

Kind Curious Brave Optimistic Enterprising Inclusive Confident



HYDE PARK SCHOOLS

Information Booklet for Parents

2022 - 2023

KEY STAFF

Executive Headteacher	Mrs. Y. Jones
Head of Infant's School	Mrs. D. Razey
Head of Junior School	Mr. M. Dellow
Assistant Headteacher	Mrs. K. Buck
SENCO	Miss. H. McNamee

CHILD PROTECTION AND SAFEGUARDING CHILDREN

Hyde Park Schools are committed to the protection and safety of children.

A copy of our Child Protection and Safeguarding Procedures are available on the websites and from the school office.

The school has six named Designated Safeguarding Leads; Mrs. Jones, Mrs. Razey, Mr. Dellow, Mrs. Buck, Miss McNamee and Mrs. Degg.

General Information

Hyde Park Schools are part of The Horizon multi-Academy Trust; a multi-academy trust which caters for boys and girls from 3 to 11 years of age across Plymouth.

School address: Hyde Park Schools

Hyde Park Road

Plymouth

PL3 4RH

Telephone Number: 01752 225314

General Enquiries Email Address: hydepark.office@horizonmat.com

Hyde Park Infants' website: <http://hydepark-inf.plymouth.sch.uk>

Hyde Park Junior Website: <http://www.hydeparkjuniorschool.co.uk>

Horizon Multi Academy Trust website: <https://horizonmat.com/>

Autumn Term 2022	
Staff Training Days (All Day)	Thursday 1 st September 2022 Friday 2 nd September 2022
First Day of Term for All Children	Monday 5 th September 2022
Half Term	Monday 24 th to Friday 28 th October 2022
Last Day of Term	Friday 16 th December 2022
Spring Term 2022	
Staff Training Day (All Day)	Tuesday 3 rd January 2023
First Day of Term for All Children	Wednesday 4 th January 2023
Half Term	Monday 13 th to Friday 17 th February 2023
Last Day of Term	Friday 31 st March 2023
Summer Term 2022	
Staff Training Day (All Day)	Monday 17 th April 2023
First Day of Term for All Children	Tuesday 18 th April 2023
Bank Holiday	Monday 1 st May 2023
Half Term	Monday 29 th May to Friday 2 nd June 2023
Last Day of Term	Friday 21 st July 2023
Staff Training Day	Monday 24 th July 2023

School Uniform

All children must have full school uniform, worn correctly, for daily attendance at school. Uniform will also be worn on occasions when children are representing the school, including during off-site visits, unless specified. Parents, carers and guardians are asked to co-operate fully by providing the uniform and ensuring children wear it correctly at all times.

Please ensure that all articles of clothing and other items brought into school are clearly marked with your child's name.

Items can be obtained from any high street store or supermarket, and branded items from The Schoolwear Shop. Branded PE uniform is available through the online shop for which the link is attached below.

- Black school shoes
- Grey trousers, shorts, skirt or dress, or a blue checked summer dress when appropriate
- White polo shirt
- White, black or grey socks or tights
- Royal blue jumper or cardigan
- Hair should be tied back neatly where it is below chin length. Hair accessories should be small, plain and simple. Hair accessories should not be sparkly.
- Nail varnish or acrylic nails are not allowed in school

On days when your child has PE, they should come to school dressed in their PE kit. Branded PE kit for KS2 pupils is available, although parents are advised that alternative non-branded kit in the same colours is acceptable and that this is available through high street stores and supermarkets.

PE Uniform:

- Navy blue tracksuit top
- Sky-blue T-shirt

(For junior school aged pupils these are available from Kit-World using this link:
<https://kitworld.uk/product-category/schoolclubs/hyde-park-junior-school-pe-kit>)

- Navy blue shorts or tracksuit bottoms
- White socks
- Footwear must be trainers, which should be as plain as possible and either black or blue.

