

Hutton Manor



Parents' Handbook Frequently Asked Questions

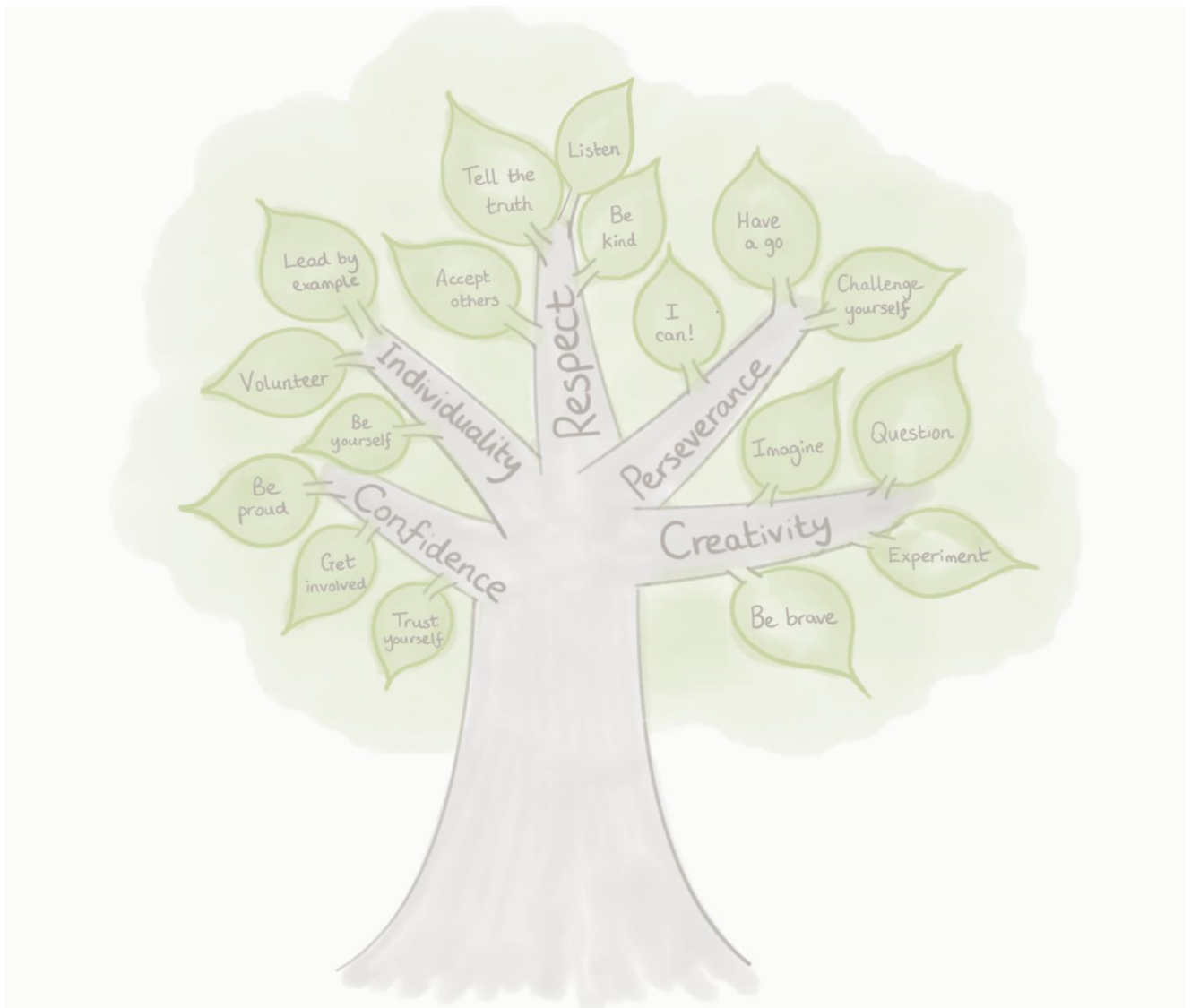
Table of Contents

Table of Contents	2
Welcome to Woodlands Schools - Hutton Manor	3
1. What are the timings of the School Day?	4
2. What should I do if I am late dropping my child off or picking them up?	4
3. How do I drop off and pick up my child?	4
4. What do I do if my child can't come to School?	4
5. What should my child wear? Which day, which uniform.	5
6. What does my child need for School?	5
7. What should I not send to School?	5
8. Do you offer wraparound care?	6
9. What clubs do you offer?	6
10. Do you provide individual specialist teaching for music etc?	6
11. How do I find out what is going on?	6
12. Can I talk to my child's teacher?	7
13. When do I get reports?	7
14. Will my child get homework?	7
15. What happens if my child needs support?	7
16. What is the House System?	7
17. What will my child have for lunch?	8
18. What events can I see my child take part in?	8
19. Can I become involved at Woodlands?	8
Additional Information	9
Standard Emergency Procedures	9
Fire	9
School Policies	9
Complaints Procedure	9
Childhood Illnesses and Exclusion Periods	10
Contact Details	11

Welcome to Woodlands Schools - Hutton Manor

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.

We are delighted that you have chosen Hutton Manor for your child's journey through primary school. We commit to walking alongside your child as they learn to question, make, wonder, try, accept, tolerate and challenge, with our core values at the heart of everything that we do. We will laugh as we all learn, and smile when we remember what a great time we had at school!



The purpose of this Handbook is to provide answers to those frequently asked questions that often arise when joining a new school. Whilst we have made every effort to cover all the essential areas, it is possible that you still may have queries. Please do not hesitate in contacting us at any time.

1. What are the timings of the School Day?

Kindergarten	8.50 a.m. - 3.15 p.m.
Kindergarten (p/time)	8.50 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	8.40 a.m. - 3.30 p.m.

Children should arrive no earlier than 08:30am and should arrive in class no later than 5 minutes before the register is taken. See above for timings.

2. What should I do if I am late dropping my child off or picking them up?

Whilst we would always recommend that you allow plenty of time for your journey, there may be the odd occasion when you are late – we always advocate safety over speed. If you are late dropping your child off, then you must accompany them to the School Office where they will be signed in. In the event that you are unavoidably detained for pick up, please phone the School Office as soon as it is safe to do so.

