

# Hillborough Infant & Nursery School



## Prospectus

**2023-2024**





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## **Headteacher's Welcome**

Dear Parents and Guardians,

Welcome to Hillborough Infant and Nursery School. We hope that this will be the beginning of a long and happy association.

Please read our School Vision, Mission and Values which clearly set out the beliefs and values which underpin our work.

At our School we provide a secure and caring environment in which children are valued as individuals and encouraged to reach their full potential in every aspect of their development.

We are proud of our long tradition of home - school links clarified in this Prospectus. We value the contribution that you, the parents/guardian, make both in School and at home. We want to work in partnership with you for the benefit of your child as set out in our Home/School Agreement.

We hope that you find the information in this Prospectus helpful.

Please visit our School website to view a tour of our school and to find out more about our School.

Should you have any further queries please don't hesitate to contact the School.

Yours sincerely,

Josie Walter

Headteacher

## Our Vision, Mission and Values

### Vision

Our vision is for each child to discover their interests, be confident and curious in developing new skills and grow in their love of learning.

### Mission

- Everyone takes care of themselves, each other and our school.
- All children succeed; develop skills for lifelong learning and their ability to think independently.
- We value parents as their child's first educators
- Our children, staff and governors go beyond expectations.
- Children are actively encouraged to make their own choices, knowing that they are in a safe and supportive environment.
- Children feel confident to take risks and make mistakes.
- We celebrate success!

### Values

A school's values should be at the core of everything they do. They underpin the teaching and learning, and contribute to an environment which prepares pupils for their future. At Hillborough Infant and Nursery School, our core values are to 'CARE':



C – community



A – aspiration



R – respect



E – empowering

We also have our 'value' of the month, which is a principle that guides all our thinking and behaviour. We are inspired by the principles that are set out by Values-based Education (VbE)

Month	(Year A)	(Year B)
September	Respect	Responsibility
October	Tolerance	Empathy
November	Friendship	Understanding
December	Peace	Thoughtfulness
January	Co-operation	Patience
February	Caring	Love
March	Appreciation	Friendship
April	Gratitude	Trust
May	Determination	Resilience
June	Responsibility	Honesty
July	Courage	Hope
August	Happiness	Happiness

Values are reviewed every two years.

**Admission of your child to our School indicates that you both accept, and support, our Vision, Mission and Values, and the policies which reflect them, and that you will work with us for the benefit of your child and others.**

## GENERAL INFORMATION

Hillborough Infant School is a happy and caring school which provides education for boys and girls of all abilities between the ages of four and seven years. We aim to create a welcoming and friendly school where your child will feel safe and secure. Our staff are committed to both safeguarding and the education of your child.

### Communication

Our main source of communication with parents and guardians is through ParentMail. All parents and guardians are required to register an account where you would be kept informed of events such as Parent Consultation Meetings, Headteacher's Newsletter, celebrations, etc.

Please refer to our website for more up to date information such as term-time dates, our staff, Governing Body, policies, School council and much more.

Telephone number: 01582 725387

Alternatively, you can write to us:

Hillborough Infant & Nursery School  
Hillborough Road, Luton,  
Bedfordshire, LU1 5EZ

Email: [admin@hillboroughinfantschool.uk](mailto:admin@hillboroughinfantschool.uk)

Website: <https://www.hillboroughinfants.co.uk/>

### Our School Facilities

Our main building consists of nine classrooms, a separate Key Stage 1 (KS1) playground, a Learning Resource Centre including library, an IT Suite, Wellbeing room, Family Room (for parent sessions), hall (for lunch times, assemblies, indoor P.E. and school events).

Our Digital Strategy has recently completed a whole site Information Technology infrastructure upgrade as we continue our investment to ensure that our School's use of technology promotes innovative learning by digitally confident pupils, inspired by skilled and creative learning.

### Our Nursery Facilities

Our purpose built Nursery is situated next to the Infant School building and is linked to the main building by a covered walkway. We now offer both full and part time places.

Our Nursery has an open plan area which is separated into different zones, consisting of a home corner and areas for water, sand, paint, soft play, mark making and counting. There is also a large comfortable area with an interactive white board. The outside play area, including fixed play equipment, has a covered area for all-weather play.

The children in the nursery unit are an integral part of the Infant School, and regularly use the School facilities. They also enjoy the benefit of being included in many whole school events. We believe that this helps transition from the Nursery to the Reception.

### Child Protection/Safeguarding

Our Child Protection/Safeguarding policy covers all aspects as advised by the Luton Safeguarding Children Board. We adhere to their guidelines, in the event of any type of suspected safeguarding concern. All staff receive regular safeguarding training and we follow the Local Authority's Safer Recruitment process.

### Admission Policy

Further details on our Admissions process can be found on our website – [Admissions page](#).

