://www.classdojo.com/ul/p/addKid?target=class&class=CVWDS2S
Y6	Oak	https://www.classdojo.com/ul/p/addKid?target=class&class=CSYD8NJ

School Council

Each September the children vote in a new School Council. The committee has two members from each class and meet twice a half term with the school's senior leaders.

Organisation of the day

Arrival and pick up

Please ensure your child arrives at school on time, as above. It is important that you do not leave your child before 8.40am, as school cannot be responsible for them before that time. The school takes responsibility for the children once the classroom doors have been opened at 8.40am. School gates will be opened at 8.35am and locked at 8.50am. Please collect your child on time from outside their classroom doors at the end of the school day. In FS to Y5 the teacher will make sure that the parent is on the playground before letting the child leave the classroom. From Y6 onwards the class teacher will let the children leave on their own. It is the parents' responsibility to make sure that the class teacher is aware if there is anyone else other than themselves collecting their child (in FS, Y1 and Y2, this is done via a communication book inside the classrooms). Please, unless in an emergency, make sure that this is done at the start of the day with the class teacher or teaching assistant.

In the event that a child is not collected by a parent or carer the class teacher will then make every effort to contact someone as per the child's school records. If the child has not been collected and no contact has been made within 30 minutes the police will be contacted.

Preparing for the school day

We aim for our children to be independent at a young age – please check they have all of their belongings before coming to school. Forgotten items have a huge impact on office staff and any item brought into school after the start of the day may not reach the classroom until later in the day. If your child has forgotten an essential item please drop it in the drop box in the reception area at the front of school.

Please make sure that your child brings a filled water bottle (water only please), their reading book and diary, lunchbox if needed, outer clothing depending on weather, and anything else that they may need for the day (swimming kit, violins).

Breaktime – 10.40 – 10.55am

Children can bring fresh fruit or a vegetable snack to eat at breaktime. Free fruit is provided for all children up to and including Year 2. They can however bring their own in a named box.

Lunchtime – 12.00- 1.00pm

You can choose whether your child brings their own packed lunch from home, or whether they have a cooked school dinner. Lunches should be pre-ordered and paid in advance by parents using School Grid. If your child does not attend school as they are unwell please cancel their order so that you are not charged.

If your child is having packed lunch, please send drinks in a leak proof container (no fizzy drinks) and remember to label lunchboxes. In keeping with our healthy schools ethos, we ask that the children do not have sweets, including chocolate, in their lunchbox. Free school meals may be obtained if you are in receipt of certain benefits, please contact the school office for further information. The Government initiative also states that all children from Foundation Stage to Year Two are entitled to a Free School Meal. **As we have a number of children and staff who suffer from nut allergies, we also ask that no products containing nuts are included in lunch boxes.**

Drinking Water

Research shows that our brains need water to stay active and alert. We suggest that all children bring WATER in a clear plastic bottle with a sports top to keep in their classroom. **No juices or cordials permitted**. Please ensure the bottle is named. Bottles must go home each day to be cleaned.

Attendance

Pupils are expected to attend school every day and will sign an agreement at the beginning of each school year, to agree to keep their attendance at, or above, 96 percent throughout the year. We monitor attendance regularly and will be in contact with you as soon as your child's attendance causes a concern. It is important that school and home work together to ensure children attend school as much as they can. Please speak to either the class teacher, Deputy Head or Head Teacher if you need support with your child's attendance.

Absence through illness

If your child is ill please telephone 01993 881446 and leave a message explaining their absence on the answer phone before 9.00am informing us of expected return date and nature of absence. For safety reasons the school will follow up any child who is absent without reason. Parents must ring on each day of absence.

We follow this procedure when managing absences.

1st Day:

Parents notify school if their child is absent before 9am. If no contact is made by the parent/carer school will telephone home.

2nd Day:

If the child is still absent and no contact has been made by the parent/carer, school will again telephone home.

3rd Day:

If the child is still absent and no contact has been made by the parent/carer, school will visit the home. If there is no response school will inform MASH (Multi Agency Safeguarding Hub) of the child's continued absence.

Punctuality

The school day begins at 8:50am (classroom door opens at 8.40am) and we ask that children arrive promptly to ensure a positive start to their learning. The children all have early work to complete and when children are regularly late they are missing out on important learning. Please ensure that your child is not late for school. Children who arrive late are asked to report to the school office on arrival. Both gates will be locked at 8.50am, so please make sure you have left the school site before then. If the gates are locked please ring for assistance at the main (front) gate.

Attending appointments

If possible, please arrange any medical and dental appointments outside school hours. This will result in children not losing out on important learning.

Absence for holidays

By law there is no entitlement to term time absence. Exceptional absence is authorised solely at the discretion of the Headteacher, within the framework of current legislation. If you wish to take your child out for any reason, please complete an absence request form which is available from the school website or school office. If the absence is unauthorised you may incur a fine from Oxfordshire County Council.

