



HOLT COMMUNITY PRIMARY SCHOOL

INFORMATION FOR PARENTS/CARERS AND PUPILS

Tel: 01263713107

e: office@holt.norfolk.sch.uk

w: www.holt.norfolk.sch.uk

Getting round the school site (see site plan on reverse of this leaflet)

We encourage families to walk or cycle to school wherever possible. Entrances are via the Junior playground gate in Norwich Road and the Infant playground gates at either end of Valley Lane.

For everyone's safety, please do not enter or leave the school via the staff car park gates as cars, taxis and delivery vans make this very busy at the beginning and end of the school day. These gates will be closed during the school day. Please do not stop on the double yellow lines in Norwich Road to drop off your child – it is in contravention of highway laws and could be very dangerous.

The cycle racks are at the rear of the staff car park. Please dismount cycles when entering through the Junior playground gates in Norwich Road; turn right and walk through the wooden gate into the staff car park, then turn immediately left and walk alongside the building to the cycle park. Please make sure you lock your bicycle to the rack.

For access to the Infant building, please use either of the gates in Valley Lane. You will see that we have improved access to the Infant building during the school holidays. The next stage of this development will be to improve level access into the Infant playground. Please bear with us!

If parents/carers do need to drive to school, there are some parking bays in Valley Lane, but these are limited. The car park/turning area off Valley Lane is for Kitchen Staff and deliveries only. Pupils and their parents/carers may not access the school grounds via this route.

We have an arrangement with the owner of Budgen's Supermarket, whereby parents/carers of pupils who live outside Holt and do not have access to school transport, may park their car in the supermarket car park at the beginning/end of the school day. A permit needs to be obtained to make use of this facility. Please ask at the office.

The school day

Pupils should arrive between 8.45am and 8.55am when the bell goes for the start of the school day. Please do not leave your child unaccompanied on school grounds or in the school building before 8.45am as we cannot supervise/guarantee their safety. If you have an occasional exceptional circumstance whereby you need your child to be left at school earlier than this, please contact the office.

The school bell sounds at 3pm signalling the end of the school day. Infant pupils are handed over to their parents/carers in the Infant

playground. Please be sure to let your child's teacher or the office know if someone else will be collecting your child.

Parents/carers should wait for their child in the playgrounds and not in the school corridors.

Attendance

Registration is carried out twice a day – once in the morning at 8.55am and again at 1pm. Registers are closed 10 minutes after the start time. Arrival in school after these times is recorded as 'late'.

Good attendance is essential for a child to achieve the best possible results and enjoy their time in school. We reward good attendance and work towards high attendance for all pupils.

We do understand, however, that occasionally it may become necessary for you to keep your child away from school. It is really important that you inform the school on the FIRST DAY of your child's absence or as soon as you know your child will be away from school, for whatever reason. You can contact the school office in several ways to report an absence:

- Email : office@holt.norfolk.sch.uk
- Telephone : 01263 713107 (An answering machine will record messages out of school hours)
- Text : You can send us a text to 01263 713107 (we will receive it as an automated voice text).
- In person : please call into the school office— and / or let your child's teacher know
- By letter: as soon into the absence as possible

We have a duty to record any unauthorised absences and these are reported annually to the local authority (these include absences where Parents/Carers have not provided the school with a reason for the absence). If you receive a letter from us requesting information relating to an absence please reply as soon as possible, using any of the above methods. If you believe the information we have on record is incorrect, please inform us as soon as possible.

In the Autumn term we will be trialling a new messaging service to communicate with Parents/Carers – if you receive a message from us, please reply (if requested to do so) using any of the above methods.

Please also be sure to keep us informed of any changes to your contact details or those of other people you have listed as possible contacts.

Holidays in term time

Good attendance at school is a vital for pupils to achieve their full potential, so holidays in term time are actively discouraged. However, should you wish to take your child out of school, please ask in the school office for a holiday form, at least a week before the planned absence. Mr Walters has to follow government guidelines regarding the authorisation or non-authorisation of holidays in term time. Please ask in the school office if you require further information.

School Meals

We are keen to offer families the flexibility of being able to choose, on a daily basis, whether children have a Home Packed Lunch, a Hot Meal or a School Lunchbox. Hot meals and school lunchboxes cost £2.10 per day per child.

Menus change after half term in October and after Easter and are provided on a 4-weekly rota. We will send new menus out when they arrive. Menus can also be found at: http://www.norfolk-county-services.co.uk/downloads/seasons_menu.pdf. The school Lunchbox option is written each day on the notice board outside the office – please note it may differ slightly from the lunchbox printed on the menu.

