



## WELCOME AND INFORMATION BOOKLET



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*Learning for life in a community where everyone matters*

# Beech Hyde Primary School and Nursery

Dear Parents/Carers

I am delighted to welcome you to Beech Hyde School. I am sure that your child will be happy here and they will thrive both personally and academically.

The transition to a new school may be daunting at first but we will all help your child to settle in quickly and be an active part of the Beech Hyde community. We hope that you find this information useful and we very much look forward to working together with you.

All children that join us in-year, are supported by their class teacher, teaching assistant and buddies to ensure that they feel welcomed into our school community. This ensures that new children do not get lost and feel that they always have someone they can go to with any questions or worries.

The following booklet is just an initial taste of Beech Hyde and the things we think you might need to know immediately. We hope it is useful to ensure you feel equipped to start your journey with us. I would also recommend you look at our website [www.beechhyde.aetrust.uk](http://www.beechhyde.aetrust.uk) which has a wealth of information about your child's learning experience here with us. Please also follow us on facebook and Instagram to see our day to day life. We appreciate there is a lot to learn so please take time to go through it and ask any questions.

In order that we can find out more about you and your child, please complete the enrolment forms as soon as possible and return to the main office. If you do have any queries, please email [admin@beechhyde.aetrust.uk](mailto:admin@beechhyde.aetrust.uk).

With best wishes

Ms K Thomas  
Head Teacher



# Beech Hyde Primary School and Nursery

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## Privacy Policy

**Privacy Notice** - this describes how Beech Hyde collects, uses, retains and discloses personal information

Please see our website for our current Privacy Notice

[www.beechhyde.aetrust.uk](http://www.beechhyde.aetrust.uk)

Beech Hyde is part of the Ambition Academy Trust.

# Beech Hyde Primary School and Nursery

## Beech Hyde Vision, values and code

### **VISION STATEMENT**

At Beech Hyde, we value everyone as an individual. Our vibrant learning community provides a supportive, challenging environment that places equal importance on academic progress and the nurture of self-belief. We strive to help every child to reach their maximum potential and leave us as well-rounded, life-long learners.

### **THE AIMS OF BEECH HYDE PRIMARY SCHOOL AND NURSERY**

At Beech Hyde we aim to help everyone achieve their best and succeed by:

- Providing a warm, welcoming environment
- Embracing the diverse social and emotional needs of each child
- Delivering a broad and enriched curriculum that inspires every learner
- Developing a spirit of curiosity and actively encourage independent learning
- Promoting the school's ethos of tolerance, respect and mutual support
- Trusting the children in a wide range of duties to develop a sense of social responsibility

### **THE BEECH HYDE CODE**

This was written by the children and it is our set of rules. Each class will need to re-visit these at the start of the academic year. The Beech Hyde Code states that;

At Beech Hyde we;

- try our best at all times
- treat people the way we would like to be treated
- are kind, friendly and do not hurt other people's feelings
- work together and encourage each other
- take care of everyone and everything in our school



# Beech Hyde Primary School and Nursery

## The School Day

Nursery (Mornings only): 8.30am - 11.30am

|                                               | Key Stage 1       | Key Stage 2       |
|-----------------------------------------------|-------------------|-------------------|
| <b>Breakfast Club</b> (free, optional)        | 8am - 8.45am      | 8am - 8.45am      |
| <b>Soft Start</b> (gates and classrooms open) | 8.45am - 8.55am   | 8.45am - 8.55am   |
| <b>Morning Session 1:</b>                     | 8:55am – 10:40am  | 8:55am – 10:40am  |
| <b>Break</b>                                  | 10:40am – 10:55am | 10:40am – 10:55am |
| <b>Morning Session 2:</b>                     | 10:55am - 12pm    | 10:55am – 12:20pm |
| <b>Lunch</b>                                  | 12pm - 12.55pm    | 12:20pm - 1.15pm  |
| <b>Afternoon Session:</b>                     | 12.55pm – 3:15pm  | 1:15pm – 3:20pm   |

Afternoon Break (KS1 only) 2.10pm-2.25pm

Assembly is held every day at 10.20am, except on a Thursday when we hold a Sharing Assembly with parents/carers at 2.50pm.

A free universal breakfast club for all children is held every day from 8am. Pupils eat a healthy breakfast together then split into two groups with infants going to the library for activities to boost oracy and confidence. The juniors go to a classroom where they work on key foundational skills, or extension activities to boost their learning.

The school operates a soft start to the day. Parents can drop their children at school from 8.45am onwards. This is to allow for children who need it to have that time at the start of the day to organise themselves and regulate their emotions. It is also a time to start an early morning activity and have some time with the class teacher/ TA.

All children must be in class by 8.55am for the morning register. Any children arriving after this time must sign in at the main office as late.

For this year's and next term dates and holidays, please visit our website under 'About Us' - 'Term Dates'.



