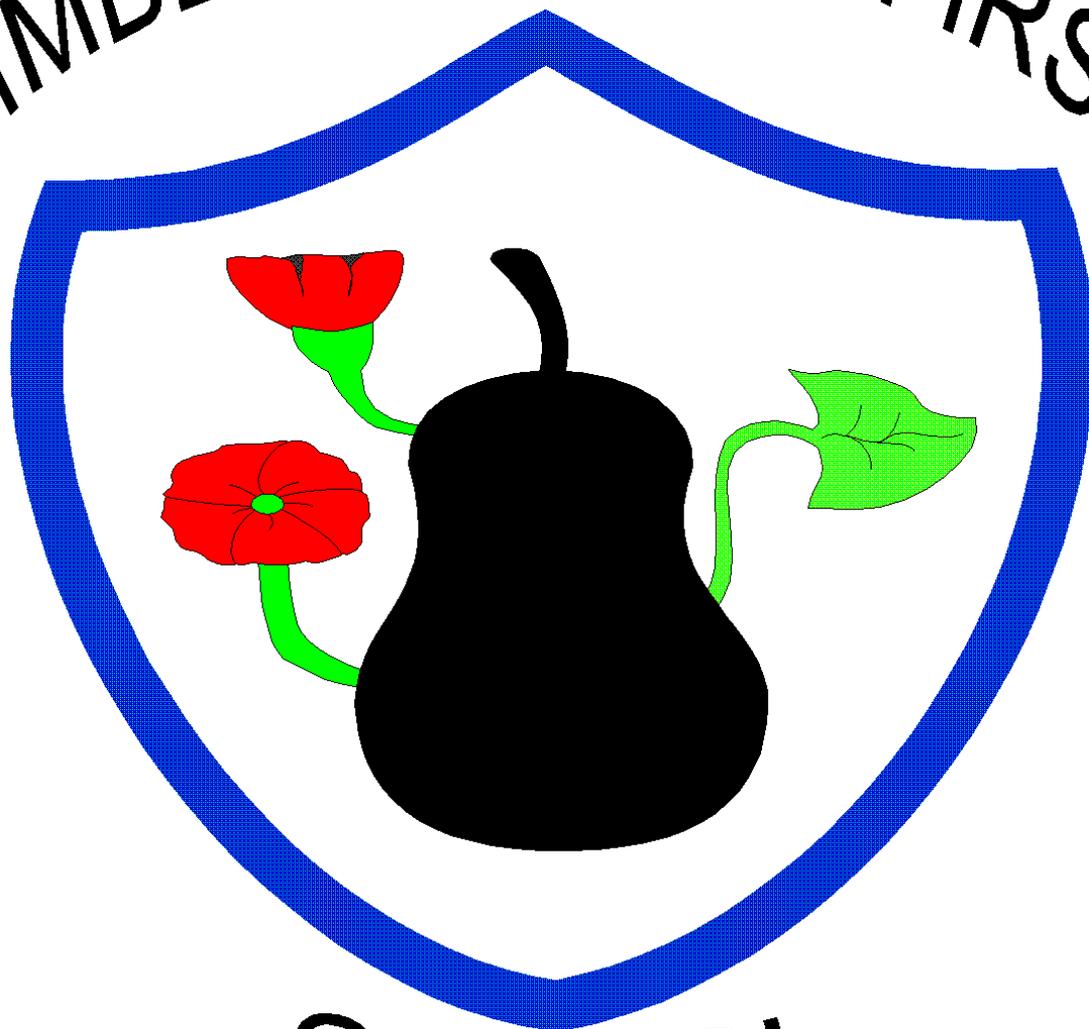


HIMBLETON C of E FIRST



SCHOOL

&

NURSERY

Worcestershire Local Authority
County Education Office
County Hall
Worcester
WR5 2NP

Telephone: 01905 763763

Executive Headteacher: Stephen Payne
Chair of Governors: Mike Gee

Himbleton Church of England First and Nursery School
&
Neight Hill
Himbleton
Nr Droitwich
Worcestershire
WR9 7LE

Telephone: 01905 391231

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Website: www.himbleton.worcs.sch.uk



HIMBLETON CHURCH OF ENGLAND FIRST SCHOOL & NURSERY

Himbleton Church of England First School was built by the Church of England Authorities in 1873 to provide educational facilities for children of the parish. Following recent extensive refurbishment, the school flourishes today as a First School for 4 – 9 year old children and is controlled by the Local Authority, offering places for 70 pupils. It provides for a designated catchment area but it can accommodate pupils from outside the area subject to permission being granted from the L.A.

