



# Hazeldown Primary School

Maudlin Drive, Teignmouth TQ14 8SE  
Tel 01626 772901  
admin@hazeldown.devon.sch.uk  
www.hazeldown.co.uk

**2024 - 2025**

## **Little Acorns** Essential Information

For Parents

Telephone: 01626 772901  
www.hazeldown.co.uk

E-mail: [littleacorns@hazeldown.devon.sch.uk](mailto:littleacorns@hazeldown.devon.sch.uk)



**FROM LITTLE ACORNS GREAT OAKS GROW**

## **List of Staff and Names of Classes**

**Headteacher** Mr Stuart Ludford  
**Deputy Headteacher** Mr Kit Hardee

### **Nursery/Pre School-Staff**

Leader Mrs Samantha Boyer  
Deputy and Play Worker Mrs Susan Belfield  
Practitioner Miss Lauren Anthony (inc Little Acorns After School Club)  
Practitioner Miss Laura Rowsell (inc Little Acorns Breakfast Club)  
Practitioner Mrs Tiffany Doo

### **Breakfast Club & After School Club Supervisor**

Mrs Lorraine Heal

### **Breakfast Club & Afterschool Club Staff**

Mr Jake Platt, Mrs Alison Wilson, Mr Matt Aplin, Mrs Sheena Proctor

SENDCO Mrs Emily Duffield  
Early Help & Assistant SENDCO Ms Michelle Swainson

### **School Office**

Little Acorns Administrator Mrs Sarah Jenkins  
Business Manager Mrs Maxine Hart  
Senior Administrator Mrs Ceri Radford  
Administrator Mrs Samantha Barnes-Cole

## **School Uniform**

Children are expected to wear the school t-shirt and sweatshirt, which can be purchased on the Price and Buckland website, [www.price-buckland.co.uk](http://www.price-buckland.co.uk). The Hazeldown PTA run a "pop up uniform shop" selling pre-loved uniform for all seasons. The shop is open from 3.00pm – 3.30pm every Friday (unless raining). The shop is located on the main playground. Please can you make sure you clearly label your child's uniform.

## **Spare clothing**

Please bring in a spare change of clothing and underwear should they need to be changed, due to toileting incidents and/or messy/wet play.

During the summer term please provide your child with sun cream and a sun hat.

During the autumn and spring terms please provide your child with a warm coat as we will be using the outdoor facilities in all weather conditions.

Please can you make sure All your child's items are clearly labeled, especially items they are likely to remove such as coats and hats.

## **Jewellery & Hair**

For health and safety reasons we only allow ear studs.

No extreme hairstyles such as tramlines or contrasting colours. Hair should also not be a distraction to learning.

## **Appointments with Staff**

Little Acorn staff are always happy to talk with you at the end of your child's session, if you need more than a few minutes we'd suggest you email and arrange an appointment. Please understand we may not be able to arrange a short notice appointment, staff may have meetings straight after school.

Leader	Mrs Samantha Boyer	sboyer@hazeldown.devon.sch.uk
Little Acorns Administrator	Mrs Sarah Jenkins	sjenkins@hazeldown.devon.sch.uk

If you wish to contact Mr Ludford, our Headteacher, or Mr Hardee our Deputy Headteacher, please email the admin team on [admin@hazeldown.devon.sch.uk](mailto:admin@hazeldown.devon.sch.uk) addressing the email for their attention.

## **Attendance**

**Sickness and Diarrhea** - Following a bout of sickness and/or diarrhoea, children need to be clear of symptoms for 48 hours. Parents need to make a judgment to whether their child is well enough to return to Little Acorns after this time.

**Temperature** – We ask that your child remains at home with a temperature, they are welcome to return when the temperature has gone down.

**Illness of other family members** – Please note you will still be charged for your child's sessions in the event that you are unwell and therefore unable to bring your child to pre school.

## **Reporting Absences**

We request you contact the main school office if your child is unwell, please call 01626 772901 and our office team will inform Little Acorns before 9.00am (8.00am if they are attending Breakfast Club)

If possible, all medical appointments should be made when your child does not have a session booked.

## **Medicines in School**

- A written request must be made by someone with parental responsibility using the official forms available from Little Acorns or the school office.
- The form, together with the medicine, should be given to a member of Little Acorns staff for safekeeping.
- Medicines will be administered as prescribed and asthma inhalers are available on demand.

## **Registration**

Registration is taken at 9.00am and 12.00pm. Please endeavor to arrive at 9.00am (or earlier if you are attending breakfast club) for morning sessions and 12.00pm for afternoon sessions.

