



Parent Handbook

Taking you step-by-step through starting school

Welcome to
Haydon Abbey
School and Pre-School



We plant the seeds and help them grow



**Judith Ejdownski,
Headteacher, says...**

Welcome to Haydon Abbey School and Pre-School. I look forward to getting to know you and your child.

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01296 482278 and we will be happy to help.

Policies and term dates

On page 14 are details of some important policies you need to know about...and page 15 has term dates.

Step 1

STEP 1: PUPIL ADMISSION FORM

Haydon Abbey School and Pre-School

Your child's birth certificate/passport must be presented for copying and placing on file at the time of your child's admission to primary education

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Legal Surname:	Legal Forename(s):	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):	
Middle Name:	Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Address:		
		Post Code:

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Parent(s) / Legal Guardian(s) with whom the child lives

Name: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Parental Responsibility: Yes <input type="checkbox"/> No <input type="checkbox"/>	Parental Responsibility: Yes <input type="checkbox"/> No <input type="checkbox"/>
Address:	Address:
Telephone No. Mobile:	Telephone No. Mobile:
Home:	Home:
Work:	Work:
Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
National Insurance Number:	National Insurance Number:
Email:	Email:

The School communicates with parents via email so please provide a current email address. Children's and parents' details are checked to see if additional funding is available.

In case of illness or accident, please provide additional emergency contact numbers.

Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship to the Pupil:	Relationship to the Pupil:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please attach any copies of any court orders and any details about others with parental responsibility in case of Emergency.

Please tear here

STEP 1: PUPIL ADMISSION FORM

Haydon Abbey School and Pre-School

Child's Name:

Foster Parents Details if Necessary

Name of Foster Parents:

Local Authority responsible for maintenance:

Does your child have any brothers or sisters in the school? If so please provide details below:

Name:	Class:	Year:	Date of Birth: [] [] [] / [] [] [] / [] [] []
Name:	Class:	Year:	Date of Birth: [] [] [] / [] [] [] / [] [] []
Name:	Class:	Year:	Date of Birth: [] [] [] / [] [] [] / [] [] []
Name:	Class:	Year:	Date of Birth: [] [] [] / [] [] [] / [] [] []

Dietary Needs

Please state below any special dietary needs your child may have eg: Food Allergies, vegetarian, no pork, halal etc

Medical Practice

Surgery Name:

Telephone Number:

Surgery Address:

Medical Conditions

Does your child suffer from any medical conditions e.g. asthma, diabetes, allergic to penicillin, etc.? Please provide details below:

Medical Needs

Do you consider your child to have a disability?

YES [] NO []

If Yes, please select all that apply from the list below.

A child is considered to have a disability if their parent indicates substantial and/or long term difficulties with one or more of the areas listed below. Please exclude difficulties that you would expect for a child of their age.

☐ Mobility

☐ Hand Function

☐ Personal Care

☐ Eating and drinking

☐ Medication

☐ Incontinence

☐ Communication

☐ Learning

☐ Hearing

☐ Vision

☐ Behaviour

☐ Consciousness e.g. seizures

☐ ASD/Aspergers

☐ Palliative care needs

☐ Other Disability/Health problem: If you have ticked any of the boxes above, please provide further information:

Step 1

Step 1

STEP 1: PUPIL ADMISSION FORM

Haydon Abbey School and Pre-School

Child's Name:

Medical Clinics

Does your child attend any medical clinics? -

YES [] NO []

If yes, please provide further details:

If you have any concerns about an illness or disability that the school should be aware of, please speak with the Headteacher

Permission to contact your Doctor

On rare occasions it is helpful if we can can talk directly to your Doctor

I give permission for the school to contact the Dr if necessary?

YES [] NO []

If you do not tick an option, we will assume consent is given.

Ethnicity

The Department for Education (DfE) has asked for the collection of information on ethnicity and first language of all pupils.