In 2016 the Early Years provision was extended. Nursery caters for 3 year olds and was introduced, offering a seamless transition into mainstream school life. Children can join from the term after their third birthday and can attend up to 10 sessions each week. Government funding of 15hours/week or 30 hours (subject to parental qualification) is available.

Education takes place within a tradition of Christian values. During our SIAS Inspection in April 2011 the school was judged as being 'outstanding' not only in the teaching of Religious Education, and Collective Worship, but also in the day-to-day life of the school.

We were also commended for 'the Christian Ethos that pervades every aspect of school life and offers a 'gateway to religious understanding that underpins Christian values.' The inspector concluded that 'Himbleton is a Christian school in the very best sense' with 'a caring ethos that pervades the school where relationships are excellent and every child feels 'special' and where 'children feel safe, secure and acknowledged in an environment where childhood is celebrated and where everyone is valued'.

STAFF

Mr S Payne	Executive Head Teacher (Collaboration)
Mrs R Chatterton	Head of School – Teaching Learning & Assessment (Collaboration)
Miss N Rushton	Head of School – Pastoral & Inclusion (Collaboration)
Mrs S Wallis	Lead Teacher – Himbleton (EYFS)
Mrs P White	Teacher (KS1)
Mrs S Hedges	Teacher (KS2)
Mrs N Hampton	Teacher (PPA)
Mrs H Hodgson	Secretary
Mrs A Ford	Teaching Assistant & After School Care Play Leader
Mrs U K Griffiths	Teaching Assistant and lead on First Aid
Miss S Woodward	Teaching Assistant
Miss E Jones	After School Care Assistant
Mrs J Gibbs	After School Care Play Leader
Mrs E Middleton	Cleaner
Vacancy	Caretaker

GOVERNORS

Mr M Gee	Chair / Foundation Governor
Mr S Payne	Staff ex-officio
Mrs A Green	Foundation Governor
Mr D Snow	Parent Governor
Mrs S Plummer	Deputy Chair / Local Authority
Mr E Jenkinson	Co-Opted Governor
Vacancy	Parent Governor
Mrs C Johnston	Co-opted Governor
Mrs S Wallis	Staff Governor
Mr M Roberts	Associate member
Mr S Marklew	Clerk

Welcome to our School's Prospectus that we hope you will find both useful and informative.

It is our belief that in order for children to work to their full potential it is essential that they feel happy, safe and secure. Our recent Inspection Reports noted that:

You have set out a clear plan to improve the school to 'outstanding' over the next three years. The staff and governors share this ambition and there is a tangible focus on continuous improvement. Your school development plan is sharp and precise and provides a detailed pathway for leaders and governors to follow. There is a sense of urgency about the pace of improvement.

OfSTED June 2016

At Himbleton School & Nursery we operate very much as a family. Every teacher knows and treats each child as an individual. Also the children, from the youngest to the oldest, interact with each other during play times, worship and lessons when the whole School can join together to make music or have fun utilising our attractive rural school grounds.

The strong commitment of the headteacher, staff and governors to the development of the school's Christian character ensures that it is making an increased impact on pupils' learning as well as on their spiritual development

Through a growing embedding of Christian values, the school embraces inclusivity, which ensures that all members of the school community feel safe and able to share their views and ideas

Staff and governors who work tirelessly to ensure that each child flourishes, with the result that each child is cherished on an individual basis, as a unique child of God

There is a strong relationship with the vicar and local church community, who provide support and are central to the work of the school SIAMS May 2016

Once your child has started their education with us you can be assured that they will have our total commitment from their first day and the settling in period right through to the day that they move on. Our Staff commits a great deal of time and expertise to ensure a smooth transfer to Middle School.

The only way to truly appreciate the environment and ambience of Himbleton School & Nursery is by a personal visit. Mr Payne and his staff are happy to welcome visitors to the School or Nursery where you can expect a warm response from the children at any time.

