

Honilands Primary School



Staff Planner 2021-2022



Name:

Honilands Primary School Staff Planner 2021/22

Welcome to our Staff Planner. We have created this to provide you with an easy reference point to find the information you will need to know whilst working in our school.

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Headteacher Key Messages 2021 to 2022

We should all passionately strive to ensure that through high expectations, consistency and a broad, balanced and engaging curriculum, our pupils will meet and exceed National Expectations.

We now have three years of high expectations, a stronger curriculum and robust interventions that has shown our children now have aspirations and expectations to meet or exceed national averages.

Our Honilands How...gives clarity to our expectations and framework we work within, ensures no child is left behind. We make no excuses for that.

It is the responsibility of all staff to support our children. Robust assessment, planning, monitoring, intervention programmes, pace of lessons, good subject knowledge and smart feedback, ensure that good progress is made by all pupils.

Our Key Priorities this year are:

- To continue with robust CPD improving our pedagogy and subject knowledge ensuring that we can meet the needs of all pupils
- To strengthen leadership and management; sharpening middle leaders' skills in monitoring & ensuring that governors continue to hold leaders to account
- To embed and further strengthen our Honilands Curriculum
- To continue the tireless work to improve pupils' personal development, behaviour and welfare; improving pupils' attendance and reducing the number of pupils persistently absent

The School Vision

Our motto 'We Are One-striving for excellence' works hand in hand with our vision: learning together, inspiring lifelong learning in harmony together and with empathy, kindness and fun.

INTENT: Strong Relationships, Aspirations for All and Life Long Learning

Aims

- Foster British Values so that there are good relationships across our diverse community that are open, challenging and equal
- Enrich the lives of our community, so that everyone leaves Honilands with richer experiences, that enhance their opportunities in life
- Ensure that teaching and learning provision is at the core of what we do
- Nurture strengths as well as build resilience by learning through mistakes
- Ensure that the whole community feels and can keep themselves safe and healthy in mind and body

We will underpin everything that we do as a community with our School Values:

- | | |
|-----------------------|----------------------------------|
| Listening | Do listen carefully |
| Kindness | Do be kind and helpful |
| Honesty | Do be honest |
| Determination | Do work hard |
| Respect | Do respect others and property |
| Responsibility | Do keep yourself and others safe |

Who's who in School

Senior Leadership Team

Nuala McNeely - Headteacher
James Irvine - Deputy Headteacher -
Pastoral Lead and Online Learning
Caroline Wilkinson - AHT Standards Lead
Megan Gibson - AHT Oak Family Lead
Shirin Masud - AHT KS1 Phase & Pupil Wellbeing Lead

Elizabeth Newport - AHT LKS2 & Catch Up,
Interventions and Pupil Premium Lead

Hazel Menezes - SENCo

Chris Shaw - UKS2 Phase & Curriculum Leader

School Administration

Elaine Munns - School Business Manager
Alison Gidley - Office Manager/Finance
Michelle Small - Attendance Officer
Freda Stevens - Consultant Report
Carmel - Receptionist/Welfare

Welfare Officer

Diane Shaw

Cedar

Cedar 6 - Grace Ukwu
Cedar 5 - Sam Russel
Cedar 4 - Joe Martin (ECT)
Cedar 3 - Debbie Morris/Helen Georgiou
Cedar 2 - Sonya Blackman (ECT)
Cedar 1 - Helen Vassiliou

Hazel

Hazel 5 - Emma Marsh

Willow

Willow 6 - Pembe Ferhaoui/Chris Shaw
Willow 5 - Nikisha Lynch
Willow 4 - Alicia Marshall
Willow 3 - Rob McCarroll
Willow 2 - Danielle Ford/Amina Mohamed (Schools Direct)
Willow 1 - Lesley Demetriou/Georgia Nicolaou (Schools Direct)

Foundation Stage - Oak

Nursery Teacher

Judith Gallagher/Lisa Crook (Wednesdays)

Nursery Support Staff

Mimi Hall (HLTA)
Lacey Finn-Gibson
Melissa Morell

Reception Teachers

Shauna Johnson-Powell /Maria Tzouliou (Schools Direct)
Christina Selley

Reception Support Staff

Debbie (HLTA - Golden Oak)
Lisa Moulton (Red Oak)

Non-Class Based Teachers

John Kay
Jorge Montava-Arsis

Support Staff - Key Stage 1 & 2

Teaching Assistants and Learning Support Staff

Sarah Kemplen
Rose Kavak
Stacey Little - RWI
Megan Halls
Susan Jones - HLTA
Gill Eden - HLTA
Saida Hassan
Sarah London
Gail Charalambous
Vicki Hussey
Jackie Gosling
Suzanne Peters
Tracey Wing
Emelin Esmene (Apprentice)

Specialist Roles

Gill Eden – SEND support
Corrine Perryman - Sp & Lang
Tish Garvey – Sp & Lang
Sarah London – Nurture/LASS

Learning Mentor Team

Susan Moore - Lead Learning Mentor)
Angela Maisary – including Nurture/LASS
Mark Whittington

Site Team

Graham Voight - Premises Manager
Jim Singh - Assistant Premises Manager
Martin Willis
Nathan Hacking - Apprentice

Playleaders

Lynne Bishop
Denise Cirket
Tracey Northcott
Xenia Charalambous
Nandu Fiusco
Yvette Morris
Tina O'Dwyer

Breakfast Club

Gail Charalambous
Jackie Gosling

Governors

Nick Turner - Chair
Cigdem Alkan - Vice

General Information

School Times of the Day Nursery

Morning	8.30am -11.30am
Afternoon	12.30pm -3.30pm
All day (30 hours a week)	8.30am -3.30pm

Reception

Morning	8.40am -11.30am
Afternoon	12.30am -3.15pm

KS1

Morning	8.40am -11.45am
Break time	10.30am -10.45am
Afternoon	12.45am -3.15pm

KS2

Morning	8.40am -12.00 noon
LKS2 Break time	10.30am -10.45am
UKS2 Break time	10:45 – 11:00
Afternoon	1.00pm -3.15pm

School Closure

School will only be closed on health and safety grounds i.e. if the heating or water is not operating or if not enough staff can get in. School will not close early if it snows.

Welcome Cafes

We hold these meetings each year to set out our year group expectations; what the children will be learning; and how the parents can support their child in their learning.

14 th Sept	Years 1 Welcome Café 3:30
15 th Sept	Years 2 Welcome Café 3:30
16 th Sept	Years 3 Welcome Café 3:30
21st Sept	Years 4 Welcome Café 3:30
22nd Sept	Years 5 Welcome Café 3:00
23rd Sept	Year 6 Welcome meeting and secondary transition 3:00

Assemblies

Please ensure you are on time for assemblies. If assembly has started, you will not be admitted. All staff should participate, setting a good example for the children with no talking. Please sing along when required. Encourage the children from your class to enter quietly, sit calmly and listen. All support staff are to remain in assemblies.

Mondays

Growth Mindset and Singing Assembly

- Years 1, 2,3 at 2.30pm in LH – Monday
- Years 4,5,6 at 2.30pm in UH - Monday

Values and Celebrations Assembly

- EYFS at 2.30pm in LH - Wednesday
- Years 1, 2,3 at 2.30pm in LH - Friday
- Years 4,5,6 at 2.30pm in UH – Friday

Registers

Registers are legal requirements and must be completed accurately online and before 9.00am. Always do a head count to eliminate the possibility of incorrect entries. Teachers must know the number of children present for each session in case of an emergency and this number must be written on the classroom door. If you make an error, please send a note to the Attendance Officer immediately. If you are unable to use Integris then laminated class lists are available from the office. If there is a problem with your register, there is a laminated sheet in your red draw that can be completed using a whiteboard pen and sent to the office.

Remember to choose a monitor to collect the register tray after lunch as there may be letters to give out.

Absence

When you get an absence note or notification of future absence, please ensure the office receives it.

Honilands' attendance target is 96% and high attendees are more likely to be high achievers. We should take every opportunity to promote this message to parents to give their child the best chance and that they should make sure they are in school on time every day.