<div>White</div> <div><input type="checkbox"/> British</div> <div><input type="checkbox"/> Irish</div> <div><input type="checkbox"/> Traveller of Irish Heritage</div> <div><input type="checkbox"/> Gypsy/Roma</div> <div><input type="checkbox"/> Any other white background</div> <div>Asian or Asian British</div> <div><input type="checkbox"/> Indian</div> <div><input type="checkbox"/> Pakistani</div> <div><input type="checkbox"/> Bangladeshi</div> <div><input type="checkbox"/> Any other Asian background</div>	<div>Mixed</div> <div><input type="checkbox"/> White and Black Caribbean</div> <div><input type="checkbox"/> White and Black African</div> <div><input type="checkbox"/> White and Asian</div> <div><input type="checkbox"/> Any other mixed background</div> <div>Black or Black British</div> <div><input type="checkbox"/> Caribbean</div> <div><input type="checkbox"/> African</div> <div><input type="checkbox"/> Any other Black background</div>	<div>Other</div> <div><input type="checkbox"/> Chinese</div> <div><input type="checkbox"/> Any other ethnic group please specify in the space below:</div> <div><input type="checkbox"/> I do not wish an ethnic background category to be recorded</div>
--	--	---

First Language

In the space below, please state the language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community:

If English is an additional language what level do you consider your child to be at

Fluent [] Average [] Poor [] No English Spoken [] (please tick as appropriate)

Child's Country of Birth:

Child's Nationality:

Religion

☐ Anglican

☐ Baptist

☐ Buddhist

☐ Christian

☐ Church of England

☐ Hindu

☐ Jehovah's Witness

☐ Jewish

☐ Methodist

☐ Mormon

☐ Muslim

☐ Plymouth Brethren

☐ Quaker

☐ Roman Catholic

☐ Sikh

☐ United Reform Church

☐ No Religion

☐ Other (Please specify below):

Please tear here

STEP 1: PUPIL ADMISSION FORM

Haydon Abbey School and Pre-School

Child's Name:

School Meals

Are you **entitled to claim** free school meals for your child?YESNO

If you would like to claim for free school meals, an application will have to be submitted. Please contact School Office.

Travel to School

Please advise us of the main way your child will regularly travel to school: BusWalkCarCycle (please tick as appropriate)

Services Children in Education

Are you a Services Family?YESNO

Previous School

Child's previous school or playgroup:

Telephone Number:

Reason for leaving:

For pupils being admitted into the Reception Year only, please include the number of terms spent in pre-school education, where known: terms.

DATA PROTECTION STATEMENT: The purpose of this form is to collect data for further processing within the school/Local Authority/Health Authority systems. The data will be processed in accordance with the purposes notified by the school/Local Authority/Health Authority to the Data Protection Commissioner's office and are subject to the Data Protection Act. The information given will be entered onto a computer and will form part of the School's database.

Your signature on this form implies your consent for the school/Local Authority/Health Authority to process the data.

Parental Declaration

I/We declare the above information to be correct to the best of my knowledge at the time of completion.
I/We agree to notify the school of any changes in my/our child's circumstances.
Please sign the form in the spaces indicated. Where Mother and Father both have Parental Responsibility, the form should be signed by both parents'.

Signature of Mother/Guardian:

Date: / /

Signature of Father/Guardian

Date: / /

FOR SCHOOL USE ONLY

Birth certificate/passport copied

Admitted: / /

Start Date / /

House:

New Class:

Contact Sheet:

CTF/Records requested

UPN:



Step 1

Step 2

STEP 2: PERMISSIONS FORM

Haydon Abbey School and Pre-School

Child's Name:

In order that teachers can provide opportunities to enrich pupils' learning, e.g. exploring the local environment, experiencing different foods, please complete and return this form.

We will ask for this information when your child joins Haydon Abbey and this will apply throughout their time here. It is, therefore, imperative that you inform the school of any changes in your child's circumstances as soon as possible to enable us to keep our records up to date.

Please tick Yes/No as appropriate

Multi-agency

I give permission for my child's information to be shared with other professionals (e.g. health visitor.)

YESNO

Food

I give permission for my child to taste different foods during lessons.

YESNO

Local Walks

I give permission for my child to be taken on short walks around Aylesbury. This permission only applies to local walks and I will be notified and asked to give permission for other visits and journeys as they arise.