The Governing Body

SCHOOL ADMISSIONS POLICY: WORCESTERSHIRE

Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools is available to view online at

www.worcestershire.gov.uk/schooladmissions

A copy of the book is also available to view in Schools, Libraries and at your Local Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school.

You are advised to read the book prior to making an application.

The information below briefly explains:

How to apply for a school place in the normal round of admissions 2019/20

The parents of ALL pupils resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, seeking a place at any First/Primary or Middle School, including any Academy, Foundation or Voluntary Aided Schools, and any School outside Worcestershire, must complete a Worcestershire LA Common Application Form (PA1) by the closing date 15th January 2019.

Applications can be made online from 1st September 2018 up until the closing date, 15th January 2019 by visiting www.worcestershire.gov.uk/schooladmissions

If you do not have access to the internet Application Forms are available from the School, Local Worcestershire Hub or by request on Tel no: 01905 822700

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the "home" LA. (The "home" LA is defined as the Local Authority relevant to the Child's home address). The "home" LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.

When are decisions made?

For pupils resident in Worcestershire, the school offer notification date is 16th April 2019.

They will be sent direct to parents, by the Pupil Admissions and Transfers Section, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places.

The offer letter will include an acceptance/decline slip which must be returned by the date specified in the offer letter.

For pupils not resident in Worcestershire, the offer or refusal letters will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

NURSERY ADMISSIONS POLICY:

Children can be admitted to Nursery after their third birthday and Government funding is available from the term after their third birthday.

Please contact the school office for an information pack.

THE SCHOOL DAY

	Nursery	Reception & KS1	KS2
Morning Session	8.45am – 11.45am	9:00am - 12:00 noon	9:00am –12.20pm
Morning Break	10.30am - 10.45am	10.30am - 10.45am	10.30am - 10.45am
Afternoon Session	11.45am – 2.45pm	1:00pm - 3:00pm	1:00pm- 3:00pm

Supervision of the children begins from 8:45 am and for their own safety children should not arrive before this time. At the end of the day, the children will be seen safely onto the playground where they should be met by a parent/guardian.

WRAP AROUND CARE

Breakfast Club is available from 8am every day. A drink and toast or cereal are provided. Places should be pre-booked and cost £3/session. Fees are invoiced monthly

After School Care is available Monday – Friday until 6pm for school and nursery children.. Children are provided with a drink and snack and have a fun and relaxing time. Fees are invoiced monthly for the hours of care received. Charges are £4.50/hour or £11 for the whole after school session. Booking is advisable, although ad-hoc places are sometimes available. Full details, including booking & availability are available from Mrs Hodgson in the school office

THE SCHOOL OFFICE

Mrs Hodgson, our secretary, is available in the school office:

8:30am – 1pm & 1:30pm – 4pm

Monday, Tuesday, Thursday & Friday.

SCHOOL ORGANISATION

The children are taught in three classes.

EYFS	Nursery & Reception	- Mrs Wallis
Key Stage One	Years 1 & 2	- Mrs White
Key Stage Two	Years 3 & 4	- Mrs Hedges

As part-time teacher Mrs Hampton teaches throughout the school

AIMS

At Himbleton, we believe that our children are entitled to the very best education we can provide.

The school & nursery always endeavours to create a happy, hardworking family atmosphere, where children work with enthusiasm and independence.

Through commitment and professionalism, we aim to provide a broad, balanced curriculum that meets the needs of individuals and provides opportunities for everyone to achieve their personal best.

DISCIPLINE

We expect high standards of behaviour from all children. Good manners and consideration for others are always expected. Parents are informed if their child's behaviour does not meet these standards.

CURRICULUM

The curriculum at Himbleton Church of England First School & Nursery not only caters for the children's intellectual growth, but also for their emotional and physical development.

Great importance is placed on the development of the core subjects, especially English and Mathematics, which we consider to be the foundations of all learning. The quality of the curriculum was judged to be outstanding and innovative in our last inspection. Curriculum areas are taught in a cross-curricular way with staff and children planning each topic together. It is frequently supported by visits and visitors, and is practical with lots of hands on experience.

