

Hutton Manor



Parents' Handbook

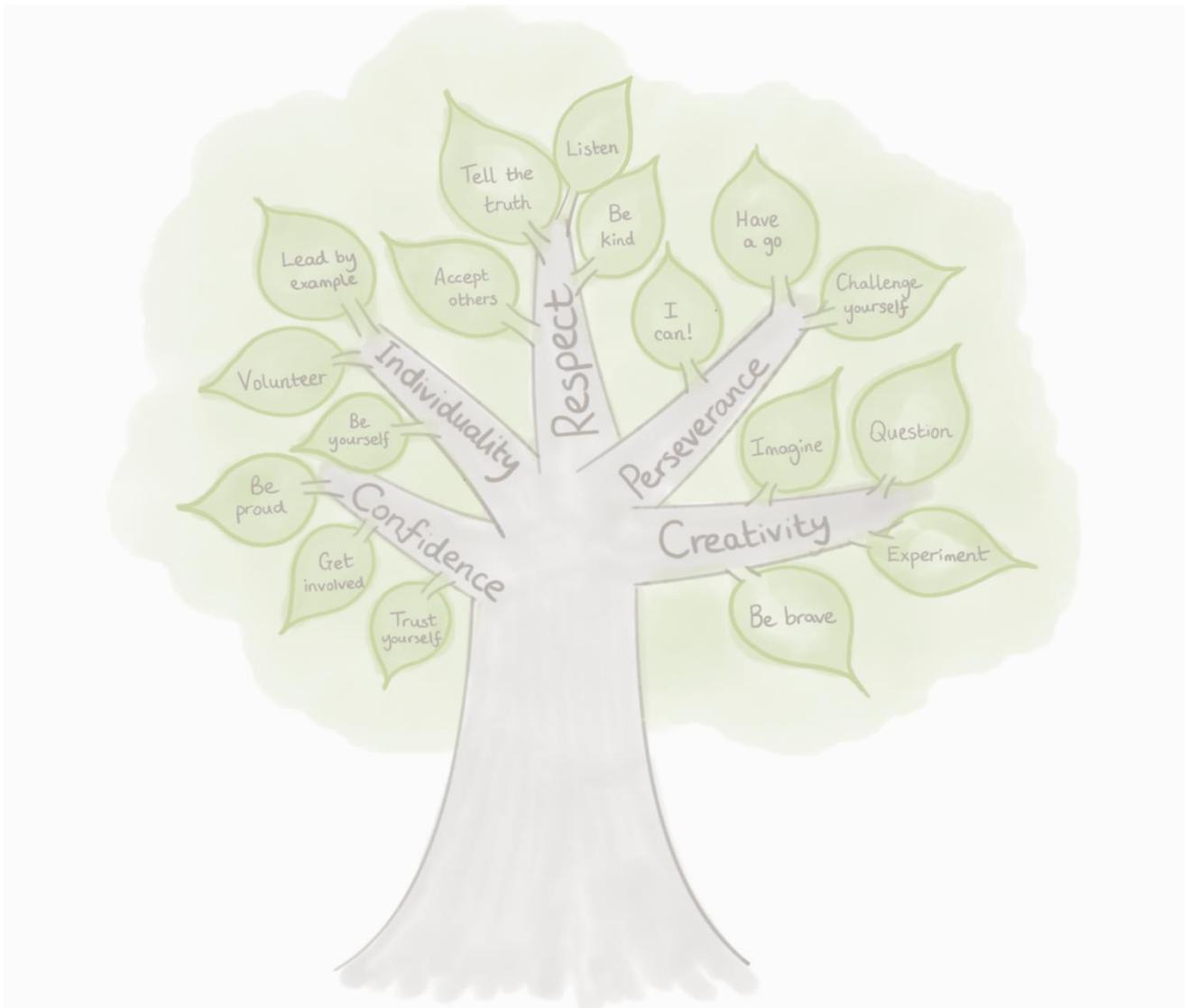
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Woodlands Schools' Aims

The schools aim to combine all that is traditionally best, together with progressive and forward-thinking ideas, to enable pupils to become socially responsible citizens and life-long learners.

We seek to foster curiosity, independence and a love of learning in a happy and safe environment. This will allow the pupils to achieve their full potential in personal, social, spiritual and academic development.