YESNO

Use of Images/Photographs

During the year, images of children may be used in the local press or on websites to publicise the work of the school or to celebrate events. Please confirm if your child's photograph may be used

YESNO

Medical treatment

I agree to my son/daughter receiving medication as instructed and any urgent dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by the medical authorities present. I understand the extent and the insurance cover provided.

YESNO

Routine Health Checks

I agree to my child undergoing the routine health checks carried out at school by the School Nursing Service

YESNO

PG Films

My child is allowed to watch films PG classified

YESNO

Security

We realise that sometimes you are unable to collect your child from school. For security reasons, we ask for a password that anyone collecting your child will be able to provide. Please enter your password in the box below:

Parental signature

Print name:

Date: / /

- Notes on images/photographs
- We have adopted safeguards in order to minimise any potential risks is using images.
 - We avoid publication of personal details or full names of any adult or child in photographic images/websites/publications.
 - Only appropriate images will be taken.
 - Images are kept securely and deleted after use.
 - Any external photographer or organisation will have their validity checked before any images are used.
 - Children will be supervised by school staff when images are taken.
 - We may use group or class images or footage with very general labels, such as 'a science lesson' or 'making decorations'.

Please tear here

STEP 3: HOME SCHOOL AGREEMENT

Haydon Abbey School and Pre-School

Child's name:

The School will:

- value and respect each child as an individual
- encourage high expectations and pride in achievement
- recognise and praise progress and achievement
- inform parents of the progress and welfare of their child
- provide a safe and orderly environment in which to work
- listen to parents' views and concerns

Signed

Judith Ejdowski

(Headteacher)

Parents/Carers will:

- support the school in its aims and values
- ensure their child's regular and punctual attendance
- notify the school early on the first day of absence the reason for their child's absence
- support their child in the schoolwork they are expected to do at home
- tell the school about any circumstances which may affect their child
- attend parents' evenings and discussions about their child's progress
- have read the Behaviour policy (found on our school website) and will support it in order to ensure that the school can continue to provide a safe environment in which children feel secure in the knowledge of what they can expect of staff and what staff can expect of them.

Signed

(Parent/Carer)

Parent's Name:

Pupils will:

- be polite and helpful to others
- be on their best behaviour and abide by the school rules
- attend school regularly and on time and bring the things they need
- look after the things they use in school
- help to look after the school and the surroundings
- try their best and work hard
- wear their school uniform
- have read/discussed the Behaviour policy (found on our school website) and will support it in order to ensure that the school can continue to provide a safe environment in which children feel secure in the knowledge of what they can expect of staff and what staff can expect of them.

Signed

(Child)

Child's Name:

Step 3

Step 4

STEP 4: PUPIL'S INTERNET CODE OF PRACTICE

Haydon Abbey School and Pre-School

Child's name:

Question 1: Is your child able to use a computer or laptop at home? (Please tick one answer)

Yes

No

Question 2: Is your child able to use the Internet at home? (Please circle one answer)

Yes

No

Please read the following statements with your child and then sign in the correct places at the bottom:

- I will only use the Internet when supervised by a teacher or adult.
- I will never tell anyone I meet on the Internet my home address, my telephone number or my school's name, unless my teacher or parent specifically gives me permission.
- I will never send anyone my picture without permission from my teacher / parent / carer.
- I will never give my password or username to anyone, even my best friend and I will log off when I have finished using the computer.
- I will never arrange to meet anyone in person without first agreeing it with my parent / carer / teacher and get them to come along to the first meeting.
- I will never hang around in an Internet chat room if someone says or writes something which makes me feel uncomfortable or worried, and I will always report it to a teacher or parent.
- I will never respond to unpleasant or bullying emails and I will always report it to a teacher or parent.
- I will not look for bad language or unsuitable images while I'm online and I will report bad language or unsuitable images to a teacher or parent if I come across them accidentally.
- I will always be myself and will not pretend to be anyone or anything I am not when using the Internet.
- I know that my teacher and the Internet Service Provider will check the sites I have visited.
- I understand that I can only access sites and material linked to my work in school and I will not be able to use the Internet in school if I deliberately look at unsuitable material.
- I understand that I will not be able to use the Internet if I deliberately hack into the schools system or other systems.
- I know that the posting of anonymous messages and the forwarding of chain messages is not allowed in school.
- I know that the content of my email messages will be monitored by the School's Network Manager.
- I may not download software from the Internet (including screen savers, games, video and audio clips etc) in school.
- I know that information on the Internet may not always be reliable and sources may need checking.
- I will not use email to send or encourage material which is unsuitable, illegal, offensive or annoying or invades another person's privacy.