3. How do I drop off and pick up my child?

Cars should be parked carefully. We ask that you be especially vigilant in and around the Car Park, as there could be children walking near the cars. A strict 5mph limit is in operation. The Lower Car Park adjacent to the tennis courts is only for the use of parents whose children attend Little Acorns. Children in Years 2-6 are encouraged to walk along the footpath to the playground gate on their own. However, parents are always welcome to accompany their children if they wish to do so. 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.

If your child is to go home with someone other than yourself, or the person who collects him/her regularly, please notify the School Office by email 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 will not release children to persons they do not know.

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. Children will not be allowed through the pedestrian gate unless they are accompanied by an adult. Please do not ask your child to wait for you on the field or in your car.

4. What do I do if my child can't come to School?

If your child is unwell and cannot attend school, please call the School Office as soon as possible to notify them of the reason for your child's absence. (You need to notify the Office at the beginning of **each** day your child is absent from school if they are unwell.) This will then be communicated to their form teacher. If your child is not in school, and you have not contacted us, you will receive a telephone call to confirm the reason for the absence.

If you need to take your child out of school for any reason, an absence form must be completed and returned to the School Office. These forms must still be completed even where it is acknowledged that the absence will not be authorised (e.g., holidays, family days out etc).

If you need to collect your child during the school day, for example, for a medical appointment, you must go to the School Office where your child will be signed out and brought to you. Your child should be accompanied back to the School Office if they return to School during the day and signed back in.

All notifications for absences/lateness must go through the School Office in the first instance.

5. What should my child wear? Which day, which uniform.

There are two types of uniform at Woodlands. Full Uniform (Blazer) and PE Uniform. Your child's class teacher will provide you with a Curriculum Letter and timetable indicating the days on which your child has PE or Games; on these days they will come to school in their full PE kit. On swimming days, children will wear full uniform and change in the school changing rooms. All children should have wellies, waterproofs and summer sports cap available at all times.

