



**Dream Big, Aim High  
& Make a Difference**



# **Potley Hill Primary School Parent A – Z 2024 / 2025**

Dear Parents and Carers

At Potley Hill we have a dedicated Governing Body which works alongside the Head Teacher and his staff, not only to fulfil its statutory duties laid down by the government, but also to ensure that the school provides the highest possible standard of education. We strive to ensure that our children are given an excellent foundation on which to build their future education and their life in the community. Our motto is: “Dream Big, Aim High and Make a Difference”.



Enabling children to learn is at the centre of the school’s ethos and understanding the way children learn is very important. The staff work hard to ensure that new learning opportunities are constantly explored and that children feel safe and happy.

Seeking ways of raising standards in all areas of work and play is our driving force. We have an ongoing commitment to high-quality provision for all pupils and their successes are celebrated in all areas, whether these are academic, sporting, musical or dramatic.

We also put children’s wellbeing at the heart of all we do, building resilience and emotional health. Children are encouraged to be kind, empathetic and respectful, developing their social skills and tolerance of others.

Excellent behaviour is expected and attained through encouragement, reward and fair discipline. As a result, pupils demonstrate high standards of respect and courtesy towards each other, resulting in a very happy school.

The staff and governors would not be able to achieve all this without the participation of the parents, who come into school to help out and take part in the PTA’s fund-raising activities. And, of course, the pupils have their say through their own School Council.

If you are reading this Handbook on the school’s website, you will be aware of the many facets of this successful school that cannot be described here. If you are reading a hard copy, why not visit our website [www.potleyhill.hants.sch.uk](http://www.potleyhill.hants.sch.uk) to find out more.

Antje Neville - **Chair of Governor**

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## **Our School Vision:**

***“Dream Big, Aim High & Make a Difference”***

Our School Aims are centred around the following core elements;

### **Teaching and Learning – We fully utilise our resources to develop life-long learners**

- Promote positive learning behaviours in a range of stimulating environments which celebrate progress and resilience
- Appropriately pitched learning is accurately matched to the learning needs of pupils no matter what their starting point
- Continually develop highly skilled and reflective practitioners who refine their practice to positively impact on pupil progress
- Share and utilise expertise encouraging children to be leaders of their own learning

### **Community – We engage with and have an impact on the wider community**

- Visitors to school reflect the global community as well as the local community, with people representing all walks of life
- The day-to-day activities of local organisations become entwined with that of our school
- Pupils learn how both their behaviour and actions impact on the local and global community together with the natural environment

### **Inclusion – We effectively meet the individual needs of every pupil**

- Ensure all pupils can access all aspects of school through early identification and assessment of needs
- Adapt, amend and refine the curriculum and systems within school to ensure provision is appropriate for every pupil
- Provide relevant resources and support to meet individual identified needs

### **Health and Well-being – We support all children, staff and families to have a healthy mind and body**

- Educate children about health and well-being through the curriculum and a variety of supportive interventions
- Provide all stakeholders with a safe and supportive environment to discuss issues and concerns
- Offer opportunities to access early and intensive support from a range of professionals for a variety of needs.

### **Curriculum – We provide a diverse, challenging and engaging curriculum**

- Equip all pupils with the necessary language, literacy and number skills to communicate and express themselves effectively before moving on to the next stage of their learning journey and to act as a springboard to lifelong learning
- Promote creativity, while nurturing and supporting individual talents and interests
- Challenge children in all areas of learning to develop resilience and promote self-confidence
- Provide a range of stimulating, exciting and unique experiences, both inside and outside of the classroom, which enrich the lives of all pupils.

### **Staff – We enable all staff to feel valued and empowered to make a difference**

- Promote positive, supportive and respectful relationships between all colleagues
- Ensure a professional culture is created through effective dialogue and appropriate challenge

- Effective collaboration and communication ensure systems and procedures are as efficient as possible

## **Pupil Guarantee:**

Dear Children,

At Potley Hill we have designed our curriculum and wider opportunities to ensure you get the most out of your time at primary school. We will provide you and the other children with lots of exciting opportunities that will help you learn and grow; we want you to enjoy learning and for you to do well. We will do our very best to help you and all the children at Potley Hill to become successful learners and responsible citizens.