I have read the Pupil's Code of Practice and I have discussed it with my child.

We agree to support the school's policy on how to use the Internet safely.

Signed (Parent/Carer):

Date:[][] / [][] / [][]

Please tear here

8

..... We plant the seeds and help them grow

9

If you would like your child to attend Breakfast club, please complete this registration form. Once registered, children can attend any days. Breakfast Club is open from 7.45am every morning during term time. Currently this club is funded by the school. Please ensure you do not arrive before 7.45am.

Child's Name:
Class: (For school use only)
Date of birth:

Children are to enter via the main reception door where a member of staff from the club will welcome you and will register your child. They must arrive at school between 7.45 am and 8.00 am for registration. We will provide a breakfast which includes fruit, cereal and yogurt plus milk or fruit juice to drink. There will be different activities/games for the children to take part in or a quiet corner. Parents are not permitted to enter the main school at any time.

Please indicate if your child has any allergies:

Parental signature
Print name:
Date: []/[]/[]



Key Information

What are our school times?

- 8:55am: school day starts.
- 3.15pm: school finishes.

School arrivals and departures

Doors open at 8.45 am. Parents are invited to come into school with their children but must leave when the doors close at 8.55 am. If your child arrives after 8.55 am they will need to enter the school through the main reception and register as 'late'.

The school gates are opened at 3.10 pm. Years 1, 2 and Reception are all collected from their classroom doors. Years 3, 4, 5 and 6 can be collected from the Key Stage 2 playground. Years 3 and 4 are released by their class teacher and need to be met by an adult. Years 5 and 6 are allowed to leave without an adult.

Morning break time:

- Year 1 to Year 6: 10.15am to 10.30am.

Lunch time:

- Key Stage 1 (Reception, Year 1 and Year 2): 12.00pm - 12.45pm.
- Key Stage 2 (Year 3 to Year 6): 12.30pm to 1.15pm.

Afternoon break time:

- Year 1 and Year 2: 2.00pm - 2.15pm.

Breakfast Club

- 7.45am breakfast club starts

We have a Breakfast Club which is open from 7.45am each morning for children in Reception to Year 6. Children should arrive from this time until 8.00am when registration takes place. Please enter the school via the main reception. This facility provides a really good start to the day for those parents who have difficulty in balancing home and work arrangements. Breakfast is offered including cereal, milk, juice and yoghurt.

Our Breakfast Club is currently funded by the school.

If you would like your child to attend, please complete the registration form on page 10

Nursery and Pre-School

- 9.00am to 12.00pm - morning sessions
- 12.30pm to 3.30pm - afternoon sessions.

We have a purpose built Nursery and Pre-School on the site of the old Aylesbury Vale Academy on Holman Street, Aylesbury, HP19 9LJ. Although a short distance from the school, they are very much a part of our school community and mirror the ethos and high expectations of Haydon Abbey.



Currently, our Pre-School is for funded two year old children or from the term after a child's third birthday. Nursery is for children who turn 4 during the academic year. There is no cost involved as we offer the funded 15 hours per week for either Pre-School or Nursery. This is split over five morning or afternoon sessions during term time. The sessions run from 9.00 am to 12.00 pm or 12.30 pm to 3.30pm. The children are expected to attend all five sessions and parents need to follow the absence procedure if their child is sick.

Uniform

We expect to see all children in our school uniform. This ensures the children look smart, which in turn, encourages them to take pride in their school and approach learning in the right frame of mind. A school uniform helps promote a sense of belonging and community. If families need help towards the cost of school uniform please let us know and we can provide further information. Our uniform consists of:

Girls

- Dark grey/charcoal skirt, pinafore dress or trousers.
- Pale blue blouse/polo shirt.
- Haydon Abbey sweatshirt or cardigan.
- Kameez (optional) dark grey.
- Hijab - one piece - royal blue, if worn (£3 from school office).
- Fleece (outdoor wear).
- White socks.
- Black shoes only – high heels are not permitted for safety reasons.
- Optional for summer: blue and white gingham/striped dress, sunhat.