## **Behaviour Guidelines for Children**

We aim at Hazeldown to promote and reinforce high standards of behavior whilst building on pupil's self-esteem.

We have a clear list of positive sanctions designed to support children with making positive behaviour choices and give opportunities to turn around and rectify a poor choice before a situation escalates.

The school work hard to educate the children so they are able to promote positive behavior themselves and cover the subject of bullying with the children. Bullying is not acceptable, will not be tolerated and we encourage you or your child to raise any issues with staff as soon as possible.

If you have any concerns regarding behaviour, please raise them with the school staff so appropriate actions can be put in place.

## **Car Parking**

Children are not allowed in the top car park at any time. Please do not bring cars into the car park at the beginning or end of school sessions. We would ask you to park considerately and not block residents' drives or park on the zig-zag lines or in the bus stop outside school at any time.

## **Food and Drink**

**Snacks** – A healthy snack will be offered during the morning session. This will normally consist of fruit and a savory cracker/breadstick.

**Lunch** – We do not supply school lunches to pre-school children. Parents are expected to supply a healthy packed lunch and a drink for their child if the session booked falls within our lunchtime session (12-1pm).

**Water bottle** – Please ensure your child comes into pre-school with a labelled water bottle as they will have free access to their drink at all times.

## **Nappies**

If your child wears nappies, you will need to supply these along with wet wipes and nappy cream.

## **Security**

The school takes security very seriously. All visitors are required to sign in and wear a visitor's badge. Whilst we do not currently ask visitors to hand in their mobile phones on entry, we would ask that you do not use them in school. Children arriving and leaving school during the day must be signed in or out via the main school office. All outside doors in the main building and Little Acorns are only accessible from inside.

## **Lost Property**

Please speak to staff if your child mislays any items.

## **Mobile Phone Policy**

Please do not use your mobile phone on school premises.

## **Dogs on Site**

We regret to inform you that no dogs are allowed on site.

## **Extended Pre-School Sessions** (children 3 years and over)

Sessions are held within our Hazeldown School main hall with a member of the Little Acorns team, there is a limit of 8 spaces at each session.

Breakfast Club; drop off anytime between 7:30am and 8:30am only. Breakfast is served until 8.20am, arrivals after this time will not receive breakfast, as clearing up will be underway.

After School Club; collections at 4pm, 5pm or 6pm.

Extended pre-school sessions must be booked via Little Acorns and will be part of your child's regular booking. If an emergency 'ad hoc' session is required, this must be requested through Little Acorns (01626 772901 or [littleacorns@hazeldown.devon.sch.uk](mailto:littleacorns@hazeldown.devon.sch.uk)); before 3:00pm for Breakfast Club the following day and midday on the day for After School Club, to confirm if a space is available.

## HAZELDOWN SCHOOL HOLIDAY DATES

### Autumn Term

Non Pupil Day	Tuesday 3 <sup>rd</sup> September 2024
First Day	Wednesday 4 <sup>th</sup> September 2024
Half Term – week commencing	Monday 28 <sup>th</sup> October 2024
Last Day	Friday 20 <sup>th</sup> December 2024

### Spring Term

Non Pupil Day	Monday 6 <sup>th</sup> January 2025
First Day	Tuesday 7 <sup>th</sup> January 2025
Half Term – week commencing	Monday 17 <sup>th</sup> February 2025
Last Day	Friday 4 <sup>th</sup> April 2025

### Summer Term

First Day	Tuesday 22 <sup>nd</sup> April 2025
Bank Holiday	Monday 5 <sup>th</sup> May 2025
Half Term – week commencing	Monday 26 <sup>th</sup> May 2025
Last Day	Friday 18 <sup>th</sup> July 2025

### Autumn Term

Non Pupil Day	Tuesday 2 <sup>nd</sup> September 2025
First Day	Wednesday 3 <sup>rd</sup> September 2025
Half Term – week commencing	Monday 27 <sup>th</sup> October 2025
Last Day	Friday 19 <sup>th</sup> December 2025

### Spring Term

Non Pupil Day	Monday 5 <sup>th</sup> January 2026
First Day	Tuesday 6 <sup>th</sup> January 2026
Half Term – week commencing	Monday 16 <sup>th</sup> February 2026
Last Day	Thursday 2 <sup>nd</sup> April 2026

### Summer Term

First Day	Monday 20 <sup>th</sup> April 2026
Bank Holiday	Monday 4 <sup>th</sup> May 2026
Half Term – week commencing	Monday 25 <sup>th</sup> May 2026
Last Day	Friday 17 <sup>th</sup> July 2026



**Learning for Living**