



DECEMBER | 22



# Holy Trinity Lamorbey CE Primary School Admission Package 2022/2023

# Welcome to HTL C of E Primary School

This admission package contains information about the school and outlines some of the procedures that we follow to ensure that we provide a positive learning environment for all children.

It will help your child to settle into school if you read through the information we have provided and use it to support your child in school.

There are consent forms included marked "school copy" which need to be signed and returned to the school office prior to your child starting at HTL.

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## THE SCHOOL DAY

Children should start arriving at 8:40am to be in class for registration at 8:55am. For safety reasons children should not be left by themselves in the playground. As we have limited shelter, on wet days it is better if children do not come much before the doors are opened 8:40am.

If your child is late (8:55am or later when the gates are closed) you will need to bring them to the School Office and sign them in on the Inventory screen giving the reason for the lateness.

There is a morning break for all children: KS1/KS2 at 10:30am.

Parents of children in the Foundation Stage leave and collect their children from the front of the school, which is off the footpath between the carpark and green gates. For health and safety reasons, we ask you not to allow younger children to play on any equipment. When collecting children from the playground, please stand back from the entrance, to allow teachers and children to see the person coming to collect your child. Parents of children in Key Stage 2 leave and collect their children from the playground.

If you need to inform your child's teacher that someone else other than yourself is collecting your child, please email the school office in time for the message to get to the teacher before the end of the school day. Please ensure whoever will be collecting your child has your personal password. Failure to do this will mean that your child will need to be collected from the office. ([contact@htl.bexley.sch.uk](mailto:contact@htl.bexley.sch.uk))

### Times of School Sessions:

#### Nursery:

Morning session: 8:45am – 11.45am

Afternoon session: 12.30pm – 3:30pm

#### Foundation Stage and Key Stage 1 (Reception, Year 1 and Year 2)

Registration: 8.55am – 9:00am

Break: 1030am

Lunch: 11:30am – 1:00pm

Afternoon session: 12:50pm – 3:15pm

End of day: 3:15pm

#### Key Stage 2

Registration: 8.55am – 9:00am

Morning session 9:00am - 10:30am

Morning break: 10:30am – 10:45am

Morning session: 10:45am – 12:00pm

Lunch: 12:00pm – 1:00pm

Afternoon session: 1:00pm – 3:15pm

End of day: 3:15pm

## **Behaviour**

The behaviour at Holy Trinity is good. We praise children for their positive contributions to our community and celebrate their achievements through displays and in our Learner of the Week Friday Worship.

Each person (child and adult) is expected to take responsibility for their actions and words. As this requires some training, incidents of inappropriate behaviour are managed quickly so that they do not impact on the child's learning or the learning of others. If a child persists in causing a disturbance to others or does not cooperate in school we will take action. Sanctions such as the withdrawal of privileges are part of our disciplinary procedures. We will discuss with you situations that we consider to be important for your child and expect you to support the action that the school takes. Please read the Behaviour Policy which can be viewed on the school website along with our Policy for dealing with unacceptable behaviour on school premises.

## **Pastoral Care**

Pastoral care is provided by adults – teaching assistants and teachers who will refer cases of special concern to the Senior Leadership Team (SLT). If we have concerns about your child, you would be contacted. If you have concerns, please make an appointment to discuss personal matters initially with your child's class teacher or the relevant member of SLT if the matter affects more than one child in your family.

## **School Council**

We have a School Council for Key Stage 1 and Key Stage 2, which is made up of elected representative pupils from each class. The representatives bring to their relevant Key Stage meeting, usually held fortnightly, issues that concern their classes. The representatives will have discussed these in their Class Councils prior to the School Council meeting. In this way children are involved in wider school issues and play a valuable role in identifying and solving concerns.

## **School Meetings/Achievement Assemblies**

Children also have a positive role to play in leading and sharing their learning and successes outside school in our daily Worship.

## **Assemblies**

Each day we have an Act of Collective Worship. The style and material used in our Collective Worship reflect the fact that the principal religious tradition in our school is Christian. From time to time we will invite you into school to enjoy a performance or activity. Unless we specifically indicate otherwise we do not allow younger brothers or sisters to attend these occasions because of possible disturbances. Also, we do not admit anyone who arrives late for a performance because of the noise.

## **Parents' Evenings and Reports**

You will be invited to come to 3 parents' meetings during the year. These are with appointments booked via Bromcom are held in the school hall or virtually. You will have the opportunity to discuss the progress your child has been making towards their learning targets. Written reports will be sent to you at the end of the school year.

## **Support in School**

We also encouraged parents/carers to share in supporting the school, on a regular basis in a classroom setting or when there is a particular need for an extra pair of hands to help. For security and safety reasons you must have been cleared with an enhanced DBS check. When you come to school you will need to report to Reception and sign in on the Inventory screen.