This Pupil Guarantee is the minimum you can expect during your time at Potley Hill.

From

Mr Ellis

(Head Teacher)

You will get the chance to:

1. Learn about a range of subjects and areas
2. Learn an instrument with specialist music teachers
3. Work with real authors or actors
4. Take part in themed and 'Wow' days
5. Learn how to keep yourself and others safe
6. Learn basic life skills including: cooking, swimming, cycling and road safety
7. Be able to access online learning opportunities
8. Watch a live theatre performance
9. Go on two residential visits across KS2
10. Work with specialist teachers for areas such as dance
11. Go on a range of visits to different places
12. Take part in lots of different after school clubs
13. Perform in plays, assemblies and shows
14. Take part in outdoor learning including mud kitchen and community garden
15. Represent the school in sport and other competitions
16. Learn about people who are the same and different from you
17. Celebrate key traditions and events that represent the makeup of our school community and the wider UK population e.g. Black History Month, Remembrance Sunday, religious festivals, bonfire night
18. Use up to date technology
19. Use a range of indoor and outdoor play equipment
20. Learn how to have a healthy mind and body
21. Learn how to become an economically active member of society e.g. computer coding, enterprise activities
22. Learn how to be a socially responsible citizen
23. Support the local and global community e.g. charity work
24. Socialise and learn with children from other schools
25. Get involved in school community events such as school fairs and shows
26. Receive support to further your outside interests and talents

## **Absence**

All absences must be reported by a parent or carer **before 9am** on the first day of absence, by email to [absence@potleyhill.hants.sch.uk](mailto:absence@potleyhill.hants.sch.uk) or by phoning the school office. This must be repeated daily until your child returns to school. The school has safeguarding procedures that come into effect if a child is absent from school and no contact with parents has been made, which will usually involve a home visit being made on the first morning of absence.

Alternatively you can report your child's absence via the school website:

<https://www.potleyhill.hants.sch.uk/report-an-absence/> on this page there is a form that parents/carers can use to inform us that their child will not be in school that day. The form collects the relevant information and sends a copy to the absence email address.

**Discretionary leave of absence may be granted in exceptional circumstances. Requests for time off school must be made to the Head Teacher on the appropriate form. Family holidays will no longer be authorised during term time and may be subject to a Penalty Notice fine (see 'Holidays in term-time' below).** However, the school should still be informed of these by completing the relevant request form, available from the school office or on the school website.

Should your child need to leave school during school hours, he/she should be collected by a parent or carer. A child will not be allowed to leave unaccompanied, or with others, unless notification has been received previously, from a custodial adult. In addition, children must be signed in or out at the school office by a member of staff.

A copy of our School Attendance Policy can be found on our website, (updated in line with government guidance in September 2024).

## **Admissions**

Hampshire's policy is to admit children in the academic year they are five.

Children who are 5 between 1 September and 31 December (inclusive) begin full time in September.

Children who are 5 between 1 January and 31 August (inclusive) may choose to begin part time or full time.

We admit children from a number of local nursery and playgroups. Every effort is made to make entry into this school smooth and happy. Induction visits start in the summer term. There is full liaison between our reception class teachers and the pre-school staff, including the sharing of professional expertise.

Our Admissions Policy can be found on our website.

## **Art Aprons**

All children will need to bring in their own named art apron at the start of each year – this can be an old shirt or loose t-shirt.

## **Assembly**

Each school day has an assembly and we hope that all children will take part in it. If any parents, on grounds of religious beliefs, wish their child not to attend assemblies, they are asked to notify the Head teacher in writing.

## **Assessment**

In the first 6 weeks of Reception, 'Baseline' assessments will be carried out and the outcome of these assessments will be shared with parents at the first parents evening. Throughout the Reception year, children are continually assessed in the prime and specific areas and we will let parents know whether or not they have met expected standards against each of the criteria at the end of the year.

As pupils move through the school their work is regularly assessed by the class teacher to determine next steps in teaching and to track progress each term in the core areas of reading, writing and maths. These termly assessments are used to plan subsequent teaching and interventions. End of Year 6 assessments are published and compared with National data.