Amendments During Covid19 Restrictions

During the restrictions placed upon us due to the coronavirus pandemic, we have made the following changes to this policy:

School Hours

Morning Drop-Off

8:30 – 8:40	Years 5 & 6
8:35 – 8:45	Years 3 & 4
8:40 – 8:50	Years 1 & 2
8:45 – 8:55	Reception and Kindergarten

Children in Years 2-6 may walk along the path to the school playground entrance without an adult. All other children should be accompanied by **one** person. In the event of bad weather or late arrival, the path entrance via the top car park must still always be used. **Do not** attempt to drop off on the driveway as you will be requested to drive on to the top car park.

Afternoon Pick Up

Older siblings will be ready for collection at the same time as their younger brothers or sisters.

15:10	Kindergarten & Reception
15:15	Years 1 & 2
15:20	Years 3 & 4
15:25	Years 5 & 6

Extended Day

Breakfast Club (chargeable) is available each day from 7:30 – 8:30. Drop off is between 7:30-7:45. This provision must be booked through Mrs Marshall in the School Office no less than 2 working school days in advance of requiring a place.

After school clubs have been restricted to Extended Day Club and a small selection of PE clubs (non-chargeable). These offer provision for all children until 4:00pm for Kindergarten and Reception children and 4:30pm for all other year groups.

Wraparound (chargeable) will be available following the Autumn Half Term break and places following the afternoon clubs can be booked through Mrs Marshall until 5:55pm.

Parent Consultations will be held online.



Welcome to Woodlands

Welcome to Woodlands Hutton Manor. We are very pleased and proud that you have chosen Woodlands as the school for your son/daughter. We hope for a long and happy association between yourselves and the school. The Head Teacher and staff are looking forward to working closely with you to ensure the future happiness of your child. We recognise and value the individuality of each of our children, and we emphasise that every child is an important member of the School community.

We aim that our pupils will be well-balanced, confident, valuable citizens of the future, possessing all the qualities of character necessary for happiness and success.

We look forward to seeing your child for a taster morning in the term before your child starts school.

Your child's registration and school hours are:

Hutton Manor	Kindergarten	8.45 a.m. - 3.00 p.m.
	Kindergarten (p/time)	8.45 a.m. - 1.00 p.m.
	Reception	8.45 a.m. - 3.15 p.m.
	Infant Department	8.45 a.m. - 3.30 p.m.
	Junior Department	8.45 a.m. - 3.30 p.m.

School Uniform must be purchased from the website: www.woodlandsschools.co.uk

Please do not hesitate to contact **the Hutton Manor School Secretary** if you have any queries on: **01277 245585 (Option 1)**

House System

Every child is allocated to a House on entry to the School. Full details of the House System are available from your School Office.

House Points are used to reward excellent work, academic progress, social behaviour, sporting success and charitable work.

The children work individually to achieve House Bronze, Silver and Gold certificates and badges throughout the year.

The House Cup is awarded termly to the most successful House.

House competitions are held throughout the academic year.

Bringing your child to and from school

If your child is to go home with someone other than yourself, or the person who collects him/her regularly, there is a book in the School Office in which you must indicate with whom he/she will go home. It is very important that you remember to comply with this procedure, as teachers may not release children to persons they do not know.

Children may not be left alone in the playground. Staff will be on duty from 8.30 a.m. Children from Reception to Year 6 are supervised on the main house side of the playground, parents wishing to stay with their children stand in the area outside the hall directly opposite the car park. Children in the Kindergarten classes are met at the gate to the Kindergarten play area and taken to their rooms by staff.

At the end of the school day parents should wait on the playground to collect their children. The children will be dismissed individually by the teachers.

Cars should be parked carefully. We ask that you be especially vigilant in and around the Car Parks, as there could be children walking near the cars. A strict 5mph limit is in operation.

We do not allow the children to walk about the School grounds unsupervised if you choose to wait with your child in the morning parents are reminded that they are responsible for their children until the bell rings indicating start of school day. Please also ensure you accompany your child to your car on departure.

Start times are strictly adhered to and class teaching starts promptly in every class. Please ensure that your child is in school in good time.