Children enter our school & nursery with varying abilities and needs and to ensure appropriate provision is given to all we plan using 'The Early Years Foundation Stage' DfE, 2013 alongside the programmes of study for the National Curriculum 2014.

Curriculum evenings are held so parents are kept up to date with current practice.

THE FOUNDATION CURRICULUM

The foundation stage curriculum is organised into seven areas of learning and provides a framework for the Early Years curriculum. They are:

- Communication & Language
- Physical Development
- Personal Social & Emotional Development
- Literacy
- Mathematics
- Understanding the world
- Expressive Arts & Design

Each area of learning identifies 'stepping stones' of progress towards a series of early learning goals. These 'stepping stones' identify developing knowledge, skills, understanding and attitudes that children need if they are to achieve these early learning goals by the end of the foundation stage.

As teachers we recognise that by the end of the foundation stage some of our children will have exceeded the goals. At the same time other children will be working towards some or all of the goals.

NEW NATIONAL CURRICULUM

The children at Himbleton School follow the New National Curriculum 2014 with consists of:

English, Mathematics, Science, Computing, History, Geography, Music, Art, Design and Technology, French, Personal Social Health and Economic Education (PSHE) and Physical Education (P.E.).

Religious Education is taught throughout the school.

The New National Curriculum provides guidelines, which focus on the learning the children cover based on the skills and understanding children need at appropriate stages of development. These, along with our own School Policies, are available in school on request.

ASSESSMENT

All children's work is continually assessed and monitored by the Class Teacher and records are kept in school.

At the end of each academic year details of each child's development and achievement in relation to the Foundation Stage and National Curriculum subjects is reported to parents in a written report. There is also an opportunity to discuss the contents with the Class Teacher.

Any concerns about your child's education should be raised with the Class Teacher or Executive Head Teacher in the first instance and then, if necessary, a Parent Governor Representative.

During your child's first term, you will be invited to discuss how your child has settled in with the teacher.

Whilst at Himbleton First School your child will be formally assessed at various times. A reception baseline assessment will be used to assess children on their entry into school and will be used to monitor the progress made in Reception. Other baseline & ongoing assessment tools are used throughout their time at Himbleton.

All children in Year 1 take the Phonics Screening Check in the Summer Term.

Also, during the school year in which children have their seventh birthday (Year 2) all children complete the Key Stage 1 Standard Assessment Tasks (SATs) and are teacher assessed in the core subjects: English, Mathematics and Science. Parents of children in this year group are sent a copy of their child's results.



SPECIAL NEEDS AND DISABILITIES

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

At Himbleton School & Nursery we believe all the children are special and have their own special needs and as such extra provision is for children who are not reaching their potential in spite of exposure to all normal classroom experiences.

It is recognised that any child may experience difficulties in school at some stage and close monitoring and sensitive action by the Class Teacher will be sufficient to remedy the difficulty. Special needs may be social, emotional, physical, intellectual or sensory.

At Himbleton School & Nursery we believe that early identification of a special need is vitally important. The earlier action is taken, the more responsive the child is likely to be. For the majority of our children, special educational provision is made by the Class Teacher as part of the normal classroom routine. One to one or group interventions can take place within the classroom, either by the teacher or another adult working under the supervision of the Class Teacher.

Regular pupil progress meetings take place within school. This is another opportunity for staff to identify children who would benefit from additional support. A programme of learning is then put in place which is delivered by a member staff either one-to-one or in a small group.

The designated Inclusion Leader with responsibility for Special Educational Needs and Disabilities Co-ordinator at Himbleton School & Nursery is Miss N Rushton She has responsibility for the day-to-day operation of the policy and the co-ordination of provision. The Governing Body has appointed the Pupil Support Committee with the direct responsibility for Special Educational Needs provision. Our school offer is published on our website and matches the Local Offer published by County.

SAFEGUARDING CHILDREN

Our school is committed to safeguarding and promoting the welfare of our children and expect all staff and volunteers to share in this commitment. All adults, paid or voluntary, working regularly with our children have been cleared by the Criminal Records Bureau. We have a Safeguarding Policy outlining procedures in place and a copy is available on request or can be viewed on the our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our children are discussed with parents/carers first, unless we have reason to believe that such an action would be contrary to the child's welfare.