Homework

Spellings, tables and reading must be given out weekly. Optional challenge homework is provided on termly curriculum leaflets. If you give out homework, please ensure it is manageable, appropriate and that it is acknowledged. This work can be issued via ***Tapestry***, ***Google Classroom*** or on paper.

Letters to Parents/From Parents

Parents often complain that they have not received information from school. To ensure that we have done our best please write the names of any absent children on the top of the spares and make sure that the children get these on their return to school. Any urgent letters should be returned to the office for posting if you know that the child is going to be off for a while.

We hope to reduce the number of letters sent by ‘pushing out’ information and letters on the Schoolzine app/text to parents. If you need to write a letter to parents, please proofread it first, then send it to the office manager at least 3 to 4 days before it is due to be sent out.

Expectations and Logistics

In school we all walk on the left, we hold the door for each other and move around quietly.

Playground Duty

Please escort children to the playground to ensure good behavior in the corridors and ensure an adult is on duty before dismissing the class as children should not be in the playground unattended. Staff on duty should be out first. If you are on duty, please use the toilet before/after break. Please cover for each other.

Drinks must be in a non-spill cup with a lid.

Ensure all staff on duty are in separate areas and all children are adequately supervised, particularly on the climbing frames. See playground rotas for duties. All Teachers must collect their classes from the playgrounds promptly. Lining up expectations should be met before classes go into school.

End of the day

Class Teachers in Foundation Stage and KS1 will ensure all children are handed over to the designated carer. All teachers will escort children out of the building ensuring their behaviour is appropriate or instruct them to walk sensibly home.

Please challenge adults who wish to enter the building and have them escorted to the office. Please refer to red folders (not to be left out, as it contains confidential information) to ensure you are aware of any adult restrictions for certain children, **this will be indicated on the Non-contact List in the red folder.**

School uniform and possessions

PE

Children should always come to school in their PE kit on their indicated PE day. Children should be barefoot in the hall when doing gymnastics, but ensure they wear shoes when moving from class to hall. Earrings must be taped or removed by the child. Staff should wear trainers and appropriate clothing. Children should wear a red t- shirt and black shorts. Children who do not have a PE kit can still participate with appropriate uniform adjustments. Only qualified Teachers or those with coaching certificates should lead PE.

Uniform and Jewellery

Talk to children who are inappropriately dressed or who are wearing unacceptable jewellery. Please ensure you speak to the parent or send a letter home for persistent offenders. There is a standard PE Letter and Uniform Letter that can go home for children who forget their kit or who are not wearing a uniform. All children should wear red tops and black shoes; plain black trainers are acceptable. Hijabs should be red, black or white. No leggings, stripy socks, make-up or false nails. Earrings should only be studs. If inappropriate footwear is being worn, please refer the children to the Learning Mentor team who will provide them with plimsolls.

Toys/Phones

Toys are not allowed in school. They should be confiscated and returned at the end of the day.

Phones must be handed in at the beginning of the day to class teachers to look after until the end of the day.

Sweets

Sweets and chewing gum are not permitted. Please confiscate and dispose. If children bring in ‘birthday’ sweets, please check with the Welfare Officer for any allergies before giving them out at the end of the day. Ensure that the treats are appropriate for all the pupils in the class, for example sweets with gelatin are not suitable for Muslim children.

Children's Welfare and Safeguarding

Emergency Evacuation

All staff should familiarise themselves with the Emergency Evacuation Procedure which should be displayed clearly in each classroom by the door. The relevant policies are also in the office. If you hear a continuous bell you must evacuate the building immediately by the nearest fire exit. Ensure the children are silent and follow your instructions. We all meet on the Hazel playground. Please ensure your line manager knows you are present and safely out of the building. **Staff leading a class should know class numbers and report to the Headteacher**

Medical

If children are feeling unwell, it is essential that this information is shared immediately with the Welfare Officer and Family Leader. Children should not have any medicine with them in school. Children on regular medication are dealt with by the Welfare Officer. Make sure that medication is taken on school trips - this will be part of the Risk Assessment.

Let the Welfare Officer know if your class children have head lice. Do not send children to welfare unless they are really unwell or injured. Please ensure you are familiar with any care plans that children may have - **these will be in the class Red Folder in the class drawer.**

Cherry Class

We have Nurture provision for Years 1 to 3. The provision is part time and dependent on need. The Nurture team alongside the SENCo and Pupil Wellbeing Lead will decide which children would benefit from this extra support and families are then consulted.

Accidents in school

All accidents must be logged on the Eduware. Lunch time and break time logs will be monitored by the Welfare Officer. All serious accidents to staff and pupils should be reported to the Headteacher or Deputy Headteacher and officer, who would complete the Local Authority report form. The Accident reporting procedures are displayed on the Health and Safety noticeboard in the staffroom.

Safeguarding Children

As a professional body of people we are in a position of trust. Children come to us and share their concerns and worries etc. If we suspect any form of abuse we must act promptly and follow the correct procedures.

Concerns should be shared with the safeguarding team:

Designated Safeguarding Lead: James Irvine (Prevent & FGM Lead)

Designated Safeguarding Deputies: Shirin Masud (LAC Lead)/Angela Maisary/Hazel Menzes/Sue Moore

If you have any concerns or disclosures, incidents will be logged using the **EdAware Safeguarding App**. If you are not able to access this then concerns should be put on a **yellow safeguarding form** immediately - these can be found around the school and there are always some in the staff room. Please do not leave these forms on desks but hand them to one of the team. Use the body map on the other side of the report form to show injuries. please complete the yellow form and hand to DSL (Designated Safeguarding Lead) immediately. If the staff listed above are not available, you must hand it to your Phase Leader or any other member of the SLT who will then take responsibility. If no one is available, it is the individual member of staff who needs to contact social **Childrens Multi-Agency Safeguarding Hub (MASH) 0208 379 5555**.

Safeguard Yourself

Please do not put yourself in a vulnerable situation. Try not to be alone with one child in a class or a parent. Also please secure your mobile phone on arrival at work and only use it in the staff room during break times (further details of this are shared in the Code of Conduct).

Red Card Approach

If a child exhibits extreme behaviour when in your care, it may be wise to remove the class and send a pupil to the office with a red card. If a child runs, do not chase after them. Inform a senior member of staff immediately. Do not allow children on your lap.

We do not authorise restraining pupils, this should only be done if you are approach trained or in an extreme emergency when a child’s safety is at risk.

Honilands Safeguarding Children procedures

Please find below clarification of our procedures, which should be adhered to:

Concerns should be shared as soon as possible.

Key points

- Do not interrogate the child or ask leading questions – Tell/Explain/Describe (TED)
- Do not promise not to tell anyone.
- Ascertain facts as far as possible and make a brief note to pass onto named people - as much written in the pupil’s own words as possible.

Child Protection issues to look out for:

- verbal or written disclosure of any kind (abuse, neglect).
- Physical signs such as bruising, burns, scratches.
- Physical signs such as frequently late, overtired, unwell looking, unkempt, sudden change in behaviour, withdrawn.
- Rough handling or treatment in your presence by adult carer.

What will happen next

The Safeguarding team will decide on what action to take. It can take the form of a monitoring process or it could be that a formal referral will be made to Social Services.

The safeguarding team will usually inform you of the decision however, for reasons of confidentiality, they may not disclose anymore about the child or case.

Disclosure guidance for Teachers and Teaching Assistants

DO

- Reassure.
- Find a quiet place to talk where you will be not interrupted.
- Listen but do not pressurise.
- Ascertain the facts: who, what, where, when and how (without asking direct questions this is not an interview).
- Let the child know you are pleased to have been told.
- Tell the child you will need to involve others to ensure the child’s safety in the future.
- Tell the child who needs to be involved and why.
- Offer ongoing support and that you will do your best to protect the child.
- Follow the school’s internal policy regarding communication in relation to Child Protection.
- Follow the Authority’s Child Protection procedures.
- Talk to someone about your own feelings.
- It is the duty of all staff to know and have read the ‘Keeping Safe in Education’ document

IF IN ANY DOUBT TELL SOMEONE- IT COULD MAKE A DIFFERENCE and there might already be a concern regarding the child on record.

Safeguarding-Key Actions and Information

The process outlined below should be followed where a staff member has a safeguarding concern about a child. Where a referral has been made, the process outlined in the ‘After a referral is made’ section should be followed. Please see the Safeguarding Policy for greater details.