There are two forms of full uniform, Summer and Winter. Summer uniform is worn from the start of the Summer Term in April until the October half term and winter uniform is worn from after the October half term until the end of the Spring Term in March. Caps or school hats should always be worn to and from school. Hair that is long enough to be tied back needs to be fully tied back every day, with uniform coloured accessories. Hair that is too short to be tied back can be secured away from the face with either clips or a hair band. This applies to boys and girls. No visible hair products, such as hair gel or wax products are to be used. Hair colouring and coloured ribbons are not permitted. We do not encourage children to wear jewellery. If they already have pierced ears, only the smallest gold or silver studs are allowed, which must be removed for sports. Pupils may wear watches to school but these must not be smart watches and should not have any facility to take photos or access to the internet. Pupils should not wear make-up, this includes transfers and nail varnish. Children wearing nail varnish will be asked to remove it that evening after school. If it has not been removed, it will be removed in the school office on the next day. Please ensure that your children's uniform is labelled clearly with their name. This is particularly important where secondhand uniform has been purchased.

For further information on uniform, please visit the School Website.

6. What does my child need for School?

- Refillable water bottle
- Healthy snack (fruit etc); no nut products, crisps, chocolate. Unsuitable snacks will be returned to parents
- **KG to Year 1 children only:** spare set of clothes in a carrier bag, to be kept at school in case of accidents
- All children – a set of old clothes in a carrier bag including several pairs of socks for outdoor learning
- Waterproofs: Woodlands waterproof rain jacket, any waterproof trousers and a warm layer to wear under their rain jacket, e.g., a navy fleece
- Wellies
- Woodlands Sports Cap
- **Years 3-6 children only:** optional – pencil case. All necessary stationery items are provided by the School.

7. What should I not send to School?

We are very conscious of the danger of allergies and all staff receive regular training on the use of auto-injector pens (Epi-pens) and anaphylaxis treatment.

We have made the decision as a school that we are an entirely nut-free environment for the sake of our pupils and staff.

Anaphylaxis can kill and we insist that no nut products – or products that may contain nuts – are brought on site at any time. As we have some children with very serious allergies, we politely request that food items (including birthday treats) that are brought on site, other than your child's healthy mid-morning snack, are in their original packaging, with the ingredients visible. Children are to take these home and not consume anything on site.

If your child has any allergies or other medico-dietary needs, please speak to the office. We work closely with Chartwells, our catering supplier to ensure this policy is rigorously enforced.

8. Do you offer wraparound care?

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.

We offer an after school wraparound facility which operates from 3.15pm until 5.55 p.m. every day. Children may stay for part or all of the session but there is a minimum one hour booking fee. A light snack is provided to children who are booked in after 4:30pm. To book this facility please email Mrs Marshall (penny.marshall@woodlandsschools.co.uk) or call 01277 245585. All bookings are to be made a minimum of two school working days in advance.

9. What clubs do you offer?

In a typical school year, we offer up to 30 clubs per week – ranging from sports to academic and music to mindfulness. Many of these clubs are non-chargeable. Where there is a charge, this is indicated clearly on the clubs list which is issued prior to the start of each term. Free clubs are booked weekly online through the parent-booking system. Please email Mrs Marshall in the School Office (penny.marshall@woodlandsschools.co.uk) to book chargeable clubs. Chargeable clubs are booked for the entire year.

10. Do you provide individual specialist teaching for music etc?

Yes, we have a team of specialist peripatetic music teachers including singing. Our LAMDA programme which leads to regular grading is strongly encouraged from Year 2. If you wish to receive more information about these sessions, please contact the School Office.

11. How do I find out what is going on?

We communicate primarily by way of Parentmail. You will have been added to this system when your child has started the school. However, if you are not getting messages, it could be as simple that you have not responded to the registration email or the email has gone to junk.

Each class will have their own Seesaw account which will provide you with regular updates as to what is happening in class.

Your child's class teacher will provide you with a Curriculum letter at the start of each term.

The School Office will issue a calendar of events at the start of the school year and updates will be sent when appropriate. As far as is possible, we will endeavour not to change dates once they have been set.