As a Local Authority maintained school we follow the admission criteria detailed below. The admission criteria and

process is managed by Luton Borough Council for all applications (new starters and in-year transfers from another school) to determine how places are allocated for the Infant school (Reception to Year 2):

In accordance with the Education Act 1996, children with an Education Health Care Plan (EHCP) are required to be admitted to the school named in the Plan. Thereafter, the following priorities will apply when applying the admission criteria:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the council to have been in state care outside of England and ceased to be in care as a result of being adopted;
2. Brothers and sisters of pupils attending the school or the linked junior school when the pupil starts at the school;
3. Pupils living in the catchment area of the school;
4. On medical grounds supported by medical evidence;
5. Children of staff who work at the School;
6. On the shortest distance, measured in a straight line, between the main entrance of the school site and the pupil's home address, with those living closer to the school being accorded higher priority.

### **Applying for a Nursery place**

Although the admission criteria and process for our Nursery is managed by our School to determine how places are allocated, we have chosen to follow the Local Authority's admissions criteria as set above. Applications for our Nursery waiting list can be submitted any time after your child's second birthday. Should there be a place available and in line with the admission criteria, a place will be offered the term before your child is due to become three years of age. Should the place be accepted, your child will be expected to start our Nursery the half term following their third birthday.

Prior to admission, we will request to see the child's birth certificate and proof of residence. The transition from home to nursery is an important process. A member of staff from our Nursery may visit you in your home, during this visit you will be able to talk to the staff about your child and their needs. There will also be a visit arranged, where you and your child are able to stay for a short period to familiarise yourselves with our Nursery.

### **Class Organisation**

Our Infant School offers 270 places and caters for 30 children per class. There are three classes per year group and children are taught in nine mixed ability classes according to age:

Year R 90 children

Year 1 90 children

Year 2 90 children

Our nursery provides spaces for up to 38 children per session in both full time and part time options.

### **School Staff**

A staff list can be found on our school website – [Who's Who page](#).

Teachers have a range of specialisms and they lead on areas of the Curriculum. A number of colleagues are fluent speakers of European and Asian languages.

We also regularly offer placements to school aged work experience students, child care trainees and trainee teachers from local colleges and universities. They work under the direction of teachers in the classroom.

### **The Governing Body**

Further information about the school's Governing Body can be found on our school website – [The Governing Body page](#).

There are twelve School Governor positions and the Governing Body meets at least once a term. Each Governor

serves for a period of four years.

Effective governance involves:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The Governing Body consists of:

- Headteacher
- One Local Education Authority Representative (Luton Borough Council);
- Four Parent Governors;
- One Staff Governor;
- Five Community Governors.

The Chair of the Governing Body is: Mr I Ward

Staff Governor is: Miss K Wallace

The parent representatives are: Mrs S Moula, Mr D Ali

Co-opted Governor: Mr F Zaman

The Clerk to the Governing Body is: Mrs J Warren

Currently there are two vacant Parent Governor positions. During the Autumn term all parents and guardians will have the opportunity to nominate themselves or another parent. If you wish to be considered for a Parent Governor position before the autumn term, please contact the School's main office.



## **CURRICULUM**

### **Early Years Foundation Stage (EYFS)**

At Hillborough, we follow the Early Years Foundation Stage statutory framework (EYFS). The curriculum is presented in areas of learning which provide a foundation for later achievement and lead into Key Stage 1 of the National Curriculum.

#### ***Personal, Social and Emotional Development***

Successful personal, social and emotional development is critical for very young children in all aspects of their lives and gives them the best opportunity for success in other areas of learning. They develop self-esteem and confidence in trying new activities. They learn to be sensitive to the needs of others and develop a respect for their own cultures and beliefs, and those of other people. They learn to take turns, share fairly and behave in appropriate ways, developing an understanding of what is right and wrong and the consequences of their actions.

#### ***Communication and Language***

The development and use of communication and language is at the heart of young children's learning. They develop language by talking, discussing and listening to adults, and each other. They listen and respond to stories, songs, nursery rhymes and poems. They make up their own stories and take part in role play.

#### ***Physical Development***

Physical activity is vital in children's all-round development, enabling them to pursue happy, healthy and active lives. Gross and fine motor experiences develop throughout early childhood. By creating games and providing opportunities for play both indoors and outdoors, adults can support children to develop their core strength, stability, balance, spatial awareness, co-ordination and agility. Gross motor skills provide the foundation for developing healthy bodies and social and emotional well-being. Fine motor control and precision helps with hand-eye co-ordination, which is later linked to early literacy.

#### ***Literacy***

We teach reading, phonics and writing through Read Write Inc. Children are taught sounds and how to blend these sounds to read and how to break them apart to write words. We teach and encourage a love of reading through sharing exciting and engaging books and stories with the children.

#### ***Mathematics***

Children's mathematical development arises out of daily experiences in a rich and interesting environment. They learn to use mathematical language such as bigger than, smaller than, in front of, behind, more, less, names of shapes, and words to describe quantity. They become familiar with number rhymes, counting games and activities. They compare, sort, sequence, count, recognise and create patterns using everyday objects.

#### ***Understanding the World***

In this area of learning, children are developing the crucial knowledge, skills and understanding that help them to make sense of the world. This forms the foundation for later work in science, design and technology, history, geography and computing. They learn about themselves, growing things, caring for animals, the properties of materials and changes of state. They become familiar with seasonal changes and the weather. They are given opportunities to develop their natural curiosity. They talk about where they live, their environment, and become aware of some features in the area in which they live.

