

Baycroft School
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Hampshire,
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Hampshire County Council Information
www.hants.gov.uk/education

Other useful Contact Details
Transport: 01962 845747
SEN Services: 01962 845

ORGANISATION OF THE SCHOOL DAY

All students must arrive in school by 8:55am each day for registration in tutor.

Timings of School Day

Before School 8:40 - 8:55

P1 - 8:55 - 9:20

P2 - 9:20 - 10:05

P3 - 10:05 - 10:50

Break 10:50 - 11:05

P4 - 11:05 - 11:50

P5 - 11:50 - 12:35

Lunch - 12:35 - 1:05

5 Minutes for Line up address on playground - 1:05 - 1:10

P6 - 1:10 - 1:55

P7 - 1:55 - 2:40

P8 - 2:40 - 2:55

SCHOOL UNIFORM

We encourage all pupils to wear school uniform. This helps to instil a sense of pride and team spirit within our school.

School uniform consists of:

Plain black, navy or grey trousers/skirt

Plain white or pale blue polo shirt

Plain navy jumper or sweatshirt or school fleece

Black shoes

Logoed school uniform can be purchased from the school office.

Hair should be naturally coloured with no extreme hairstyles eg very short, spiked or with patterns cut in. We appreciate your cooperation in support of this.

Please consider the changeable nature of weather conditions and provide your child with appropriate outerwear to suit on a daily basis.

PE Kit consists of:

T-shirt
Shorts/ Tracksuit bottoms
Trainers/plimsolls
Swimming costumes and towel

With regard to safety, the wearing of jewellery (which we actively discourage) is not permitted during PE lessons. If your child (boy or girl) has pierced ears, please ensure they can remove and replace earrings by themselves. Any child wearing earrings that cannot do this will be asked to put surgical tape over them for PE lessons.

All clothing brought to school should be named or marked in some way, as it is difficult for student to distinguish their own clothing from that of others.

It is required for all students to change for PE lessons. If kit is forgotten, spares will be lent. Students are expected to accept this offer or make time up after school.

Pupil Belongings & Valuables

Valuables

The wearing of jewellery is discouraged in the school as it can get lost or add to injuries. The wearing of a watch is acceptable. Student who have pierced ears and need to wear ear rings must wear studs.

Student should not bring electronic games, mobile phones or other expensive items into school. Should parents request that their child be allowed to take a mobile phone into school for use after school, the pupil will hand it in to the office first thing in the morning and collect it at the end of the day. This privilege will be withdrawn if abused.

School Equipment

The school provides all of the books and equipment that your child will need to use in school, however many student like to bring their own pencil case and equipment. We would suggest the following pencil case contents – Black pen, HB pencil(s), a ruler – marked in centimetres, a rubber

Students will also require a school bag to carry their belongings and equipment to and from school.

Arrival at School & Playground Information

Students should never arrive at school before 8:40am, as there will be no one on duty in the playground prior to this. Parents and taxi drivers/escorts are expected to stay with students until duty staff are in place. **A member of staff however will be present for supervisory purposes between 8.40 – 8.55am.**

If your child has an accident in school, they are to seek medical attention from a first aider in the school office. We will notify you by telephone of any serious injuries. **(Please ensure that you keep the school updated of any change in your emergency contact details/new mobile phone number.)** On occasion, this will be with limited information about the circumstances of the injury, to be followed up with later contact from the form tutor or a member of the pastoral team. Please bear with medical staff at these times.

During lunch/break times student will be expected to play outside unless the weather is excessively wet. When a 'wet lunch' is declared, by the ringing of a school-wide signal, students must stay inside and off playgrounds and outside areas as they will not be supervised and may become uncomfortable.

At the end of the school day, students are to sign out at their allocated end of day register point. Those who do not go home on school transport should be collected outside the main pupil entrance after they have signed out.

For health & safety reasons, dogs are not permitted in the school grounds.

For security reasons, the outer school doors will be automatically locked once students are inside school at the start of the school day and at the end of the school day.

School Office

The school has an answering machine for leaving messages. Where a response is required, we aim to do this on the day the message is received, and certainly within 24 hours. You are also welcome to the shared School Admin account email: adminoffice@baycroft.hants.sch.uk

Any visits to the school in person should be made through the main entrance, all visitors to school will be asked to sign in, read and take note of the school's health & safety and safeguarding procedures and wear a visitor's pass badge.

School Meals

It is the Authority's policy to provide meals and facilities for the consumption of packed lunches in all schools where these are required.

Attractive menu and information leaflets are provided to all Hampshire school pupils and parents. These can also be found by following the link below.

<http://www3.hants.gov.uk/hc3s/hc3s-primary/primarymenu.htm>

School Meal charges are currently £2.30 per meal, all dinner monies must be paid by cash, cheque (payable to Baycroft School) or online using the parent mail account. If paying by cash or cheque please ensure it is given into reception in a sealed envelope with the students' name. You are also welcome to pay in advance to keep your child's school meal account in credit.

You can claim free school lunches for your student if you are receiving:

- Income Support
- income-based Job Seekers' Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit, provided you are not also entitled to Working Tax Credit, and have an annual gross income, of no more than £16,190 as assessed by Her Majesty's Revenue and Customs (Parents who are made redundant or start working less than 16 hours per week, may find their children are entitled to free meals for a limited period.)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- all Universal Credit claimants are currently eligible for education benefits

You can check if you are entitled to receive free school meals on the following web link

<https://www.cloudforedu.org.uk/ofsm/hants/>

Students are encouraged to eat all of their lunch, but not forced. If we feel that a child is not eating enough at lunchtimes we will contact you.

