



Holbeton Primary School

www.holbeton.devon.sch.uk



We are delighted to welcome you to Holbeton Primary School and we would like to share some information that we hope will be useful and make the transition easier for your family.

Unless your child is attending Breakfast Club, our school gates are opened at 8.30am, a member of staff will be on duty on the playground. At **8.45am** we open the school building and our teachers will welcome the children into their classroom. The school gate will close at 8.55am.

The school gates re-open at 3.15pm and the children are ready to collect at **3.25pm**, unless your child is attending a club. If you are going to be late or if you have arranged for another parent to collect your child from school, please inform the school office.

Attendance and Absence

Morning registration starts at 8.55am. If your child is unwell and is not going to be at school, please contact the office before 9.25 am. If there is a pre-arranged reason for your child's absence (e.g. medical appointment), let the office know, in advance, so that the register can be marked accordingly.

Each year we have an attendance target set by the Department of Education and your co-operation in ensuring that the children are in school as much as possible. There are only a few exceptional instances where the Headteacher can authorise an absence. All other absence will be unauthorised and will be recorded on your child's registration record. Please do read our Attendance policy and note our term dates before booking family holidays. **Penalty Notice Fines will be considered when there have been 10 sessions (5 days) of unauthorised absence in a 10-week period.** If we become concerned about your child's attendance a meeting between yourself, the Headteacher and Educational Welfare Officer (EWO) will be arranged to discuss the way forward.

Our School Day

The children attend Farm School and Forest School during the Autumn and Spring terms (dates will be confirmed on Newsletter and Dojo)

Children should come to school in clothes that you do not mind getting muddy. We recommend waterproof trousers or puddle suits, a long sleeve top, waterproof coat and wellington boots. Children should bring a change of clothes so that they are comfortable when they return to class.

In the Summer term we take the children Farm School and to Mothecombe for Beach School. We will let you know transport arrangements in advance and so that you can ensure your child is dressed appropriately.

On P.E. day, the children are permitted to come to school in their P.E. kit, this saves valuable time during the day and reduces the amount of lost property.

Before School Club

Our Before School club is available to all children who attend Holbeton Primary School. The club costs £4 per session and includes cereals and toast with a drink of milk or water (8.00am-8:45am)

After School Childcare

Childcare after school is provided by a local childminder on the school premises. Childcare is available to children from Reception to Year 6, subject to availability. The cost is £13 per child, which includes a healthy snack, and £8 for additional siblings.

3.30pm – 5pm Monday and 3.30pm – 5.30pm Tuesday, Wednesday, Thursday & Friday.

School Meals

Our catering provider is Aspens/Swift Kitchen. The latest menu can be viewed on the school website.

The Swift Kitchen App is available for download in the Apple Store and Google Play. Once downloaded you will need to register and link your child/ren to the system using their 'Kitchen Key', which will be generated in the school office for you. Once registered parents order or amend orders in advance or up until **9.30 am** on the day the meal is due to be taken. Swift Kitchen can also be accessed via the following web link: app.swiftkitchen.co.uk.

Children in Reception, Year 1 and Year 2 are automatically eligible for a free school dinner as part of the Government's Universal Infants Free School Meals scheme. This is a fantastic opportunity for children to try different foods and get used to a wider range of flavours.

Your child may be eligible for Early Years or KS2 'free school meals'. We encourage parents to apply, as the school does receive extra funding for every child registered on this scheme. This money is used to enrich the experience for your child whilst attending school.

Free School Meals can be applied for at:

<https://new.devon.gov.uk/educationandfamilies/school-information/school-meals>

Healthy Snacks and Packed Lunches

As part of our work on being a 'healthy school' we ask children to bring in fresh fruit or vegetables only for break time snacks. This is to help them gain their '5 a day' fruit and vegetable points. This is provided free of charge to children in Reception, Year 1 and Year 2, under a government funded initiative.

We are a 'nut-aware' school and discourage children from eating peanuts or tree nuts on the school premises. If we are made aware of a nut allergy within the pupil or staff population, we will advise all parents and a nut ban will be enforced.

Communication

We use Class Dojo as our primary method of parent/school contact. You will receive an invitation email with details for the App. You are also welcome to email us at admin@hol.westst.org.uk or call us on 01752 830317.

Newsletter

Our newsletter is sent out electronically by Class Dojo. Please look out as it will keep you in touch with what is going on in school and will have an updated list of diary dates

Payments

We are a 'cash-free' school so all payments are made by Bank Transfer. Our bank details are: Lloyds Bank, Account No. – 40262560, Sort Code – 30-94-58.

Medical Information

May we advise all new parents and remind all others, regarding administration for medication in school.

Prescribed Medication

If your child is prescribed medication (including an inhaler for Asthma) at any time, that requires administration during the course of the school day, it is necessary for an 'Administration of Medicines' form to be completed and passed to the school office. We will then ensure that it is administered appropriately.

Un-prescribed Medication

Regrettably, we are unable to administer medication such as Calpol that has not been prescribed by a doctor. In circumstances where parents feel such medication is necessary, they are asked to come in to administer it. However, it is advisable that children who are running a temperature or are generally not well should be kept at home.