It is also vitally important that our children are aware of their own personal safety and welfare and able to recognise a 'problem' and where to get help and support. Much of this is integrated into day to day life of the school including Collective Worship and PSHE but more focussed sessions take place when needed eg e-safety.

PHYSICAL EDUCATION

At Himbleton School we believe that P.E. has an important role to play in the development of the whole child. As well as acquiring physical skills P.E. provides opportunities to meet the personal and social needs of the growing child.

Our children are encouraged to participate in a range of activities, which are necessary for a healthy lifestyle. At the same time we endeavour to develop a positive attitude towards physical activities to enable all children to participate with confidence and enjoyment. Children also take part in School and Avonbrook Cluster Sports Events & Competitions

We have excellent facilities for outdoor P.E., which includes a playground, an adventure playground, a large field, and the use of the adjacent Himbleton Cricket Club all weather strip. In addition, especially during the winter months, we sometimes use the village hall for indoor P.E. The government also supply specific funding, which is reported upon annually on our website.

GAMES: The children initially develop and practise a range of skills that prepare them for participation in simple competitive games e.g. Soft Ball, Kwik Cricket, Rounders, Football and Tag Rugby. These skills will then enable our children to play full team games in the future.

GYMNASTICS: The facilities we have for gymnastics are limiting, however it is our ambition that in time we will have our own school hall. At present we make use of the village hall and the adventure playground to undertake gymnastic activities.

DANCE: The children have opportunities to express feelings, moods and ideas through the medium of dance. Whilst at Himbleton they participate in various dance forms, including Country Dancing. Once again we make use of the village hall, the larger classroom or weather permitting we dance outdoors.

YOGA: The benefits of yoga are well recognised. It is a nurturing and fun way for children to develop body awareness and learn tools to keep them calm present and happy. At Himbleton yoga is taught regularly throughout the school and nursery and also may also be offered as an after school activity too.

ATHLETICS: Through the development of basic techniques in walking, running, jumping and throwing, the children progress to organised athletic activities. Older children may participate in award schemes promoted by the South of England Athletic Association.

OUTDOOR & ADVENTUROUS ACTIVITIES: Our adventure playground, including a climbing wall, covers an extensive area and provides challenges of physical and problem solving nature. Also our children are able to perform outdoor and adventurous activities in different environments around the school e.g. orienteering and walking. A biennial weekend camp is held in the school grounds for Key Stage 2 children.

SWIMMING: Children in KS2, swim during the Autumn term and children in KS1 swim during the Spring term & EYFS swim during the Summer term at the Perdiswell Pool in Worcester. They are taught according to the County Guidelines.

Swimming takes place on Fridays and each child needs a swimsuit and towel in a plastic type bag. Please ensure all items are named. If your child needs to wear goggles a safe choice of goggles must be used, please discuss this with our PE co-ordinator. In addition, a consent form must be completed.

'FOREST ACTIVITIES'

Our outdoor environment is very important to us as a school. It is an invaluable resource that we use on a daily basis for play and learning. We have developed our own 'Forest Activities' site and use it to explore and experience the natural world through practical activities. Children go out in all weathers, all year round, exploring and learning from the seasons and environment changes.

'Forest Activities' is about using the outdoors to promote confidence, self-esteem and independence. At Himbleton we are passionate about developing the whole child, not just their academic ability. The benefits of 'Forest Activities' to the children are many. Confidence, behaviour, concentration, independence, social, emotional and physical skills are all developed with positive effects on all areas of the child's life and learning.

EDUCATIONAL VISITS

We regard educational visits as playing a highly important role in enhancing the education of the children, and several such visits are organised each year, both locally and further afield.

Children are only taken off the school premises with parental permission. You will always receive separate information in advance of an activity taking place. A consent slip will be included. It is important that this is returned to school, as soon as possible, to enable your child to take part.

AFTER SCHOOL ACTIVITIES

At some time during your child's time at Himbleton, an invitation may be made to stay after school for certain activities. Parents must sign a consent slip before the child will be allowed to stay. Clubs usually run in 5 week blocks and the activities vary throughout the year. Examples include FizzPop Science, DefenceLab, football, yoga, computing, choir, cooking, art, kitchen science.