## **Parents' Teachers Association**

The PTA exists in order to secure co-operation between parents and the school with a view to furthering the best interests of the school and its children. As a parent of a child in the school you are automatically a member of the Parents' Teachers Association (PTA). The Association organises a number of social activities. An elected committee of members meets regularly to plan, organise and run these activities throughout the year. It is really important that you help in these events so that they can be successful. The PTA raises a considerable amount of money for the school to provide extra resources for the children.

## School Uniform

All pupils must wear the school uniform. The clothing is of standard type obtainable generally and we also have a range of clothing available through the school. Sweatshirts, cardigans caps etc. with the school logo are available to order via Casey's (Blackfen Road).

Shirts/polo shirts/blouses	White
Trousers	Grey school trousers
Pinafore dresses or skirts	Grey
Cardigans/Jumpers/Sweatshirts	Maroon
Optional summer dress	Pink and White
Shoes	Black (no trainers, heels, open toed shoes, sandals or boots)

### PE Kit

T-shirt	Plain White
Shorts	Maroon/Black (not to be below knee)
Plimsolls	For indoor activities - Black
Trainers	For outdoor activities – Black/White (no fashion trainers)
Tracksuit	For outdoor activities – Plain Maroon

**It is essential that ALL items of clothing are clearly marked with the child's name.**

### Clubs

Clubs at HTL run on a half termly basis. Details of all clubs can be found on the website. Please note that some clubs are very popular and are allocated on a first come first served basis. Clubs run from 3:20pm to 4:20pm unless otherwise specified on the club schedule. Collection from all clubs is from the main hall. Children must be collected on time from their club, their place may be at risk of cancellation if they are collected late on a regular basis.

### Holidays in Term Time

Since 2013, the Local Authority has advised all schools not to authorise any holiday absence in term time. The LA Education Welfare Service regularly checks the school absences and follows up issues with parents. The Governors also monitor absence, as they are required to send information to the DfE and set annual targets to improve attendance at the school. If it is necessary to keep your child away from school, please write a letter informing us of the dates and reason for absence.

### Attendance

Our aim is to make your child's school life a happy and enjoyable experience. To support your child's education, you have an important role to play and we ask for your assistance and cooperation with the following:

Children should attend school unless they are ill. On the first day of absence, please telephone the office to inform them your child is not attending.

When illness affects attendance, it is advised that parents show some evidence to school to ensure that it is authorised and there are no misunderstandings. This would be an appointment card, medication label or hospital letter if they were seeing a specialist. If your child has an ongoing condition affecting school attendance, please contact school to discuss.

General illnesses like coughs and colds, do not always affect a child's attendance. School must advise 48 hours absence for sickness and diarrhea. It is expected that children who have recurring stomach problems should be seen by a GP to determine the underlying cause.

Absence from school for shopping trips and birthdays are not acceptable and will not be authorised.

Occasionally there may be family emergencies, such as bereavement, which may require the child to be absent from school. In these circumstances, it is advisable to discuss the situation with the school as soon as possible so that appropriate support and advice may be given. If you have problems with your child's attendance i.e. they refuse to attend or are unhappy, please discuss the matter in the first instance with the school. You may also contact Education Welfare for support.

### Privacy Notice

HTL Primary School collects data and information about parents, carers and of our pupils so that we can operate effectively as a school. Please refer to the Privacy Notice on our website.

## School Term and Holiday Dates 2022/2023

### Autumn Term

- **Thursday 1<sup>st</sup> September 2022 – Staff Inset Day**
- **Friday 2<sup>nd</sup> September 2022 – Staff Inset Day**
- Monday 5<sup>th</sup> September 2022 – Pupils return
- Friday 21<sup>st</sup> October 2022 – Last day of half-term
  
- **Half-term – Monday 24<sup>th</sup> October – Friday 28<sup>th</sup> October 2022**
- Monday 31<sup>st</sup> October 2022 – Pupils return
- Friday 16<sup>th</sup> December 2022 – End of term – 1:30pm

### Spring Term

- **Tuesday 3<sup>rd</sup> January 2023 – Staff Inset Day**
- Wednesday 4<sup>th</sup> January 2023 – Pupils return
- Friday 10<sup>th</sup> February 2023 – Last day of half-term
  
- **Half term – Monday 13<sup>th</sup> February 2023 – Friday 17<sup>th</sup> February 2023**
- **Monday 20<sup>th</sup> February 2023 – Staff Inset Day**
- Tuesday 21<sup>st</sup> February 2023 – Pupils return
- Friday 31<sup>st</sup> March 2023 – End of term – 1:30pm

### Summer Term

- Monday 17<sup>th</sup> April 2023 – Pupils return
- Thursday 25<sup>th</sup> April 2023 – Last day of half-term
- **Friday 26<sup>th</sup> May 2022 – Staff Inset Day**
  
- **Half-term – Monday 29<sup>th</sup> May 2023 – Friday 2<sup>nd</sup> June 2023**
- Monday 5<sup>th</sup> June – Pupils Return
- Friday 21<sup>st</sup> July 2023 – End of term – 1:30pm