To help make the administration of school meals as smooth as possible,

- Send any money into school in a named purse or envelope in the week the child has a school meal. Your child should hand this in to the class teacher during registration, rather than paying it in to the office.
- Make sure your child knows each morning what lunch they need to order during class registration. If they require a School Lunchbox, please be sure to ask them to say 'School Lunchbox' (NOT school packed as sometimes the teacher only hears the word 'packed').
- Keep a note of when any free school meals entitlement runs out (where applicable) and ensure you re-apply in good time. Please also be sure to tell us if your child is no longer entitled to free meals.

- Respond as soon as possible to any letters you receive regarding the non payment of school meals. Again, if you believe the information we have on record is incorrect, please inform the school office as soon as possible.
- If you do not keep up payments for school meals we may have to refuse to provide further lunches and you will be contacted to bring a packed lunch in for your child. Larger or more long-standing debts are referred to County Hall as the money we collect does not belong to the school; we merely act as an agent for the local authority.

Payment by cheque in advance is the best way to pay for school meals with cheques payable to NCC. This can be for a week's meals, or for longer periods if you prefer. If your child is absent for any reason, any unused school meal money will be carried forward to the next week or half term. You can check the status of your child's school meal account at any time, by contacting the school office. Meals can also be paid for on a daily basis if you prefer.

Snacks

Pupils in Years R, 1 & 2 receive a piece of fruit every morning as part of School Fruit and Vegetable Scheme. Older pupils can bring fruit or vegetable snacks only or buy milk and/or fruit from the school kitchen. Please ensure snack money is brought into school in a named purse/envelope.

Finding out what's happening in school

We have a school website which gives the information contained in this leaflet, together with our Prospectus and links to the Ofsted and School Profile websites. Copies of newsletters are also available on the website. Please visit www.holt.norfolk.sch.uk

Newsletters are sent out regularly to parents/carers via the oldest child in the school. Parents/carers may also request a newsletter by email – please leave your details with the office if you would like this service. Newsletters are also sent by post/email to parents of pupils who live away. They give information about class assemblies, class visits, after school activities, visitors to school and other items of news and interest. At the end of each newsletter is a section on 'dates for your diary'. Please be sure to note these important dates.

We arrange visits throughout the school year, usually in class groups, linked to areas of curriculum study. We also arrange visits for groups of pupils with a particular interest, ie Science or Music. We request financial contributions to these visits to make them viable and without such contributions we would not be able to provide the range

of opportunities for pupils that we do. We regularly make use of our local town and its surroundings, ie walks to Spout Hills and Holt Country Park.

Permission is requested for visits within walking distance as part of our admissions paperwork. Parents/carers are asked to complete permission slips for all other visits and after school activities including team matches and we ask that these return slips are sent to the office as soon as possible. The school follows government guidelines on the supervision of pupils on school visits. We have school journey insurance, a copy of which can be obtained from the school office on request.

Clubs/After school / Extra-curricular activities

We have a wide range of lunchtime clubs and after school activities, available to groups of pupils throughout the school, with some activities running for a half term or term, and some all year round. A list of activities will be displayed on the office noticeboard. When a new after school activity is arranged, Junior pupils are initially asked to register an interest in attending. Permission letters are then sent to parents/carers. Where activities are for Infant pupils, details are sent to parents/carers in the first instance.

Peripatetic Teachers from the local authority's music department come into school on a weekly basis to offer music tuition to pupils in years 4,5 & 6. Sessions are for 20 minutes and are in groups of no more than 3 pupils. The current cost of music tuition is £4 per session. For further information, please ask at the office.

Mobile Phones

In normal circumstances pupils do not need a mobile phone in school and therefore should not bring one. If there is an occasion where you feel it is necessary for your child to have a phone in school, please contact the school office so that safe storage of the phone can be arranged.

Finding out how your child is getting on at school

If you have any concerns about how your child is getting on at school, please do not hesitate to talk to your child's teacher in the first instance. If we can see you immediately we will, if not then an appointment will be made for you. If you wish to make an appointment to see Mr Walters please contact the office.

Parents evenings are arranged twice a year, in October and February and we have an open evening in July. These are an opportunity for parents/carers and teachers to discuss children's progress. Mr Walters is also available during parents evenings.

Written school reports are sent to parents/carers early in July, together with SAT attainment levels where appropriate. Copies are also sent to parents who live away. Parents/carers and pupils are encouraged to write a comment about the report and return it to the school.