They discuss their families and past and present events in their own lives. They begin to know about their own cultures and beliefs, and those of other people and how different people celebrate the major festivals of the great world faiths.

#### ***Expressive Arts and Design***

This area of learning includes art, music, dance, role play and imaginative play. They experience working with different media and how to control brushes, crayons and pencils. They learn to mix coloured paints, use glue, and explore shape, form, and space in two and three dimensions. They learn songs and rhymes and develop co-ordination by tapping and shaking musical instruments.

#### ***Termly Topics***

Topics are areas of interest that enable children to see the links between different subjects and facilitate the introduction of early scientific, historical and geographical experiences.

Each term a different topic is studied, for example, “Ourselves”. We have found that very often children and their families can provide a great deal of interesting information about our topics. Children are encouraged to bring in topic-related items to talk about and share with others. Please put a name label on these to prevent loss.

### **Continuous Provision**

The following are some of the activities continuously available for individual free choice:

- Paints and easel;
- Water tray;
- Sand tray;
- Counting area;
- Mark making area;
- Role play area;
- Music area;
- Dolls house, small dolls and furniture;
- Small world toys;
- Book/reading area.

### **Learning Activities - Nursery**

It can often appear that children in a nursery unit play all the time. However, structured play is active learning, and activities are planned to allow children to practise and develop new skills and make sense of their experiences.

Through play, in a secure environment with effective adult support, children can:

- Explain, develop and represent learning experiences that help them make sense of the world;
- Practise and build up ideas, concepts and skills;
- Learn how to control impulses and understand the need for rules;
- Be alone, be alongside others, or co-operate, as they talk or rehearse their feelings;
- Take risks and make mistakes;
- Think creatively and imaginatively;
- Communicate with others as they investigate or solve problems;
- Express fears or relive anxious experiences in controlled and safe situations.

### **Reception**

The Reception classes follow the Early Years Foundation Stage Curriculum (EYFS). This curriculum allows for pupils to continue to learn through carefully planned structured play activities, and also to begin Literacy and Numeracy activities in preparation for entry to Year 1 of the National Curriculum.

In the EYFS, children work towards early learning goals. The goals cover these areas of the curriculum:

- Communication and Language: Listening, Attention and Understanding; Speaking
- Personal, Social and Emotional Development: Self-Regulation; Managing Self; Building Relationships
- Physical Development: Gross Motor Skills; Fine Motor Skills
- Literacy: Comprehension; Word Reading; Writing
- Mathematics: Number; Numerical Patterns
- Understanding the World: Past and Present; People, Culture and Communities; The Natural World
- Expressive Arts and Design: Creating with Materials; Being Imaginative and Expressive

### National Curriculum

The National Curriculum states that each school should have...

*'A school curriculum that comprises all learning and other experiences that each school plans for its pupils. The National Curriculum forms one part of the school curriculum.'*

Our school curriculum is designed so that all children have the opportunity to learn every subject through practical, hands-on experiences. We teach children the skills and knowledge they need in each subject area of the national curriculum. We teach a topic based curriculum that focuses on high-quality children's books with speaking and listening at the heart of everything we do. For example, when studying the topic of 'Africa', children would learn about Geography, Science and Art, alongside Maths and English.

### English

#### *Speaking and Listening*

Your child will be given opportunities to speak and to listen in small and whole class groups. We encourage children to listen attentively, and to speak clearly with expression.

#### *Reading*

A variety of methods will be used to help your child learn to read; we teach phonics using Read, Write, Inc, as well as other strategies, to ensure children learn to read in their preferred way. Books include structured reading schemes and a wide variety of other books. Your child will be able to take a book home regularly in a protective book bag to read with you. A Home/School Reading Record will accompany the book, and you are invited to write comments on your child's reading. We also share their reading achievements with you through a Home/School Word Book.

#### *Writing*

Your child will learn to write for a variety of purposes. We use one simple style of handwriting as good formation from the start is essential for learning joined-up writing later. Good spelling is encouraged; words are sent home to be learned as part of the homework.

### Mathematics

Your child will have the opportunity for lots of practical activity and discussion, to ensure that she/he has a thorough understanding of all aspects of mathematics. Experiences include mental maths, games, puzzles, problem solving, investigation, reasoning, formal maths, handling practical materials and using appropriate equipment.

### Topic

Each term a different topic is studied. We have found that very often children and their families can contribute interesting information about our topics; you are invited to share any books or artefacts with us. We inform you of our topic and the areas we shall be covering at the beginning of each term. All of the following subject areas are incorporated into topic-based themes.

### Science

The skills of observation, investigation, record keeping, discovery and experimentation are developed. We use the school grounds, the local environment and the children's own curiosity and experience to promote interest in this study area. We encourage the children to have enquiring minds

### Computing (ICT)

Pupils have many opportunities to develop their skills and use them to further their learning in other subjects. Every classroom has an interactive white board, and the school has an ICT suite and a variety of portable ICT devices to support learning.

### History and Geography

These study areas are concerned with developing your child's sense of time and the world around them. Care is taken to present a world-wide multi-cultural perspective.