### Inset Days – pupils do not attend school on these days

- Thursday 1<sup>st</sup> September 2022
- Friday 2<sup>nd</sup> September 2022
- Tuesday 3<sup>rd</sup> January 2023
- Monday 20<sup>th</sup> February 2023
- Friday 26<sup>th</sup> May 2023

### Bank Holidays – The school is closed to staff and pupils on these days

- Christmas Day – Sunday 25<sup>th</sup> December 2022 (Tuesday 27<sup>th</sup> December 2022 substitute Bank Holiday)
- Boxing Day – Monday 26<sup>th</sup> December 2022
  
- New Year's Day – Sunday 1<sup>st</sup> January 2023 (Monday 2<sup>nd</sup> January 2023 substitute Bank Holiday)
- Good Friday – Friday 7<sup>th</sup> April 2023
- Easter Monday – Monday 10<sup>th</sup> April 2023
- Early May Bank Holiday – Monday 1<sup>st</sup> May 2023
  
- Spring Bank Holiday – Monday 29<sup>th</sup> May 2023 Summer Bank Holiday – Monday 28<sup>th</sup> August 2023

## Health and Safety

### Absence

If your child is required to miss school during sessions to visit the hospital, doctor, dentist etc., you should send a copy of the appointment letter/card to the school in advance of the visit. This will be stored securely in a confidential manner and is used to inform our Educational Welfare Officer, should attendance become a concern. Where your child is absent due to sickness or emergency, please contact the School Office on the first day of absence between 8:30 and 9:30am to let us know. **If your child has been sick or had diarrhea they should not attend school until they have been clear of any symptoms for 48 hours.**

### Illness

If your child is unwell at school, we will contact you to let you know and ask you to arrange for them to be collected quickly. It is very important that we have up to date contact numbers for you in the School Office.

### Jewelry

Children should not wear jewelry to school except one pair of small stud earrings. These cannot be worn in any physical activity and will need to be removed by your child. It is, therefore, best that they are not worn to school.

### Hair / Nail Varnish

Long hair must be tied back with **plain** maroon or white accessories (no bows, pompoms, diamantes, flowers etc.) **No** nail varnish to be worn.

### Health Checks

The local Area Health Authority arranges for regular health checks to take place in school. They will inform you when they are due.

### Head Lice and Nits

Although we do our best to advise and help control the spread of head lice effective management of head lice can only be achieved with your vigilance. It is important that you check your child's hair weekly for head lice and/or nits. **If nits or head lice are found, you should notify the school and your child(ren) should not attend school until she/he has been treated).** Advice about treatment is available from the School Office, the School Nurse or your family's general practitioner. To help with this problem, it is advisable to have your child's hair tied back with a plain navy or white head band (No bows, pompoms, diamantes, flowers etc.)

### Child Protection

We are committed to following the Bexley LA Child Protection Procedures. Therefore, we report significant concerns about a child to the authorised statutory agencies.

### Parent Visits

For security reasons you must report to the Office when coming to school. This includes when you come to the school to bring late arrivals, collect children for appointments or to help out in a classroom. If you are staying in school, you should also sign in on the Inventory Screen and wear a visitor lanyard and badge.

### Keeping you informed

It is important that we have up to date contact information for you. This includes your mobile number(s) and your email address(es).

### Bromcom/My Child at School (App)

We use Bromcom to send out school correspondence, newsletters, school updates and information about events, sport activities, sports day, school visits and emergency closures.

The App is available to download free from either the Apple APP store or the Google Play Store, simply search for HTL School to download onto your device. We encourage all parents to download the school App as there are a number of benefits both to you and for the school:

- It's free for parents to download;
- All school messages will be sent securely;

- No need to search through a busy email inbox for important messages;
- Every message sent arrives as an instant alert on your mobile.

Please note that parents will need to be registered on Bromcom in order to access the App. Once you have provided us with your contact details, we will register you for Parent Mail. Once registered you will receive a notification that Bromcom is ready to use. Please be assured that Bromcom is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

We use “pupil post” to send information to you also, in particular if we require a consent form to be signed and returned. Please check your child’s book bag regularly for information.

### **Google Classroom**

Pupils will have access to Google Classroom. They will receive login details when they start school, for future use to access their homework set by their teachers and to also use Google Drive during the school day.

### **Open Check**

We also use ‘Open Check’ to inform parents of any school closures in the event of bad weather. We will endeavor to update the information by 8am on the day of the closure. Please visit [www.opencheck.atomwide.com](http://www.opencheck.atomwide.com). Enter Local Authority – Bexley and School – HTL Primary. If you do not have access to the internet, this information will also be available by telephoning 020 8408 7508 and entering the School’s DfE code 303-3301 from your telephone keypad.

### **School visits**

On school outings, we follow strict safety guidelines including suitability of transport, venues and staff ratios. Risk assessments are made before all visits. Parents who help on these visits will need a DBS Certificate.