***Please ensure that all items of clothing are labelled clearly with your child's name.**

Outerwear

In winter, children need a warm waterproof school coat. Denim, leather or fur jackets are not considered suitable for school. In summer, an anorak, cagoule or similar should be brought to school when the weather is unsettled.



Footwear

Shoes should be suitable for school wear, enabling your child to play safely at playtimes. Shoes should be plain black or blue with no coloured stitching.

Bags

Equipment is on the whole provided by the school, although there will be things they need to transport to and from school, such as water bottles and reading books. A small rucksack will suffice. Younger children may use bookbags if preferred and are available from the Schoolwear Shop in the city centre.



Personal Appearance

Shoulder length and long hair must, for safety and hygiene reasons, be tied back from the face. Hair accessories should be plain in style and in school colours. Hair gel, mousse, nail varnish, temporary tattoos etc. should not be worn to school. Patterns should not be shaved into hair.

No jewellery is permissible aside from those specified below:

- If children have pierced ears, only plain gold or silver studs should be worn.
- A small watch may be worn if your child can tell the time. Whilst we make good use of technology in lessons, our experience is that smart watches are a distraction for pupils and can lead to issues around photography and filming and therefore are not allowed in school.

If jewellery needs to be worn for religious reasons, you must discuss this with the Headteacher.

Sunglasses are not permitted at school unless they are prescription sunglasses. If your child wears sunglasses on the way to school, please take them home with you.

During summer weather, please provide a sun hat with a brim or peak and apply a long-lasting sun protection.

Many thanks for your cooperation in these matters. We want our children to be smart in their uniform and wear it with pride.

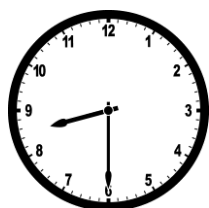
Admission Arrangements for September 2022

Please refer to the letter sent to you separately regarding your child's start date.

For Reception children starting in September there will be a two-week transition period; children starting on a part-time timetable, increasing to full time by the third week. For those children who need a longer period of part-time attendance, this can be discussed with the Headteacher or SENCO.



The School Day



8:30am	Gates open for our 'soft start'
8:50am	Registration and Direct Improvement Time
9:00am	Lessons start
3:25pm	End of school for Reception, Year 2, Year 4 and Year 6
3:30pm	End of school for Year 1, Year 3 and Year 5

Other timings are staggered throughout the day based on the timetable of each class.

All children will have PE lessons as part of their timetable. Children will not be excused from regular PE or Games unless there is a medical reason, and a letter is provided.

Punctuality

Children are required to attend school on time and registration starts promptly at the time listed above. Arriving after this time will result in a late mark. Children who arrive after 08:50am will be recorded as "late after the register closes" - this equates to an absence and will affect their attendance figure. Teachers record lateness in the registers and persistent lateness will be referred to the Education Welfare Officer.

Breakfast Club and After School Clubs

We offer a breakfast club at a minimal cost. A variety of both free and charged after school clubs are available. These are delivered in a safe and supervised environment by qualified staff. All providers are DBS checked to an enhanced level and are experienced in and passionate about the activities they offer.

Breakfast Club Sessions run daily from 07:30am to 08:30am; children are then escorted to their classrooms to start morning lessons. A breakfast of cereal or toast, fruit, milk and a drink are provided.

After School Club Sessions are offered daily for children to play with friends, take part in activities, arts and crafts and sports at the end of a busy school day. Sessions run from the end of the school day until 4:30pm and 6:00pm for wrap around care. Parents are encouraged to provide children with a snack for after school sessions.

Attendance and Illness

Attendance at all school sessions is required by law. The only exceptions to this are in cases of illness or where the Headteacher has granted special leave-of-absence.

It is essential that you contact the school before 8.50am on **each day** that your child is absent. Our Attendance Officer will call you every day that your child is absent, and we do not know the reason.

To help with the smooth running of the system, please ensure you follow the schools' procedure:

- Inform the school office if your child is going to be absent;
- Provide a doctor's certificate if the illness is prolonged and/or the school requests a copy;
- Advise the school if your child is going to be late for any reason.