## **Arts**

All children have access to opportunities to perform to audiences when acting, singing and playing percussion instruments. They also have opportunities to watch plays and listen to music of different types. The children learn to plan, design and create with a variety of materials and tools. We encourage them to appraise and evaluate the finished product. Children can practise and develop creative and imaginative skills using a variety of materials. We also teach children to focus upon, and talk about, other artists' work.

## **Physical Education (P.E.)**

Children learn to discover what their bodies can do; they work alone, in pairs, in small groups and in teams. They develop skills, play simple competitive games, engage in gymnastic activities, and perform movement from diverse dance traditions. They will have lessons both inside and outside (weather permitting!). Details of P.E. kit are given in the next section of the booklet.

## **Religious Education (R.E.)**

This is taught in accordance with the 'Agreed Syllabus' (Bedford Borough, Central Bedfordshire and Luton). RE plays an important role in promoting the spiritual, moral, social and cultural development of our children. Our children will explore what people believe (ideas and feelings) and what difference this makes to how they live. We teach children to be open to the multi-faith world that we live in. We celebrate the major cultural festivals of the world, e.g. Easter, Eid, Harvest, Diwali, and Christmas. We believe the understanding of and awareness of other beliefs and viewpoints of others will develop stronger community cohesions

## **Assembly and Collective Worship**

Assembly is a special gathering of the school community and it is held every day allowing children to explore and share ideas and to deepen their understanding of values, principles and codes of conduct. Parents reserve the right to withdraw their children from Religious Education and collective worship, after consultation with the Headteacher or member of the Senior Leadership Team.

## **Personal, Social & Health Education and Citizenship**

This is taught both separately and throughout the whole curriculum. A detailed programme for developing social skills and a caring attitude is in place. We use the Jigsaw programme across the whole school and this also incorporates our relationship and health education (RHE), which are statutory sessions. Although pupils have a full timetable, opportunities occur in order to develop attitudes which support learning such as self-esteem, independence, curiosity, creativity, co-operation, friendliness, tolerance, and perseverance. Collaborative work is encouraged in curriculum areas too. An elected School Council of pupils from each class discuss topics of interest weekly.

## **Relationship and Health Education (RHE)**

The school uses the Jigsaw programme to support our delivery of RHE. The primary focus is around relationships and the concept of life cycles in plants and animals are introduced.

## **Homework**

To begin with, homework is mostly reading, and some spellings; this progresses to include a piece of English and mathematics work to complete at home, in addition to reading and spellings. Homework always reinforces and extends concepts learned in school.

- Please encourage your child to do his/her best, and give praise.
- Provide a suitable place for homework.
- Provide materials to help your child.
- Let us know about problems or concerns.
- Give help and support - but please do not do the task for your child.
- Learn when to step back and let them work through a problem alone.
- Make sure you note the dates of parents' evenings and come to speak with the teachers about your child's progress, and their targets.
- Involvement in your child's learning is essential for good progress.

### **More-Able and Talented Children**

The children in our school are set to work at a level that matches their age and ability. Therefore, if a child is very able, the class teacher, in conjunction with the Special Education Needs and Disabilities Co-ordinator (SENDCo), will provide appropriate extension and enrichment work to make the most of his/her talents.

### **Children for whom English is an Additional Language (EAL)**

We have experience of children who speak another language at home; this is viewed positively and children are supported throughout the curriculum in various ways.

### **Concerns about a Child's Progress/Special Educational Needs and Disability**

At Hillborough Infant School we are committed to meeting the individual needs of all children, who are encouraged to work at their own pace.

If we find that your child is having particular difficulty in an area of development, we will prepare an individual educational plan (IEP). Occasionally, it may be necessary to refer to outside agencies for advice, this is always done in consultation with parents or carers. If you are worried about your child's progress, do not hesitate to come into school to discuss it with us.

### **Information about Children's Progress**

We hold parents' meetings, once each term, as follows (although there may occasionally be amendments):

<b>Autumn Term</b>	Parent/teachers 'settling in' consultation meetings are held. Information sessions on curriculum areas.
<b>Spring Term</b>	Parent/teachers consultation evenings are held, where specific targets for learning will be discussed.
<b>Summer Term</b>	Written reports on progress, and where appropriate, end of key stage achievement, are issued in the Summer Term for Years 1 and 2, and opportunities to discuss and give feedback are offered. For Nursery and Year R progress in the EYFS is reported.

Our staff are experienced in meeting the needs of children who have a range of special educational needs. Our policy for Special Educational Needs reflects the national Code of Practice.

### **Extra-curricular Clubs**

We offer a wide range of opportunities for children in Year 1 and 2 to enjoy extra-curricular activities. These Clubs are led by our school staff or outside agencies who come in to deliver the sessions. Some of the activities that we offer are multi-sports, singing, sign language, computing, maths, yoga etc.

### **School Council**

At Hillborough Infant and Nursery school, we are proud of the role our School Council plays within our school. As representatives, they meet every fortnight to discuss a wide range of subjects that affect the children.