The actions taken by the school are outlined in yellow, whereas actions taken by another agency are outlined in blue.

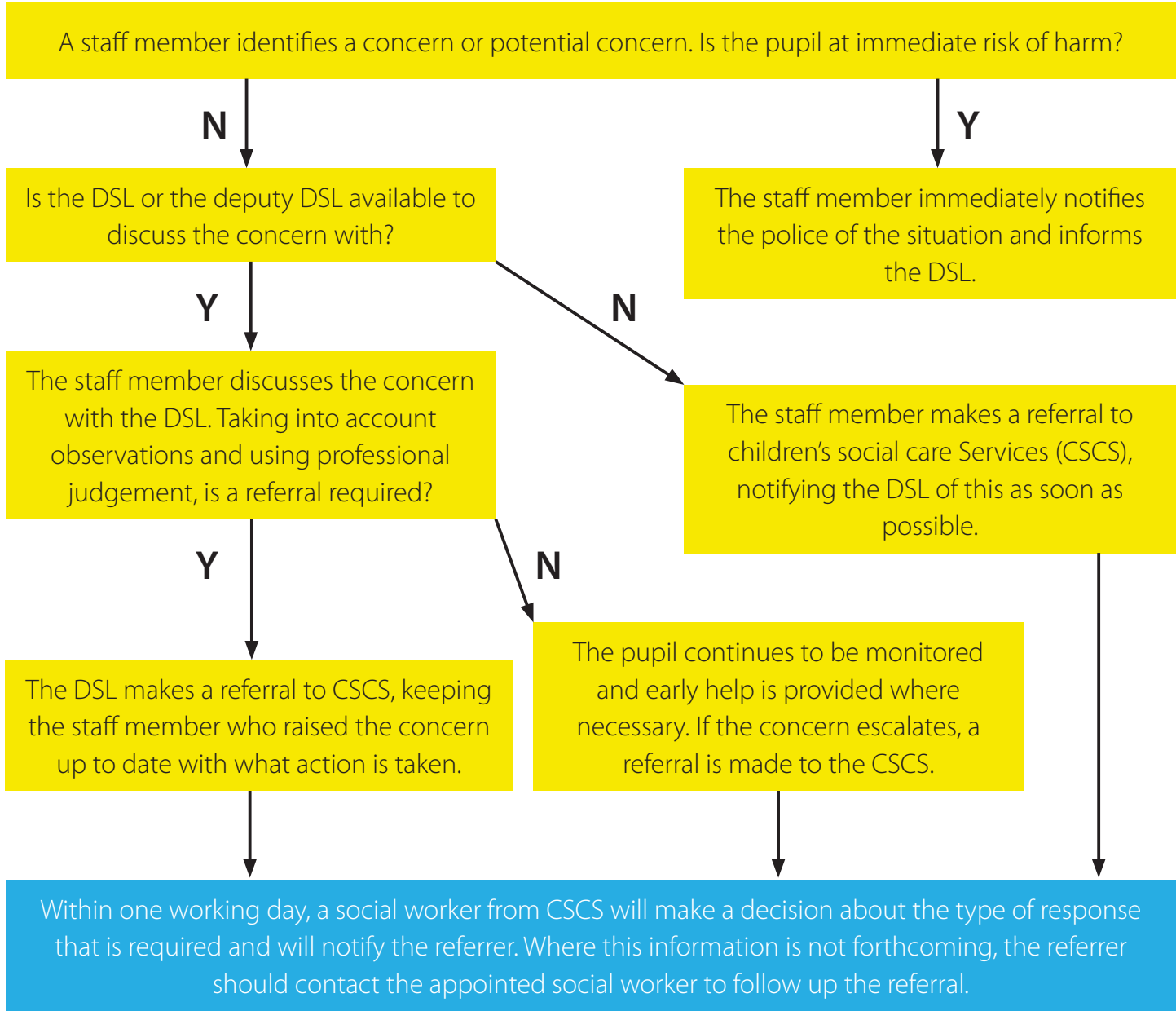
Remember when a child is disclosing, you are not interviewing them. Our approach is TED:

T – Tell

E – Explain

D – Describe

If you are unhappy with how a safeguarding concern is dealt with you can phone the NSPCC on 0808 800 5000



Safeguarding- Partnerships, Reporting and Parental Involvement

HEIP (Honilands Early Intervention Partnership)

HEIP is an internal process. The team meets every term to ensure the welfare of all children is being met. Discussions are held between the Welfare Team; P2B; DHT; Lead Learning Mentor; Attendance Officer; Welfare officer, Personal Wellbeing Lead; Phase Leaders and SENCo.

If you have any concerns about any children, please and give it to your Phase Leader. The Pupil Well-being Lead will share information/outcomes on a need to know basis. Minutes will be sent to Phase Leaders.

Place2Be

This is a nationally based counselling service for children. Our Project Manager is Kathleen Daly who leads a team of counsellors. Each child has a designated time each week and this cannot be changed. Place2Talk is where children across the school can self-refer at lunchtimes. The P2B boxes are in each Phase. Please see Kathleen for more details.

Serious Incident Form

These should be used when an incident has occurred which involves a pupil (or parents) which you judge to be serious and needs recording unless advised otherwise. Please fill out an incident form (found in the PPA room, staff room, Phase Leader room and in Appendix 3 of this staff planner) and leave it in the letter drop box in the Phase Leader room. Refer any children who have been hurt to the Welfare Officer first.

Parent Consultations for all KS1 & 2

The purpose of these consultations is to share pupil attainment and progress as well as behaviour and wellbeing as well as how parents can help. The Assessment Lead will send out a report template prior to consultations for Teachers to complete and give to parents on the day. These are professional meetings and should adhere to our Code of Conduct and high expectations. Appointments will be made through the Schoolzine app. ISPs will be shared, signed and discussed at these meetings – the expectation is that Class Teachers should ensure that these are current and appropriate.

Expectations & Information for Staff

The dress code at Honilands is smart casual and certain expectations are as follows:

- No underwear must be on show
- Tops must not be revealing
- Women's tops must have straps
- kirts should be no shorter than just above the knee when worn without opaque tights or leggings
- Leggings may only be worn with dresses/skirts or long tops
- Shoes must be appropriate to the role, no flipflops - this is part of health and safety expectations
- Trousers must be smart; no rips, tears or fraying
- Tracksuit bottoms should only be worn for physical activity
- No Uggs or similar footwear should be worn
- Slogans & Logos should be discrete.

If staff arrive at school dressed inappropriately they will be sent home to change and may incur the cost of supply cover if applicable.

Professionalism

As a member of the Honilands staff team you are expected to be professional at all times. When discussing children **it should not be** in the presence of that child or other children or adults including parents. The same applies to discussing adults in front of children. If you have any concerns, please speak to your line manager. See the Enfield Code of conduct for further details.

It is also important that staff do not discuss need labels with parents such as ASD etc. unless a diagnosis through the formal route has been made. If parents want to discuss their child and need please refer to the SENCo.

During the school day mobile phones must be switched off and out of sight. Use of the internet for personal reasons during teaching time is not permitted. Please ensure you logout after use. Do not let children use or have access to your login. If you use social networking sites, please be careful about the information you post. Children and parents must not be given access to your profiles on these sites and cannot be "friends".

Breaches of confidentiality and/or unprofessional conduct will be deemed as requiring disciplinary action.

Whistleblowing

We follow the Enfield Whistleblowing Policy. If there is an issue that needs to be investigated, please ask the School Business Manager or look on the school website for a copy of the policy.

Hot Drinks

For Health and Safety reasons please do not take hot drinks around the building unless they are in a thermal container with a lid. **Please do not have hot drinks when working with children in groups or classes.**

Protocols for Meetings

An agenda should be set and shared in advance of all meetings. A Chairperson must be set who ensures the agenda is adhered to. The Chair informs the relevant people.

- Arrive on time.
- Record actions - who does what, when?
- Initials should be used for names.
- Highlight actions- red, orange or green.
- Minute taker rotates - re-cap actions.
- Respect and listen to each other's opinions.
- Actions to be shared with responsibility allocated and timescale clear.