### **Medicines**

If your child needs to take medication while at school, we are able to administer prescribed medication from your GP. If the medication is prescribed and is a x4 a day prescription we can administer x1 a day at lunchtime (not twice). If the prescription is a x3 a day prescription, the medication where possible should be administered at home.

To enable us to do this, please request a form at reception, which must be completed and signed before we are able to administer any medication. Please note that the medication must be in the original packaging with the dose clearly marked.

For those children who are on prescribed medications for nut allergies, hay fever, asthma, epilepsy or diabetes these medications can be kept at school permanently. The medication must be clearly labelled, with the prescription label showing your child’s name and required dosage.

**All medication must be handed in to the School Office by the parent. Children are not permitted to bring the medication into school themselves. Individual children who require medication will visit the School Office as required where the treatment is recorded in a Medical Book.**

### **Exposure to the Sun**

We are concerned that children should not be exposed to too much sun, which can cause damage to their skin. Unless there is a medical condition for which your child is prescribed sun tan lotion, we cannot have sun tan lotion in school. This is because a number of children are allergic to chemicals they contain. Therefore, if you feel your child needs to use sun tan lotion, you can apply it before they come to school. You can come to school at lunchtime to reapply it if necessary; alternatively, your child can wear a large hat and loose long-sleeved top. In extreme weather, the children will be allowed to stay inside at break times.



# PARENT COPY – PLEASE KEEP

## MEAL ARRANGEMENTS

At lunch time children can have a school dinner or packed lunch. Your child’s meal options may be changed termly, by notifying the school office. That is, if you wish your child to have meals on different days, the pattern should remain the same for the whole term period. Please put the request by email, if you wish to make a change please do this before the end of the term.

### Packed Lunch

Packed lunches should come in a suitable lunch box clearly marked on the outside with your child’s name and class. Drinks should be in a plastic screw top bottle, which fits into the lunch box. Please do not provide your child with cartons or fizzy drinks. Cutlery is not provided for children having packed lunch. Healthy eating options should be used for lunches. Please ensure that the lunch contains vegetables eg carrots, celery, cucumber and fruit. Please do not include chocolate, sweets, cakes, biscuits, crisps or nut-based products.

### School Meals

School meals are provided by Edwards and Wards. EW wants to ensure all children can enjoy tasty, healthy primary school meals every day, and embrace the experience of learning about the benefits of fresh, seasonal ingredients. Pabulum’s menus match the seasons, with fresh ingredients in every meal. All year round, we encourage children to try new dishes and learn more about fresh, health food. EW have a three-weekly menu rotation that changes twice a year. At the end of each cycle, they ask for feedback from staff, children and parents and adjust their menus accordingly – ensuring they are in tune with children’s tastes and preferences while providing balanced, healthy and nutritious primary school meals.

The price of a school meal is £2.40 per day, £12 per week. Pupils under the age of 7 years (up to Year 2) are entitled to Universal Free School Meals under the Government Scheme. Years 3 to 6 school meals should be paid via Brom Comm (My Child at School) our online cashless payment system. Please ensure that meals are paid for in advance of your child taking them.

Parents who are on Income Support / Income-based Job Seeker’s Allowance / Child Tax Credit (but not Working Tax Credit) may be able to claim for free school lunches. Please apply online via the Bexley free school meals website if this is applicable in your circumstances even if you do not intend your child to have a regular school meal.

### Dietary Requirements / Food Allergies

If your child has any special dietary requirements, a badge will be given to your child at lunchtime to wear during lunchtime, only for EYFS and Key Stage 1, which enables the kitchen staff and mid-day supervisors to monitor the food they are eating, to ensure they do not eat the food that they are not permitted to eat or allergic to.

The below form will be sent out as a Google Form closer to admission date.

Dietary Requirements .....

Food Allergy .....

### Meal Arrangements

Name of Pupil ..... Class.....

Date .....

Please select the option you would like for your child:

Meal Choice	Tick
School Dinner (£2.40)	
Packed Lunch	

# PARENT COPY – PLEASE KEEP

## COMMUNITY CONTRACT

We have a Community Contract at HTL which, is agreed and signed by staff, pupils and parents. This Contract outlines our values and the way in which we relate to each other. It is the foundation of our Behaviour and Discipline Policy because through it we learn to respect each other and treat each other fairly. Our aim, with all children, is to encourage a sense of self-discipline.

We endeavor to provide the highest quality education for all pupils within a happy and caring environment that offers equal opportunities to all based on partnership between the school, its pupils and their parents.

### The School ensures children:

- develop a responsible and independent attitude towards work and towards their roles in society;
- be tolerant and understanding with respect for the rights, views and property of others;
- achieve their potential in terms of academic achievement, cultural appreciation and spiritual awareness.

### Teachers help meet these goals by:

- valuing children as individuals and respecting their rights, values and beliefs;
- offering a curriculum which is designed to meet the needs of children of all abilities;
- promoting good relationships and sense of belonging to the school community;
- ensuring equal opportunities in all aspects of school life and valuing different cultures;
- encouraging, praising and positively reinforcing good relationships, behaviour and work;
- working as a team, supporting and encouraging one another.