Our school councillors are chosen every year through a secret whole school ballot where children vote for who they think would be the best school councillor. Applicants in Year 2 put together a manifesto and speech, detailing what they thought they could bring to the role.

## USEFUL INFORMATION

### School Times

<b>School times (Reception and KS1):</b>	09:00 – 15:30
<b>Class doors open/close:</b>	08:50 – 09:00
<b>School starts:</b>	09: 00
<b>Playtimes</b>	Year 1 - 10:30 – 10:45
	Year 2 - 10:50 – 11:05
<b>Dinner Time</b>	Year R – 11:30 – 12:30
	KS1 – 12:15 – 13:15
<b>End of the School Day</b>	15:30

Morning (part-time) session - 8:50 a.m. - 11:50 a.m. (15 hours)	
8:45 a.m.	Nursery doors open
8:50 a.m.	Nursery doors close Session begins
8:50 a.m. – 11:45 a.m.	Carpet time Free play inside and outside Snack time Song and story time
11:45 a.m.	Nursery doors open
11:50 a.m.	Nursery doors close Session ends
11:50 a.m. – 12:30 p.m.	Lunch time for all day children
Afternoon (part-time) session - 12:30 p.m. - 3:30 p.m. (15 hours)	
12:25 p.m.	Nursery doors open
12:30 p.m.	Nursery doors close Session begins
12:30 p.m. – 3:25 p.m.	Carpet time Free play inside and outside Snack time Song and story time
3:25 p.m.	Nursery doors open
3:30 p.m.	Nursery doors close Session ends

It is important that your child arrives on time for School and Nursery and that you are on time to collect them at the end of the day or sessions. Please let us know if anyone other than yourself is collecting your child, as a Collection Permission form will need to be completed and signed.

Before school starts your child should wait with the adult who accompanied him/her outside their classroom door. The classroom teacher will open the door at 08:50 to greet them and let them into the cloakroom. Due to the limited time to bring all children in the class and to ensure the school/nursery day starts promptly as 09:00 we ask for your co-operation by ensuring conversations are kept to a minimum. In the event of snow, please check the Luton Borough Council website or the School website to ensure it is open. We will also endeavour to keep you informed via a primary source of communication (ParentMail). Please also be aware that, following health and safety guidelines, only one main pathway to the school will be cleared and gritted.

### Attendance and Lateness

Class entrance doors are kept open from 08:50 to 09:00 and then closed. If you arrive after that time, you need to take your child to the School's main office entrance and record your child's attendance on our electronic system. It is essential to do this, as your child will have missed the daily register taken in their class. Lateness is monitored on a regular basis and those children who are persistently late will be referred to the Local Authority's Education Welfare Officer.

Each day there are four hours and ten minutes of teaching time (in addition to registration, assembly time and break times), therefore it is most important that pupils take full advantage of this by being punctual.

It is important to your child's future that he/she makes the most of his/her time at school. This means attending school regularly.

Please note the following important attendance information:

- By law you are responsible for making sure your child is educated between the ages of five and sixteen. The register is a legal document.
  - Your child must go to school on time every day during term time unless there is a good reason (such as illness). If your child is absent with sickness for more than 2 days, we may ask for medical evidence – a doctor's or nurse's note or evidence of prescribed medication.
  - It is your responsibility to inform school if your child cannot attend by telephoning the school on the first day of absence. If you do not do this, we send you a message through ParentMail and our Family Support may telephone you to ascertain why your child is not in school. Please let us know, otherwise your child's absence will be noted as unauthorised, and may be investigated by the Local Authority Education Welfare Officer, who comes regularly to check our registers.
- **You should not arrange family holidays during term time.** The Government has set criteria and we are obliged to keep the law. Pupils miss vital opportunities for learning that cannot be repeated. If you must take your child out of school in term time for an emergency situation, then you must complete a Leave of Absence Application Form two weeks before. Permission is **not automatic**, so please ensure that you have given sufficient notice to the school for the consideration of your application **before booking any tickets**. School has to take into account your child's overall attendance and achievement, the time of the year, as well as punctuality, whether leave has been taken previously and whether the leave is for exceptional circumstances. If permission is not granted, and you still take holiday during term time, the absence will be recorded as unauthorised, which may result in a Penalty Notice of £60, per parent and per child, or more and you are at risk of your child being removed from the school roll for absences exceeding a period of 20 days. Term dates are at the back of this booklet and available on our website.

Please refer to the School Attendance and Lateness policy.

## Medical Appointments

Please try to ensure appointments are made after school or towards the end of the school day, if at all possible. It is rarely necessary to have a whole day off for a medical appointment. If your child has a medical appointment during school hours, please let us know in advance, and you may be asked, when you collect your child, to show the appointment card or letter, which may be copied for verification so absence can be recorded as 'medical'.

Please refer to the School Attendance and Lateness policy.

## National School Breakfast Programme

We believe that the benefits of a healthy breakfast include children being settled and ready to learn at the start of the day. Therefore, we offer every child a portion of a bagel during the morning registration period. This provides our children with a healthy, nutritional and fun start to their day which creates the ideal learning environment for all our pupils.