Procedure for Staff Absences Staff Absence

It is essential that staff are familiar with the Enfield Management of Employee Absence document.

No holidays should be taken during term time except in exceptional circumstances, which must be authorised by the Headteacher. If you do need a leave of absence for any serious reason please complete a form (see Appendix 2) immediately which must be authorised by the Headteacher. **A minimum of 48 hours notice is required for submitted absences, allowing time to cover duties and adjust timetables.**

Staff illness

If sick, teachers should use the school phone **Tel Number 07505459040** as soon as possible if you are unable to come into school. **Please phone the school by 3.00 p.m.** to notify us if you are away the next day. When you return please see your line manager for a return to work meeting – staff are expected to find their line manager on the first day back. If absence reaches a certain level this will trigger certain actions to make sure we are supporting staff. This may include meetings with your line manager; referrals to Occupational Health and meetings with Enfield Human Resources. Please keep the school informed.

The full guidance and procedure document, 'The Management of Employee Absence', includes more detailed information about absence procedures. If you wish to see a copy of the full document, you should contact the HR Lead in the first instance.

The school aims to provide the best possible education for its pupils and an able and committed workforce is essential to this aim. High absenteeism is costly, reduces working hours available, is disruptive for pupils and also adds to the pressures on other employees whose own attendance, or performance, may then be affected. We apply the same expectations to staff as we do for our pupils' attendance. 100% to 95% attendance is expected, between 95% to 85% we monitor and may result in a meeting to discuss attendance and reasons, 85% and below we will refer to Occupational Health and hold regular meetings to support staff return to work,

We recognise that there are times when long term illness is unavoidable and during these times as with other absence, we ensure that a duty of care and support is in place for the member of staff.

Medical and Dental Appointments

Medical appointments are classed as absence, some unpaid and some paid. The situation is not always clear cut but we take a reasonable approach that ensures that all staff are treated in a fair and consistent manner with no precedents. **Ad-hoc medical and/or dental appointments should be made in an employee’s own time, wherever possible.** It is acknowledged, however, that sometimes an individual has little or no control over the matter. For example, there will rarely be any choice of date or time when making hospital appointments. However, depending on individual circumstances varying types of issues will need to be taken into account.

Special Leave

Under exceptional circumstances there may be provision for Special Leave to be granted. A Leave of Absence form should be completed and given to the Headteacher. If Special Leave is granted it may be paid or unpaid. The school recognises that there are times when compassionate leave is required. The leave allowed will be up to 5 days paid.

Lateness

Lateness, or leaving the school without permission during working hours, is unacceptable other than in an emergency. If you are late, you must notify your Line Manager, as soon as possible, or otherwise report immediately on arrival should the circumstances not allow for advance notice (e.g. an accident or serious hold-up on route). You must also ensure that you seek permission if you need to leave the school during working hours.

Return to Work

When you return to work you may need to attend a return to work interview with your Line Manager. If your level of absence is high, the Headteacher or your Line Manager will wish to discuss the matter with you to explore the reasons.

Staffroom

Please help to keep our staff room tidy. Please either wash your own cup or place it in one of the dishwashers. It is unfair to expect others to tidy and clean after you. Teaching resources should not be left around the room; if you are unsure of where to store items, please ask a member of SLT.

Lockers

Each person should have somewhere secure to lock away personal effects, to include medication and phones and other valuables. Staff medication needs to be locked away and should not be in the classroom. Please see the Site Manager if there are any issues.

Lunch

If you require a school lunch, please order online via the School Grid booking page, before 9.30am. The cost of a meal is £3.40 which is paid through Parent Pay. Please contact the Office Manager for further assistance.

Sunshine Fund

We each pay £10.00 every year for our Sunshine Fund, which covers flowers and cards. We ask for £7.50 per term to cover tea, coffee, milk and sugar. Alternatively, a one off payment of £32.50 can be made in September to cover all costs for the whole year. The tea/coffee contribution is pro rata for part time staff. If you do not use the staffroom facilities, please contribute just for flowers etc. It is lovely to receive something if you are unwell or in need of cheering up if something has happened.

Car Park

Please park in the bays provided not in the disabled parking spaces or the grass edging. The school cannot be held responsible for any damage or theft. Trade vehicles that enter the car park have damaged cars in the past.

Expenses

Please do not use your credit card and please ensure you check with the relevant budget holder before making any purchase and remember there is a £50.00 limit. If you wish to claim expenses back please ask the Office Manager for the correct form, attach all receipts and ensure the budget holder has signed. Any unauthorised purchases will not be reimbursed. Please claim by month end.

Confidentiality

Any information about children should be kept confidential and if necessary should be locked away. Do not leave documents/letters etc. lying around; always adhere to the school’s GDPR policy - including putting a screen lock on your computer when you leave your room. Please shred all old personal information you may have.

Parent conversations should only be about their own children. Similarly, parents should not be informed about any school matters that are not ‘public’. If in doubt refer the parent to the Headteacher or Deputy Headteacher.

Cover

PPA is offered to all Class based Teachers and we will try to provide it every week. PPA is 10% of the working week. Cover for managerial responsibilities is not an entitlement. Teachers who have these duties receive extra financial remuneration. If management time is required, please speak to the Deputy Headteacher to request this, stating the reason for the release and why it needs to be during teaching time. If you have a trainee teacher who is teaching your class, you will be required to teach/cover in another class or to fulfil tasks at the discretion of the Senior Leadership Team.

E-Safety

Staff must not use their own phone or camera to take pictures for school use. School electronic devices should only be used for professional purposes along with accessing school related social networking sites. Any files which relate to staff or students that contain sensitive data are to remain in the school’s data systems. Please ensure passwords are confidential, unique and complex.

Our school’s E-Safety policies are summarised below, but please ensure you are aware of the complete policy which is available on our website).

Online Safety

Our Online Safety Designated Lead is James Irvine and you should refer to our Safeguarding reporting procedure to report concerns or disclosures. All staff should ensure that E-Safety is one of their priorities in line with their approach to safeguarding those in the Honilands community.

Pupils should:

- Not be left alone on the computer at any time without staff supervision.
- Be conscious of the SMART rules at the beginning of every session where computing is involved.

Staff should:

- not use personal devices, such as mobile phones, around pupils, unless authorised. Mobile phones may be used in staff rooms when staff are on release time.
- Keep all their passwords secure and safe at all times due to sensitive information made available through their accounts.

Computing

- All staff requiring access to computers should have an individual network account set up.
- Some members of staff will also have access to our MIS system (Integris G2) and individual email accounts.
- All members of staff should use their own accounts where possible to access network drives and online registers.
- At Honilands, we use emails as our form of electronic communication with staff.
- Safeguarding concerns, where possible, should be logged using EdAware [https://uk.edaware. cloud/ login](https://uk.edaware.cloud/login)

Emails

- Staff are required to use their Honilands LGFL accounts for all communication via email regarding school matters, and not their personal accounts (Hotmail, yahoo etc).
- All events taking place at Honilands should be in “The Diary” on Schoolzine, but personal meetings should not be, unless specifically instructed.
- Social Media – always use wisely and keep settings private. Refer to Enfield Model Code of Conduct.
- Staff should not ‘friend’ parents
- There should be no negative comments about colleagues, parents or pupils or the school itself anywhere on social media.
- Photos should not be taken on personal devices. Photos of trips or events with pupils involved should not be posted on private accounts.

Parents/Carers helping in School

Please encourage parents, carers or grandparents to help in your class. If you do have parents that are willing to support learning, please refer them to the Pupil Well-being Lead.

Presentation expectations

Please ensure that the presentation policy is visible in each classroom and everything on the Learning Environment checklist (see Appendix 5 of this planner) is evident. Every member of staff has a duty of care to ensure the environment is safe.

Exhibition

This is a celebration of the year’s work to include English, Maths, Science and Topic Work (including Art and DT). Please save this work throughout the year to display in July.

Stock/Resources

Each classroom should have enough resources; however some are kept in central areas. It is everybody’s responsibility to keep stock and cupboards in good condition and report damage, loss or renewal to the subject leader as soon as possible. Please do not send children to get the resources and only keep the materials for as long as you need them.