HOMEWORK

Children are expected to work at home to support their learning at school and parents and families are encouraged to share and support their children in their homework activities. At Hanborough Manor CE School we put homework onto Google Classroom every Wednesday. Books are provided on request. Homework should be completed by the following Monday. If you have any concerns at all regarding homework please do not hesitate to talk to the class teacher. You should have

received or will receive a password to join a classroom – please do not change the password. For Foundation stage children homework will look different and will not start for the first few weeks.

COMMUNICATION

We communicate with parents and carers using ParentMail. If possible, please subscribe to the ParentMail App. A list of dates for the year will be issued in September and added to the school website.

If you have any queries or concerns about your child at school the first person to approach is the class teacher. They are available before and after school if the query is urgent, but if you need more time or privacy then please make a mutually convenient appointment through the office. If the issue has not been resolved by the class teacher, the Assistant Head or Deputy Head should be contacted or SENCO if appropriate. After this stage the parents should contact the office to make an appointment with the Headteacher. If informal attempts to resolve a complaint have failed, the complainant should set out the concern in writing to the Chair of Governors, who will investigate and take appropriate action. Please do not make contact with members of staff personally (even if you are friends or family), please make sure you follow the correct procedures outlined above.

At the beginning of each academic year we provide you with a Student Update Form. This lists all contact information that we have for you and gives an opportunity for you to update any changes. This form also requires you to inform us of any medical conditions, including allergies suffered, that we should be aware of. Please remember to inform us of any changes through the year, medical or contact information, as soon as possible. You will also receive a “September Pack” which asks for your permission for various annual activities and includes a summary of our Charging Policy, an Internet Code of Conduct and the Home School Agreement.

TRIPS, VISITS AND EDUCATIONAL ACTIVITIES

We strongly believe that educational activities enrich the children’s learning. We will endeavour to get all permissions and contributions to parents in a timely manner, please ensure that all correspondence is completed promptly. Other than residential, we do ask for voluntary contributions towards our trips and visitors, without these we may not be able to proceed with the trip as it may not be financially viable.

HEALTH & SAFETY

First Aid

Basic first aid is given at school when necessary by qualified First Aiders. If an accident needs hospital attention we will make every effort to contact parents. We ask parents to ensure that all contact information is kept up to date so that we can make contact in an emergency. All injuries are recorded and parents will receive a slip explaining about the injury. For all head injuries parents/carers will be contacted.

Medication in School

If your child is on medication that needs to be taken during the school day please hand it in to the school office, it must not be left in a school bag or drawer where other children may find it. We require a signed form stating the child’s name, class and dosage and the medication must be in the original packaging. School staff will supervise the administration of medicines as long as we have the necessary consent. We are unable to administer un-prescribed medication.

Asthma inhalers

Asthma inhalers are prescribed medication and parents are asked to complete a Parental Agreement Form on their child’s entry into school. These need to be clearly named and kept in the classroom. Each teacher will have a secure storage area for these if required.

Allergies and serious medical conditions

It is vital for the safety of your child that we know about any allergies that require urgent medical treatment, or any serious medical conditions that may need a care plan. Please keep the school office informed.

UNIFORM

We have a school uniform, which all children should wear.

Hanborough Manor school uniform consists of the following:

- Navy blue sweatshirt, cardigan or fleece (both available with school logo)
- White or navy polo shirt (both available with school logo)
- Grey skirt, pinafore or tailored grey trousers
- Grey or white socks/tights

Hair fastenings should be plain (no glitter, feathers, ears etc) and in school colours

Summer

A sun hat Blue gingham dresses

Grey shorts/culottes (around knee height)

Shoes

Smart black shoes (not open-toed) for use indoors. These should be available in school at all times.

A pair of trainers for outdoor play (as well as PE – see below).

These should be available in school at all times. Children **MUST** change their shoes for outdoor play and PE.

For PE/Games

- PE bag
- Trainers
- Plain navy blue shorts
- Plain white T-shirt (available with school logo)
- Fleece or sweatshirt (available with school logo) (not the sweatshirt worn during the day) • Additionally, if your child is wearing tights they will need a spare pair of socks
- During colder times of year, a tracksuit is useful for outdoor activities
- Long hair should be tied back with a sensible, soft fastening.

PE kit should be worn on the days where the children have PE.

For swimming

- Swimming costume, swimming hat, Towel

Please note that the school follows Oxfordshire County Council's policy on swimming goggles. Children are permitted to wear swimming goggles during school swimming sessions if they provide permission.

Footwear

Trainers, platform shoes, boots, open toed sandals and high heeled shoes are not permitted to wear at school.