## Morning Break

Milk is available each morning. Water fountains are situated outside most classrooms. Children may bring in their own water bottle however they can only contain water and must be named; it is the child's responsibility to take them home at the end of the day.

## Playtimes

The playground is a busy, lively place where children have fun. There are always at least three members of staff on duty for supervision.

## Lunch Time

Our Catering provider is Aspens Catering Service. More information is available via this link:

<https://www.aspens-services.co.uk/>

Under the Government's Universal Infant Free School Meal (UIFSM) initiative, all pupils up from Reception up to the end of Key Stage 1 are entitled to free school meals as from September 2014. School dinners are planned by Aspens, in accordance with Food Standards Regulations. Provision is made for vegetarian, halal meat choices and special dietary needs (supported by medical evidence).

We do not accept packed lunches brought in from home. We have worked closely with our parents/guardians and Aspens to provide an in-house pack lunch menu. The three weekly menu is displayed internally in the main hall for pupils to read, on our kitchen window and is also available on our school website. We ask parents/guardians to familiarise themselves and their child with our menu. Parents are required to choose their child's meal through Aspen's meal order system (Select). A team of midday supervisors look after the children's welfare at dinner time. In the interest of safety, order and good behaviour, children **must respect** the supervisors and adults and work together to show high levels of mutual respect.

## Nursery

Separate information will be provided to nursery parents about lunch.

## End of the School Day

At the end of the school day please wait outside the classroom door to collect your child. Always let us know in advance, by completing and signing a parental permission slip, if someone different is collecting your child. Collectors must be over 16 years of age.

Pupils who attend the Hillborough Care Club are collected from their classrooms by members of the club staff.



## **Birthdays and Healthy Eating**

At Hillborough Infant and Nursery School, as part of our wish to promote healthy eating, we have decided **not to give out birthday sweets**. Your child always receives a birthday card, and the class wishes him or her a happy birthday. There is no need for parents to provide sweets or any other items for birthdays. Please support us in this.

## **Uniform**

Your child will need a school uniform. School uniforms are smart, reasonably priced, and can be put on and taken off easily. It enables pupils to feel part of the school. It consists of black or grey skirt or trouser, white polo shirt, and a plain or logo red sweatshirt or cardigan. Please ensure that all items of the uniform are named. Please ensure every item **of your child's uniform** are marked with your child's name. Footwear must be sensible and preferably black; children must not wear flip-flops, or any shoes with high heels. Do not give your child lace-up shoes if they cannot tie the laces! Your child should not wear make up to school.

## **P.E. Safety Issues and Kit**

To ensure safety in P.E., long hair must be tied back with a soft tie. The **only** jewellery permitted in school is stud earrings, and these **should not be worn on P.E. days**.

The uniform P.E. kit is black shorts and white T-shirt. Black joggers can be worn for outside P.E. Your child will need suitable trainers or footwear; preferably the elasticated or Velcro type.

Please ensure **all of your child's clothes and P.E. kit** are marked with your child's name. Due to storage constraints please bring your child's P.E. kit in a draw string bag, we have some for sale in the office so they can be easily hung on cloakroom pegs. For the playground, a sun hat is required in summer, and warm clothes and sturdy black shoes for winter.

We ask for your co-operation with all school uniform and P.E kit matters.

## **Safe Use of Images**

Any photographs or videos taken on school premises **must not be posted** onto public social media websites. There are laws to protect everyone, and they may be enforced. Images taken whilst on school premises are for personal family use, or for in-school purposes only. Failure to respect this may result in a ban on the taking of photographs or videos.

## **Educational Visits**

We may go on educational visits connected with our topic work. Occasionally we visit local places of interest and sometimes we go further afield. The cost is met by voluntary contributions from parents in addition to subsidies. The school policy on charging is ratified by the Governing Body and is in line with the Education Reform Act.

## **Discipline and Behaviour**

We have policies on Behaviour, Anti-Bullying and Equality. These are reviewed regularly, and are available on our website. You have a very important role in encouraging your child to behave well. Your influence is critical in ensuring your child keeps the school rule. If a pupil persistently demonstrates problems with behaviour, then we will meet with you to discuss ways forward.

Bullying, racism and anti-social behaviour are recorded and dealt with according to our policy. Parents are always informed about serious or persistent incidents involving their child. Again, if we have concerns we will keep you informed.

We have only one school rule but we work together to ensure that all children and staff work together to achieve respect and consideration to everyone and everything. We talk about it often and explain the reasons for it.

**Admission of your child to our school indicates that you both accept, and support, our aims and the policies which reflect them, and that you will work with us for the benefit of your child and others.**

## School Rule

Our school rules are based on our 'CARE' values.

- Community - Make sure our community is a safe place for learning and playing
- Aspiration - We try our best
- Respect - We treat ourselves, others and our school environment with respect
- Empowering - We help ourselves and others.

