



# Hazeldown Primary School

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

**2022 - 2023**

Essential Information

For Parents

Telephone: 01626 772901

[www.hazeldown.co.uk](http://www.hazeldown.co.uk)

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



Learning for Living

### **Senior Leadership Team**

Headteacher	Mr Stuart Ludford
Deputy Headteacher	Mr Lee Goodenough
Assistant Headteacher	Mr Kit Hardee
Nursery & Foundation Stage Team Leader	Miss Jasmine Banning
KS1 Team Leader	Mrs Emma Scott
KS2 Team Leader	Mr Tim Evans
SENCO	Mrs Kirsty Prentice

### **School Office**

Business Manager	Mrs Maxine Hart
Senior Administrator	Mrs Lauren Hard
Administrator	Mrs Ceri Radford
Administrator & Nursery Admin	Mrs Sarah Jenkins

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

Mrs Lorraine Heal

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

Mrs Sheena Proctor, Mr Jake Platt, Mrs Alison Wilson

### **Mealtime Supervisor**

Alison Wilson

### **School Crossing Patrol**

Mrs Zoe Twydell

### **Start and Finish to the day – New from September 2021**

We will be trialling the following system in September to attempt to maintain some of the positive changes due to covid.

Children can arrive between 8:30am and 8:50am. Parents can choose to suit their needs.

Unless attending Breakfast Club, children should not be on site before 8:30am.

Children come straight into their classes where they will start on some independent learning and some teacher focused learning. Children in classrooms at the back of the school (FS, Y1, Y3, Y4) should walk around the bungalow path to their doors. Children in classrooms at the front of the school (Y2, Y5, Y6) should come down the main steps and along the path to their doors. Children in Little Acorns should come through the gate on the drive and follow the yellow striped path to the bungalow.

All children should be in classrooms by 8:50am to take the register and start learning all together by 9:00am at the latest.

Teachers may discuss the possibility of a child coming in at 8:30am for some additional focused learning with parents if it would be of benefit. This could be for a focused period of time.

Parents should not come into school in the mornings – the staff team are working with children. Younger children who may need support with organising their coats and bags initially will receive this. Any messages for the day should be emailed to the teacher at the end of the day, children in the Foundation Stage, Year One and Year Two finish at 3:10pm and Years Three, Four and Five finish at 3:15pm. The gate will be opened at 3:05pm. Parents can pick up at the classroom doors, arrange to meet their children somewhere, or make arrangements for them to walk home.

## **Registration**

Children are expected in school by 8:50am, learning will commence from 9.00am. Children that arrive after 8:50am will be marked as Late for the full morning session.

## **School Uniform**

**Children are expected to wear school uniform**, the school colours are charcoal grey and bright red.

**Boys:** Red school sweatshirt, red polo shirt. Charcoal trousers or charcoal shorts (summer), plain dark socks.

**Girls:** Red school sweatshirt. Red polo shirt. Charcoal skirt or trousers. Red/white checked dress (summer) Red Cardigan. Plain white or dark socks or plain tights in grey.

**Footwear:** School Shoes in a dark colour with low/flat heels (not boots or trainer style shoes)

**Jewellery:** For health and safety reasons, ear studs only, these must be removed for P.E. or covered with tape if the ears have been pierced in the previous 6 weeks.

**Hair:** No extreme hairstyles such as tramlines or contrasting colours. Hair should also not be a distraction to learning. Hairbands should be plain and simple, no head bands with ears to be worn.

All school uniform can be purchased from: [www.pbuniform-online.co.uk/hazeldownschool](http://www.pbuniform-online.co.uk/hazeldownschool)

## **PE and Games – New from September 2021**

Children have PE twice a week at Hazeldown. We are making a permanent change to wear their PE kit all day on these days. We have done this through covid and found several benefits. In particular, it significantly reduces the time taken to change, particularly for the older children who need to change separately and reduces the risk of losing items of uniform or PE kit.

Wearing our school uniform is important to us both as part of our identity as a school community and also to support and promote a positive attitude for learning, personal pride in our appearance and high expectations. We 'dress for work/learning' and our PE kit is an important part of this.

Making this change effectively means that children will need less school uniform and more PE kit when you are buying uniform. Children will need tracksuit trousers when the weather is

cold and we would like to make sure that these are of a uniform type and colour, as well as shorts being uniform in type and colour like the rest of their PE kit. Trainers may be personal choice – we don't expect parents to buy particular trainers for school, as this may then require another pair for home. All children experience Forest School at various times – they may wear their own clothes for this activity.

PE Kit: Red, Blue, Green or Yellow (house colour) T Shirt, red school sweatshirt, plain black shorts, plain black tracksuit trousers (not jogging bottoms). Shorts and tracksuit trousers have been added to the online uniform shop at a reasonable price. We don't necessarily expect you to buy from there but please look at the style and buy very similar if you choose to shop elsewhere.

Hair should be tied back for all PE sessions. Please make sure your child has a hair band.