### **Celebrating Success**

We have high expectations of our children's achievements, and reward and recognition play an important part in this.

Children earn Potley Points which contribute towards a pupil's own certificates but also the 'Team' they represent. Children are encouraged to bring in certificates, medals or badges earned outside of school so that their successes may be recognised and shared. Other certificates can also be earned for handwriting, reading and times tables success.

**Head Teacher awards** are awarded to one child from each class each term.

**Termly trophies** are awarded as follows:

Kaufman Cup – for citizenship and upholding the ethos of Potley Hill

Barrett Trophy – for outstanding progress

Bailey Cup – for reasoning

Fletcher Cups – for girls Maths and boys writing

Roedellington Cup – for children who give 100% effort

Clarke Cup – for raising environmental awareness

Wilson Cup – for kindness

We encourage high standards of social behaviour by enabling pupils to assume various positions of responsibility including: librarians, school councillors, play leaders, JRSOs and team captains.

At the end of Year 6 we have a **Leavers' Assembly** where a range of **achievement awards** are presented which recognise children's academic, sporting, artistic and social achievements.

### **Classroom Organisation**

The school is currently divided into 8 classes. We reduced to single form entry in September 2019 so currently have a higher number of children in our Year 6 cohort.

YR – 1 class

Y1 – 1 class

Y2 – 1 class

Y3 – 1 class

Y4 – 1 class

Y5 – 1 class

Y6 – 2 classes

All classes receive support from our Learning Support Assistants throughout the week.

### **Clubs**

The school offers a wide variety of after-school clubs for children in Years 1 to 6. These change on a termly basis. Teachers and Learning Support Assistants are involved in running clubs and outside organisations also provide additional opportunities, (there may be a charge for outside organisations). Parents are advised in advance of the clubs on offer so they can help their child select activities they will enjoy. Details of clubs running and how you can sign your child up to them are sent out at the beginning of each term.

### **Communications**

We use Arbor for the following communications to parents:



**Bulletins** are sent out every Friday to share school news, events and diary dates with you. This will be sent via email and copies can also be found on the school website.

**Emails** are used to for other letters, information and reminders between Bulletins.

**Telephone Calls** are used when we need to talk to parents directly and immediately.

**Twitter** is used to keep parents/carers informed of some of our curriculum activities and events.

**Seesaw (App)** is also used by teachers to regularly communicate with parents/carers and children. Everyday messages and information will appear here, as well as homework.

**BoomReader (App)** is used by parents to communicate their child's reading pattern to the class teacher.

**Tapestry (software program)** This is used in Year R only to share photos of the children engaged in their learning at school with parents, which provides evidence of their progress towards the Early Learning Goals. It also gives parents the opportunity to share with school things at home that their child can do in relation to their learning.

**Potley Hill Primary School Facebook Page** This is used to promote whole school events and successes from within our school community to people beyond our school community and is run by school staff.

Some year groups have a Facebook page set up to help parents/carers communicate with each other together with Whatspp groups, however these are run by parents and are not the responsibility of the school.

## Curriculum

We offer all children a curriculum which is broad, balanced and differentiated. We believe that children achieve their best in an atmosphere of encouragement, where they feel valued and their individual strengths are recognised and developed. We enable pupils to become self-reliant and self-motivated, showing respect and consideration for others and equip them with skills and attitudes which they will need for life-long learning.

In the Reception year the children follow The Early Years Framework, revised in 2021. For further information on the 7 prime areas covered see our EYFS Policy which can be found on our website

Information on the intent and implementation for each individual subject within our curriculum can be found on our website at <https://www.potleyhill.hants.sch.uk/curriculum/> as well as the Curriculum Maps for each year group.

