

Hannah Ball School

New Starter Information



Welcome

We would like to take this opportunity to welcome you and your child to Hannah Ball School. We are a one form entry primary school in the heart of High Wycombe. Our small and friendly school serves a diverse community and offers a broad, balanced and evolving curriculum. We are a reflective and forward thinking school with a hardworking and dedicated team of staff, fantastic children and supportive governing body. We ensure everyone has the confidence, skills and ambition to face the next step in their learning.

Our school ethos is **“Together We Inspire, Aspire and Achieve”** and it is integral to the way we organise, work and deliver our curriculum. There are five values which reflect that:

- Honesty
- Kindness
- Respect
- Responsibility
- Resilience

This handbook provides a brief introduction to the school and its activities, with general information about school meals, dates of school holidays and the Reception Induction Programmes. Guidance is also provided on other key subjects, but please do not hesitate to speak to any of our staff if you would like further information on any particular matter.

Through this introduction, we would like to invite you to join with us in a mutual partnership to fulfil your child's development needs throughout their formative years.

Communicating with Parents

Regular communication between parents and teaching staff is one of the most positive ways in which children can be supported through their school years and we seek to encourage this dialogue wherever possible.

In this context, we believe that regular contact between parents and teaching staff is useful in helping parents to understand and appreciate our work and objectives in school, whilst encouraging the children to take pride in their work and the school community.

Parents will receive a variety of letters, emails and texts to keep them informed about events in school, including a weekly newsletter, which are specifically designed to inform parents of what has been, and will be happening, within our school.

The school website is kept updated with the current round of projected trips, visits and visitors to school and is a good first step in checking for what is happening/due to happen in and around school. To help encourage this communication, we hold a 'Welcome Evening' at the beginning of the Autumn term, where you get to meet the class teacher and 'Parents Evenings', which are held during the Autumn and Spring terms, when parents are invited into school to discuss their child's attainment and progress with the class teacher. Each child is also provided with comprehensive Annual Report towards the end of the school year. There is also the opportunity to discuss the Annual Report with the class teacher during the last fortnight of the summer term.

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Headteacher: Mr N. Hingley

Daily Routines and Activities

School starts at 8.50 am for all pupils. Any parents arriving late will be asked to sign in the late book and the child's late arrival will be marked on the register.

Reception and KS1: The morning session finishes at 12 pm, with an hour break for lunch. The afternoon starts at 1 pm and finishes at 3.10 pm, when parents collect their children from the playground.

KS2: The morning sessions finishes at 12.20 pm, followed by lunch. The afternoon starts at 1.20 pm and finishes at 3.15 pm. With a signed permission from a parent, Y6 pupils can walk home on their own.

During the day children will have the opportunity to take part in a variety of activities. These may include directed or self-initiated activities, as a whole class, small group, or individual. These activities may be indoors or in our outdoor classroom, so please make sure your child is dressed appropriately for the weather.

Collecting Children

Please make staff aware of who will be regularly collecting your child. Should there be a change in the person collecting then, if possible, please put it in writing. We are, however, aware that there are times when carers are delayed; in this instance please telephone the school as soon as possible so that we are aware that someone will arrive shortly. Should children be left at school, we will use the contact information to ring you.

Absence from School

Children who are unwell, or who are suffering from infectious conditions should be kept at home until they have fully recovered. Please don't send your child to school for 48hrs following the last spell of sickness or diarrhoea.

In the interests of safety and security, please advise the school of any absence as quickly as possible and preferably before 9:30 am. You can do so by phoning the school and leaving a message on the absence line or by emailing the school office. This must be done on every day of your child's absence.

If a child is unwell or injured at school, one of our first aiders will administer immediate treatment. Whatever the ailment, from a grazed knee to an upset stomach, they will always act in the best interests of the child. You will of course be notified of any treatment and, if necessary, will be contacted immediately at your home or place of work.

Contact Information

In the event of emergency contact, the school needs to have up-to-date information of parents and carers telephone numbers; please ensure that you inform the school promptly of any changes to any of these numbers.