**Please ensure that all clothing is clearly labeled with your child's name.**

### **Appointments with Staff**

Staff can be contacted by email ([initialsurname@hazeldown.devon.sch.uk](mailto:initialsurname@hazeldown.devon.sch.uk)) Please be aware that responses may not be immediate and maybe sent out of hours in order to support our staff team managing workload.

Teachers are the first point of contact for your child. Team leaders are also available as are the Headteacher, Deputy Headteacher and Assistant Headteacher.

### **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. We also have a system of rewards for positive choices.

The school works hard to educate the children so they are able to promote positive behavior themselves and cover the subject of bullying with the children at a class and whole school level. 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.

### **Home Learning**

We use the term home learning for the activities we ask our children to complete at home. The home learning programme at Hazeldown is planned and is seen as part of the overall strategy of raising standards and making the best of children's learning. The work set and the length of time that we expect to be spent on home learning will increase as the children move up the school. We are also aware that too much homework can de-motivate and tire the children for school. There must be an appropriate balance.

We send homework home on a Friday and dependent on the tasks set, give a 2 or 3 week period in which the children have to complete it. It is returned on the Wednesday of either the 2 or 3 week period. As a school, we promote self-learning so the homework tasks set run on a points system, tasks ranging from 5 points up to 15. As long as the children reach the full 15 points, the tasks they choose to complete is up to them.

Reading at home is crucial to your child's learning. We ask that you find time to hear your child read as much as possible – daily if you are able. Please remember that this is important right through the school, even when your child has become fluent and expressive.

### **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 the school office.
- The form, together with the medicine, should be brought to the school office where it will be stored.
- Medicines prescribed by a doctor or non-prescription medicine can be administered.
- Medicines will be administered as prescribed and asthma inhalers are available as required.

### **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 using the electronic system in the school reception for in case of emergencies such as a fire. All outside doors in the main building and the Little Acorns bungalow are only accessible from inside.

### **School Meals**

School meals are £2.75 per meal. Dinner payments should be made online for the week ahead on a Monday morning. If your child is going to be late, please inform the school office as meals have to be ordered from the supplier by 9.30am.

### **Reporting Absences**

It is the responsibility of the parents/carers to inform the school by telephone or in person of the reason for a student's absence as soon as possible on the first day of absence. The school operates a First Day Calling system and the parents/carers of every absent student will be contacted by the school administrators. If possible, all medical appointments should be made out of school time.

## **Absence During Term Time**

All requests must be made using the Absence Request form, available from the school office. Absence is only authorised in exceptional circumstances. There is no legal right allowing a parent to take a child out of school during term time.

The approval of an absence request is entirely at the discretion of the school. When making the decision the school will consider;

- The likely impact of the absence of the pupil's educational attainment.
- Previous attendance.
- If the absence coincides with SAT's or other Examination periods or is within the first two weeks of the academic year.

If you have any questions about particular circumstances, please come and talk to us. More information can be found in our School Attendance leaflet included in your starter pack.

## **Lost Property**

All items should be named to ensure prompt and easy return to your child. Any un-named items are donated to the PTA for resale. Children should not bring valuables to school and should not wear jewellery other than a watch or stud earrings. The school cannot be held responsible for objects brought to school against this advice.

## **Mobile Phones**

Older children may have a mobile phone they bring to school if they are not going straight home afterwards. These are handed in and kept securely in the classroom as the children come in and they are to be collected at the end of the day. Please do not use your mobile phone on the school site.

## **Bikes and Scooters**

If children wish to cycle or scoot to and from school, we expect them to wear a helmet and ride considerately. They can leave bikes or scooters in the bike / scooter rack during the school day.

## Term Dates

<b>AUTUMN TERM 2022</b>	<i>Non Pupil Day</i> First Day Half Term  Last Day	<i>Monday 5<sup>th</sup> September 2022</i> <i>Tuesday 6<sup>th</sup> September 2022</i> One week commencing <i>Monday 24<sup>th</sup> October 2022</i> <i>Friday 16<sup>th</sup> December 2022</i>
<b>SPRING TERM 2023</b>	<i>Non Pupil Day</i> First Day Half Term  Last Day	<i>Tuesday 3<sup>rd</sup> January 2023</i> <i>Wednesday 4<sup>th</sup> January 2023</i> One week commencing <i>Monday 13<sup>th</sup> February 2023</i> <i>Friday 31<sup>st</sup> March 2023</i>
<b>SUMMER TERM 2023</b>	<i>Non Pupil Day</i> First Day May Day Half Term  Last Day	<i>Monday 17<sup>th</sup> April 2023</i> <i>Tuesday 18<sup>th</sup> April 2023</i> <i>Monday 1<sup>st</sup> May 2023</i> One week commencing <i>Monday 29<sup>th</sup> May 2023</i> <i>Friday 21<sup>st</sup> July 2023</i>

**2023/2024 Term Dates to be confirmed**