### Children are expected to meet these goals by:

- working hard and taking responsibility for their own learning;
- being punctual and ready to begin lessons on time;
- being organised – bringing necessary kit, taking letters home promptly, returning books regularly;
- undertaking their homework tasks regularly and conscientiously;
- behaving in an orderly manner in line with the expected code of discipline, because it is who they are;
- showing respect and courtesy towards adults and fellow pupils;
- always wearing school uniform;
- always returning high quality homework on time;
- reading every night.

### Parents must support these goals by:

- ensuring that children attend school in good health, regularly and punctually;
- fully supporting behaviour policies within the school and the teacher's role;
- having high expectations regarding their children's abilities and offering encouragement and praise;
- taking part in discussions with the School concerning their child's progress and attainments;
- making early contact with the School to discuss matters which affect a child's happiness, progress and behaviour;
- stressing the importance of and assisting with, learning at home;
- ensuring their children to become responsible members of the school community;
- adhering to the HTL School clothing requirements and standards;
- ensuring their child is always in uniform;
- ensuring homework is always completed and of high quality;
- ensuring their child reads every night.

I/We understand and support the HTL Community Contract

For the parents/carers: .....

For the school:



Name of pupil: .....

Date: .....

# PARENT COPY – PLEASE KEEP

Dear Parents / Carers of Pupils in Foundation Stage/Key Stage One

## National Schools Fruit Scheme

As you may be aware the Department of Health have implemented a scheme to encourage children to eat healthy diets. The aim of the scheme is to provide children with the opportunity to eat more fruit and therefore the National Schools Fruit Scheme provides free fruit to children in nursery and reception classes, year one and year two.

HTL supports the ethos of the scheme and your child will be offered a piece of fruit each day.

Please complete and return the slip below.

Yours sincerely,



Mr Winstone  
Principal

✂-----

To: HTL Primary School

## National Schools Fruit Scheme

Child's Name .....Class .....

I wish my child to be included in the National Fruit Scheme.

I do not wish my child to be included in the National Fruit Scheme.

Name of Parent / Carer .....

Signed .....Dated .....

# PARENT COPY – PLEASE KEEP

## USING THE INTERNET AND ICT SAFETY (ACCEPTABLE USE) AGREEMENT

As pupils at HTL, we use the Internet, ICT and E-Technology in a safe way. We:

- ✓ Only use ICT and the Internet when a member of staff has given us permission to do so;
- ✓ Only use ICT and the Internet when an adult is with us;
- ✓ Only go on websites authorised by an adult;
- ✓ Do not 'click' on buttons or 'links' that we are unsure about ;
- ✓ Always tell an adult if we come across something that is not nice or rude and then we close the website immediately;
- ✓ Only send/open emails to/from someone we know and after getting permission from an adult;
- ✓ Never use 'chat rooms' on the computer;
- ✓ Will only use the school's computers for schoolwork and homework;
- ✓ Will only delete our own files and will not look at other people's files without their permission;
- ✓ Will keep our login and password a secret;
- ✓ Never send rude messages on the Internet;
- ✓ Never agree to meet with anyone we do not know on the Internet;
- ✓ Never give out our home address or phone/mobile number;
- ✓ Do not use mobile phones in school (for texting, phoning or recording/taking pictures);
- ✓ Will not bring cameras, memory sticks, CDs or digital equipment e.g. iPods into school unless we have been given permission by the Head of School;
- ✓ Do not send emails/text/phone any member of staff outside of school;
- ✓ Know that if we purposefully break these rules then parents will be told and we will not be able to use the Internet for a term;

I agree with the statements above and will follow them:

Name of Pupil .....

I have talked through the above with my child and he/she is aware of how to use ICT safely:

Name of Parent / Carer.....

Signed .....Dated .....

## PARENT COPY – PLEASE KEEP

PHOTOGRAPH

PERMISSION

NAME OF PUPIL: \_\_\_\_\_ CLASS \_\_\_\_\_

Please read the following options thoroughly and confirm if you wish to provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. We can only use photos and images for the reasons set out in this form if we have received this form back from you.

There is no obligation on you to give consent if you prefer not to do so, but would appreciate you informing us if this is the case.

The school will **only** publish images and videos of your child for the options that you provide consent for.

I provide consent to:	Yes	No
Using photos of my child on the school website. (If a photograph of a pupil is put on the website, we will not include their name without seeking additional consent from you)		
Using photos of my child in the school newsletter which is emailed to parents as a PDF		
Using photos of my child on Google Classroom (password coded and only available to those who attend the school)		
Using photos of my child on social media, including the following: Delete and/or add as appropriate <ul style="list-style-type: none"> <li>• Twitter</li> <li>• Facebook</li> <li>• Instagram</li> <li>• You Tube</li> <li>• Other please specify.....</li> </ul>		
My child having their individual photograph or being included in class photographs taken by the professional photographer in school.		
Using photos of my child in marketing material, e.g. the school brochure and prospectus which may be in hard copy format and/or available online.		