Each class will have Maths trays with equipment which need to be on tables to support children’s learning. Classrooms will also have dictionaries, pupil’s books and anthologies to support learning in English. Ensure you have a supply of paints, pencils and stationary items for your class. Each class should also have a wall stapler and hand stapler. Extra pens, pencils, rulers, Blu-Tac etc. can be collected from the store cupboard. All our pupils in KS2 are given a blue pen to write with, these can be topped up with refills of ink. NO BALL POINT PENS are to be used. Please inform the Welfare Officer if stock is low. No school electronic equipment should leave the premises without permission from the Headteacher.

Wet Play

A box of ‘wet play equipment’ such as scrap paper and games should be available in each class. Children *are not* allowed to use glue, scissors, blades, good paper, paint or any technology equipment. The children should be told what they can use and also the ‘tidy up’ rule. Children should never be left unattended and they should only be allowed to go to the toilet a few at a time. Support staff and Teachers take it in turns to have a toilet break. At lunchtime all classes will be covered by Play-leaders and support staff. Age appropriate DVDs could be used to help entertain the children.

Reporting Repairs

If you discover anything that requires fixing in your room or around the building, please log it in the book in the school office, so that the site team can repair it. If it is urgent, please flag the need with the schools Business Manager. They will attend to it as soon as possible. Any IT issues should be written in the IT book for the technicians to address.

Curriculum Management

Staff Meetings

These are usually held on Mondays between 3.45pm and 4.45pm. Please note when/if you are expected to lead the meeting or bring any documentation or resources. A request with reasonable cause needs to be given to a DHT in advance of the meeting, if you are unable to attend. Staff missing meetings are expected to speak to a member of their year group to be updated and read any minutes. If school is closed on a Monday, for example Bank Holidays, staff meetings will take place on another evening.

Briefing for all staff will be held on Friday mornings at 8.30am in the staffroom.

Team Expectations

- Share ideas.
- Take equal responsibilities.
- Keep to deadlines.
- Be honest, trust, support and value each other.
- Keep communicating.
- Be understanding of other team members’ personal issues.
- Work to each other’s strengths and build on weaknesses.
- Follow all school procedures.
- Be consistent.

Planning

Weekly slides and resources should be saved, weekly, in the year groups planning folder on GDrive. Medium term planning should also be displayed. Please share copies of plans to Cover Teachers and HLTAs with resources as soon as possible. Planning should be clearly annotated – including SBAD. If you need help with any planning, please ask Phase or Subject Leaders or the SENCo. Similarly, if you feel there are inadequate resources to support teaching please let the Subject Leader know. Plans should be available for monitoring at all times in location-

GDrive - Curriculum Staff > Year Group Planning >

Use of your Car

If you wish to use your car to transport children on a trip please speak to a member of the Leadership team to ensure proper processes are followed.

Booking time out of class

When booking time out of class for visits or training please complete the diary request form (see Appendix 4 in this staff planner).

Educational visits

School visits are vital to children’s learning. When organising a trip, use the ‘Educational Visits’ form to ensure all expectations have been met and submit a diary request to the DHT. Once authorised, a pre- visit is essential. Please assess all possible hazards and complete an ‘Evolve Risk Assessment’ with the Office Manager, ***at least 7 days prior to the trip.***

Each Teacher is to plan their trip (times, transport, costs and adult/pupil ratios and the learning). The school will not subsidise trips but may support individual families in need. Please see the Deputy Headteacher with requests. The Office Manager will then book coach/tickets etc. and it is up to you to book everything else. Please note London Transport is free for children if requested 2 weeks in advance of the trip. Taking LSAs/Play Leaders/ TAs has cost implications so please ask parents to volunteer first. Parents must be briefed by a member of SLT (to be requested by the Teacher). Expectations and procedures to be explained, and parents to be informed that mobile phones must not be used.

Unless a parent has a DBS they cannot be alone with children without a member of staff.

The Teacher will need to organise First Aiders and speak to the Welfare Officer about those children with care plans (which should go with the child). If medication has to go, the Welfare Officer will liaise with the TA. Please act as a role model (see Enfield Code of Conduct); don’t buy things for children etc. Ensure high-vis jackets are worn.

Booking Companies

Please identify a budget and have it authorised by the budget holder. Identify a date and have it authorised by the DHT, who will liaise with the Office Manager. At this stage either the Office Manager does the booking and sorts the payment or will liaise with you to organise.

Positive Behaviour Approach

Positive Behaviour Management

It is the primary aim that every member of the school community feels valued and that pupils are treated fairly. We are a caring community, whose values are built on strong relationships and respect for all. We wish to promote an environment where everyone feels happy, safe and secure.

We hope to help our pupils become positive, responsible individuals and increasingly independent members of the school community where they make the **right choices**. Our policy is designed to promote self regulation, rather than merely deter anti-social behaviour. For those individuals who struggle to self-regulate, we use an attachment approach to support them in the choices that they make.

Honilands uses the **School Values and British Values** as a means of promoting positive relationships in line with our school vision, so that children and staff can work together with the common purpose of helping everyone to learn.

Our School Values are:

Listening, Kindness, Honesty, Determination, Respect, Responsibility

These work alongside the **British Values** of democracy, individual liberty, mutual respect, tolerance and the rule of law which are interwoven within our school life:

Rewards

We encourage good behaviour choices and good effort through a range of awards:

- Positive praise- verbal and non-verbal to motivate pupils
- School Values Awards - to recognise effort in class
- Headteacher's Award- if a pupil deserves a special award
- Always Stars - to recognise efforts of children who always make positive choices
- Bananas - to be given to children who have shown empathy
- Attendance Awards - each term.
- Student of the Year- 1 pupil per class at the end of the year.
- Most Improved Student - 1 pupil per class at the end of the year.
- Beads – 1 bead for good choices or good effort in learning

Consequences

If a pupil is not making the right choice in the lessons, we encourage them to reflect on their behaviour and seek to put in place increasing levels of support according to need. (See Behaviour Levels Chart below for further details).

Level 1

In the first instance, the teacher should encourage a pupil to **Remember** the School Values and point out which one they should be following. The teacher to record the incident in the class **Blue Behaviour Book** as a deterrent.

If the pupil continues to make the wrong choice, the teacher should give a second '**Reminder**' of the School Value in question and record in the Blue Behaviour Book accordingly.

If the pupil continues not to listen, the teacher should instruct the pupil to have **Reflection** time, instructing them to go to their **buddy class** and think about whether they have made the right choices, recording the incident in the Behaviour Book.

If the pupil continues the behaviour within the same week, the teacher should issue a **Referral** to a Phase Leader and record in the Blue Behaviour Book.

Level 2

If behaviour continues for more than one week, the class teacher to inform parents, introduce a Class Behaviour Chart to set targets and monitor behaviour for 3 weeks, rewarding good choices with incentives and issuing consequences if needed.

Level 3

If behaviour has not improved, the Phase Leader to meet with parents, child and class teacher to complete a Behaviour Support Plan to set targets to improve behaviour and monitor for a further 3 weeks on Class Behaviour Chart. The class teacher to show the Class Behaviour Chart to parents on Fridays and provide copies to Phase Leader. Positive sessions to be rewarded weekly.

Level 4

Family leader to complete an Initial Teacher Concern form with parent, Learning Mentor Team (LMT), class teacher and SENCo to decide on needs of pupil and identify possible interventions such as Learning Mentor Team supervision or structured break and lunch times. Positive sessions to be rewarded and consequences issued by LMT.

School Values and British Values Working Together



Honilands School Values	Expectations for Everyone:	British Value promoted:
Listening Do listen to each other	Look at the person speaking to us Listen to each other's point of view Follow instructions carefully	Individual liberty Mutual Respect Democracy Rule of Law
Kindness Do be kind and helpful	Share and takes turns Trust and look after each other Work together	Tolerance Mutual Respect Individual Liberty
Honesty Do be honest	Tell the truth Own up even if we have done something wrong Think about the consequences that could happen	The Rule of Law Mutual Respect Individual Liberty
Determination Do work hard	Have a go even if something is difficult Use a different strategy if the first one does not work Understand that making mistakes can help us learn	Individual Liberty
Respect Do respect others & property	Value everyone Show good manners Treat others how you want to be treated Display tolerance of others with different points of views and belief	Tolerance Mutual respect Democracy Individual Liberty
Responsibility Do keep yourself and others safe	Share personal information with close friends only Choose strong passwords Make sure someone knows where you are and what you are doing Share any worries with a trustworthy adult	Mutual Respect Individual Liberty





Behaviour Levels Chart

For every action there is a consequence...