# Beech Hyde Primary School and Nursery

## Home-School Agreement

Our Home School Agreement sets out the responsibilities of the child, the family and the teacher, so we can all work together to help each child achieve their very best.

### **The school will:**

- Provide high quality teaching and learning experiences
- Encourage children to always do their best
- Identify individual needs and provide support
- Encourage children to take care of their surroundings and others around them
- Inform parents of the children's progress at regular meetings and through the annual end of year report
- Set homework according to the school's homework policy
- Contact parents if there are any problems concerning work or behaviour
- Keep parents informed about school activities through regular communication

### **We ask the Family to:**

- Make sure the child attends regularly and provide an explanation if the child is absent
- Ensure the child arrives at school on time – before 8.55am
- Support the school dress code by ensuring the child is wearing school uniform
- Encourage the child to be positive and passionate about their education
- Attend parent/ teacher consultations each term to discuss the child's progress
- Support the child in completing home learning, in particular daily reading
- When possible, attend school events, for example Sports Days
- Model appropriate behaviour on the school site and at school events

### **The child should follow 'The Beech Hyde Code':**

- Try our best at all times
- Treat people the way we would like to be treated
- Be kind, friendly and do not hurt other people's feelings
- Work together and encourage each other
- Take care of everyone and everything in our school



# Beech Hyde Primary School and Nursery

## Safeguarding and security

### **We make sure Beech Hyde is a safe place for all by:**

- ensuring all staff are fully trained in being vigilant to signs that a pupil is experiencing difficulties in or outside of the school environment. All senior staff are trained at level 3 safeguarding to ensure that there is always someone on site able to deal with child protection issues
- having dedicated pastoral staff trained in pastoral care, and utilising external agencies to provide specialist support when needed
- ensuring all pupils know that there are a variety of staff they can turn to if they need help or support with a safeguarding matter
- ensuring that the curriculum gives pupils information, opportunities to explore and learn about all aspects of welfare and safety, both inside and outside the classroom
- ensuring the security of our site is reviewed regularly and discussed with all stakeholders
- ensuring all staff have access to and have read the current DfE guidance 'Keeping Children Safe in Education'

### **The Designated Safeguarding Lead at Beech Hyde Primary School and Nursery is;**

**Ms K Thomas (Headteacher)** [head@beechhyde.aetrust.uk](mailto:head@beechhyde.aetrust.uk)

Deputy Designated Persons are Jo shore (SENCO), Charlotte Rogers (Assistant Head) and Julie Field (Early Years Specialist). Please speak with one of these people if you have any concerns about the welfare of any child or are concerned about the behaviour of any staff member.

The Safeguarding Governor is Sarah Medlock (Chair).

If you have any concerns about your own child or any other child, please do not hesitate to contact us at school on 01582 832661 or by emailing [safe@beechhyde.aetrust.uk](mailto:safe@beechhyde.aetrust.uk). If you have concerns about a child that does not attend Beech Hyde and would prefer to speak to Children's Services personally, please call 0300 1234 043 or the police on 101. Please note that information of a safeguarding nature may not be able to be kept confidential.

### **Security**

The school site is surrounded by a high fence/boundary and no pupil is allowed out of the site during the school day except where accompanied by their parent/carer or someone designated by the parents/carer to collect them. The only other exception to this would be an organised school trip. The school has in place a security access system. There is no access to the school buildings for visitors during the school day except via the Main Reception. All visitors are asked to report to the reception office, and wear a visitor's badge whilst on site. They will also be given a Safeguarding Guide. All members of staff must carry identity badges. If someone is seen not wearing a badge they are reported to the nearest responsible adult.

All pupils must be accompanied to and from school by an adult. On arrival at school they must be dropped off outside the classroom door where they are handed over to their classroom teacher or TA. The same process should occur at the end of the day. Children will not be released to adults not known to us/recorded. If someone other than the usual person is collecting your child, you must telephone the office to let us know.

Please note it is not suitable for teenagers (older siblings) to collect children.

# Beech Hyde Primary School and Nursery

## School Uniform

A uniform binds us together as a community. Pupils at Beech Hyde are proud to wear the uniform that represents their school and visitors often comment on how well our pupils are presented. We expect all pupils to wear school uniform at all times. Please ensure that all items of clothing are clearly labelled with the child's name.

Generic items e.g. grey shorts or skirts, can be purchased from any supplier, but Beech Hyde branded items must be purchased online from our supplier, School Trends. A link to School Trends can be found [here](http://www.schooltrends.co.uk/uniform/BeechHydePrimarySchoolandNurseryAL48TP), or go to [www.schooltrends.co.uk/uniform/BeechHydePrimarySchoolandNurseryAL48TP](http://www.schooltrends.co.uk/uniform/BeechHydePrimarySchoolandNurseryAL48TP).