If a child is ill during the school day, he/she will be cared for by a designated member of staff. A decision will be made as to whether to contact parents/carers/guardians for early collection.



Please inform the school if your child contracts an infectious disease such as chicken pox, mumps, scarlet fever and German measles (rubella), which can have serious implications for other children and staff.

Guidance from NHS UK: **Vomiting and diarrhoea**. Children with diarrhoea and/or vomiting must be kept off school until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting in children get better without treatment, however if symptoms persist, please consult your GP.

Dental and Medical Appointments

Please arrange non-urgent dental and medical appointments out of school hours so that learning is not disrupted. **Please do not keep children out of school for the whole day unless absolutely necessary.**

Medicine

We can administer medicine prescribed by a GP and other essential medicines by agreement.



If a child requires medicine to be administered during the school day, including self-administered medication such as an inhaler, a consent form must be completed by a parent/carer and accompany the medicine. Forms are available from the school office. All medicine must be handed in at the school office in its original packaging as dispensed and must be clearly labelled with the child's name and dosage requirements.

Inhalers will be kept with the class at all times. Children with serious medical conditions will need a healthcare plan. A member of school staff will liaise with the parent/carer/guardian to complete this.



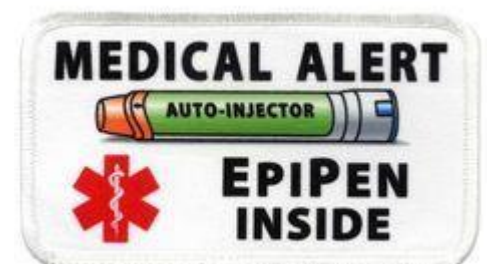
During the summer, we recommend using a long-lasting sun cream product that can be applied at home before the start of the school day.

Supporting Children with Medical Conditions

We ensure that children with medical conditions receive appropriate care and support at school. We do all that is reasonable to ensure that we can administer medication and care to enable them to access school life. Our 'Supporting Children with Medical Conditions' policy has been developed in line with Department of Education guidance. The policy can be viewed via the Schools' websites. A paper copy of the policy can be requested from the school office.



Please do not hesitate to contact the school office if you have any questions regarding the above.



Signing In/Out Procedure

Any child arriving at school after 8.50am will have missed morning registration and must be signed in by their parent/carer/guardian at Reception, giving a valid reason for the late arrival.

Any child who has to leave school during the school day for a medical appointment or similar valid reason must have a note or appointment card requesting this. This should be presented to the school office. Children leaving school during the school day must be signed out at reception by their parent/carer/guardian or authorised adult.

Any absence from school must be requested through an absence request form, which is available from the school office. Requests must be made as far in advance as possible.

Leave of Absence

Requests for leave of absence must be made by completing a "Leave of Absence Request" form, which is available from the school office. **Where possible, all requests must be submitted at least one month before the date of the requested absence.**

The school holiday dates are published in advance, and we expect parents/carers/guardians to do everything possible to avoid taking their child/ren out of school during term time. Holidays will not be authorised during term time.

Approval of leave of absence in exceptional circumstances will be at the discretion of the Headteacher.

Our Attendance Policy is available on our school website, or on request from the school office, and sets out our policy with regard to unauthorised absences.

Responsibility for Attendance and Collection of Pupils

- Children will only be dismissed to a known parent, guardian or carer. If you require a family member or friend to collect your child or children, please ensure that you have provided the office with a password. The person collecting your child or children should know the password as well as your child (age dependent).
- Pupils in Years 5 and 6 may walk home from school. If you want your child to be allowed to walk home you must give written permission to the school office in advance, preferably by email.

Communication to Parents

E Mails	Letters, messages and reminders are sent by E mail. Please inform the school if you change your e mail address
Text Message	Urgent messages and reminders are sent by text Please inform the school if you change your mobile number.
Reading Record	This keeps parents/carers informed of reading progress.



