

## **Baycroft School Information for Parents**



### **School details**

Baycroft School  
Gosport Road  
Stubbington  
Hampshire,  
PO14 2AE  
Tel: 01329664151  
Fax: 01329 668601  
Email: adminoffice@baycroft.hants.sch.uk

### **Hampshire County Council Information**

[www.hants.gov.uk/education](http://www.hants.gov.uk/education)

Other useful contact details  
Transport Services: 01962 845787  
SEN Services: 01962 846443

### **Arrival at School & Playground Information**

The School gates open at 8:50am. Students should not arrive at school before this time. Parents and taxi drivers/escorts are expected to stay with students until the gates are open and duty staff are in place from 8:50am

### **Timings of School Day**

Before School 8:50 - 8:55  
P1 - 8:55 - 9:15  
P2 - 9:15 - 10:00  
P3 - 10:00 - 10:45  
Break 10:45 - 11:00  
P4 - 11:00 - 11:45  
P5 - 11:45 - 12:30  
Lunch - 12:30 - 1:00  
P6 - 1:00 - 1:50  
P7 - 1:50 - 2:35  
P8 - 2:35 - 2:55

### **SCHOOL UNIFORM**

All students are required to wear the 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 and/or school fleece  
Black school shoes  
**Plain** black trainers are also permitted

Items with the school logo are available to buy from the school.

Hair should be naturally coloured with **no** extreme hairstyles. Shaved patterns or tramlines are **not** permitted.

Piercings, other than ears, are **not** permitted

Students are **not** permitted to wear false nails

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 (an optional Baycroft t-shirt can be ordered)

Shorts/Tracksuit bottoms

Trainers (if your child wears black trainers to school, they must have a separate pair for P.E)

Swimming costume and towel (when required)

Due to safety concerns, the wearing of jewellery 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.

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

### **Valuables**

The wearing of jewellery is discouraged in school as it can get lost or could cause an injury. The wearing of a watch is acceptable. Students who have pierced ears must wear studs.

### **School Equipment**

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

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

### **Mobile Phones and Devices**

Students are not permitted to use their phones or other devices in school. Students are therefore required to place their phones/devices in a lockable safe for the day. There is a safe in every tutor room. Students are reunited with their devices end of the day for their journey home.

### **Medical services**

If your child has an accident in school, they are to seek medical attention from a first aider in the medical room. 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 might

be with limited information about the circumstances of the injury, but will be followed up with contact from the form tutor or a member of the pastoral team.

### **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](http://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.

### **Medicines in school**

If your child is required to take any medication during the school day, the medicine should be brought into the school office with the child's name and the detail of the dose and timings.

### **The school day**

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.

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 unless they are Therapy or Assistance dogs.

### **School Office**

The school office is open from 8am until 4pm. 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](mailto:adminoffice@baycroft.hants.sch.uk)

The school is a secure site and any visits to the school are through the school office. 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. Visitors may be asked to provide proof of identity, especially if they are collecting a child.

### **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.

The school 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 £3 per meal, all dinner monies must be paid by cash, cheque (payable to Baycroft School) or online using the Tucasi account system, Scopay. 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/>**

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.

### **School Breakfast Club & Tuck Shop**

This operates daily. The range of snacks provided are 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**

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](http://www.hants.gov.uk/education) schools information, term and holiday dates.

- For medical or dental appointments, the school office and teacher should be informed beforehand. As far as possible such appointments should take place outside of the school day.
- Students 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.

## **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?**

The Headteacher will decide if and when schools should close due to bad weather or 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. You may also receive a text or email.

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.