Throughout the term you will be invited to join us at our Celebration Assemblies.

Most classes run WhatsApp groups amongst the parents and whilst these are a fantastic way of sharing information, please do contact us if unsure about anything as with the best will in the world, information can be misconstrued or distorted; please check with us!

12. Can I talk to my child's teacher?

We recognise that clear channels of communication are of great importance. We therefore operate a very honest and transparent open door policy and encourage you to make contact with staff whenever you have a question about your child's education or our operating procedures. You will be given your child's teacher's work email address and will also be able to communicate via Seesaw. Please note that our teachers are advised to protect their own family time and are therefore not expected to respond to evening or weekend emails.

Staff are generally available to chat to each afternoon at pick up time, with the exception of Tuesdays when there is a staff meeting.

Formal consultations take place each term, however, you are more than welcome to make an appointment to talk to any member of staff at any point during the school year. This includes senior staff and the Head Teacher.

13. When do I get reports?

We provide a short Interim report as part of your Spring consultations outlining your child's progress so far and what their main targets are for the year.

At the end of the Summer, we provide a full, detailed written report covering every subject. We also share the results of our Summer full assessment programme with you.

14. Will my child get 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. Each class will have its own homework timetable.

A Homework policy is adopted by the School and is available on request.

15. What happens if my child needs support?

We have a Learning Enhancement Policy which ensures that each child's individual needs are met; we also have 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. We will of course contact you if we feel there are any areas in which your child may require support accessing the curriculum.

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

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

16. What is the House System?

Every child is allocated to a house on entry to the school: Rowan, Holly, Beech, Willow. House points are used to reward excellent work, academic progress, social behaviour, sporting success and so on. The

children work individually to achieve bronze, silver and gold certificates and badges throughout the year. House competitions are held throughout the academic year.

17. What will my child have for lunch?

All children enjoy a delicious lunch at Hutton Manor prepared by our Head Chef and their team. All dietary requirements can be catered for. Menus are on a three week rotation and can be seen outside the kitchen and on the school website.

18. What events can I see my child take part in?

Typically, we hold a number of events which you are invited to join us for: Harvest Festival, Christmas Productions for Kindergarten, through to Year 5, Carol Service for Year 6, Spring Concert and a Year 6 Leavers' Performance. Alongside these productions we also offer class assemblies and invite you to our regular Friday Celebration Assembly. We also hold a formal Prize Giving Day in July for children from Year 1 upwards.

19. Can I become involved at Woodlands?

Absolutely. We have a thriving Friends of Hutton Manor group who organise various events throughout the year. Everyone is welcome to be part of this group; this includes your extended family.

At the start of the academic year, we run a Celebration Evening in which parents are invited to meet with the Staff in an informal, social setting.

On occasions, class teachers may invite parents in for a variety of reasons ranging from, for example, talking about their job to helping with a specific activity.

On the following pages you will find additional information.

Please do feel free to contact us if you have any further questions or queries. We look forward to getting to know you on your family's journey through the School.

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

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 water

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. Regular Fire drills are held so that all children know the procedure should a fire occur during the school day.

School Policies

Parents are able to access and download school policies on the school website www.woodlandschools.co.uk or on request.

Complaints Procedure

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.

Childhood Illnesses and Exclusion Periods

DISEASE	EXCLUSION PERIOD
Chickenpox	Exclude until all sores have crusted
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

Contact Details

Proprietor	Mr. J. K. Lewis	Contact Head Office
Director of Education	Ms C Lewis	Contact Hutton Manor School
Finance	Mrs Pauline Bones	Contact Head Office
Head Teacher, Hutton Manor:	Mrs Samantha Lott	Contact Hutton Manor School
Deputy Head Teacher	Miss Sarah Wesson	Contact Hutton Manor School

Woodlands Hutton Manor

428 Rayleigh Road
Hutton
Essex CM13 1SD

Tel: 01277 245585

Woodlands Schools Head Office

428 Rayleigh Road
Hutton
Essex

Tel: 01277 245580

Fax: 01277 245581

Email: info@woodlandsschools.co.uk