### Main Uniform

- Grey tailored trousers OR Grey knee-length shorts OR Grey skirt/pinafore dress (These should be school items rather than fashion clothing)
- Red polo shirt with Beech Hyde logo\*
- Red jumper OR cardigan with Beech Hyde logo\*
- Grey, white or red socks/ tights
- Summer dress/playsuit in small red gingham check
- Beech Hyde Book Bag (Reception and KS1 only)

### PE Uniform

- Red T-shirt with Beech Hyde logo\*
  - Black shorts (shadow stripe)
  - Trainers (for outdoor PE) (Football boots are permitted for football)
  - Plain black joggers (for winter)
  - PE kit should be kept in a labelled bag and stay in school for a half term at a time
- Other branded items - fleeces, hats, hoodie, jackets, bags and more are available from School Trends. These are all optional. The BHA has a second-hand uniform that can be loaned/given to parents. It is stored in a 'Take and Donate' unit in the main entrance. If you need an item, please come and take what you need.

*\*In line with government guidance, purchasing uniform items with the Beech Hyde logo is optional. Plain red items are permitted.*

### SHOES

All pupils need 3 pairs of shoes in school everyday:

- Outdoor Shoes - All pupils are expected to wear black shoes/trainers which are to be worn to and from school (and for school events etc) which are outdoor shoes (Ugg type boots, ankle boots are not suitable). Wellington boots are permitted in very wet/snowy weather.
- Indoor Shoes - All pupils are expected to wear indoor footwear – ideally black plimsolls or black soft shoes (Converse, Vans and slippers are not suitable).
- Trainers - As part of PE kit, trainers should be in school everyday for PE and to complete the daily mile.

### JEWELLERY

For Health and Safety reasons children should not wear jewellery and must only wear one pair of stud earrings to school. It is a Hertfordshire County Council Health & Safety ruling that children should not wear earrings during PE and Games. Children who wear earrings are required to remove or cover them during PE.

### HAIR

Extreme hairstyles are not to be worn in school. Distinctively styled hair, designs shaved into hair, hair dyed unnatural colours and shaved heads have all proven to be a distraction to learning. Long hair should be tied back for school and especially for PE. Hair Bands/clips should be grey, red or black.

# **Beech Hyde Primary School and Nursery**

## **The School Curriculum**

The Beech Hyde Curriculum is designed to engage, excite, include and challenge. We want our pupils to leave primary school with a broad and balanced knowledge and skill base that they are eager to develop further.

Based on the National Curriculum it is enhanced with our Beech Hyde Key Drivers - Challenge, Inclusion and Positive Minds. There are regular links to British Values as well as Citizenship. We have ensured that all of these have produced a well-balanced and engaging curriculum for both the needs and enjoyment of our children.

At Beech Hyde we cover all 12 subjects individually so that our pupils are clear about what they are studying and why. Therefore your child will have lessons in;

### **English (Reading and Writing)**

**Maths**

**Science**

**History**

**Geography**

**Art**

**Design Technology**

**Computing**

**PE**

**French**

**Music**

### **PSHE (Personal, Social and Health Education)**

We have ensured that in each year group there are well thought out and engaging curriculum plans for both the needs and enjoyment of our children.

On our website you will find each subject's content and skills. Each subject is detailed from the Early Years Foundation Stage (EYFS) to the end of Year 6, allowing us to demonstrate progression, coherence and sequencing ensuring preparedness for every pupil for their next stage of education.

There are links to our Curriculum Maps that highlight the curriculum content for each term as well as the cross-curricular opportunities being explored in each year group.

In the EYFS and KS1 we follow Little Wandle Letters and Sounds to teach phonics and early reading. Children will follow the Little Wandle reading scheme and are provided reading books and a daily reading scheme, at each stage until they become a free reader.

At Beech Hyde we encourage a love of reading at an early age. We have a fully stocked library that children can visit once a week (and at other times) to browse and borrow books.

# Beech Hyde Primary School and Nursery

## Assessment and Reporting

At Beech Hyde we regularly assess our pupils' attainment in order to check on their progress and to see if there is any need for intervention. This can be through; teacher assessment of class work, formative testing or assessment for learning during lesson time.

We offer two parent/teacher consultations throughout the year. We would very much encourage you to attend the consultation as it is through partnership that we achieve the very best for our children. We report on your child's progress via a written report at the end of the year. This includes attainment and effort grades, comments on their progress in the core subjects and, most importantly, a summary of their development and a celebration of their life at school.