HOMEWORK

At Himbleton School we appreciate how important the links between home and school are and the need for us to work together to ensure a good education for the children. Our approach to homework varies throughout the school according to the age of the child. Much emphasis is placed upon learning to read and we seek your active support. All children take a book home daily in their 'book bag'. The school expects that parents will read a book with their child every day and record their experience in the accompanying record book.

Children in all year groups are encouraged to participate in homework activities as we believe it is important that children begin to bring work home from a young age and that homework can encourage independent learning. This provides opportunities for children to take responsibility for organising their work. With parental support and encouragement, children can consolidate skills learned in the classroom, and also have fun together!

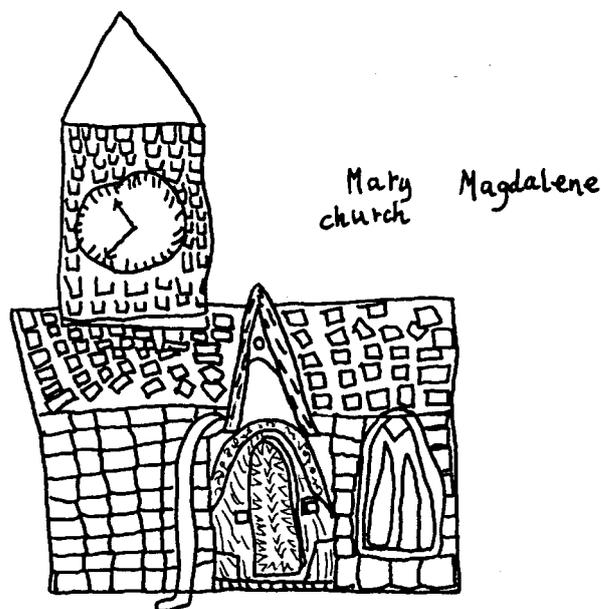
Full details can be found in our Homework Policy.

RELIGIOUS EDUCATION

As a Church School, we have close links with our local church, Saint Mary Magdalene, Himbleton.

Each day has a collective act of worship that is mainly or broadly Christian in character. The character and content of collective worship is determined by the governing body. We also encourage our children to not only develop respect for themselves, but for each other and different faiths.

The 'Agreed Syllabus for Religious Education in Worcestershire' is used alongside our own school policy that has been approved and adopted by the Governing Body.



A parent has the right, if they so wish, to withdraw their child from Religious Education. Such requests must be made in writing to the Head Teacher.

SEX EDUCATION

At Himbleton School sex education is seen as a part of health education and is taught through the Science curriculum and Personal, Social and Health Education. Although no specific sex education takes place in school, a sensible and sensitive approach is employed by the staff. Questions are answered with an emphasis placed on healthy lifestyles and caring attitudes.

Full details can be found in our Sex and Relationships Education Policy

THE NATIONAL CURRICULUM:

PARENTAL REQUESTS AND APPEALS

Parents may ask the Head Teacher to direct that their child is temporarily excepted from the National Curriculum. They may also ask that any existing directive be altered or withdrawn.

In the first instance, parents should discuss such a request with the Executive Head Teacher in an attempt to avoid any exception, but should this fail, then parents should put their request, together with their reasons for such a request, in writing to the Executive Head Teacher.

The Executive Head Teacher will respond to any such request within a month.

Where the Executive Head Teacher rejects a request for exception from the National Curriculum, then the parents will be informed and advised of their right of appeal.



INSURANCE

Children are not insured by the Education Authority against personal accidents. Personal accident insurance is arranged for children taking part in educational visits and the school will give advice about a policy, which is designed, specifically for school parties. The policy covers personal accident, loss of personal effects, medical expenses, and the cost to parents of visiting a child who may be detained in hospital away from home.

LIABILITY

The County Council and Governing Body accepts no responsibility for accidents or injury to children, or for the loss or damage of personal effects, unless the cause is negligence of the County Council or any member of its staff.



PARENT GOVERNORS

As you consider the choice of school for your child we would like to use this opportunity to explain the role of Parent Governors within our school.

Parent Governors are elected by parents of the school for a 4 year term of office. We are here to represent the views, aims and ambitions of parents in relation to their child's education and the school and to relay this information back to the Governing Body.