Curriculum Topics	These are published each half-term on the school's website and show the outline for learning. A paper copy can also be obtained from the school office.
School Reporting System	Continuous assessment of skills and achievements take place throughout the term. Parent consultation evenings are held each term. Parents/carers/guardians receive a full written report at the end of the academic year in Summer Term 2.
Website	The school website holds a host of information. The website address is Hyde Park Infant website: http://hydepark-inf.plymouth.sch.uk Hyde Park Junior Website: http://www.hydeparkjuniorschool.co.uk
School Calendar	The school calendar is on the school website.

Parents/carers can write to the school at hydepark.office@horizonmat.com
Correspondence will then be forwarded to the staff member concerned.

Meeting with Staff

Class teachers are available at the end of each day to have an informal conversation.

The school takes a positive approach to supporting children and believes that the majority of situations are best resolved quickly and efficiently by discussing any concerns with the class teacher.

For a longer discussion, or to speak to one of the school leaders, it is essential that an appointment is made in advance by contacting the school office.

It is most helpful if a communication is sent to the school office setting out the concerns so that these can be given some attention prior to the meeting, such as by consulting records, talking to members of staff, or by having a preliminary talk with your child.



Concerns/Complaints

Please let us know immediately if you have concerns or complaints. The sooner the school knows, the sooner we can take measures to put matters right, offer solutions and reassurance.

Initially any concerns or complaints should be discussed with your child's class teacher, who is best placed to deal with any emerging problems. If you feel you would like to speak to a senior leader, please make a request via the school office and a meeting will be arranged for you.

In the event of you wishing to discuss your concern or complaint with the Chair of Governors, Mrs. Rachel Mathis, this can be done via a confidential letter handed in to the school office, or via confidential email addressed to rachel.mathis@horizonmat.com

Please also see the Complaints Policy on our website.

Emergency Communication



Emergency messages, for example during bad weather, will be posted on our school website and text messages and/or email communication will be sent out.

We would also inform Plymouth City Council to update their website as well as the local press where relevant.

Curriculum Statement

The school curriculum includes all the learning opportunities your child encounters during the school day. Our expectations are high, and we hope that by ensuring each child becomes a confident, independent and resilient learner, and that they are all able to make excellent progress and achieve well.

The curriculum is designed to help children acquire the essential skills of English and Maths so that they become fluent in the use of spoken language, in reading and writing, and that they become increasingly competent in the understanding and application of mathematics.



All the learning that takes place in school is dependent on the four inter-related skills of speaking, listening, reading and writing.

The emphasis is on teaching using an enquiry based approach through engaging topics, which excite and engage children in a wide range of investigative learning experiences. We provide opportunities for children to develop the knowledge, skills and attitudes to become successful life-long learners as they engage with all subjects in the National Curriculum: Science, Computing, History, Geography, Art and Design, Design Technology, PSHRE, Religious Education, Music and Modern Foreign Languages.

Our Reception curriculum is exciting and motivating, capturing a love of learning at the start of a child's education. All learning covers the seven areas stated in the EYFS framework. There is a key focus on language and communication, early literacy and mathematics, and personal, social and emotional development.



Special Educational Needs & Disabilities

Children are all individuals who develop at their own individual pace. Where we feel that a child is not achieving as well as we would expect, we start a process of identifying and addressing his/her particular needs.

The child's teacher, the SENCo, and parents/carers/guardian discuss the child's strengths and areas for development and suggest appropriate strategies or intervention programmes. This may include giving a child extra support on an individual or small-group basis.

If the child's progress is still very slow, with the agreement of the parents/carers/guardians, we may call upon the advice of another professional such as an educational psychologist, speech therapist, occupational therapist or educational welfare officer.

Children whose learning is more severely delayed due to visual or hearing impairment, specific learning difficulties, emotional/behavioural difficulties or poor coordination may be recommended for a formal assessment. This will give a clearer picture of the child's abilities and may result in an Education and Health Care Plan and extra resources to meet those needs.