In line with national expectations, pupils are given a level based on their progress through the curriculum. We let parents/carers know if their child is progressing against national curriculum standards in Reading, Writing and Mathematics and in Science and the foundation subjects.

| Standard                                 | Abbreviation | Description                                                                                |
|------------------------------------------|--------------|--------------------------------------------------------------------------------------------|
| Working at Greater Depth                 | GDS          | Pupil is producing independent work that goes beyond that expected for their age and stage |
| Working at age related expected          | EXS          | Pupil is working and producing independent work at that expected for their age and stage   |
| Working Towards age related expectations | WTS          | Pupil is producing work that is below that expected for their age and stage                |
| Working Pre-key stage                    | PRE          | Pupil is producing work significantly below that expected for their age and stage          |



# Beech Hyde Primary School and Nursery

## Homework

The partnership between home and school is key and we have identified 3 key elements that will support children's learning at home.

- Reading - One of the most valuable things you can do to help your child progress is to listen to them read every day - children on the Little Wandle reading scheme will have a school reading book that they must read to you. They will also have a 'sharing book' which you can read with them or to them.
- Maths - Secondly it is invaluable if you can help them practise times tables and number bonds. A weekly task or 'mini maths' will be set for you to complete with them.
- Spelling - Spellings will be sent home each week and we ask that you practise these with them.

A learning grid will also be available to parents/ children should you wish to extend your child's learning, but this is optional. Children in Year 4- 6 will be given additional, more formal homework as they prepare for secondary school. In Years 1-6 children are also asked to prepare a termly presentation. Presenting to their peers can be daunting but it is a very valuable experience, building confidence and resilience.

There is a homework club for those children who struggle to complete their homework at home.

### Overview of Homework across the school

| Year (s) | Homework                                                                                                                                                                                                                                            | Frequency                                                 | Compulsory or optional?                                                          |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------|
| R        | <ul style="list-style-type: none"> <li>• Daily Reading/phonics</li> <li>• Mini maths</li> <li>• Activity from Life experiences grid</li> </ul>                                                                                                      | Daily<br>Weekly<br>Optional                               | Compulsory<br>Compulsory<br>Optional                                             |
| 1 - 3    | <ul style="list-style-type: none"> <li>• Daily reading/phonics</li> <li>• Number facts (number bonds/times tables)</li> <li>• Spelling practice</li> <li>• Activity from the extended learning grid</li> <li>• Presentation - 1 per term</li> </ul> | Daily<br>Weekly<br>Weekly<br>Optional<br>Termly           | Compulsory<br>Compulsory<br>Compulsory<br>Optional<br>Compulsory                 |
| 4 - 5    | <ul style="list-style-type: none"> <li>• Daily reading</li> <li>• English/Maths (alternate weeks)</li> <li>• Spelling practice</li> <li>• Activity from the extended learning grid</li> <li>• Presentation - 1 per term</li> </ul>                  | Daily<br>Weekly<br>Weekly<br>Optional<br>Termly           | Compulsory<br>Compulsory<br>Compulsory<br>Compulsory<br>Compulsory               |
| 6        | <ul style="list-style-type: none"> <li>• Daily reading</li> <li>• Spelling practice</li> <li>• Activity from the extended learning grid</li> <li>• Presentation - 1 per term</li> <li>• English</li> <li>• Maths</li> </ul>                         | Daily<br>Weekly<br>Optional<br>Termly<br>Weekly<br>Weekly | Compulsory<br>Compulsory<br>Compulsory<br>Compulsory<br>Compulsory<br>Compulsory |

# Beech Hyde Primary School and Nursery

## Special Educational Needs

Beech Hyde prides itself on being an inclusive school where aspirations are high for all pupils. The Special Educational Needs Co-ordinator at Beech Hyde is Mrs Shore. If you have any concerns about a child's learning needs, please feel free to contact her.

Children with an identified educational need may be supported in a variety of ways:

- Inclusion on the school SEND register
- Support from the class teacher and teaching assistant
- Spotlight profile - formulated and reviewed with pupil, parent and class teacher to highlight your children's strengths and barriers to learning
- A 'My Support Plan' (Assess, Plan, Do, Review) that details the targets we are working towards with your child each term
- Adapted tasks provided by the class teacher.
- Intervention groups
- Support groups in school e.g. Nurture
- External support groups and 1:1 work, e.g. Harpenden Plus counselling, Protective behaviours Group
- Referral to specialist services e.g. Speech and Language Therapy, Communication and Autism team
- Partnership work with special settings e.g. Collett School, LINKS outreach

Please note that this is not an exhaustive list or a checklist. Each child is different and will be supported in the way we feel best supports their needs.



# Beech Hyde Primary School and Nursery

## Celebrating Success

### Daily celebration of learning

Children's work should be celebrated on a regular basis, in the classroom, in displays and through notification to senior staff and parents. Golden Time is awarded at the end of the week for a whole class celebration.

### House system and Points

At Beech Hyde there are 4 houses; **AMWELL**, **LAMER**, **MARFORD** and **WATEREND** and there is a system of House Points in place as rewards for effort and attainment. The children are allocated a House when they start in Reception: all siblings are in the same house. These points are collated and the House Cup is presented to the winning House Captains at sharing assembly.