Allergies

We will contact you regarding any allergies disclosed in your Application form. If any medication is required this should be dealt with as prescribed medication (see above)

We ask that parents advise us of any change in medical condition/information. If you have any questions, please speak to a member of staff in the office.

Sickness

If your child has vomited or had diarrhoea, they need to be clear for 48 hours before return to school.

Water Bottles

Please can you ensure that your child brings a clearly named water bottle into school every day. There is a water fountain to refill their bottle during the day if needed.

FlapJack Wednesday

Children are able to purchase a piece of healthy flapjack on a Wednesday break time. The cost is 40p per week and is payable either annually or half-termly in advance. Your child will be offered a complimentary flapjack on their first Wednesday, so they can let you know if they would like them. The cost of Flapjack each half term can be found on our school website.

Volunteers in School

We heartily welcome volunteers to help with clubs, reading, work in class, support with sporting activities etc. If you are interested in volunteering at the school please contact the office. We will perform a D.B.S. check and your confirmation of adherence to our Safeguarding policies.



May we please remind all visitors to the school that they must report to reception on arrival and sign into the InVentry visitor system. Once registration has begun at the start of the day, the gate will be shut to ensure the safety of the children.

Holbeton School Association (H.S.A.)

When joining our school every parent automatically becomes a member of this group. There is a working party and committee who are dedicated to raising much needed funds for the school. All monies raised go towards making the children's time at school even more special and memorable. Please watch out for meeting dates and calls for help throughout the school year and we do look forward to you getting involved.

Parental Permissions

The SOE3A Parental Consent for local activities (e.g. Holbeton Village, Hall, Church, Orchard, field and Post Office) form is completed annually. The consent covers local off-site activities, trips and visits that your child may be undertaking during the school year. If the activity, trip or visit requires the use of motorised transport, we will ask you for further permission.

GDPR & Privacy Notice

Our Privacy Notices can be found on our website, under Policies. [Holbeton Primary School - General Data Protection Regulation \(GDPR\)](#)

In order to comply with G.D.P.R. (*General Data Protection Regulations*), the school requires your consent before taking photographs or making video recordings of your child. The G.D.P.R. permission form is completed when your child starts at the school. You can amend your G.D.P.R. permissions at any time, please contact the school office.

The Acceptable Use Agreement for internet and ICT systems at school should be read with your child and we ask that you both sign to confirm that you understand and agree.

Lastly, we believe that the Home School Agreement is integral to a partnership between the school, parents/carers and the pupil. This is completed when your child starts at the school too.

Please remember to provide the office with any information that needs to be updated on your child's records, i.e. change of address/telephone, numbers/medical information or dietary needs etc.

Uniform

We encourage the children to take a pride in their own appearance and in the school, through the wearing of school uniform. This is a simple but effective way of promoting a sense of belonging and community which supports the achievement of high standards and a well ordered environment for learning. The uniform is practical but simple. We encourage the wearing of

uniform and request that parents support this. Uniform can be branded with the school logo or unbranded, this is optional for parents.

In Winter our uniform is navy blue sweatshirts/jumpers/cardigans with school badge and navy blue skirts/pinafores or trousers. We also encourage children to wear white polo shirts with the school badge on them. Navy, grey or black tights and socks can be worn.

Nursery children need navy blue sweatshirts/jumpers/cardigans with school badge to wear with their own clothes.

In Summer, children can wear plain navy shorts and summer dresses (blue and white striped or checked). Navy or white socks can be worn.

It is expected that children wear black, sensible shoes as part of school uniform and not trainers, open backed or high heeled shoes.

Only watches and stud earrings may be worn at school and must be removed for P.E. on grounds of safety. Rings, necklaces and bracelets are not to be worn. Smartwatches (with phone capability and cameras) are not allowed.

P.E.: All the children participate in P.E. unless excluded for medical reasons and will therefore need a P.E. kit to wear for these lessons. P.E. kit consists of a pale blue polo shirt with the school logo and plain navy or black shorts or leggings for indoor activities. Children do P.E. indoors barefoot but will require plimsolls or trainers for outdoor activities. Plain navy or black track suits or jogging bottoms can be worn for outdoor P.E sessions.

Outdoor Learning: To maximise outdoor learning opportunities, children can bring in a pair of named Wellington boots and waterproof trousers and a waterproof coat in a bag to stay on their peg.

Book bags and Rucksacks: EYFS (Nursery & Reception) and KS1 children require a school book bag, this can be purchased from School Trends or the school office have a small supply.

KS2 children can bring a small rucksack that will fit on their peg.

If you would like any further information then please speak to the school office [01752 830317](tel:01752 830317)

School uniform can be purchased from **School Trends**

https://www.schooltrends.co.uk/uniform/Holbeton_Primary_School_PL8_1LT

Once you have purchased the uniform remember to name everything, so that any lost property can be returned to you. We recommend **easy2name.com** who create sticky labels that you can use on everything (the labels can also be washed and tumble dried!) If you use the code FR-HOLBETON-72 they will make a donation to the school.

Shoulder length hair should be tied up and no nail varnish should be worn at school.

Parking

There is limited parking in the village, please use the Village Hall carpark where possible.

We ask parents to park considerately. Please **do not** obstruct our neighbour's gateways or cars and do not park or stop in front of the school gates for safety reasons.