Family Support Worker / Parent Support Advisor

We are very pleased to be able to offer parents/carers a range of support from Rachel Lubbeck, our Family Support Worker and Kirsten Hill, our Parents/Carers Support Advisor. Rachel works with families who have pupils in our school and in local pre-schools and Jo works with families across our whole cluster of schools, including the high school. Information about contacting Rachel and/or Kirsten is available on the school notice board outside the school office.

And finally.....

We would welcome your comments on this leaflet and are keen to know about any suggestions for the next version.

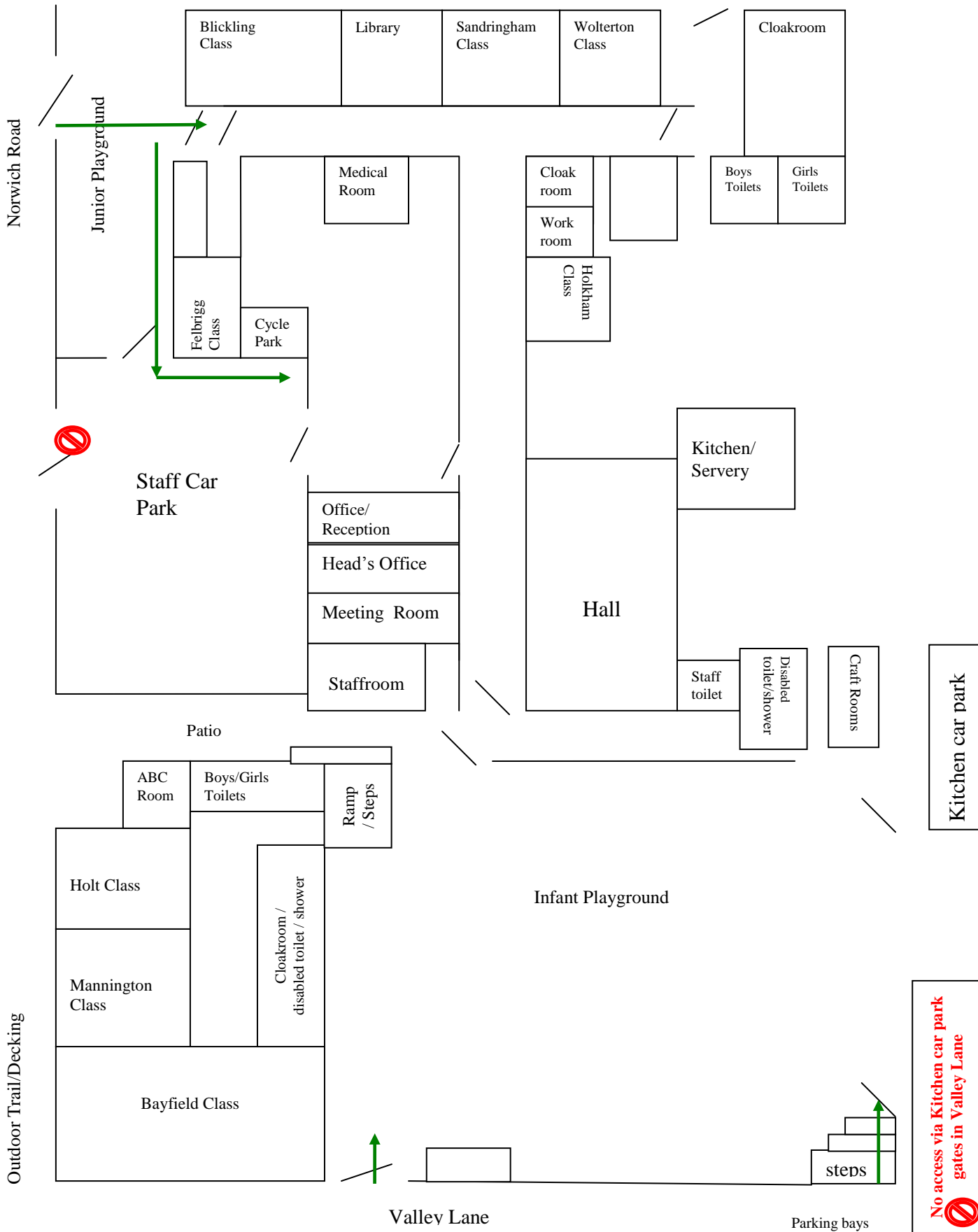
If there is anything you would like to know about, but can't find it in this leaflet, please do not hesitate to call into or contact the school office.

Mrs Whitmore will be happy to help point you in the right direction.

We are here to help!



Basic plan of Holt Primary School (not to scale)



= Parents/carer and pupil access