Breakfast Club begins at 7:30 a.m. and finishes at 8.30 a.m. Breakfast is served between 7:45 and 08:20. There is no food available after 8.20 am. Children are supervised throughout

Uniform

- Woodland's School Uniform is compulsory and items are to be purchased direct from the School Shop website. A full uniform list and order form can be obtained by clicking on the uniform tab within the Woodland's Schools website at www.woodlandsschools.co.uk.
- Pupils with hair longer than collar length must have it tied back and clipped out of their eyes.
- Hair gel, hair colouring and colour braiding with coloured ribbons are not permitted.
- Pupils should not wear jewellery in school. If girls have pierced ears, only the smallest of gold or silver studs are allowed, which must be removed for sports. Piercing should be done at the beginning of the long school holidays so that large sleepers are unnecessary at school.
- Boys are not allowed to wear earrings.
- Please put P.E./swimming clothes in the school sports bag which is to be purchased direct from the website. Other types of bags are unsuitable.
- Any queries regarding the dress code for uniform should be referred to the Uniform Shop 01277 245591.
- Please name all of your child's belongings.
- Please note that the children wear full PE kit 2 days per week.
- Uniform orders will be made available to collect from the School Office one week from placing your order.

UNIFORM MUST BE ORDERED EARLY TO GUARANTEE SUPPLY

Lost Property

If an item of clothing should go missing, lost property is kept in the Lost Property Box which can be located in the School Office.

Children or a Parent may check for the lost item. Named articles are generally returned to the child. It is obviously vital that all items be fully and clearly named.

Breakfast

Please note that breakfast is served in the Dining hall at 7.45 a.m. (children may be dropped off at 07:30am) for all children who would like to eat breakfast at school. There is no need make an advanced booking.

Breakfast Menu

Orange juice

Assorted Cereals

Porridge

Sausage/Bacon Sandwich

Toast (Jam etc.)

The cost of the breakfast will be £4.50 per day and will appear on your next request for payment.

The children will be supervised and will remain in the Dining Room until the teachers collect them at the appropriate school time.

Wraparound

We offer an after school care facility, Wraparound from 3.00pm until 5.55 p.m. every day.

Children may stay for part or all of the session. The cost of Wraparound is £8.60 for the first hour, and £4.30 to the nearest half hour subsequently. A further charge of £3.50 is made for a light snack which is served to all children who stay beyond 4.30pm.

Wraparound is located in the house. To book this facility please email Mrs Marshall (penny.marshall@woodlandsschools.co.uk) or contact 01277 245585. All bookings are to be made in advance.

Requirements

- We expect every child to come to school each day with the all the equipment they need.
- Generally the children wear full school uniform each day. On Gym or Games days the children wear their PE kit.
- An Art overall should be kept in your child's school bag.
- The children have differing stationery requirements in each department. Materials are provided by the class teachers who will inform you should any additional equipment be required.
- Children may bring a healthy snack, fruit or healthy cereal bar but are provided with a drink. Nuts, chocolate or sweets are not allowed.

Curriculum

Our curriculum is wide and varied with a balanced approach between new ideas and the more traditional, offering plentiful challenges in which the children may display their talents. It is our belief that we have succeeded in creating a very happy, fruitful learning environment for our pupils. Our success is the result of a team effort on the part of the children, the Staff and the Parents.

The National Curriculum is used to provide a foundation for the curriculum offered at the school.

In the core subjects, Numeracy and Literacy we aim to achieve high standards, in order for each child to reach their full potential.

We place great importance on 'Using and Applying' skills and ensure that the children have excellent groundwork in the techniques which allow them to apply their knowledge to problem solving.

Subjects offered in Kindergarten and Reception;

- Communication, Language and Literacy
- Problem solving, Numeracy and Reasoning
- Physical development
- Creative development
- Knowledge and understanding of the World
- Personal, Social, Emotional Development
- Children in this department are taught by specialist teachers

Subjects offered across Years 1 to 6;

- Numeracy, Literacy,
- Science, ICT,
- Humanities, Religious Education, PSHE,
- French, Spanish
- Dance, Music, Drama, Performing Arts
- Art, Design & Technology
- PE

PE including- Gymnastics, Dance, Swimming, Outdoor Games

Winter outdoor games include - Football, Tag Rugby, Netball, Cross Country Running, Hockey

Summer outdoor games include -Tennis, Cricket, Rounders, Athletics, Triathlon

Children in these year groups are taught by our specialist teachers.

Music, Speech and Drama - Individual lessons

A large variety of individual instrument lessons are offered at Woodlands Schools;

- Piano
- Classical guitar, Viola, Violin
- Flute, Trumpet, Trombone
- Saxophone, Clarinet
- Voice
- LAMDA training and examinations are also offered to children from Year 2

Please speak to the relevant member of staff for Speech & Drama or Music for further information.