Within this system there is the awarding of Bronze, Silver, Gold and Platinum certificates during the year. A pupil needs 5 house points for a Bronze, 15 for a Silver, 25 for a Gold and 40 for a Platinum. In KS2, house point stars are awarded, so five house point stars equals one house point.

**Work of the week** - each week the class teacher will choose a pupil who has excelled in their learning that week - either through a piece of work, effort, attainment or their attitude to learning. They are congratulated by the headteacher and via their picture (with permission) in the newsletter and on social media.

**Davey Cup for Maths and English Star Award** - awarded weekly for a pupil in the school who has excelled in Maths and English. They are awarded at sharing assembly and celebrated in the weekly newsletter.

**Beech Hyde Attendance Bears** - awarded weekly in sharing assembly to the class in each Key Stage with the best attendance the previous week.

**Role Model Certificates** - awarded one pupil per class weekly at Sharing Assembly.

**Sports Certificates** - awarded weekly at Sharing assembly for those who have a recognised sporting achievement.

**Pearce Cup** - awarded Half Termly at sharing assembly for excellence during French lessons.

**Kindness Cup** - awarded Half Termly at sharing assembly for showing kindness to others

**Verney Cup** - awarded Half Termly at sharing assembly for commitment to sport.

**Hazelton Cup** - awarded termly in sharing assembly to a pupil or group of pupils for special achievement



# Beech Hyde Primary School and Nursery

## Behaviour for Learning, Equality and Anti-bullying

At Beech Hyde we believe that all children have the potential to work and learn effectively to the best of their ability. The school uses a therapeutic, relationships based approach to behaviour management. This means we refer to the importance of behaviour for learning, emphasising the reason why good behaviour needs to be displayed at all times. Children need to be given very clear boundaries whilst knowing that the teacher cares deeply about them and their progress. All our children are held in unconditional positive regard.

Teachers have clear, high and consistent expectations. This does not mean that all children must be treated in exactly the same way, as we, and our children, recognise that all children have different needs.

Any pupil whose behaviour prevents others from learning will be given significant support to regulate in line with the schools behaviour policy. This can also mean that action may be taken to prevent the behaviour of a child from harming the education of others.

### **At Beech Hyde;**

- We will treat everyone equally, irrespective of gender, ability, race or religion
- We play an active part in building up a sense of community
- We will be alert to signs of discrimination - racism, sexism, homophobia and any discrimination based on background, religion, age, gender - and deal with it in line with school policy.
- We will deal sensitively with children in distress, listen to them and deal with any incident appropriately

Bullying is defined as persistent and purposeful unkindness. It is not when two children of a similar age and with similar power fall out.

When a child reports an incident of unkindness, this is investigated and dealt with promptly by a member of staff (usually the class teacher). We ensure that children take responsibility for their actions and a restorative practice approach is used to ensure that all children feel they have been heard but can move forward with issues where there have been falling outs.

Where these instances become repeated, bullying will be dealt with using the steps in the Anti-Bullying Policy (which can be found on our website). Incidents of clearly defined bullying will be recorded and dealt with sensitively and using a restorative approach. It is often a chance for education rather than recrimination. However, repeated instances of bullying will be dealt with firmly using the schools behaviour policy.

Anti-bullying messages and education are given regularly throughout the school year, at assemblies, through the curriculum and in supporting Anti-bullying weeks/events.

# Beech Hyde Primary School and Nursery

## Communication between School and Home

It is very important to us that we work closely in partnership with parents/carers, as communication between home and school is key. We welcome communication with parents and always aim to respond to queries quickly with a solution/resolution to any problems.

**We welcome contact from Parent/Carers in a variety of ways:**

### **At the classroom door**

Beech Hyde retains the policy of parents/carers dropping off and collecting their children at the classroom door so that we can retain the daily contact with you that is so valuable to us. It is often the best way to give a quick message, let us know that your child is needing that bit of extra TLC today or notify us of a change in pick up. However, longer conversations may need to be had at the end of the day or even in a separate meeting as time in the morning is not as plentiful as at other times.

### **Via the main office**

The office staff are the hub of our school and the font of all knowledge. If you have a question, query, need to hand something in, need help with one of our online systems, then please do visit Mrs Pleasants or Miss Vincent in the main office who will be able to help you.

### **Telephone**

Please use the main reception number to contact us with queries, to let us know something about your child, change of details, alternative pick up person or anything else in an emergency. We will always do our best to help.

### **Email**

Please use the general admin email [admin@Beechhyde.aetrust.uk](mailto:admin@Beechhyde.aetrust.uk) if you need to contact staff. Our admin team will be able to direct your query to the correct teacher or leader. We will aim to get back to you within 24 hours/as soon as possible. However, please be aware that teachers are not in a position to check emails consistently throughout the day .