In common with the rest of the Governors our function is to help formulate and monitor overall policy within the school. Parents who feel they have concerns over the education of their own child should in the first instance raise the matter with the child's teacher or the Head Teacher. Should this fail to satisfy the concern then we are available to give advice and assistance.

We attempt to attend as many school functions as possible in order to make ourselves available to parents and we also try to be accessible in the playground at the start and end of the day, whenever we can. Should you wish to have a discussion in confidence please do not hesitate to contact us on the numbers at the beginning of the Prospectus.

Minutes of the Governors' Meeting are available for parents to read and arrangements can be made to see them by contacting the school.

Finally we would like to say that we are proud to serve on the Governing Body of our school and take very seriously the responsibility with which we have been entrusted.

UNIFORM

Children should wear uniform at all times.

Please ensure that all items of uniform and sports kit are clearly named.

GIRLS

Royal blue jumper (embroidered with emblem)

White shirt

Stuart Tartan kilt/pinafore

Red tie

White socks, navy or red tights

Black or dark coloured shoes

School cap

Summer Uniform

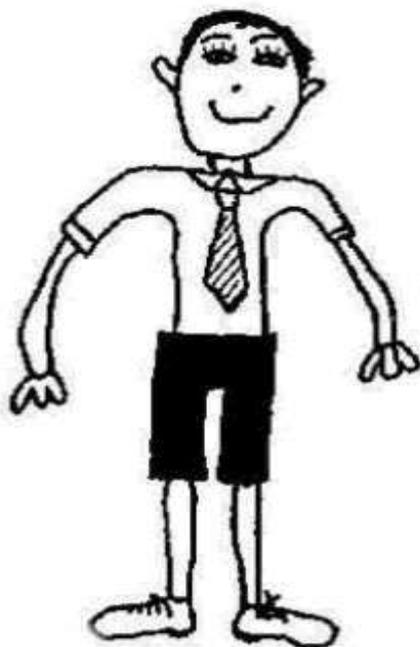
Red gingham dress

White socks

No jewellery

No open-toed sandals

or shoes with heels please



BOYS

Royal blue jumper (embroidered with emblem)

White shirt

Grey trousers or shorts

Red tie

Grey socks

Black or dark coloured shoes

School cap

Summer Uniform

Royal blue polo shirt (embroidered with emblem)

Grey shorts

P E Kit – Boys and Girls

Red T-shirt (embroidered with emblem), blue shorts, Pumps.

Girls need white socks if wearing tights.

Sweatshirt & jogging bottoms can be worn over PE kit during the winter.

All kit must be kept in a **named PE bag**.

School Fleece for Boys and Girls (Optional)

The Friends of Himbleton School hold some items of nearly new uniform at very little cost, please ask Mrs Hodgson for contact details

Uniform is available from Ace Essentials, Droitwich High Street

Or online from www.schooltrends.co.uk

Caps with the school badge can be purchased through the School.

Please ask for full details.

HEALTHY EATING

Healthy Eating is an integral part of our 'Personal, Social and Health Education' policy with the understanding that healthy eating is an important part of healthy living. Young children need a balanced diet. Our aim is to educate the children into becoming discriminate eaters, realising that all foods have a part to play in our diet. We work with health agencies teaching the children how to care for their bodies. Support is given by the school doctor and nurse, dentist, dietician and chiropodist.

WATER

All children need to drink fresh water regularly throughout the day in order to avoid dehydration and any risk of developing health problems. At Himbleton we recognise the importance of adequate fluid intake in improving mental performance and concentration and have introduced regular drinking times throughout the school day. This can be first thing in the morning and afternoon, after break, before games activities, or whenever the children need to refocus.

MID MORNING BREAK

The children can bring a snack for mid morning. Fruit is encouraged and we would ask you to prepare this at home. We also supply fruit for all children up to and including Year 2 under the free national fruit scheme.

Milk is also strongly encouraged and is available at a subsidised rate through an EEC scheme. Parents are able to purchase a third of a pint of milk for their children, which is consumed during morning break each day. Milk is free to children under fives. Milk is ordered and paid for online. Full details are available from Mrs Hodgson in the School Office.

HOT SCHOOL LUNCH

Our teaching assistants act as lunchtime supervisors and care for the children throughout the lunchtime break. They supervise the children indoors whilst eating and organise games and activities outside. A member of staff is also available at all times.