Boys

- Dark grey/charcoal trousers.
- Pale blue shirt/polo shirt.
- Haydon Abbey sweatshirt/jumper.
- Fleece (outdoor wear).
- Grey socks.
- Black shoes only.
- Optional for summer: sunhat, grey shorts. Please remember - no designer wear, no trainers or boots please

PE and Games for Boys and Girls

- Haydon Abbey PE bag.
- Royal blue T-shirt.
- Black or navy blue shorts.
- Socks.
- Trainers are essential (for outdoor PE).
- Plimsolls are optional (for some indoor PE).

For outdoors, dark plain trackuits may be worn in cold weather (optional). School uniform is available from: PL School Wear. (www.the-print-lab.co.uk) Please ensure all clothing is labelled with your child's name.

Risk of sunburn

We recommend that children wear 24 hour sunscreen that should be applied before your child comes to school. A named sunhat is advisable during the summer term'.

Food in school

School meals

Nutritious hot meals are supplied daily to the school. A vegetarian option is always available. Freshly baked rolls, salad, fruit and yoghurt are also available daily. Termly menus can be found on the school website.

Free school meals

All children in Reception and Years 1 and 2 (Key Stage 1) can have free schools meals. To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- income support
- job seekers allowance
- child tax credit
- or be asylum seekers or refugees.

For more information, please contact the school office. All applications are treated confidentially.

Dinner money

The cost of a school meal for children in Key Stage 2 is £2.20. This is payable via ParentPay.

Money for school lunches or trips is not accepted at school. Payments are made online via ParentPay. Instructions are issued to parents once a child is admitted to Haydon Abbey

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. Some ideas of food to include in your child's lunchbox can be found on the school website.

Snack time

All children up to and including Year 2 are provided with healthy snacks each day and so snacks do not need to be provided from home. To encourage children to try a variety of foods, different fruits are provided throughout the week such as oranges, apples, grapes, raisins, pears and plums.

Year 3, Year 4, Year 5 and Year 6

Children in Key Stage 2 may bring in a healthy snack from home. Mid-morning snacks may include a piece of fresh or dried fruit. Please ensure children do not bring in biscuits or chocolate bars for snack time or for lunch.

Nut allergies

Due to the number of children who suffer with severe nut allergies, please ensure no nuts or food containing nuts are brought into school.

Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

At Haydon Abbey School and Pre-School we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence in order that all pupils are assisted in reaching their potential.

Contact the office

If your child is unable to attend school, please notify the school office by 9.00am on the first morning of absence either by phone or email, (01296 482 278 or office@haydonabbey.bucks.sch.uk). Messages can be left on the school answerphone, with the child's name, class and reason for absence. You then need to contact the school on every subsequent day of absence.

Appointments

Wherever possible please book medical/dental appointments outside of school hours. Where this is unavoidable please provide the school office with a copy of the appointment details before the day of the appointment. Children must be collected from the main reception and signed out.

Holidays

The school has a good level of attendance. We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance.

If you do need to go away in an emergency, a Notification of Absence form (available from the office), must be submitted to the Headteacher before you go. If holidays are taken during term time this may result in a penalty notice and parents may be fined.

Jewellery, watches and hairstyles

Jewellery is positively discouraged. Watches (Year 3 onwards) are permitted as is one pair of stud earrings but these must be removed for PE and swimming. Any items which fall outside the category of everyday school use should not be brought into school.

Haircuts should be sensible. Hair colours, shaved heads, marks shaved into the hair, etc are not permitted.

Please note that any accidents caused or exacerbated by the wearing of jewellery are entirely the responsibility of the parents of the child wearing such items. The school accepts no responsibility. The staff have been instructed not to remove or replace studs. This is the responsibility of the child. Parents should also be aware that staff are unable to accept liability for loss, theft or damage of such items, as they are not covered by insurance.

After school clubs

A variety of after school clubs are organised termly for the children. The clubs are fully inclusive. They are funded by the school.