Occasionally a pupil may choose to behave inappropriately. In order to support the rights of other members of the school community these actions will have consequences: children are made aware of inappropriate behaviour and the consequences for their actions; behaviour is logged in Blue Behaviour Book/Incident Form; a meeting is arranged with parents. Actions are followed accordingly. All level 3+ incidents are to be logged on Integris and monitored by the Family Leaders, Behaviour and Inclusion Leader, DHT or HT.

The Head Teacher reserves the right to use these consequences as she sees fit, i.e. without following the order as stated below, depending on the severity of the behaviour.

	Class teacher	Class teacher	Family Leader, Learning Mentor and SLT	Head Teacher and Deputy Headteacher
	Level 1	Level 2	Level 3	Level 4
Behaviours	<ul style="list-style-type: none">Disruption in lessonDisregard for health and safetyNot following instructionsMinor deliberate damage	<ul style="list-style-type: none">Persistent Level 1 behaviourMinor theftMinor physical assault2 Time Outs per week	<ul style="list-style-type: none">Persistent Level 2 behaviourBullyingPhysical assaultAbuse (Verbal/threatening behaviour)Defiant/disrespectful behaviourTheftLeaving an area without consent3+ Time Outs per week	<ul style="list-style-type: none">Persistent Level 3 behaviourRacism/ Hate related incidentsSexualised misconductDeliberate major damage including vandalismLeaving school without consentDeliberate disregard for major health and safety
Actions	<ul style="list-style-type: none">Behaviour tracked in Blue Behaviour Book <div>Remember</div> <div>Reminder</div> <div>Reflection- x2 parents informed</div> <div>X3 Family Leader</div> <div>Referral- Family Leader</div>	<ul style="list-style-type: none">Behaviour tracked in Blue Behaviour Book <div>Remember</div> <div>Reminder</div> <div>Reflection- x2 parents informed</div> <div>X3 Family Leader</div> <div>Referral- Family Leader</div>	<ul style="list-style-type: none">Incident Form filled out and given to Family LeaderFamily Leader logs Incident Form on Integris, then refers to Behaviour and Inclusion Lead to track high profile/SEND pupils.Parents informed if necessaryReferral to Learning Mentor Team if necessaryFamily Leader informs necessary staff including class teacher of actions taken	<ul style="list-style-type: none">Incident Form filled out and given to Family LeaderFamily Leader logs Incident Form on Integris, then refers to DHTDHT to investigate incidentParents informedReferral to Learning Mentor team if necessaryReferral to outside agency with parental permission if necessary- Educational psychologist/ Behaviour Support ServiceDHT informs necessary staff including class teacher of actions taken
Consequences	<ul style="list-style-type: none">Move to another working area -in classTime outMissed play with teacher- At class teacher's discretion	<ul style="list-style-type: none">Time outMissed play with teacher- At class teacher's discretionLoss of privilegesParents informed	<ul style="list-style-type: none">Parents informedLoss of privilegeStructured playPurple Card/ Session Report- Learning Mentors discretionOrange Card (extended reflection time out of class)- HT discretion	<ul style="list-style-type: none">Parents informedLoss of privilegeStructured playPurple Card/ Session report- Learning Mentors discretionOrange Card (extended reflection time out of class)- HT discretionPossible fixed term exclusion- HT discretionPossible permanent exclusion- HT discretion

Racial, Hate and Bullying incidents to be tracked by DHT
High profile/ SEND pupils behaviour to be tracked by Pupil Well-Being Lead

Lunchtimes

All play leaders to adhere to the behaviour policy and promote **positive behaviour** at lunchtimes by:

- supervising children closely in the playground at lunchtimes
- initiating and leading play with the children in the playground
- recognising and rewarding good playground behaviour from pupils with raffle tickets
- listening to the concerns of children when disputes have arisen - use 'bin it', 'bag it' 'build bridges' options to resolve disputes
- ensuring children are calm before tackling issues
- following up low-level incidents with consequences such as restorative discussions or Time Outs.
- logging concerns in the Lunchtime Books
- recording Serious Incidents on school forms.

Lunch time books will be monitored weekly by the Learning Mentor Team and PWBL.

Serious Incidents

Any member of staff who witnesses a display of unacceptable behaviour, or who issues any sanction to a pupil, is to report this to SLT using a **Serious Incident Form**. Phase Leaders to log incidents onto INTEGRIS for the Pupil Well-being Lead to monitor.

If fighting occurs:

In the event of children fighting, play leaders to command pupils to stop and to use Red Card to send for members of SLT to assist if fighting persists. Adults must not restrain children without adequate training.

Pupils to be reminded of **School Values** and to have **restorative discussions** with members of SLT.

Consequences	
First time	Pupil to miss 15 minutes of play
Second time	Pupil to miss all of lunch time play and to have lunch with member of SLT
Third time	Pupil to miss lunch play for the week
Fourth time	Fixed term exclusion to be considered by DHT/HT
Parents must be informed by class teachers if a fight has taken place.	

Term and Holiday Dates 2021/22

Term 2021/22	School Start of Term for Pupils	Final School day of Term for Pupils
Autumn	Monday 6 th September 2021	Friday 22 nd October 2021
	Monday 1 st November 2021	Friday 17 th December 2021
Spring	Tuesday 4 th January 2022 (10 am start)	Thursday 10 th February 2022
	Monday 21 st February 2022	Friday 1 st April 2022
Summer	Tuesday 19 th April 2022 (10 am start)	Thursday 26 th May 2022
	Monday 6 th June 2022	Friday 22 nd July 2022

Honilands dates – School Closed to Pupils			
Autum Half term		Monday 25 th Oct to Friday 29 th Oct 2021	
Christmas Break		Monday 20 th Dec to Friday 31 st Dec 2022	
Spring Half term		Friday 11 th February to Friday 19 th February 2022	
Easter Break		Monday 4 th April to Monday 18 th April 2022	
Summer Half term		Friday 26 th May to Friday 3 rd June 2022	
INSET Days - School closed		Bank Holidays – School closed	
INSET 1	1 st September 2021	Xmas day	25 th December 2021
INSET 2	2 nd September 2021	Boxing day	26 th December 2021
INSET 3	3 rd September 2021	New Years day	1 st January 2022
INSET 4	11 th February 2022	Good Friday	15 th April 2022
INSET 5	27 th May 2022	Easter Monday	18 th April 2022
		May day	2 nd May 2022
		Whitsun	30 th May 2022

Assemblies and National Events, Assessment and Reporting, Special Lunches, Inset Days, Holidays

Autumn 1					
September 2021					
Notes	Mon	Tue	Wed	Thu	Fri
Week 0			1 INSET	2 INSET RWI/Safeguarding	3 INSET
Week 1 Immersion Week	6 Pupils start at 10am Headteacher's Welcome assembly	7 Support Staff Meeting	8	9	10 Send curriculum letters out Roald Dahl Day - assembly
Week 2 Interventions start - TBC	13	14 Year 1 Café 3:30	15 Year 2 Café 3:30 Yom Kippur Lunch?	16 Year 3 Café 3:30	17
Week 3 PDIs w/c 29 th - LT National Recycling Week	20	21 Year 4 Café 3:30	22 Year 5 Café 3:30	23 Year 6 Café 3:30 Secondary Transition	24
Week 4 PDIs W/C – 27 th Teachers PDIs W/C – 27 th Support staff	27	28 SEND Parent meeting	29	30	1

October 2021					
Week 5 The Big Draw month – lots of events ISP meetings	4	5	6	7 National Poetry day- Choice (Possible school competition) Photo Day - individual	8
Week 6 Year 3 Comparative Judgment- Writing	11 HEIP forms to be sent out	12 Steven Connors 1st visit - pm visit - 1:15pm - review year so far.	13 RWI Development Day Session 1 - ECT with facilitator.	14	15 Year 6 Assemblies- 2.30pm
Week 7 Bead Winners	18 Intervention Meeting	19 Academic Review Meetings- after school	20 Inclusion Meeting	21 Academic Review Meetings- after school	22 Harvest Assembly
Half Term	25	26	27	28	29