These activities are chargeable.

School Trips

School trips form an integral part of the educational experience at Woodlands.

- Annual trips include outward bound adventure and cultural trips.
- The trips range from 2 days to full weeks.
- Day trips are used to give the children first-hand experience of the areas they are studying, and include trips to the theatre, museums and local places of interest.
- Visiting specialists including scientists, artists and authors also bring life to the children's education within the school.

Parents' Evenings

Woodlands Schools operate an open door policy. Staff are always willing to speak to parents and will share any minor concerns or occurrences with parents as they arise.

We offer several opportunities throughout the year to meet with your child's teacher to discuss their progress.

Autumn Term

At the end of September, we invite all parents to a Celebration Evening where the Head Teacher will talk about the plans for the year. Parents are able to meet all of the staff in an informal, relaxed setting.

Mid-term - 'Parents' Consultation week'

Parents are invited to make an appointment with class teachers to provide an opportunity to discuss their child's progress.

Spring Term

Mid-term – Late consultations (6:00pm – 8:00pm)

Summer Term

Mid-term consultations.

Exam papers are available as appropriate and results may be discussed.

During the course of each academic year, information meetings are held to explain areas of the children's learning and how parents can best support this process.

Assessment

Continual assessment is carried out by Class Teachers and their progress tracked on a computer monitoring database. Each child is regularly set new goals and challenges.

The children will participate in a number of formal tests and assessments throughout the year.

Annually, the children from Year 1 to Year 6 sit a selection of tests to provide a summative form of assessment at the end of the academic year. The tests are a combination of nationally recognised and internally set tests.

Results of these tests are sent home to parents, and papers are available for discussion in the Summer Parents' Evening.

Homework

Homework is an important part of your child's day and parents are expected to play an active role in this area.

Homework provides the opportunity to reinforce concepts learnt during the week. It will also be set during the holidays, particularly for Junior children.

A Homework policy is adopted by the schools and is available on the school website or at the School Office on request.

Learning Enhancement Policy

Woodlands Schools have a Learning Enhancement Policy which ensures that each child's individual needs are met.

Each school has a Learning Support team who will liaise with teachers over Individual Educational Plans for those children needing this level of help. Support may be offered within the classroom or in individual sessions as appropriate.

Children who have a particular talent or ability are offered extension activities.

The Learning Enhancement Policy is available on request at the School Office.

Senior School Entry

A meeting is held every year, before the Senior School Entrance Selection takes place. Parents are given as much information as possible regarding Entrance requirements, procedures and details of the many schools available to them. It is explained how we manage the children at

Woodlands during this extremely important time and give advice on how Parents can best support their children to help them to succeed with confidence in as calm a manner as is possible.

If parents wish, the Head Teacher is able to advise on the type of school best suited to a particular child, and can indicate whether the child should be entered for a scholarship. Interviews are arranged for parents to come and talk about their child's future school and general progress. It is always wise to keep several schools in mind rather than to focus on only one. The children find this pre-examination time difficult enough without suffering the added pressure of having only **one** chance to succeed. Psychologically it is of great help to the child to know that there are two or three choices.

We are always happy to discuss future schools with parents. We appreciate that the period prior to important entrance examinations can be worrying for parents as well as for the children. We work tremendously hard to ensure your child's success, although we strongly believe that no child should be pressured to produce results which may not be a true reflection of his/her ability.

The children are given weekly tests and targets to aim for to help them to reach their potential

before their entrance exams in their final year. They are taught how to cope with difficult English and Mathematics examinations and are helped to overcome any difficulty that they may be experiencing. The results of Verbal Reasoning tests are a clear indication to us of which children are suitable candidates for Scholarships.

Additional Information

Standard Emergency Procedures

In the event of a possible School Closure, you will be informed by Parentmail.

Details will also be posted on the school website www.woodlandschools.co.uk

or telephone the School Offices on:

Hutton Manor: 01277 245585

Head Office: 01277 245580

Reasons for Closure

The School will be closed only in extreme circumstances e.g.

In potentially dangerous weather conditions (deep snow; dense fog; hurricane/very severe winds).

Prolonged loss of electricity resulting in lack of heating, lighting and kitchen facilities.

Severe storm damage to the fabric of the buildings.

At any time when the School is unsafe for one or more of the reasons stated above or for any other reason where the Head Teacher/Director deems closure is necessary.