### **Meetings**

The day-to-day care, welfare and safety of your child is managed by the class teacher and they should be the first point of contact. Should you have any concerns about your child and want to meet with them then please contact them and ask for a meeting to be arranged. We recognise that sometimes things at school may cause upset. However, it is not appropriate to come to school expecting to speak to a particular member of staff without an appointment.

### **Contacting you**

If there is an issue regarding your child throughout the school day we will contact you by telephone using the first contact provided by you. In the event we cannot contact you using this number we will telephone other contacts in the order they have been given.

### **Polite words of caution**

We will always listen to any concerns but please bear in mind that we may not always agree with your point of view and the school reserves the right to deal with issues in the way we see is appropriate. All members of staff deserve to be treated with respect in their workplace, and no parent/carer should use derogatory language/name calling/personal attack to express their frustration at a situation. If you feel that your concern is not being dealt with appropriately, please contact the headteacher.

# Beech Hyde Primary School and Nursery

## Care for pupils with Medical Needs

If your child has a serious medical condition we aim to ensure it is fully supported throughout their time at Beech Hyde

If your child has a medical condition that requires managing at school, your child will need an *Individual Healthcare Plan* outlining the condition, needs, main contacts and emergency procedures. This can be completed by you and your child with the help of any medical professionals involved in your child's care. You may already have an Individual Healthcare Plan, in which case please just provide an up to date copy for us.

We also have access to the Herts Community Trust Public Health Nursing Services tel: 0300 123 7572, and pupils texting service Chat Health 07480 635050.

### Administration of medication

If your child needs to take prescribed medication in school then we would rather you came on site to administer this yourself, this for safety and your child's comfort. However, for other circumstances we hold a medication permission form for Beech Hyde to administer medicine, outlining the details of when and how the medication is to be taken. Prescription medicines **MUST** be in the original container, with the pharmacist label clearly stating the pupil's name and dosage. A fridge is also available for temperature sensitive medication.

Non-prescription medication may also be administered in school in certain circumstances. All forms mentioned above can be downloaded from our website or collected from the main reception. All medication will be kept in the medical room and administered by the SHO or other first aiders.

Emergency medication such as inhalers and epipens should be carried by pupils; spares can be kept in the Medical Room. We ask for emergency consent for pupils who carry a reliever inhaler or EpiPen so that we can use a spare in the event that the pupil's device is missing or not working. This forms part of the Individual Healthcare Plan for asthma or allergy.

Non-emergency medication **MUST NOT** be carried about the pupils' person at any time. This is to protect your child from harm and to safeguard the well-being of other pupils.

### Allergies

Beech Hyde Primary School and Nursery is an allergy aware school. We do ask that nuts and peanuts are not brought into school but as children are permitted to bring their own food to school, we can not guarantee that there are no products that children may be allergic to on site. All staff are trained in how to spot and deal with an allergic reaction, and we have 4 epi pens available in the event of an emergency.

# Beech Hyde Primary School and Nursery

## Attendance and Punctuality

In order for your child to reach their potential, both academically and emotionally it is necessary that they attend school *whenever possible*. All children should have attendance above 95% to ensure they are happy in school. It is a legal requirement that your child attends school if they are registered there. If your child's attendance falls below this you will be informed via letter and possibly be invited into school to discuss this with the headteacher.

It is also important to be on time! Being punctual is another key life skill, as well as giving your child the very best start to their school day. Pupils are expected to be in school by 8.55am at the latest. The gates open at 8.45am and your child is welcome to be in school from this time. The gates will close at 8.55am.

Whilst pupils should aim to attend everyday, we appreciate that children do get ill. Messages regarding your child's absence can be reported via the school office. **It is vital that the school is contacted explaining absence on the first day of absence and every subsequent day of absence.**

If your child is reluctant to attend school then please encourage them to discuss any issues with you. Any difficulties at school can usually be quickly resolved by speaking to the class teacher, but if you are struggling to get your child into school and need further support then please do not hesitate to contact the headteacher.

Please organise medical appointments outside of school hours wherever possible. If this is not possible then please let us know in advance the date, time and reason for the appointment.

You are reminded that parents are not permitted to withdraw their children from school or take their holidays during term time as it is disruptive to the child's education. Any such absence would be unauthorised.

**ANY REQUESTS FOR ABSENCE WILL ONLY BE CONSIDERED FOR MOST EXCEPTIONAL CIRCUMSTANCES AND SHOULD BE APPLIED FOR IN WRITING TO THE HEAD TEACHER BY COMPLETING AN ABSENCE FORM.**



# Beech Hyde Primary School and Nursery

## Extra-Curricular Activities

Enrichment at Beech Hyde is an integral part of our community and clubs and other activities are a part of all pupils' daily diet. We encourage pupils to attend at least two a week. Clubs are both lunchtime and after school. The following is a taster of the activities that may be on offer. This list is not exhaustive or the same every year.