## Home / School Agreement

We consider this to be very important to strengthening the partnership between home and School. You will be given a copy of the Agreement to sign and return to us, and here is a copy for you to keep:

### As a School

We will do our best to:

- Support your child's wellbeing and safety by providing a safe, supportive and caring environment;
- Help and encourage your child to reach their full potential;
- Monitor and communicate with parents and guardians regularly on your child's progress;
- Provide a broad and balanced curriculum that caters for all children, including when delivered remotely;
- Promote high standards of behaviour so we can maintain a safe environment for all children;
- Offer your child opportunities to develop a sense of responsibility, form healthy social relationships and build their self-esteem;
- Set homework that supports the delivery of the curriculum and mark it where appropriate;
- Offer opportunities for parents and guardians to get involved in school life;
- Communicate between home and school through notices, newsletters, text, email (ParentMail) and the school website;
- Respond to communications from parents in a timely manner, following school policies;
- Encourage good attendance and address any concerns with parents or carers where necessary.

### Parents/Guardians

I will do my best to:

- Make sure my child attends school regularly and on time. I will notify the school if my child will be absent;
- Make sure my child is dressed in the correct uniform;
- Support the school to make sure my child maintains a consistently high standard of behaviour;
- Encourage my child to try their best so they can reach their full potential;
- Communicate to the school any concerns that I have about my child that may affect their behaviour in school or ability to learn;
- Make sure communication with the school is respectful, and that I make every reasonable effort to address my communications to the appropriate member of staff;

- Understand that I should communicate with staff during core school hours, and although they may at times respond outside of those hours, I can't always expect that;
- Make sure that my child completes their homework on time, and raise any issues that my child has with their teachers;
- Read and follow the school's policies;
- Adhere to the Parents Code of Conduct;
- Treat all members of the school community with care and respect;
- Engage in parent meetings and work together with the school in order to achieve the best outcomes for my child;
- Read all communications sent home by the school and respond where necessary and within the set timeline.

## **Pupils**

I will do my best to:

- Arrive at school on time and ready to learn;
- Try my best to do my work and ask for help if I need it;
- Wear the correct school uniform;
- Bring all the equipment I need each day;
- Be friendly and caring towards other children and adults;
- Listen to instructions from the adults at school and follow the school rules;
- Do my homework and bring it back to school on time;
- Look after the school equipment and be respectful of the school environment.

## **Home/school links**

We keep you informed about events and issues through regular newsletters which are sent by Parentmail. Posters about events, and other vital information, are sometimes displayed on class room windows and notice boards. You may also check information on our website.

## HEALTH AND WELFARE

### The School Nursing Service

The aim of the School Health Service is to ensure that your child, regardless of any health problem, is able to reach his or her full learning potential at school. You and your child will be offered a health interview with the School Nurse only if:

- You, the Parent, have any concerns about your child's health;
- The Class Teacher has any concerns about health issues relating to your child;
- The School Nurse has any concerns.

At statutory age, every child will have their height, weight and hearing assessed by a member of the School Health Service. These are simple, quick procedures and the results will be sent home to you with your child.

If you do not want these done for any reason, please write to the School Nurse, otherwise we will assume that you are happy for them to be carried out.

Please go to <https://www.cambscommunityservices.nhs.uk/luton/childrens/services/school-nursing> for further information. The School's Welfare Assistant can be contacted on 01582 725764.

### Family Support

Our Family Support is there to support you and your child. If you have any issues, problems or concerns, please contact our Family Support Worker on 01582 725764 or come to the School's main office and the Administrative Team will pass on this information.

### Matters of Health and Safety

Matters of health and safety are regularly discussed at meetings of the Governing Body. In the interests of the health, safety and well-being of all the children attending the Hillborough Schools, a small number of rules are in place.

#### Safety of Pupils in School

Door locks have been modified to allow access from inside only. After 9.00 a.m., parents and visitors must enter by the school office entrance.

#### Smoking

Smoking is banned from the entire school site, in accordance with the law.

#### No Dogs on Site Please

In view of the obvious health hazard, and the fact that some children are genuinely frightened, you are asked not to bring dogs on to school grounds.

#### Parents' Cars

Parents' cars, taxis and other unauthorised vehicles are not permitted on the driveway, cross hatchings, zig-zag lines, or inside the school gates.

#### Parking Outside School

Parking on the keep clear markings or hatchings outside school is a traffic offence and offending drivers can be fined on the spot. Please be aware of children's safety and the needs of our neighbours when parking in the street. We ask parents to park away from school and walk to school. Free parking is available at Stockwood Park.

### Food Allergies or Intolerances

If your child has any allergy or intolerance to foodstuffs, or materials, then we **must** have a doctor's note detailing

exactly what these are, what reactions may occur, and if medication is required. It is a parent/guardians responsibility to provide the prescribed medication in a timely manner and to ensure expired prescribed medication is replacement promptly.

### **Hair Hygiene**

It is wise to check your child's hair for head lice very carefully at least twice each week. Research confirms that head lice become resistant to the various treatment lotions, and so these are constantly updated. Used properly, the dust comb, sold in school, can prevent lice.

### **Accidents and Sickness**

We have staff trained to administer paediatric first aid. If your child receives treatment and/or visits the Medical Room you will be informed via the Class Teacher and you will receive information through ParentMail.

Should your child receive a head injury, we may also telephone you to inform you of this. On rare occasions a child may need professional medical care. Should this happen we will immediately contact you. Please ensure your emergency information is always up to date so we can contact you during the school day.