I confirm that I have selected from the above options whether I do or do not give consent for my child's photograph or image to be used in the various ways set out above:

Name of pupil:	
Name of parent / carer:	
Signature:	
Date:	

**MANAGEMENT OF ASTHMA IN SCHOOLS**

The Director of Public Health in Bexley has recently issued very important guidelines on the above topic.

The Guidelines outline very clearly the responsibilities of parents, pupils, teachers and school nurses and ask that Head teachers notify the parents of their role.

I am confident that you are meticulous in keeping us informed. However, as we are a very large school with a growing population of asthma sufferers, I am reproducing the advice given by Dr Liz Dean and her committee as follows:

It is the responsibility of the parents of an asthmatic child to ensure that:

- The school is accurately advised about their child’s condition, including circumstances, which may trigger attacks and past hospital admissions for asthma.
- The school is accurately advised in writing about the child’s medication, and any changes in Instruction Leaflet on medication.
- The prescribed medication that the child will require in school is already at school.
- Their child is confident in the use of their medication.
- The school is clearly advised as to what procedure should be followed should there be a severe asthma attack.

I would appreciate the return of the slip below ONLY from parents whose children suffer from any degree of asthma. Thank you for your cooperation.

Yours sincerely



Mr O Winstone  
**Principal**

✂-----

**THE MANAGEMENT OF ASTHMA IN SCHOOLS**

**TO BE RETURNED ONLY FOR CHILDREN WHO SUFFER FROM ANY DEGREE OF ASTHMA**

I/we have read and understood the Information Note referring to the above and understand the parental responsibilities contained therein.

If my child shows symptoms of asthma, or if their own inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Child’s name: .....Class: .....

Name of Parent / Carer.....

Signed .....Dated .....

**PARENTAL PERMISSION**

Name of Pupil .....

There is a range of aspects of school life for which we need to gain your permission. Please would you complete this form identifying whether or not you give your permission for each aspect.

**Local Visits**

From time to time your child will be given the opportunity to participate in local visits as part of the normal curriculum or for sporting activities. These visits are subject to Risk Assessments and will always be appropriately supervised by teachers and other adults.

**I give permission** for my child to take part in any short visits to local venues which may be arranged during his/her time at school.

**I do not give my permission** for my child to take part in any short visits to local venues which may be arranged during his/her time at school.

**Food**

During your child’s time in HTL there are various aspects of the curriculum that include the use of food. Specifically the Design and Technology Curriculum will include Food Technology. Your child will be handling and tasting different foods.

**I give permission** for my child to be included the handling and tasting of food.

**I do not give my permission** for my child to be included the handling and tasting of food.

I wish the school to be aware that my child is allergic to: .....when food is included as part of the curriculum.

**Use of Internet**

As part of the curriculum, children are expected to make use of the Internet. Access to the Internet is always supervised and we use a filtered educational Internet Service Provider. However, neither the school nor the LA, can be held responsible for the nature or content of the materials accessed through the internet and will not be liable for any damages arising from your child’s use of internet facilities. Before any child can use the Internet they have to agree to our Code of Responsible Conduct.

**I give permission** for my child to have access to the internet whilst at HTL School.

**I do not give my permission** for my child to have access to the internet whilst at HTL School.

Name of Parent / Carer .....

Signed .....Dated .....

**SCHOOL COPIES – TO BE RETURNED TO SCHOOL**

**MEAL ARRANGEMENTS**

At lunch time children can have a school dinner or packed lunch. Your child’s meal options may be changed termly, by notifying the school office. That is, if you wish your child to have meals on different days, the pattern should remain the same for the whole term period. Please put the request by email, if you wish to make a change please do this before the end of the term.

**Packed Lunch**

Packed lunches should come in a suitable lunch box clearly marked on the outside with your child’s name and class. Drinks should be in a plastic screw top bottle, which fits into the lunch box. Please do not provide your child with cartons or fizzy drinks. Cutlery is not provided for children having packed lunch. Healthy eating options should be used for lunches. Please ensure that the lunch contains vegetables eg carrots, celery, cucumber and fruit. Please do not include chocolate, sweets, cakes, biscuits, crisps or nut-based products.

**School Meals**

Schools meals are provided by Edwards and Wards. EW wants to ensure all children can enjoy tasty, healthy primary school meals every day, and embrace the experience of learning about the benefits of fresh, seasonal ingredients. Pabulum’s menus match the seasons, with fresh ingredients in every meal. All year round, we encourage children to try new dishes and learn more about fresh, health food. EW have a three-weekly menu rotation that changes twice a year. At the end of each cycle, they ask for feedback from staff, children and parents and adjust their menus accordingly – ensuring they are in tune with children’s tastes and preferences while providing balanced, healthy and nutritious primary school meals.