Autumn 2					
November 2021					
Week 1 Immersion Week- Black history focus Year 3 Comparative Judgment- Judging	1 Guy Fawkes Assembly Responsibility	2 EYFS/KS1 HEIP Support Staff Meeting	3 Diwali Lunch	4	5
Week 2 Year 5 Comparative Judgment- Writing	8 Remembrance Assembly- Tolerance/ Respect	9 KS2 HEIP	10	11	12 Children in Need- Kindness/Determination Family Fun Day (exc Nursery) Year 3 Comparative Judgment- Results
Week 3 Anti-Bullying week	15	16	17 Flu Vaccinations	18	19 Year 3 Assemblies - 2:30pm
Week 4 Year 5 Comparative Judgment- Judging	22	23 SEND parent meeting	24	25	26

December 2021					
Week 5 Assessment week	29	30	1	2	3 Data grids due Year 5 Comparative Judgment- Results
Week 6 PPMs Gap analysis	6 Data drop	7	8	9 Reception Nativity 9:30 and 2:30 LH (Upper Hall out of use)	10 Data book deadline Christmas Bazaar – Upper Hall
Week 7 Bead Winners	13 Nursery nativity 11am and 3pm – classrooms Intervention Meeting Bead Winners Staff meeting- Christmas fun	14 Year 2 Christmas Production 9:30 and 2:30 LH Carol Concert- 4pm DH	15 Nursery staff finish at 11am and start at 1pm Christmas Lunch Inclusion Meeting	16 Parties and Santa pm PM nursery last day	17 Christmas Assembly Last Day finish at 2pm Staff Christmas Do
Christmas Holiday	20	21	22	23	24
	27	28	29	30	31

Spring 1					
January 2022					
Week 1 Immersion Week	3	4 Pupils start at 10am-	5 am Nursery return Support Staff Meeting	6	7
Week 2 Year 1 Comparative Judgment- Writing	10	11 Year 2 SATs Parents meeting- UH 3:30	12 Year 1 Phonic Parents meeting- UH 3:30	13 Year 6 SATs Parents meeting- UH 3:30	14 Send Curriculum letters out
Week 3 PDIs w/c 20 th - LT Year 4 Comparative Judgment- Writing	17	18 Year 4 MTC Parents meeting- UH 3:30	19	20	21
Week 4 PDIs w/c 27 th - LT Year 1 Comparative Judgment- Judging	24 Holocaust Memorial Day Assembly- (Tolerance /Respect)	25	26	27 Holocaust Memorial Day	28

February 2022					
Week 5 ISP meetings Year 4 Comparative Judgment- Judging	31	1 Chinese New Year Lunch	2	3	4 Year 1 Comparative Judgment- Results
Week 6 PDIs w/c 3rd – Support Staff HEIP Letters to be sent out to class teachers	7 Intervention Meeting Safer Internet Assembly Day	8 Safer Internet Day	9 Spring Disco Inclusion Meeting	10 Year 1 assemblies- 2:30pm Finish for half term	11 INSET Year 4 Comparative Judgment- Results
Half Term	14	15	16	17	18

Spring 2					
February 2022					
Week 1 Immersion Week Year 2 Comparative Judgment- Writing	21	22 Support Staff Meeting	23	24	25

Week 5 PPMs Gap Analysis	21 Data input	22	23	24	25 Data Book deadline Year 6 Comparative Judgment- Results Year 4 assemblies- 2:30pm
Week 6	28 Intervention Meeting	29 Parent Consultations 3:30-5:30	30 Nursery Easter Bonnet Parade	31 Final Nursery PM Parent Consultations 3:30-7:30	1 Easter Assembly Pupils finish 2pm

April 2022					
Easter Holiday Ramadan Begins - Sun 3rd	4	5	6	7	8
	11	12	13	14	15 Good Friday

Summer 1					
April 2022					
Week 1 Immersion Week	18 Bank Holiday	19 Pupils start at 10am Support Staff Meeting	20 AM Nursery Start	21	22 Send Curriculum Letters out
Week 2 St Georges Day(Sat 23rd) British Values week - Focusing on Magna Carta	25	26	27	28 Reception Class assembly – Red Oak 9:30 LH	29 St George’s Day Lunch

May 2022					
Week 3 Ramadan Ends 1st May – Eid in half term?	2 Bank Holiday	3	4 Eid lunch	5 Year 5 class assemblies- Cedar/ Hazel 2:30	6 Year 5 class assembly- Willow 9:15
Week 4 KS2 SATs week	9	10	11	12	13
Week 5 KS1 SATs week	16	17 SEND parent meeting	18	19	20
Week 6 ISP meetings	23	24	25	26 School finish for half term	27 INSET - report writing day (Deadline- 20th June)

June 2022					
Half Term	30	31	1	2	3

Summer 2					
June 2022					
Week 1 Immersion week	6	7 EYFS/KS1 HEIP Support Staff Meeting	8 KS2 HEIP	9	10 Class Photos
Week 2 School journey? Phonics Screening Week Year 4- MTC’s	13	14	15	16	17
Week 3	20 Staff meeting- Proof-reading Reports	21 Nursery Welcome Talks 4:00 UH	22 Reception Welcome Talks 4:00 UH	23	24
Week 4 Assessment Week	27	28 Sports Day KS2 am	29 Sports Day Rec & KS1 am	30 Family leaders off site report writing	1 Data grids due

July 2022					
Week 5 PPMs Gap Analysis	4 Data Input	5	6	7	8 Data book Deadline
Week 6 PDIs – teachers & support	11 Intervention Meeting Staff meeting class handover	12	13 9:00 Welcome to new Year 1 parents	14	15 Reports go out Nursery Pupils Finish for Home Visit Summer Picnic 2:00-4:00
Week 7	18 Meet the teacher (11am) Exhibition 3:30-4:30 in Dining hall	19	20 Year 6 Production- Parents welcome 2pm & 6pm	21 Year 6 BBQ and Disco	22 Year 6 Leavers Assembly – to parents 1:45pm Last Day 2pm Finish Staff Summer do

Honilands Safeguarding Concern Form



Full Name of Child:	Date of Birth	Male/Female	Class:
Today's Date	Time:	Name of staff member completing form:	Job Title

Please record any safeguarding incident/signs that are giving you concern. What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses Please be very specific.

Signature
Date

Please inform James Irvine, Sue Moore, Angie Masisary or Shirin Masud immediately that you have completed this form. If the Safeguarding Leader is not in school today, please pass it to another Senior Leader to judge its urgency and sign off action taken.

Action taken by _____:

-
-
-
-
-
-
-

Previous incidents logged on this family: YES/NO (please circle)
Parents informed? YES/NO (please circle)

Signed
Date

Monitored by Headteacher

Signed
Date

Body Maps should be used to document and illustrate visible signs of harm and physical injuries. Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

***At no time should an individual teacher/member of staff or school take photographic evidence of any injuries or marks to a child's person, the body map below should be used.**