As part of the Government's Universal Free School Meal Scheme meals will be free for children in Reception and Years 1 and 2. Meals for children in Nursery, Years 3 and 4 can be purchased. Our lunch provider offers daily choices of hot meals, sandwiches and baguettes and can cater for individual dietary requirements. Further information including how to select and order meals, along with details of the on line payment system are available from Mrs Hodgson in the school office.

Children in Years 3 and 4 may be entitled to free school meals. This is determined by a net income scale that is operating nationally. As a general rule, children of parents in receipt of Job Seekers Allowance (Income Based) or Family Income Support may be entitled to Free School meals. An application form is available from school; this must be completed by parents.

HEALTH

Our school nurse visits school regularly to carry out height, weight and vision checks, and will always help if you have any problem with your child. The School Nursing Service also carries out routine audio screening. The School Nurse holds regular 'Drop In' sessions when she is available on the playground, however should you wish to have a chat with her at any other time, please see Mrs Hodgson who will pass your request on. Confidentiality will always be maintained.

MEDICINES

Whilst children are at school we have full care and responsibility for them. It is therefore vital that you inform the school of any instances when your child has needed medical attention eg asthma, allergies, constipation, urine infections etc. This may have been minor at the time but experience has shown us that there can be a reoccurrence and it is essential that we are aware of this and any treatment either current or in the past.

Occasionally, the need arises when a child needs medication during school hours. This can be arranged, but for the safety of our children, you must respect the following requests:

- Only **prescribed medication** will be accepted in school
- Medication must be **clearly named**
- Dosage, with times, must be **clearly written** on the bottle/container
- **A form must be completed** & accompany the medication giving permission for a responsible adult to administer it
- Medication must be delivered to and collected from **the office** at the beginning and end of the day **by an adult** (i.e. NOT a child)

A written record is kept of all medications administered in school.

HEAD LICE

Head lice are a perennial problem. Please regularly check your child's hair. Head lice prefer clean, healthy hair so do not be embarrassed if you do find evidence of them. Infected heads must be treated before the child returns to school and it is important that you let us know immediately if your child has been infected.

ABSENCE

If your child is unable to attend school for any reason, please let us know either by telephone or letter. This is important otherwise it is recorded as unauthorised absence on your child's annual report.. Attendance registers are taken at the start of each school day and all children need to be present to answer to their name. A late mark is entered if a child arrives after registration.

ARRIVING LATE / LEAVING EARLY

There may be times when your child arrives after the start of the school/nursery day or leaves before the end of the day. In order to know exactly who is on the premises it is essential that parents sign their children in/out accordingly. A book is available for this purpose in the school office.

ACCIDENTS

All teaching and non-teaching staff in contact with children during the school day have received First Aid training. Minor accidents are dealt with by the school and all 'head bumps' are reported in writing to parents.

In the case of a more serious accident, parents/guardians are notified immediately, and the appropriate help sought. It is therefore vital that parents give the School a telephone number at which they can be contacted in case of an emergency and that this number is updated as required. If it is essential that an emergency operation is required, in the absence of a parent, the school will sign the appropriate consent form.

'THE FRIENDS OF HIMBLETON SCHOOL'

As parents of a child at Himbleton School, you automatically become a member of the "Friends of Himbleton School". The School Friends Association includes staff, parents, Governors and other members of the community who support the School. The association serves to extend the relationship between the staff, parents and other associated with the school, through social and fund raising events.

The "Friends" is a fully constituted body of the National Confederation of Parent/Teacher Association.

Officers' details are published on the School Website

The Friends organise several events each year both social and fundraising, perhaps the best known being the Summer Fete which is always held on the last Saturday in June.

The aim of the Friends is to raise money for "extra" things such as school trips and visits and the Children's Christmas party etc. We also occasionally provide "extra" small equipment for the children to use in School.

The association is now a member of the NCPTA (National Confederation of Parent Teacher Association) and hold an AGM where a Committee is elected. We encourage all parents to become involved and hold regular meetings in school, to which everyone is welcome.

The Friends of Himbleton School look forward to meeting you at future events as your support for the Friends does help the School in making the time at Himbleton School happy and successful for all our children.

The 'Friends'