Parents/carers/guardians are always involved in discussions from the beginning and no decisions are made without parental agreement.

School Library

Your child will be offered the exciting opportunity to borrow a library book from our school library. Each class will visit the library each week to select their books. The children will scan their book out of the library, so we are able to keep a record of which books have been borrowed. The books can be borrowed for a week and then the children will sign their book back in during their next class library visit.



The schedule for library visits may change weekly depending on timetables and other events, so we ask that the children bring their borrowed library book to and from school each day in their bag, so they are able to return them to the library and select a new book on any given day. If your child does not have his/her library book in school when the class visits the library, it will not be possible to select a new book until the one currently being borrowed is returned.

Please note that our library books must be cared for at home as well as at school and we expect the books to be returned in good condition for others to use. We implement a 'Damage or Loss' policy - if a book is lost or damaged there will be a replacement fee of **£10.00** for a hard-backed book and **£5.00** for a paper-backed book.

Catering Arrangements

Your child can choose to have either a school cooked lunch or a packed lunch provided from home each day. Parents are able to pre-pay for lunches on SchoolMoney; parents are able to choose lunches in advance on the system, and registers are taken each morning when your child's choice will be noted. The meals are cooked on site by our own caterers. We firmly believe that the price of school lunches represents value for money and provides a healthy, well-balanced meal.

Menus can be found on our website.

Meals are free for children in Reception and Key Stage 1, (Universal Free School Meals for Year R to Year 2).

A school meal has to be purchased for children in Years 3 to 6, unless pupils qualify for 'Free School Meals'.

- Meals must be paid for in advance by using the online payment system, SchoolMoney. If you experience any difficulties accessing the SchoolMoney system, please contact the school office and we will be happy to assist you.
- School Lunches are £2.40 per day, and whether your child has a school meal every day or on an occasional basis, you may find it easier to pay a regular amount into your account each half-term so that there is an adequate credit balance on your account.

If you wish to provide your own packed lunch, **please** note:

- Do not include sweets of any kind;
- No chocolate bars;
- Fizzy drinks must not be brought into school and no glass bottles or cans please.



We fully support healthy packed lunches for our pupils to maximise their learning and positive behaviour during afternoon sessions. Advice and ideas for packed lunches can be found here <https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

We have several children with severe allergies; therefore, the school is a nut free zone. Please do not send in products containing nuts; this includes chocolate and nut spreads such as Nutella and peanut butter.



Fruit and Vegetable Scheme

The school takes part in the 'National Fruit and Vegetable Scheme', which enables each child in Reception to the end of Year 2 to receive a free piece of fruit or vegetable for snack time each day.

Years 3 to 6 may bring in a piece of fruit each day for their snack.



Cool Milk Scheme

Free milk is available for all children aged under five in school, funded by the UK government.

In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier. We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth.

Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission



Trips and Visits

Trips and visits enrich the curriculum for all children and support their personal and social development.

We organise different trips and visits throughout the year for all year groups.

Details will be communicated to you via letter sent home approximately 4 weeks before each planned trip or visit. Small voluntary contributions are requested to help fund these enrichment activities.



All visits and trips are risk assessed prior to the day of the activity and health and safety procedures are strictly adhered to. If transport is needed, coaches with seatbelts are always used.

School Money

Hyde Park Schools are cashless. This means that all payments, for example school meals, trips and visits, must be paid for via our electronic on-line payment system, SchoolMoney.

SchoolMoney is an easy, secure and fast online system and can be accessed via a PC, tablet or smart phone. Parents and carers without access to such technology can pay via the school office.

Parents/carers/guardians will receive a letter from the school inviting them to access SchoolMoney website to make a payment. Please ensure the school office is kept updated with any changes to email addresses and mobile numbers.

Any difficulties accessing the system should be reported to the school office, where a member of the admin team will help resolve any problems.