Special Educational Needs

Haydon Abbey School and Pre-School celebrates the differences between all of our children and young people and value the contribution which every member of our school makes to the school community and our community as a whole. We recognise and embrace that good quality teaching for all is vital to unlocking their potential.

Policy

The Special Educational Needs Policy of the school outlines the procedures for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies. In the implementation of the policy resources are allocated to pupils after identifying need and determining priorities. The full SEN policy is available on our website.

Charging policy

Parents are asked to make a voluntary contribution to cover the cost of trips or visits to the school. The full policy is available on our website.

Parking

There is no parking for parents in the school car park. This is a staff only car park. If you do need to drive to school, please ensure you park legally and consider the local residents.

Medicine in school

At Haydon Abbey School and Pre-School we ensure that all children with medical conditions, both physical and mental health, are fully supported in school so that they can play a full and active role in school life and enjoy the same opportunities as any other child.

Frequently Asked Questions

Short-term medical needs

Many children will need to take medicines during the day at some time during their school life. Medicines prescribed three times a day can be taken out of school hours. The school will support children who have been prescribed medicine/antibiotics that need to be taken four times a day. Medicines must be in date, clearly labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Parents need to complete a Parental agreement for school to administer medicine form which is held in the office. Full details of our Supporting Children with Medical Conditions can be found on our school website.

Nut allergies

Children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

Inhalers

All prescribed inhalers will be kept with the individual child or in class within easy access at all times to the children. These inhalers must be taken on school trips and be adequately full, labelled with the child's name and class. The expiry date should be checked by parents please on a regular basis.

Emergency Inhalers.

An emergency inhaler will be kept in our school office to be used only in the event of a pupil displaying symptoms of asthma and if their inhaler is not available or is unusable. One will be taken on school trips to cover such emergencies.

Working with parents

Parental involvement

The school recognises the value of parental and community involvement and parents are welcome to help in school. We always like to include parent helpers on educational visits. Regular helpers are obliged to fill in a 'DBS' clearance form.

Communication with parents

We have an open door policy at Haydon Abbey School and Pre-School where parents are very welcome to discuss any concerns. It is important that we work together straight away to resolve any issues, no matter how big or small.

Parent evenings

Regular parent evenings are held throughout the school year, providing an opportunity for you to view your child's work and to discuss their progress and development with the class teacher. If you have any concerns at other times of the year, please do not hesitate to contact the class teacher at the beginning or at the end of the school day.

Newsletters

Newsletters are issued regularly providing you with important news, information and dates relating to the school curriculum and calendar. Copies of letters, term dates and dates for events throughout the year are available on our website.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that we have up to date contact numbers, ie mobile, home and work if appropriate, as well as an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Texting/email

We also use a texting/email system which enables us to contact parents quickly and efficiently. Again, this makes it very important for you to keep us informed of your current mobile phone number and email address.



Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At Haydon Primary School and Pre-School we believe policies are vitally important as they help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to <http://www.haydonabbeyschoolandpreschool.co.uk/> and visit 'School information' and 'policies' in the menu.

Key policies

Some of our key policies are:

- Attendance
- Behaviour Policy
- Early Years Policy
- Complaints Policy
- Data Protection
- Homework Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety
- Charging Policy
- E-safety Policy
- Equality Policy
- Safeguarding Policy
- SEN Policy

Step 1



Step 2



Step 3



Term dates 2016

Autumn Term

Monday 5 September - Thursday 20 October 2016
Monday 31 October - Tuesday 20 December 2016

Spring Term

Thursday 5 January - Friday 10 February 2017
Monday 20 February - Thursday 31 March 2017

Summer Term

Tuesday 18 April - Thursday 25 May 2017
Monday 5 June - Friday 21 July 2017

Inset days:

Thursday 1 September 2016
Friday 2 September 2016
Friday 21 October 2016
Wednesday 4 January 2017
Friday 26 May 2017

May Bank Holiday: Monday 1 May 2017



Haydon Abbey School and Pre-School
Weedon Road
Aylesbury
Buckinghamshire
HP19 9NS

Telephone: 01296 482278

Email: office@haydonabbey.bucks.sch.uk

www.haydonabbeyschoolandpreschool.co.uk