## Discipline and Behaviour

At Potley Hill we believe that a positive approach to the management of behaviour promotes self-discipline and self-worth, thereby enabling our children to learn successfully and become responsible, reflective members of the school community. The following 6 School Rules and Values are in place:

<b>Our School Values are:</b>	<b>Our School Rules are:</b>
<b>Respect</b> <b>Resilience</b> <b>Kindness</b> <b>Creativity</b> <b>Teamwork</b> <b>Responsibility</b>	<b>Move calmly</b> <b>Listen carefully</b> <b>Speak politely</b> <b>Stay safe</b> <b>Be honest</b> <b>Act kindly</b>

Sanctions may be imposed upon children who break the rules and these would include loss of playtimes or privileges although wherever possible, a restorative approach is used to help children learn good behaviours. Our intention is to work collaboratively with parents to address any behaviour issues and to support children in developing key citizenship and social skills. Our focus on behaviour includes the support for children with social, emotional and mental health issues and pupil wellbeing is at the heart of everything we do.

A copy of both the school's Behaviour and Anti-bullying policies are also available on our website and we highly recommend that all parents/carers take the time to look at these policies in full.

### **Educational Visits**

Educational visits and off-site activities enrich the curriculum and add interest and relevance for the pupils. When arrangements are made for pupils to leave the school site to participate in activities elsewhere (e.g. for an educational visit) the pupil's parents will be given, in advance, details of the proposed arrangements. It is expected that all pupils take part in these educational visits since they are organised during the school day. The contributions requested will be voluntary as designated by Government legislation. However, without your financial support these visits cannot take place. Other activities which may need to be funded by parents include:

- Visiting theatre groups, musicians or authors
- Cooking, and design and technology projects

In cases of severe financial hardship, the school may be able to support individual children. Please speak to the Head teacher

### **Emergency School Closure**

Emergency School closures were, until recently, a very rare occurrence – usually due to extreme weather conditions or failure of key services such as heating, water or electricity. In these circumstances we aim to inform parents as quickly as possible by email, together with posting information on our website/advising Hampshire website and local radio. Please check on <http://www.hants.gov.uk/education/schoolclosures/>.

Planned part or full closures will be shared as soon as possible with parents/carers, explaining their reason and any guidance to follow.

### **Equal Opportunities/Disabled Access**



The school has been adapted to make access by disabled pupils and visitors easier. Entry can be made via two ramps. There is a disabled toilet.

The governing body is committed to equality for all in our dealings with staff, pupils, parents and visitors of the school. The governing body recognises the value of a diverse and inclusive school community. The governing body and Headteacher will operate at all times within the requirements of anti-discrimination legislation.

### **Food Technology**

We have a large, purpose-built food technology room and all pupils have regular opportunities to cook throughout the year as part of their Design and Technology Curriculum. When needed, pupils will be expected to bring in their own ingredients in order to take part in cooking sessions together with their own apron.

### **Governing Body**

The school governors have the general responsibility for the effective management of the school, acting within the framework of government legislation and Hampshire Local Authority policies. Detailed



decisions about the day to day running of the school are taken by the Headteacher who reports to and consults with the governing body on a regular basis.

The governing body consists of representatives from the Local Authority, parents, teachers, other staff and co-opted members and a full list can be found on the school website.

The Chair of Governors is Antje Neville and the Governing Body can be contacted in the following ways c/o Potley Hill Primary School, Potley Hill Road, Yateley, Hampshire, GU46 6AG, together with via email: [a.governors@potleyhill.hants.sch.uk](mailto:a.governors@potleyhill.hants.sch.uk) .

### Healthy Snacks

Children in Key Stage 1 are provided with a piece of fruit each day from the government’s School Fruit and Vegetable Scheme. In addition to this, children in Reception are offered a daily glass of milk. Children from Key Stage 2 are encouraged to bring a healthy snack for morning break: fresh or dried fruit, carrot or celery sticks, piece of cheese, plain bread roll.

ALL children must bring a bottle of water daily and will be encouraged to drink regularly throughout the day. A clear plastic water bottle with a sports top is required. Squash is not allowed.

**No sweets are permitted in school and this includes bringing in sweets or cakes to share with their classmates on a child’s birthday due to allergy restrictions.**

### Higher Achieving and Talented Children

Higher achieving pupils are challenged through carefully planned deepening and enrichment activities which are set by their teachers on a daily basis as part of ‘Quality First’ teaching. The progress of these children is monitored and reviewed regularly to ensure that they continue to be challenged and make the appropriate amount of progress as they move through the school. Children with particular talents in sports, music or other areas may be granted exceptional leave to attend particular events and exams.