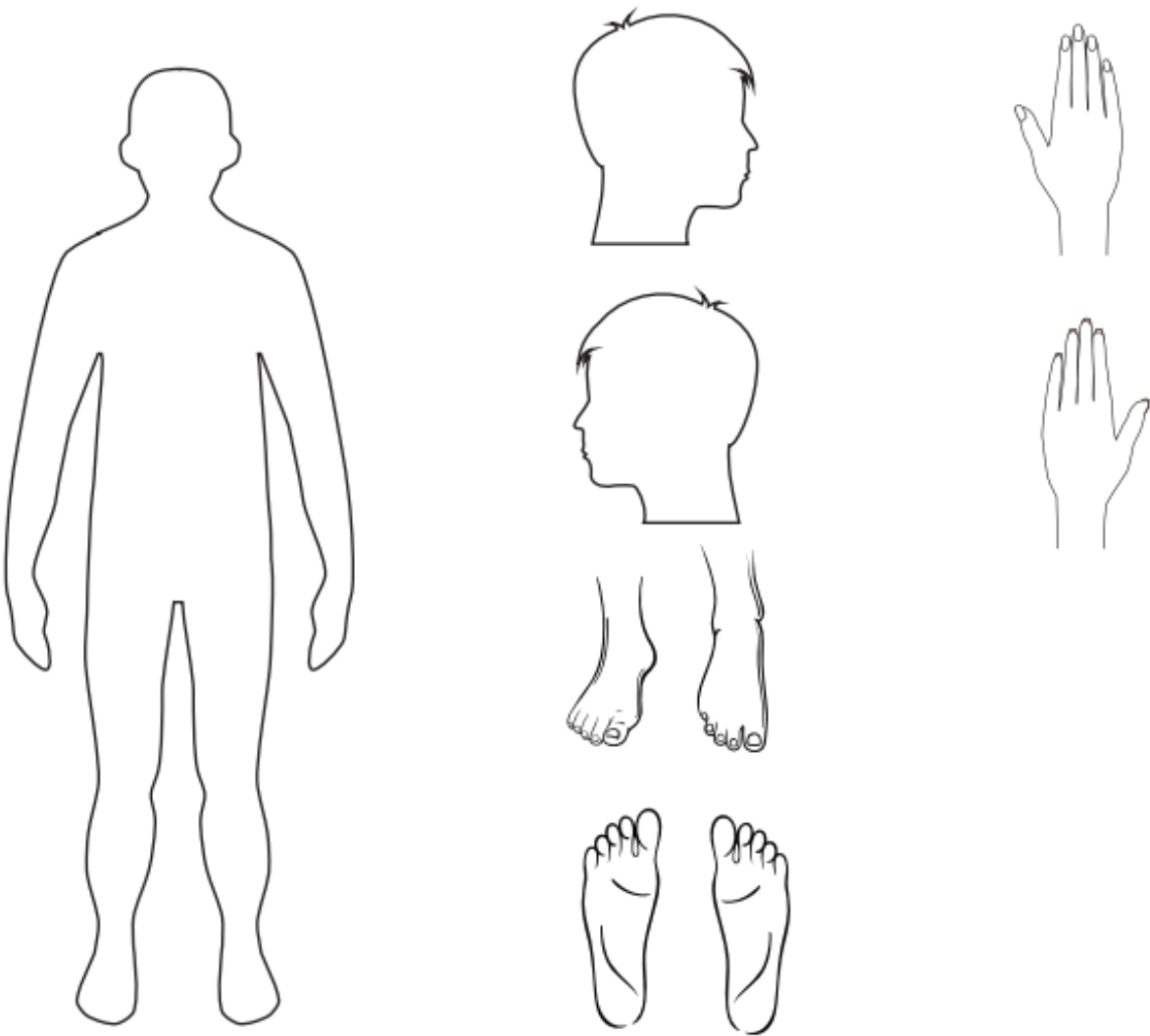
BODYMAP

(This must be completed at time of observation)

Name of Pupil: _____ Date of Birth: _____

Name of Staff: _____ Job title: _____

Date and time of observation: _____



Please refer to Staff Absence Policy of Staff Planner

Name:	
First Day of Absence:	Last Day of Absence
Return on:	Number of days absent:
Reason for Absence:	
Signature:	Date:
Authorised by:	
Headteacher/Chair of Governors/Line Manager	Date:
Paid/Unpaid	

Name : _____ Date/s of absence _____

Signed: _____ (Line Manager)

ABSENCE RETURNS\LEAVE OF ABSENCE FORM(Revised for Sept 19).doc

Class:	Time: Morning lessons / Morning Play / Lunch play / Afternoon lessons Other:
Name of pupil:	Location: Classroom / Playground / Corridors / Dining Hall Other:
Incident Date:	Completed by: (Initial. Surname)

Incident Type	Please tick all relevant boxes and complete all factual details.
---------------	--

*Bullying	Theft	
Drug and alcohol related	Abuse against adult (verbal/ threatening)	
Persistent disruption	Abuse against pupil (verbal/ threatening)	
Damage	3+ Time outs p/w	
Physical assault against adult	Disregard for H&S	
Physical assault against pupil	Not following instructions	
*Racism- Write ethnicity of perpetrator and victim below	Defiant or disrespectful	
Sexualised misconduct	Leaving an area/school without consent	

Other (give details)

Details Please write details of incident including identifiable trigger(s). When complete, hand to Family Leader

Any other information:

Consequence given: *Please tick all relevant boxes and complete all factual details.*

Time out	Referred to LM (send info to PWBL)	
Missing play	Orange Card (send info to PWBL)	
Parents informed	Fixed term exclusion (send info to PWBL)	
Structured play	Permanent Exclusion (send info to PWBL)	
Loss of privilege (college/trip etc)	Requires additional relevant report	

Other- please give details

If physical intervention used please fill out 'Physical Intervention Form' and attach.

Please hand to your **Family Leader**

Parent Comments:



*Family Leader must refer to DHT



Educational Visits Benefit-Risk Analysis

This form must be completed and a copy given to Alison in the office.

Pre-departure checklist

To Do	Date & Initial when done
Ask DHT to put date in diary	
Complete Costing sheet (on next page) <i>Please see Ralph when costing – there may be funding to subsidise the trip</i>	
Tell Alison so that she can make bookings including Public Transport (minimum 2 weeks needed)	
Write letter to parents (use template) and give copy to the office Please ensure letter is proof read by Leader of Learning or Family Leader	
Liaise with Learning Mentor Team for support with high profile children	
Liaise with Nuala/Alison/Hazel re TA/LSA support	
Complete the Benefit- Risk Analysis below	
Liaise with Diana re medical needs	
Record medical needs of individuals onto risk assessment. Copy care plans to take with you.	
On day of departure collect medication and hi vis jackets from Diana	
Pupils to carry their own inhalers during the trip (please collect in at the end) and Epi-pens to be carried by first aider	
Brief accompanying adults, where necessary, with additional information on behavioural and medical needs, routes and times etc.	
Tell all accompanying adults who the first aider is.	
All parent volunteers must sign the Parent Volunteer Disclaimer (below)	
Group leader to collect school mobile from office and give parent volunteers school mobile number	
See Alison so that trip details can be inputted into Evolve (Enfield on line visit website)	

The rest of the associated documents can be found on the **GDrive: Curriculum Staff > Classroom Resources**

Diary Request Form

booking an event, inviting in a visitor or planning a trip

Date(s) being requested:

Please check the school diary first

Who is it for (approx. number of pupils/adults – which year group):

Are there any costs?

Reason (how is trip/visit/visitor linked to the curriculum):

Will cover/additional adults be needed?

This date will be: Possible _____ Not Possible _____

Please check the school diary and hand a paper copy to the Deputy Headteacher to be agreed.

Once this form form has been agreed and then needs to be passed to the office manager

6 Monday		Due	✓ Done
SUBJECT			
REMINDER			
7 Tuesday		Due	✓ Done
SUBJECT			
REMINDER			
8 Wednesday		Due	✓ Done
SUBJECT			
REMINDER			

9 Thursday		Due	✓ Done		
SUBJECT					
REMINDER					
10 Friday		Due	✓ Done		
SUBJECT					
REMINDER					
11 Saturday	Due	✓ Done	12 Sunday	Due	✓ Done

13 Monday

Due

✓
Done

SUBJECT

REMINDER

14 Tuesday

Due

✓
Done

SUBJECT

REMINDER

15 Wednesday

Due

✓
Done

SUBJECT

REMINDER

16 Thursday

Due

✓
Done

SUBJECT

REMINDER

17 Friday

Due

✓
Done

SUBJECT

REMINDER

18 Saturday

Due

✓
Done

19 Sunday

Due

✓
Done

20 Monday

Due

✓
Done

SUBJECT

REMINDER

21 Tuesday

Due

✓
Done

SUBJECT

REMINDER

22 Wednesday

Due

✓
Done

SUBJECT

REMINDER

23 Thursday

Due

✓
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How to find us



Key School contact details

School Address:

Honilands Primary School
Lovell Road
Enfield
EN1 4RE

Telephone No:

01992 701 012

Email:

office@honilands.enfield.sch.uk

Headteacher:

Nuala McNeely

Chair of Governors:

Nicholas Turner

