

**2024 - 2025**

**Little Acorns**

Essential Information

For Parents

Telephone: 01626 772901

www.hazeldown.co.uk

E-mail: littleacorns@hazeldown.devon.sch.uk



**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

Foundation – Beech Mrs Jasmine Garswood (Foundation Stage & Year 1Team Leader)

Foundation – Beech Miss Alice Catcher

SENDCO Mrs Emily Duffield

Assistant SENDCO Miss Michelle Swainson

**School Office**

Business Manager Mrs Maxine Hart

Administrator Mrs Ceri Radford

Administrator Mrs Samantha Barnes-Cole

Little Acorns Administrator Mrs Sarah Jenkins

**Teaching Assistants**

Mrs Sheena Proctor, Ms Liz Bernard and Miss Amanda Downing

**Breakfast Club & After School Club Supervisor**

Mrs Lorraine Heal

**Breakfast Club & Afterschool Club Staff**

Mr Jake Platt, Mrs Alison Wilson, Mr Matt Aplin

**School Uniform**

Children are expected to wear the school t-shirt and sweatshirt, which can be purchased online. Please 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 (labelled).

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.

**Jewellery**

For health and safety reasons we only allow ear studs.

**Hair**

No extreme hairstyles such as tramlines or contrasting colours. Hair should also not be a distraction to learning, long hair should be tied up.

**Appointments with Staff**

Little Acorn staff are always happy to make appointments to see you, preferably when your child’s session ends, if you need more than a few minutes. Please do understand that staff may have meetings straight after school. If you wish to see the Headteacher or Deputy Headteacher, please telephone 01626 772901 for a mutually convenient appointment or catch them at the gate.

**Attendance**

If your child is unwell, please notify Little Acorns before 9.30am (8.00am if they are attending Breakfast Club) to inform staff that your child will be absent for the day.

**Sickness and Diarrhea** - Following a bout of sickness and/or diarrhoea children need to be clear of symptoms for 48 hours after they have eaten a full meal. Parents need to make the judgment about whether their child is fit to return to Little Acorns after this time.

**Temperature of 38C or above** - if your child has a high temperature, we request they remain at home until the temperature returns to normal.

**Illness of other family members** – If a parent is unwell and unable to get their child to school you will still be charged for the session.

**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.

**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.

**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. All outside doors in the main building and Little Acorns are only accessible from inside.

**Reporting Absences**

It is the responsibility of the parents/carers to inform Little Acorns by telephone or in person of the reason for a student’s absence as early as possible on each day of absence. Little Acorns will contact the parents/carers of every unknown absence. If possible, all medical appointments should be made when your child does not have a session booked.

**Registration**

Registration is taken at 9.00am and 12.00pm. Please endeavor to arrive at 9.00am (or before 8.30am if you are attending breakfast club) for morning sessions and 12.00pm for afternoon sessions.

**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.

**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 ‘adhoc’ session is required, this must be requested through Little Acorns (01626 772901 or 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**