Where student bring a packed lunch to school, parents are responsible for ensuring that lunch box contents are stored at the correct temperature, by including an ice pack where necessary.

Parents should be aware that they can request a special diet for their student if there are medical or religious reasons for doing so.

Student who require Medically Prescribed or Modified Diets, with parental/guardian assistance, should be identified during the admission process.

The school aims to encourage young people to enjoy food which is both attractive to them and nutritionally sound whether this is a school meal, a packed lunch or a snack. We would appreciate your support in achieving this aim.

Some pupils may be entitled to free school meals. Please see coloured section at the back of the book for further information.

School Breakfast Club & Tuck Shop

This operates daily from the school kitchen. The range of snacks provided by the school kitchen is provided at various costs.

Cakes/Treats

We request that cakes/treats etc for birthdays are not sent to school for sharing as this can cause difficulties where there are student in class with food allergies/intolerances or other dietary circumstances.

PUPIL ABSENCE PROCEDURES

Attendance and Absence Procedures

Parents are responsible for ensuring that their student attend school regularly and arrive on time.

Regular and punctual attendance is linked closely to achievement and school staff wishes to work with parents to ensure that student can reach their full potential. The school is required by law to maintain an accurate record of the attendance and absence of each pupil and parents are requested to assist in this process by keeping the school informed if their child is to be absent for any reason.

Unplanned Absence

It is important to note that if a child does not arrive at school and there is no reasonable explanation provided for his/her absence then members of staff will be required to ascertain the whereabouts and safety of the individual child. In order to avoid causing unnecessary concern for staff and parents the importance of good communication between home and school cannot be over-emphasised.

Parents are asked to assist school staff in the manner detailed below:

- If your child is unable to attend school through illness/other reason please telephone the school before 9:00am on **each** day of his/her absence.
- When you contact the school it would be helpful if an indication could be given as to the child's expected length of absence from school.

Planned Absences

As part of Government Regulations we are required to record all absences as "authorised" or "unauthorised". Authorised absences are due to illness or family bereavement and can also include time off to attend, e.g. sporting events or music exams. Hampshire County Council has deemed that holidays taken during term time should be recorded as unauthorised absence unless there are special exceptional circumstances. Should you wish to remove your child from school to attend a family holiday you must request permission from the Head Teacher. On most occasions this will be recorded as unauthorised absence. Parents are asked to limit the number of holidays taken during term time, to minimise disruption to your child's education. For annual **holiday dates** for Hampshire schools contact the school office or go to www.hants.gov.uk/education schools information, term and holiday dates.

- For medical or dental appointments the office and teacher should be informed beforehand. As far as possible such appointments should take place outwith the school day.
- Student should always be collected and returned by an adult on these occasions at the school office. We operate a signing out/in procedure to ensure your child's personal safety and to meet fire safety regulations.

Communicable/Infectious Diseases

- When pupils are off school because of sickness or diarrhoea, they should not be sent back to school until 48 hours after symptoms have passed. Pupils must be kept off school for a period of time where they have an infectious or

contagious disease. These include common ailments such as impetigo, conjunctivitis, chicken pox etc. Please contact your GP or local health centre for up to date advice if you believe your child may have a communicable disease or speak to our medical team who have access to Public Health England guidance. For further information regarding how long students need to be kept at home and not sent to school either contact the school office or go to www.hants.gov.uk/education exclusion policies for infectious diseases.

Head lice

- Please check your child's head regularly and notify the school if you find head lice. Current advice on the treatment of head lice is available from your local pharmacist.

Asthma Inhalers

- Parents of student who carry their own inhalers should supply a spare named inhaler just in case your child's inhaler is lost or misplaced. This will be kept in the school office in a locked cupboard with your child's details of when and how this inhaler should be administered.

School Closure Due to Bad Weather or Other Emergency

Parental Role

We would like you to:

- Ensure your child wears appropriate outdoor clothes throughout the winter.
- Decide whether it is safe for your child to travel to school in bad weather, either by school transport or on foot.
- Provide the school with information about emergency contacts to whom your child can be sent at short notice if you are not available.

Also:

- If school transport is not running please don't take your child – or other student – to school yourself unless it is safe for you to do so. You will be responsible for ensuring that the student you took to school are transported home again and therefore need to be available in the event that the school has to close early due to deteriorating weather conditions.
- In difficult weather conditions school transported pupils should not wait any longer than 15 minutes past the normal pick up time before returning home. In case the transport doesn't arrive please make sure you have made alternative arrangements for your child.
- If your child travels by school transport you are responsible for their safety *to and from the pick up/drop off point* whether they use school transport or a public service vehicle.

When will schools be closed?

Head Teachers decide if and when schools should close due to bad weather or any other emergency. In bad weather they will decide this after receiving information about local weather conditions. This decision can be made during any time, day or

night. Information around school closure will be available from 7am on both the School Closure System on the school website and Hampshire website.

During bad weather some staff may not be able to get to school – so the school may have to close because there are too few teachers present. Sometimes only part of the school will be closed or only some of the pupils will be dismissed early.