The price of a school meal is £2.40 per day, £12 per week. Pupils under the age of 7 years (up to Year 2) are entitled to Universal Free School Meals under the Government Scheme. Years 3 to 6 school meals should be paid via Brom Comm (My Child At School) our online cashless payment system. Please ensure that meals are paid for in advance of your child taking them.

Parents who are on Income Support / Income-based Job Seeker’s Allowance / Child Tax Credit (but not Working Tax Credit) may be able to claim for free school lunches. Please apply online via the Bexley free school meals website if this is applicable in your circumstances even if you do not intend your child to have a regular school meal.

**Dietary Requirements / Food Allergies**

If your child has any special dietary requirements, a badge will be given to your child at lunchtime to wear during lunchtime, only for EYFS and Key Stage 1, which enables the kitchen staff and mid-day supervisors to monitor the food they are eating, to ensure they do not eat the food that they are not permitted to eat or allergic to.

Dietary Requirements .....

Food Allergy .....

**Meal Arrangements**

Name of Pupil ..... Class.....

Date .....

Please select the option you would like for your child:

Meal Choice	Tick
School Dinner (£2.40)	
Packed Lunch	



**COMMUNITY CONTRACT**

We have a Community Contract at HTL which is agreed and signed by staff, pupils and parents. This Contract outlines our values and the way in which we relate to each other. It is the foundation of our Behaviour and Discipline Policy because through it we learn to respect each other and treat each other fairly. Our aim, with all children, is to encourage a sense of self-discipline.

We endeavor to provide the highest quality education for all pupils within a happy and caring environment that offers equal opportunities to all based on partnership between the school, its pupils and their parents.

**The School ensures children:**

- o develop a responsible and independent attitude towards work and towards their roles in society;
- o be tolerant and understanding with respect for the rights, views and property of others;
- o achieve their potential in terms of academic achievement, cultural appreciation and spiritual awareness.

**Teachers help meet these goals by:**

- o valuing children as individuals and respecting their rights, values and beliefs;
- o offering a curriculum which is designed to meet the needs of children of all abilities;
- o promoting good relationships and sense of belonging to the school community;
- o ensuring equal opportunities in all aspects of school life and valuing different cultures;
- o encouraging, praising and positively reinforcing good relationships, behaviour and work;
- o working as a team, supporting and encouraging one another.

**Children are expected to meet these goals by:**

- o working hard and taking responsibility for their own learning;
- o being punctual and ready to begin lessons on time;
- o being organised – bringing necessary kit, taking letters home promptly, returning books regularly;
- o undertaking their homework tasks regularly and conscientiously;
- o behaving in an orderly manner in line with the expected code of discipline, because it is who they are;
- o showing respect and courtesy towards adults and fellow pupils;
- o always wearing school uniform;
- o always returning high quality homework on time;
- o reading every night.

**Parents must support these goals by:**

- o ensuring that children attend school in good health, regularly and punctually;
- o fully supporting behaviour policies within the school and the teacher’s role;
- o having high expectations regarding their children’s abilities and offering encouragement and praise;
- o taking part in discussions with the School concerning their child’s progress and attainments;
- o making early contact with the School to discuss matters which affect a child’s happiness, progress and behaviour;
- o stressing the importance of and assisting with, learning at home;
- o ensuring their children to become responsible members of the school community;
- o adhering to the HTL School clothing requirements and standards;
- o ensuring their child is always in uniform;
- o ensuring homework is always completed and of high quality;
- o ensuring their child reads every night.

I/We understand and support the HTL Community Contract

For the parents/carers: .....

For the school:

Name of pupil: .....

Date: .....

**SCHOOL COPIES – TO BE RETURNED TO SCHOOL**

Dear Parents / Carers of Pupils in Foundation Stage/Key Stage One

**National Schools Fruit Scheme**

As you may be aware the Department of Health have implemented a scheme to encourage children to eat healthy diets. The aim of the scheme is to provide children with the opportunity to eat more fruit and therefore the National Schools Fruit Scheme provides free fruit to children in nursery and reception classes, year one and year two.

HTL supports the ethos of the scheme and your child will be offered a piece of fruit each day.

Please complete and return the slip below.

Yours sincerely,



Oliver Winstone  
Principal

✂-----

To: HTL Primary School

**National Schools Fruit Scheme**

Child's Name .....Class .....

I wish my child to be included in the National Fruit Scheme.

I do not wish my child to be included in the National Fruit Scheme.

Name of Parent / Carer .....

Signed ..... Dated .....