### **Return to School After Sickness/Diarrhoea Related Absence**

The NHS guidance states a child should return to school 48 hours from the last episode. We require at **least 24 hours'** recovery from the last episode before returning to school in order to prevent cross-infection. During sickness epidemics the 24-hour rule may be extended to 48-hours for health and safety reasons. For other infectious conditions or diseases, please consult your doctor.

### **Medicine**

Should your child need prescribed medicine during school hours, a consent form from the school office must be completed. Medicines should be clearly labelled with your child's name and dosage, and must be signed in and out at the school office.

It is a parent/guardians responsibility to provide the prescribed medication in a timely manner and to ensure expired prescribed medication is replacement promptly.

### **Sun Protection**

During hot, sunny weather we recommend that you apply sun protection cream on your child before he or she comes to school in the morning. We encourage all pupils to wear hats, and clothing that provides appropriate cover during the summer or hot weather periods.

We appreciate your cooperation in understanding that there are Child Protection issues surrounding the application of substances to children's skin by staff. If your child is extremely sensitive to the sun, please come in and speak to our medical room staff.

## OTHER MATTERS

### Disability Access Plan

The school has a plan that seeks to address findings from an access survey, and this is monitored regularly. If you have any difficulties with access, please speak to us about them.

### Data Protection and Freedom of Information

Hillborough Infant and Nursery School processes data about its pupils and is a “data controller” for the purposes of the Data Protection Act 2018. The Data Protection Act 2018 is the UK’s implementation of the General Data Protection Regulation (GDPR). We process data to:

- Support pupils’ teaching and learning;
- To comply with safeguarding obligations;
- Monitor and report on pupil progress;
- To record and monitor attendance;
- Provide appropriate pastoral care, including the transition of pupils to and from our School;
- To comply with the law regarding data returns and sharing;
- Provide and assess the quality of our services, including Hillborough Care Club;
- Assess how well the school as a whole is doing.

This data includes personal and sensitive data such as contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. This data may only be used or passed on for specific purposes allowed by law. Please refer to the School’s Privacy Notice (available on School website) for further information.

Parents have the right under the Data Protection Act 2018 Freedom, with the exception of exemptions as prescribed by the Information Commissioner Office (ICO), to receive a copy of the information held by School relating to their child. These also includes the right to:

- Be informed about how your data is being used;
- Access personal data;
- Have incorrect data updated;
- Have data erased;
- Stop or restrict the processing of your data;
- Data portability (allowing you to get and reuse your data for different services);
- Object to how your data is processed in certain circumstances.

Upon receipt of a Subject Access Request and subject to ICO exemption rules, the requested information will be provided within 30 working days, in accordance with Data Protection Act 2018. Please be mindful of the period when school is closed. In exceptional circumstances, additional time may be required to produce the information. Parents will be advised of any charges if the work involves over 18 hours of work or £450.00 worth of work in producing the information.

From time to time the School is required to pass on some of this data to Local Authorities, the Department for Education (DfE) and to agencies that are prescribed by law, such as Ofsted, the Department of Health (DH), and Primary Care Trusts (PCT). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

If you wish to access your child’s data, then please contact the relevant organisation in writing. Details of these

organisations can be found on the following website [www.luton.gov.uk](http://www.luton.gov.uk). In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested.

### **Consent for Images/Video**

As part of your child's admission to our School we will ask you to give consent for photographs and videos for specific purposes. It is a parent/guardian decision on which areas to give or not give consent. Parents are currently allowed to take photographs of plays and celebrations to which they are invited, however we remind everyone that these images are for personal use only, and should never be put on public forums (see also page 16).

### **Concerns**

We want to work in partnership with you. If ever you have cause for concern, please talk to your child's class teacher in the first instance. If you remain concerned, please inform our Administrative Team who will pass on your concerns to the Phase Leader or a member of the Senior Leadership Team. We will always make a telephone call or arrange a meeting to discuss your concern. We will do our best to help you or we will direct you to where you can be helped.

### **Complaints Procedure**

A procedure is available to you should you have cause for complaint about any aspect of the school or curriculum. Again, in the first instance, we ask that you talk to your child's class teacher. The Complaints Procedure can be found on our school website if an issue arises and should be followed.

### **Fundraising**

The school has a calendar of fundraising events throughout the year. Funds raised go towards providing additional resources and equipment for the classrooms, to subsidise school educational visits, and for curriculum enrichment activities. We also support charities as part of our citizenship programme. Your help with these events will be invited and your support will be much appreciated. It can be hard work but it can be fun!

## **HILLBOROUGH CARE CLUB**



for

**4 - 11 YEAR OLDS**

Term Time Only

7.45 a.m. - 8.50 a.m. and 3.30 p.m. – 5.30 p.m.

at

**HILLBOROUGH INFANT SCHOOL**

The club provides a wide variety of arts, recreational and educational activities supervised by trained, experienced staff.

There is a charge for this service.

For further information, please contact the school office.

### **TERM DATES**

Can be found on our school website: [Academic Calendar](#)