Athletics, Basketball, Cross Country/Running, Football, Netball, Benchball, Gymnastics/Cheerleading, Rounders, Rugby, Tennis, Chess, Imagination, Singing, Gardening, Recorders, Jigsaw Puzzles, Lego, Language Leaders, Drama, Craft, Makaton.

For this terms clubs see our website under 'Enrichment' - 'Lunchtime and After School Clubs'

Music Tuition is usually available for piano and guitar, although other instruments may be available if there is demand. Tuition is paid for by parents.

### Applying for Lessons

<https://www.hertsmusicservice.org.uk/music-lessons-in-hertfordshire/music-lessons.aspx>.

All

information and terms and conditions are explained on the HMS website please see the link above.

### Financial Assistance

<https://www.hertsmusicservice.org.uk/music-lessons-in-hertfordshire/help-with-music-fees.aspx> If you are in receipt of benefits and need financial assistance with fees please contact the Education Benefits team on the link above.

Beech Hyde loves being a part of its local community and as such you will always see us at community events - Wheathampstead Lights Up and Village Day, Harpenden and District music and sports events, WGC Singalong and many more!

## Pupil Leadership

To enable our pupils to develop their leaderships skills across all year groups, in each form class you can apply to be:

- School council - 2 pupils from every class that meet regularly to put forward the children's voice.
- Eco-Warriors - 2 pupils from each class - plan events through the year with a focus on the world and the environment.
- Sports Ambassadors - Year 6 pupils who promote sport around the school and help out at events.
- Peer Mediators - Year 6 pupils trained to assist with peer issues in the younger year.
- Librarians - Year 6 pupils apply to be librarians to look after the library, re-shelve books, complete displays
- Class Sports Leaders - 2 pupils from each class - rotated on a termly basis
- Friendship Leader - 2 pupils from each class - rotated on a termly basis
- Language Ambassadors - Year 6 pupils - working with the Languages Lead to guide and lead new language skills
- Playground Leaders - Year 6 pupils - rota for the week
- House Captains - 2 pupils from Year 6 are appointed to lead their house

# Beech Hyde Primary School and Nursery

## School Lunches/ Catering

Our caterers, Aspens, offer a wide choice of food at lunchtimes in the dining room - 4 options of main meal (meat, vegetarian, jacket potato or sandwich). Unless your child is entitled to means tested free-school meals, these are at a cost from Y3-Y6, Rec, Y1 & Y2 are currently free. There is also a variety of salad available each day. There are alternative arrangements for pupils with any special dietary requirements.

Aspens operate an online ordering system called Select. It allows parents to order, pay (if not awarded Universal / Free School Meals) and pre-book school meals. The order deadline is 8.30am daily but you can order daily/weekly/monthly/termly to suit.

### **What you need to do now**

You will receive a school code and unique child code when your child starts at Beech Hyde.

Register your account which is quick and easy to do. Visit [www.select.aspens-services.com](http://www.select.aspens-services.com) and click on the Parent Registration tab. Complete your name, email address, telephone number, choose a password and security questions. The system will then send you an email to validate your email address. Click the link and input the codes previously provided to you.

You will need to Top up the balance on your account before ordering (if not Free School Meals), then click into each day. A drop down menu will show the options each day for you to choose. If your child is absent don't forget to cancel the lunch if ordered.

### **Packed lunches**

Packed lunches may be brought to school. Please label all containers. They must be eaten in the dining room. Pupils should only eat their own lunch and must not share food brought from home as other pupils may have allergies. Beech Hyde is a Nut free school.

### **Water**

Bottled water is provided free all day at Beech Hyde and pupils are provided with a house coloured water bottle upon entry. A water bottle should be brought to school every day and must only contain water. This is for health reasons. Juice can be bought as part of a packed lunch and consumed in the dining area. Please name all water bottles.

# **Beech Hyde Primary School and Nursery**

## **The Pupil Premium and Free School Meals**

In order to ensure that we continue to support all learners I would like to bring to your attention details of the Pupil Premium Grant. This is funding given to schools for pupils who are registered for free school meals. At present the school receives £985 per pupil and this extends to all pupils who may have been eligible for and were in receipt of free school meals in the last six years. Details of how we spend this money and support provided to pupils can be found on the school website.

It is extremely important that we do all that we can to ensure that eligible pupils access their entitlement. The first thing that families can do is make sure they access their entitlement from the Government by registering their child for free school meals. A common misconception is that you must be on benefits to claim. This is not the case, as the allowance is 'means tested' to support families on lower incomes also.

Pupils in receipt of free school meals will receive a wholesome and nutritious meal from Aspens, our on-site caterers. As you know, there is a lot of evidence about nutrition and achievement. A good meal at lunchtime helps pupils to achieve. I therefore ask for your support in ensuring that you access your entitlement. In doing so, you support your family, give your child a nutritious meal whilst at school and provide our school with the money we need to improve your child's education and access to additional experiences. If awarded, your child will also be entitled to free school milk, food vouchers during school holidays, help with music lesson fees and free school holiday activity camps.