**SCHOOL COPIES – TO BE RETURNED TO SCHOOL**

**USING THE INTERNET AND ICT SAFETY (ACCEPTABLE USE) AGREEMENT**

As pupils at HTL, we use the Internet, ICT and E-Technology in a safe way. We:

- ✓ Only use ICT and the Internet when a member of staff has given us permission to do so;
- ✓ Only use ICT and the Internet when an adult is with us;
- ✓ Only go on websites authorised by an adult;
- ✓ Do not 'click' on buttons or 'links' that we are unsure about;
- ✓ Always tell an adult if we come across something that is not nice or rude and then we close the website immediately;
- ✓ Only send/open emails to/from someone we know and after getting permission from an adult;
- ✓ Never use 'chat rooms' on the computer;
- ✓ Will only use the school's computers for schoolwork and homework;
- ✓ Will only delete our own files and will not look at other people's files without their permission;
- ✓ Will keep our login and password a secret;
- ✓ Never send rude messages on the Internet;
- ✓ Never agree to meet with anyone we do not know on the Internet;
- ✓ Never give out our home address or phone/mobile number;
- ✓ Do not use mobile phones in school (for texting, phoning or recording/taking pictures);
- ✓ Will not bring cameras, memory sticks, CDs or digital equipment e.g. iPods into school unless we have been given permission by the Head of School;
- ✓ Do not send emails/text/phone any member of staff outside of school;
- ✓ Know that if we purposefully break these rules then parents will be told and we will not be able to use the Internet for a term;

I agree with the statements above and will follow them:

Name of Pupil .....

I have talked through the above with my child and he/she is aware of how to use ICT safely:

Name of Parent / Carer.....

Signed ..... Dated .....

**SCHOOL COPIES – TO BE RETURNED TO SCHOOL**

**PHOTOGRAPH PERMISSION**

**NAME OF PUPIL:** \_\_\_\_\_ **CLASS** \_\_\_\_\_

Please read the following options thoroughly and confirm if you wish to provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. We can only use photos and images for the reasons set out in this form if we have received this form back from you.

There is no obligation on you to give consent if you prefer not to do so, but would appreciate you informing us if this is the case.

The school will **only** publish images and videos of your child for the options that you provide consent for.

I provide consent to:	Yes	No
Using photos of my child on the school website. (If a photograph of a pupil is put on the website, we will not include their name without seeking additional consent from you)		
Using photos of my child in the school newsletter which is emailed to parents as a PDF		
Using photos of my child on Google Classroom (password coded and only available to those who attend the school)		
Using photos of my child on social media, including the following: Delete and/or add as appropriate <ul style="list-style-type: none"> <li>• Twitter</li> <li>• Facebook</li> <li>• Instagram</li> <li>• You Tube</li> <li>• Other please specify.....</li> </ul>		
My child having their individual photograph or being included in class photographs taken by the professional photographer in school.		
Using photos of my child in marketing material, e.g. the school brochure and prospectus which may be in hard copy format and/or available online.		

I confirm that I have selected from the above options whether I do or do not give consent for my child's photograph or image to be used in the various ways set out above:

Name of pupil:	
Name of parent / carer:	
Signature:	
Date:	

**SCHOOL COPIES – TO BE RETURNED TO SCHOOL**

**MANAGEMENT OF ASTHMA IN SCHOOLS**

The Director of Public Health in Bexley has recently issued very important guidelines on the above topic.

The Guidelines outline very clearly the responsibilities of parents, pupils, teachers and school nurses and ask that Head teachers notify the parents of their role.

I am confident that you are meticulous in keeping us informed. However, as we are a very large school with a growing population of asthma sufferers, I am reproducing the advice given by Dr Liz Dean and her committee as follows:

It is the responsibility of the parents of an asthmatic child to ensure that:

- The school is accurately advised about their child’s condition, including circumstances, which may trigger attacks and past hospital admissions for asthma.
- The school is accurately advised in writing about the child’s medication, and any changes in Instruction Leaflet on medication.
- The prescribed medication that the child will require in school is already at school.
- Their child is confident in the use of their medication.
- The school is clearly advised as to what procedure should be followed should there be a severe asthma attack.

I would appreciate the return of the slip below **ONLY** from parents whose children suffer from any degree of asthma. Thank you for your cooperation.

Yours sincerely



Mr O Winstone  
Principal

✕-----

**THE MANAGEMENT OF ASTHMA IN SCHOOLS**

**TO BE RETURNED ONLY FOR CHILDREN WHO SUFFER FROM ANY DEGREE OF ASTHMA**

I/we have read and understood the Information Note referring to the above and understand the parental responsibilities contained therein.

If my child shows symptoms of asthma, or if their own inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Child’s name: .....Class: .....

Name of Parent / Carer.....

Signed ..... Dated .....

**SCHOOL COPIES – TO BE RETURNED TO SCHOOL**

**PARENTAL PERMISSION**

Name of Pupil .....

There is a range of aspects of school life for which we need to gain your permission. Please would you complete this form identifying whether or not you give your permission for each aspect.

**Local Visits**

From time to time your child will be given the opportunity to participate in local visits as part of the normal curriculum or for sporting activities. These visits are subject to Risk Assessments and will always be appropriately supervised by teachers and other adults.

I **give permission** for my child to take part in any short visits to local venues which may be arranged during his/her time at school.

I **do not give my permission** for my child to take part in any short visits to local venues which may be arranged during his/her time at school.

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Name of Parent / Carer .....

Signed ..... Dated .....