### Holidays in Term Time

No applications for leave of absence for the purposes of a family holiday will be authorised unless there are exceptional circumstances. In accordance with HCC guidelines, Penalty Notice fines are issued for 5 days/10 sessions of unauthorised absence in any 100 school day period (these days/sessions do not have to be consecutive). After two such offences, further unauthorised holiday within 3 years of the first will lead to a referral to Hampshire’s Legal Intervention Team and is highly likely to result in a court prosecution.

Further details can be found in our Attendance Policy which is available on our website.

**As parents, you have a legal responsibility to ensure your child’s attendance at school. Holidays should be taken during the school holiday period.**

175 Non-School Days a Year					
175 days to spend on family time, visits, holidays, relaxation, hobbies, shopping and other appointments.					
190 School days in each year	5 days absence	15 days absence	20 days of absence	30 days absence	40 days absence
	185 Days of education	175 Days of education	170 Days of education	160 Days of education	150 Days of education
100%	97%	92%	89%	84%	79%
<b>Good</b> Best chance of success. Gets your child off to a flying start		<b>Worrying</b> Less chance of success. Makes it harder to make progress	<b>Serious Concern</b> <b>‘Persistent Absentee’</b> Not fair on your child. May result in fines and court action.		

## Homework

We believe regular homework supports your child's learning, fosters links between home and school, helps to promote your child's self-discipline and independence in learning, as well as helping to establish good working habits. Weekly homework is set using our Seesaw App.

Typical homework activities may include:

- regular weekly reading (at least 4x per week) which in KS2 will also include a weekly reading response task.
- around 10 – 15 minutes of times tables practise on TT Rockstars (Year 2 – 6 only)
- sentence construction, grammar & activities linked to spellings
- weekly maths activities

We aim to ensure that there is a progression in both the type and quantity of homework through the school. Specific details for each class will be sent home at the start of each academic year.

## Illness



Parents/carers often phone to ask us whether their child should be in school. Our normal recommendations are the following:

Type of Illness	Recommended period to be kept away from School	Comments
Diarrhoea or Vomiting	48 hours since last episode	This may vary for specific cases (when a known problem is involved); please contact school for further advice
Flu	Until recovered	
Whooping Cough	5 days from commencement of antibiotics or 21 days from onset if no antibiotic treatment	After treatment non-infectious coughing may continue for many weeks
Conjunctivitis	None	
Head Lice	None	Recommended use of proprietary hair conditioner combed through the hair with a nit comb every 2 days
Mumps	5 days from onset of swelling	
Thread Worms	None	Treatment is required for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need antibiotics
Chicken Pox	Until all spots have formed a scab, this is usually 5 days from onset of rash, but may be longer	Chicken Pox can affect pregnant women if they have not already had the infection – please call school

Cold Sores	None	Avoid contact with sores
COVID-19	3 days	Avoid contact
German Measles	6 days from onset of rash	German Measles can affect pregnant women – please call school
Hand, Food and Mouth	None	
Impetigo	Until lesions are crusted and healed or 48 hours after starting antibiotics	Antibiotics can speed the healing process and reduce infectious period
Measles	4 days from the onset of rash	Measles can affect pregnant women – please call school
Slapped Cheek	None	If a pregnant woman comes in contact with Slapped Cheek she should inform her GP immediately. Please call school.
Warts & Verrucae	None	Verrucae should be covered in swimming pools, and if children are participating in barefoot activities such as gym

### Information Technology & Computing

IT is used to enhance learning opportunities across the curriculum with interactive whiteboards, PCs, laptops and ipads. Interactive whiteboards are installed in all classrooms as the main learning and teaching resource. We follow a published scheme of work which includes half termly online safety lessons for all year groups. Children and parents are asked to sign a Home/School Acceptable Use of Technology Agreement when they start in Year R and also at Key Stage 2.

### Kidz R Us

This club offers before and after school care for Potley Hill Primary school children on site and operates from 7.30 to 8.40am and 3.20 to 6pm. Please see the school website or [www.kidzrus.uk](http://www.kidzrus.uk) for further details.