This is a great opportunity and I urge you to take advantage. There are a number of easy ways to claim and more information is available on the school website.

# Beech Hyde Primary School and Nursery

## Image Consent /Photograph Policy

The School is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The school will always try to act in the best interest of the pupils and, as far as it legally can, it will take parent/carer preferences into account.

The school will not normally seek consent for any internal use of photographs as the possession of such personal data is in accordance with the statutory functions of the school in providing an education to the pupil and it is therefore lawful on the grounds of public interest. However, the school will take into account any parent/carer preferences expressed.

If you wish to express a preference for the school to avoid taking or publishing photographs of your child in certain circumstances then please indicate your preferences using the Image consent form. If no preferences are expressed then we will act in accordance with the principles expressed in this policy. Ordinarily the following rules will apply to photographs in this school:

### Photographs for Internal Use

- The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.

### Media Use

- The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- When the Media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.
- If a parent/carer expresses a wish for their child not to be photographed/filmed for external media use, this will be respected.

### Family Photographs at School Events

- It shall be at the discretion of the school whether photographs may be taken at a school event.
- Family and friends taking photographs will not be covered by Data Protection legislation.
- If the school decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet. Due to the difficult nature of this, the school will usually ask that photographs and films are not taken at school events.

# Beech Hyde Primary School and Nursery

## Online Safety

In the modern world, the role of the Internet and online technology is ever-increasing, and we want our pupils to be confident and safe when they are online. We use computing lessons, assemblies, PSHE and 1:1 conversations with our pupils to ensure they know how to keep themselves safe.

The following a list of rules we expect all children to adhere to to keep themselves and others safe online:

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- Even if I have permission, I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I will only use my Google account to access Google classroom or as instructed by my teacher.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

# Beech Hyde Primary School and Nursery

## School Gateway Online Payment Service

**[www.schoolgateway.com](http://www.schoolgateway.com)**

Our online payment service - 'School Gateway', means that you will be able to make online payments via the School Gateway **smartphone app** or website for school trips and activities. You will also be able to book a place on school clubs which are offered termly.

We will notify you by email or text when new items such as school trips or tickets for events are available for payment on School Gateway. For larger trips, payments can be made as part of an agreed plan in instalments. You will also be able to give online consent, where required, for your child to take part in activities.

School Gateway makes it easier for parents to pay any time 24-7. If you download the app, it is free for the school to send texts.

### **What you need to do now**

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that the school holds on record for you. Please wait until the start of September to activate your account as it takes some time for all this information to be added.

- **Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway then the user can choose to use the app or the website

If you are having trouble logging in, it may be because the school either does not have your current email and mobile phone number on record or is still completing the process of adding your child's details to our pupil database.

More Information can be found on the schoolcomms website <http://schoolcomms.com>



# Beech Hyde Primary School and Nursery

## The Beech Hyde Association

The Beech Hyde Association is our parent support group. One of the key strengths of our school is the immense support we receive from them. They give so generously of their time, energy and commitment, and we would not be able to achieve all that we do to help shape the life opportunities of our pupils without their unwavering support.

The money raised by the BHA is used to enrich the learning resources and environment of our pupils through voluntary donations. We have grown in number as a community and although the school works extremely hard to provide excellent value for money from central funding, there are many areas of school life which have benefited from the additional support provided by the work of the BHA. They work extremely hard on our behalf to organise fundraising events that also build a stronger school community.

The BHA are famous in the village for their two amazing annual events; Wheathampstead Fireworks and the 10k/2k run. Both these events are run entirely by volunteers from the BHA and raise a vast sum for the school. In addition there are smaller events throughout the year that they organise. For example, the Halloween Disco, the Santa Dash, Movie Night and of course, the ever popular Ice-Cream Friday's.

They pay for things through the year and as one of resource gifts. For example:

- free bottled water throughout the year for pupils and staff
- bikeability for Year 5
- Coaches for swimming for Year 3
- Guinea pig food and bedding
- New sports equipment
- New books
- New ipads

You can also support the BHA by using the easyfundraising app each time you shop online. This raises funds for the school at no additional cost to you. Easyfundraising has over 4,000 shops and sites which will donate to us at no extra cost to yourself, including lots of big name retailers like John Lewis, Argos, Uswitch, eBay, M&S, Just Eat, Now TV, Domino's Pizza and Audible. All you have to do is sign up to support us using the link below. Then every time you shop online, go through the easyfundraising website or App and we'll receive a % of your spend as a free donation, at no cost to you or us. You can find our easyfundraising page at

The committee meets once a month and it welcomes new committee members or volunteers. Please contact the main office if you would like to help.