Fire

The children are escorted out of the buildings immediately the alarms are sounded. Evacuation time is approximately one minute. Regular Fire practices are held so that all children know the procedure should a fire occur during the school day.

Safety Measures for School Trips

We are **VERY** strict regarding safety requirements. The children are well behaved, and are always a great pleasure to take out of School because they behave admirably, are enthusiastic and respond well to adults' requests.

Standard Procedures

- We book a coach with safety belts and teachers are strict in ensuring that children keep them fastened at all times when the coach is moving.
- We do not allow children to sit on the aisle facing back seat of the coach.
- We do not generally allow children to sit in the first row of front seats of the coach.
- We always have a high ratio of teaching staff/parents to children.
- First Aid Kit and sick buckets are always taken.
- The children are counted at **very** regular intervals and are always double checked when getting off or on the coach.
- Staff ensure that children remain **at all times** seated with legs in front and back touching the rear of the seat. We do not allow the children to have their legs, heads and arms in the aisle.
- The children are not allowed to stand whilst the coach is in motion.
- Staff/parents are seated amongst the children.

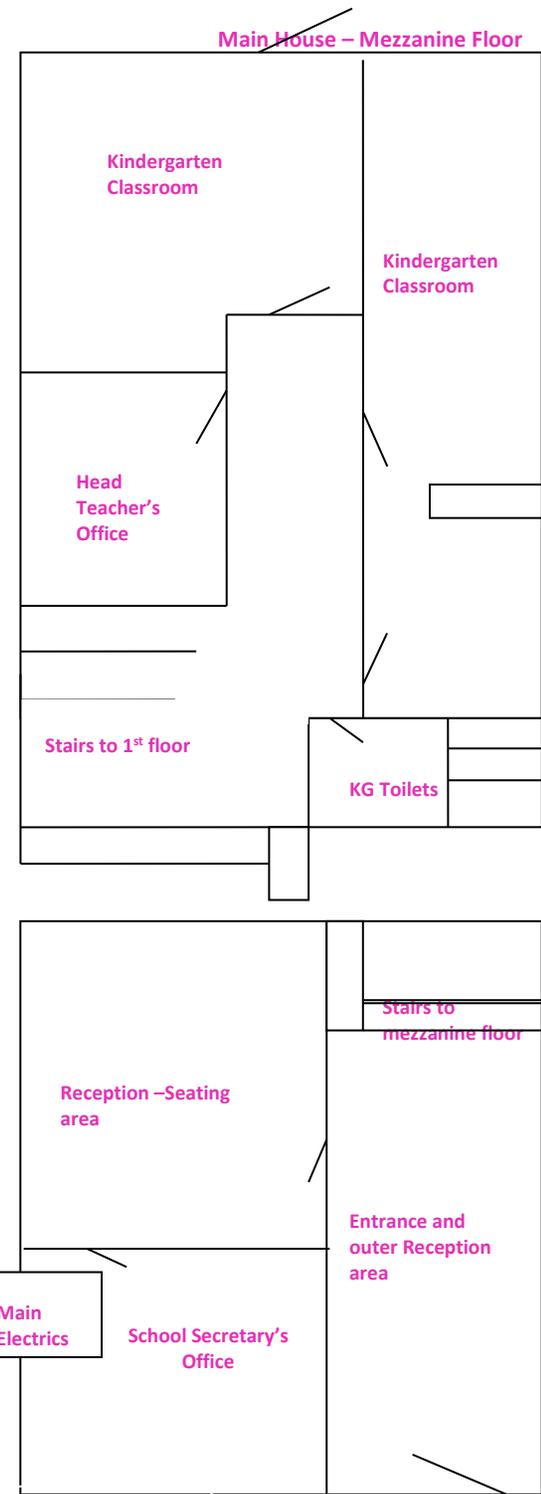
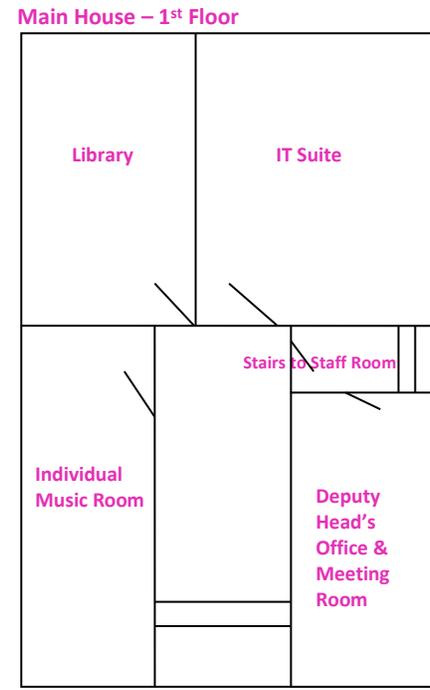
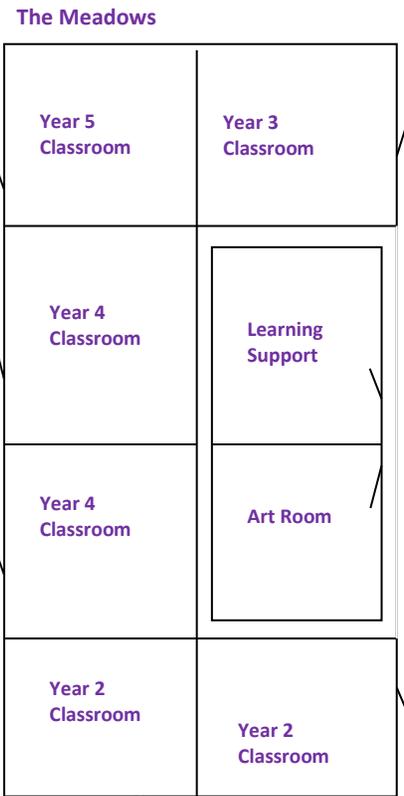
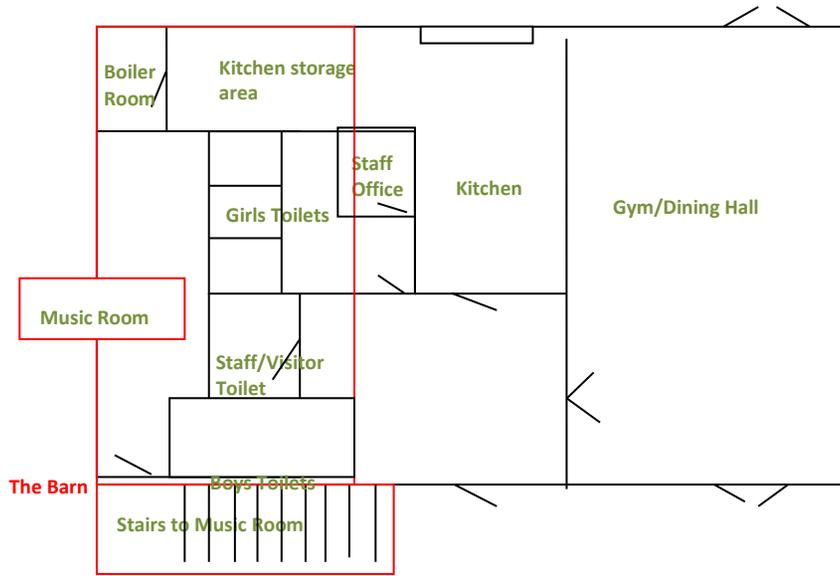
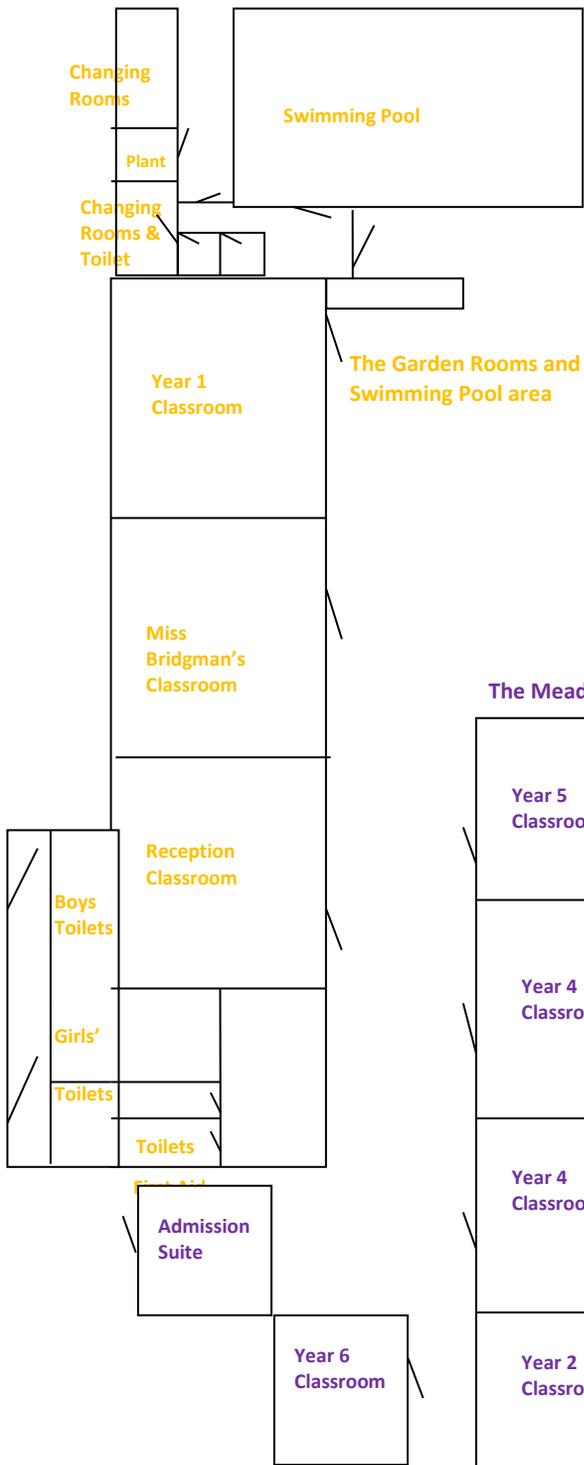
School Policies