Medicines in School

If your child needs to take any prescribed medication whilst at school, please make sure that a parent brings it to the School Office, where they will be asked to complete and sign a form. A register is kept of all medication given in school and we have secure facilities for storing inhalers and other items which need to be used on a regular basis.

Lunch Times and Snacks

Children may bring a packed lunch from home, but we find that most choose to have a delicious and nutritious school meal. To help the school kitchen, we ask that you pre-order your lunch online. School lunches are free for children in the Reception, Year 1 and Year 2 classes. For all other children, they cost £2.50 unless your child is entitled to a free school meal. Please fill in the Free School Meal and Pupil Premium form if you think you may be eligible.

Packed lunch boxes must be clearly marked with the child's name. We aim to encourage a healthy lifestyle amongst our pupils. To this end, we would ask parents whose children bring in packed lunch that they are healthy and contain no fizzy drinks, chocolate bars or sweets.

Each child is asked to bring in a water bottle, which is filled daily in order for the children to have access to water throughout the day.

In Reception and KS1, the children are provided with a piece of fruit every day as part of the National Fruit Scheme. Children age under 5 are entitled to free milk daily, and if you wish then milk can be purchased through 'Cool Milk' once children have had their fifth birthday. Please sign up to 'Cool Milk' about 4 weeks before your child's birthday to ensure that they continue to receive milk.

In KS2 the children should bring in a healthy snack for playtime. Ideas for these can be found <https://www.nhs.uk/change4life/food-facts/healthier-snacks-for-kids>

School Uniform, PE Kit and Lost Property

Please see our uniform list for details. All uniform is available from Sports Crest in High Wycombe or their website: www.sportcrest.co.uk/hannah-ball-school/s8

As we have an on-going and persistent problem with lost/mislaid items of clothing and personal property, please ensure that all personal items, clothing etc. are clearly named with either permanent marker or sew in/iron on name tapes. Any unidentified lost property will be stored in school and, if unclaimed, will later be sold by the PTFA, donated to a charity or disposed of.

Educational Visits

Your child will have the opportunity to take part in educational visits. So that the children are supervised at all times we ensure that there is the correct ratio of adults to children, often requesting parents to join us to direct and monitor a small group of pupils.

Breakfast Club

The school runs a Breakfast Club every morning in the dining hall from 8 – 8.45 am. There is no need to pre-book, just turn up on the day. There is a £2.50 charge that includes a simple breakfast.

Afterschool clubs

At Hannah Ball School, we offer a range of free, school run clubs as well as paid clubs run by external providers. The clubs change termly so please refer to our website for the current list.

Policies

The school follows the Government Guidelines in Safeguarding Children and also provides a range of policies, from school management to curriculum/subject planning, which are available on our website or printed upon request.

Please visit our website for further details on any of the above and more or contact our school office staff, who will be happy to help you.

We hope you enjoy your time at Hannah Ball School.

New starter checklist

Please use this checklist to help you make sure you have everything you need prior to your child's first day at Hannah Ball School.

CHILD'S NAME:	
All pupils' forms/documents (to be handed to the office prior to your child's first day)	
Buckinghamshire Council Admission form	
Original copy of child's full Birth certificate (or passport if they were born outside of UK)	
Utility bill dated within the last three months, showing usage	
Parent's photo ID (e.g. passport, driving licence)	
The school office will take a copy of these	
Multi-consent form	
Dolce parent information sheet (school lunches provider)	
Internet Code or practice agreement	
Forms relevant to some pupils only	
Pupil premium and free school meals application	
Registration for school milk (free for under 5's)	
Swimming and goggles consent form (Year 3&4)	
Walking home alone consent form (Year 6)	
Administration of medicine form	
Equipment	
School uniform	
PE kit	
Lunch box & water bottle	
Wellies (for Rec and Y1 only)	
School book bag with a logo (for Rec and KS1)	
School bag (KS2)	
Swimming kit (for Year 3 and 4 only)	