Pupil Premium

Pupil Premium Grant funding is allocated to schools by the Department of Education to increase social mobility and reduce the gap in performance between children from disadvantaged backgrounds and their peers. Where applicable its purpose is to raise attainment, accelerate

progress and fulfil the achievement potential of all children. Schools receive funding for each eligible child and can use the funding flexibly. It is up to the school to decide how to spend the Pupil Premium Grant funding because staff are best placed to assess what additional education provision should be put in place to ensure maximum progress for all children in their care.

Pupil Premium at Hyde Park Schools

Pupil Premium Grant funding at Hyde Park Schools accelerates the progress of eligible children through the planning and delivery of a range of enhanced and personalised learning interventions and experiences such as:

- Additional education support
- Interventions
- 1:1 and small-group support
- Personal, social and emotional support.

We regularly review our Pupil Premium Grant initiatives to ensure they are having a positive impact. Each year we plan priorities for this year's expenditure based on the cohort of eligible children.

Accessing the Pupil Premium at Hyde Park Schools

- Children who are looked after by a local authority are eligible for Pupil Premium Grant funding.
- Children who have a parent/s in the Services are eligible for Service Pupil Premium Grant funding.

If you think your child qualifies under either of the above two categories, please contact the school office as we are keen that everyone eligible benefits from this additional funding.

- From April 2014, children adopted from care are also entitled to Pupil Premium Grant funding.

If your child has been adopted from care, please notify the Headteacher, in confidence, by arranging a meeting as soon as possible. We will need supporting evidence such as an adoption order.

In order to qualify for Pupil Premium Grant funding **with the additional entitlement to free school meals, free milk and the potential for help towards trips and visits**, you will need to meet one of the following criteria or be in receipt of one of the following benefits. This will need to be verified by Plymouth City Council:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Work Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)

- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

If you are currently receiving any of the above, please complete a Pupil Premium Grant application form which is available from the school office. All information will be kept confidential.

In 2022/2023 Pupil Premium Grant funding will continue to be used to support educational achievement. The school must publish how this funding is used each year - please note that we do not mention children's names in this report. Look on our website for last year's report.

Please do not hesitate to contact the office if you require any further information.

Parking

Wherever possible please ensure your child walks to school. Parking around the school is limited. Please do not park on the yellow lines around the school or in the service lane around the back of the school as this compromises the safety of all pupils and adults.

Dogs



Dogs are not permitted on school premises. Some children are not used to dogs and get anxious when they are in their vicinity; the behaviour of dogs can be unpredictable around crowds and unfamiliar children.

Dogs should not be tied to the school fence or gates.

School Photographs



Individual photographs are taken in the Autumn Term and class photographs are taken in the Summer Term. Parents/carers will have the opportunity to purchase a package of photographs.

The school utilises photography and video clips of the children on a regular basis as part of the curriculum; please ensure you have completed the consent section on our application form.



Valuables

Children should not bring any valuables, such as jewellery or electronic games, into school. The school will not take responsibility for any items brought into school. Toys and teddies are not permitted.

Mobile Phones - Children are generally not permitted to bring mobile phones to school. Where this is absolutely necessary, phones must be turned off on entry to the school grounds, left with your child's class teacher in the morning and collected at the end of day.



Bikes, trikes and scooters

Where bicycles, trikes or scooters are used for travel to school please take additional care as the surrounding pavements are narrow and congested, and roads are busy. Additionally, the school is not able to store such items.

Do not ride bicycles, trikes and scooters once inside the school gate. Children and adults must dismount.

Parent Helpers

We welcome parents, carers, guardians and grandparents who are willing to volunteer to help with school activities such as reading, group activities, accompanying children on outings and visits.



All regular helpers require a DBS check prior to volunteering.

If you are interested, please speak with your child's class teacher or contact the school office for an information about applying online.

Whilst every effort is made to ensure that the contents of this booklet are correct at the time of printing, there may be unforeseen changes that need to be made in the future. If you require further information or clarification, please do not hesitate to contact your child's class teacher or the school office.