Parents are able to access and download school policies on the school website:

www.woodlandschools.co.uk

Childhood Illnesses and Exclusion Periods

DISEASE	EXCLUSION PERIOD
Chickenpox	Exclude until all sores have crusts
Cold Sores	Exclude whilst sore is discharging
Conjunctivitis	Exclude until better or improving following treatment from GP
Diarrhoea and vomiting	Exclude until symptoms have stopped for at least 48 hours
Eczema	No exclusion necessary unless infected
Glandular Fever	No exclusion necessary if well
Hand, Foot and Mouth	Exclude until fever is gone and child feels well
Head Lice	Exclude until treated
Impetigo	Exclude until after 24 hours on antibiotics
Measles	For 5 days after onset of rash
Meningitis	None once better
Molluscum Contagiosum	No exclusion necessary
Mumps	For 7 days after onset of swelling
Psoriasis	No exclusion necessary if not infected
Ringworm (of the feet)	No exclusion necessary
Ringworm (of the scalp)	None once appropriate treatment commenced by GP
Ringworm (other areas)	None once appropriate treatment commenced by GP
Rubella (German Measles)	For 5 days from the onset of rash
Scabies	Exclude until treated
Scarlet Fever	Exclude until after 24 hours on antibiotics
Shingles	No need to exclude if sores can be covered and child feels well
Slapped Cheek (Fifth Disease)	Not infectious once rash has appeared – if contact is made with anyone who is pregnant, medical advice should be sought. School should be informed.
Sore throat (mild viral)	Until fever is gone
Sore throat (bacterial)	Exclude until after 24 hours on antibiotics
Threadworm	No exclusion necessary but treatment recommended
Tuberculosis (pulmonary)	Until 2 weeks after start of treatment. Seek advice from Consultant in Communicable Disease Control
Verrucae (warts)	No exclusion necessary but keep lesions covered
Whooping Cough	For 5 days from commencing appropriate antibiotics



Complaints Procedure

Introduction

Woodlands Schools have a clear Complaints Procedure. Our policy can be located on the School Website or is available on request from the School Office.

Woodlands Schools have robust safeguarding procedures in place. Our policy can be located on the school website or is available on request from the School Office.

Contact Details

Proprietor	Mr. J. K. Lewis	Contact Head Office
Director in Charge of Safeguarding, Health & Safety & Curriculum Matters	Mrs C Beeston	
Finance		Contact Head Office
Head Teacher, Hutton Manor:	Mrs Paula Hobbs	Contact Hutton Manor School
Deputy Head Teacher	Mr David O'Keefe	

Woodlands Hutton Manor

428 Rayleigh Road
Hutton
Essex CM13 1SD

Tel: 01277 245585

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Head Office

428 Rayleigh Road
Hutton
Essex

Tel: 01277 245580

Fax: 01277 245581

Email: info@woodlandsschools.co.uk