Jewellery, hair and accessories

Children are not permitted to wear jewellery in school, apart from a simple watch (not a smart watch) and stud earrings, which **MUST** be removed for PE and games lessons. Children must be able to take out their own earrings.

Nail varnish is not permitted in school and pupils wearing nail polish will be asked to remove it immediately.

Fake tattoos and body art, including make up are not permitted.

Long hair (boys and girls) must be safely tied back and hair must be the child's natural colour. Hair fastenings should be plain and in school colours. Artificial hair, braiding threads etc are not permitted.

Forest School

Children should come to school in warm clothing on Forest School days including long sleeve top and long trousers. Please make sure that the children are still dressed appropriately for school and looking smart.

All items of equipment and uniform should be clearly labelled with the child's name. Uniform with the school logo can be ordered through PMG Schoolwear a link to which is available on the school website. Details can be found on the parents portal of the website.

If a child regularly (more than three times) does not wear the correct uniform a letter will be sent home. Any long-term issues regarding school uniform including PE kit should be discussed with the Headteacher. If you have any problems providing correct uniform please speak to staff asap so that we can help you. The PTA has a supply of previously owned uniform.

Valuables in school and lost property

Please do not allow your child to bring valuable items to school, including mobile phones and computer games. They should not bring any toys or games in unless it is requested. The school does not have lost property boxes. Named items are returned to the child. We occasionally leave unnamed items outside for you to claim. Unclaimed, unnamed items are donated to a local charity at the end of each term.

FOREST SCHOOL.

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Monday afternoons	Year 3		Year 2		Year 4	
Wednesday afternoons	Year 1 (terms 1-3)			Year 5 (terms 4-6)		
Friday afternoons	Year 6 (terms 1-3)			Foundation (terms 4-6)		

SWIMMING

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Monday	Year 4 Elm	Year 6 Oak	Year 5 Pine	Year 3 Sycamore		

PE Timetable

Please can children come to school in PE kit on these days.

Holly	Wednesday	
Ash	Thursday	Friday
Willow	Monday	Thursday
Sycamore	Monday	Thursday
Elm	Monday	
Pine	Tuesday	Friday
Oak	Tuesday	Thursday

CLUBS

Club	Day	Age group/Info
Breakfast Club - Andrews Active	Tuesdays, Wednesdays & Thursdays - 8.00am-8.40am	Years: All Starts Tuesday 10 th September 2024 Finish: Thursday 24 th October 2024 Time: 8am-8.40am Booking: Please contact John Andrews to book this club 07917 444 498
Football – Andrews Active	Mondays – 3.10pm-4.10pm	Years: 1-6 Starts: Monday 9 th September 2024 Finish: Monday 21 st October 2024 Time: 3.10pm-4.10pm Cost: £35 for 7 sessions Booking: Please contact John Andrews to book for availability for this club 07917 444 498 Meet in the Art room
iRock	Monday mornings (in school time)	Please contact iRock direct to book on to this – all details on the poster attached.
Little Masters	Wednesdays 3.10pm -4.30pm	Years: All Starts: Wednesday 11th September 2024 Finish: Wednesday 23rd October 2024 Time: 3.10pm-4.30pm Cost: £59.50 Booking: To book your place email gerri@littlemasters.co.uk Places will be allocated on a first come first served basis.
Master Builders Club	Thursdays 3:10pm – 4:10pm	Years: 1-6 Starts: Thursday 12th September 2024 Finish: Wednesday 24th October 2024 Time: 3.10pm-4.10pm Cost: £56.00 Booking: Via the website www.masterbuildersclub.co.uk/school-events/ Places will be allocated on a first come first served basis.

WRAPAROUND

These sessions can be booked through the ParentMail accounts section. We ideally ask that you book these in advance so that we can ensure we have enough resources and appropriate food for the sessions. There is a maximum of 20 children per session for safety reasons.

The sessions that we currently offer are:

Monday – Friday 8:00- 8:45am. You can drop your child off at anytime from 8am. We do not provide breakfast, but children can bring in their own breakfast with them if they have not already had it at home.

Monday – Thursday 3:10- 5:45pm. You can pick up your child at any time during the session. A snack is provided which they can choose each session from toast, ham, cheese, jam or Marmite sandwich or breadsticks, there will also be a range of different fruit or vegetable items to choose from too. Allergies, intolerances, and dietary needs can also be met with prior warning.

Please see our website for more information about our Wraparound service.

DATES AND EVENTS

Each year we publish a list of dates for parents and carers. These will be updated in the weekly bulletins, newsletter and on the website.

WEBSITE

You will find all of our policies and procedures on the school website. There are also class pages which get updated by teachers throughout the term. All dates will be added to the website and parents and carers are able to link their calendars so that dates are not missed.

CURRICULUM

You will find information about our curriculum on our website: www.hanboroughmanor.co.uk

September 2024