### Library

Our library is very important to us and is situated at the heart of our school. We believe that it is vital to have attractive and interesting books that the children are eager to read or dip into for information and our library stock is continually updated to include new and popular titles. The non-fiction books are shelved using the Dewey System, which is used by all public libraries. We use the computerised system to catalogue and issue books as well as reference source for research in particular books, topics and authors. Key Stage 1 children have regular weekly library times and are encouraged to have a picture book to take home alongside their colour banded books. Children in Key Stage 2 can access the library independently and with Librarians being appointed to support with the day-to-day maintenance of the library.

### Lunchtime

School dinners are currently supplied by Hampshire's Education Catering and should be paid for in advance, online or by cash sent in an envelope marked with the child's name and class. The current price (Sept '24) is £16.00 a week (£3.20 per day).

- All children in YR, 1 and 2 are entitled to a free school meal – this is known as a 'Universal Free School Meal'.
- Children of parents receiving Income Support and some other benefits are also entitled to free school meals and this extends into Key Stage 2 and beyond. Please ask at the School Office for further information. There is a simple hub to check whether you are eligible:

<https://www.cloudforedu.org.uk/ofsm/hants>.

**The school receives additional funding for those children who are eligible for Free School Meals. Please register at the beginning of YR. This allows us to provide additional booster groups for this group of pupils as well as support in other key areas such as trips and clubs.**

- This link is for any parents who need to complete a 'Food Allergy/Intolerance' form for Education Catering: [Special diet application \(hants.gov.uk\)](https://www.hants.gov.uk/special-diet-application)  
Please note, you will need to provide medical evidence of your child's food allergy/intolerance in order for Education Catering to provide a Special Diet Menu for your child.

This menu is in place until the end of March 2025:

**Daily Jacket Potato with choice of cheese/baked beans/tuna mayo filling and hot tomato pasta will also be on offer each day. These choices are in addition to the main menu options below.**

	Monday	Tuesday	Wednesday	Thursday	Friday
W/c 4 <sup>th</sup> & 25 <sup>th</sup> Nov, 16 <sup>th</sup> Dec, 20 <sup>th</sup> Jan, 10 <sup>th</sup> Feb, 10 <sup>th</sup> Mar	Veggie Bolognese pasta	Vegetarian sausage roll with crinkle cut wedges	Homemade Margherita pizza	Plant based sausage and Yorkshire pudding roast potatoes & gravy	Somerset cheddar cheese and onion quiche
	Chicken katsu curry with brown & white rice	Ham carbonara with pasta	Sticky honey glazed chicken with brown & white rice	Sliced beef with Yorkshire pudding, roast potatoes & gravy	Fish fingers with chips and beans
	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>
	Shortbread	Fruit, mousse or jelly	Rice crispy cake	Fruit, mousse or jelly	Ginger sponge
<b>Week 2</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
W/c 11 <sup>th</sup> Nov, 2 <sup>nd</sup> Dec 6 <sup>th</sup> & 27 <sup>th</sup> Jan 24 <sup>th</sup> Feb, 17 <sup>th</sup> Mar	Plant based hotdog with half portion of diced potatoes	Roasted vegetable lasagne	Homemade Margherita pizza	Quorn pieces in a Yorkshire pudding roast potatoes & gravy	Sweet potato and lentil curry with brown and white rice
	Chicken curry with brown and white rice	Pork sausages with mashed potatoes & gravy	Bubble salmon and crinkle cut wedges	Sliced chicken with Yorkshire pudding, roast potatoes & gravy	Fish fingers with chips and beans
	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>
	Chocolate Pudding	Fruit, mousse or jelly	Honey biscuit	Fruit, mousse or jelly	Lemon drizzle sponge
<b>Week 3</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
W/c 18 <sup>th</sup> Nov, 9 <sup>th</sup> Dec 13 <sup>th</sup> Jan, 3 <sup>rd</sup> Feb, 3 <sup>rd</sup> & 24 <sup>th</sup> Mar	Macaroni cheese	Veggie cottage pie	Vegetable and bean burrito	Quorn and pastry crown	Cheese and potato frittata
	Beef chilli con carne with brown and white rice and tortilla chip	Chicken nuggets with diced potatoes	Handmade BBQ pizza topped with chicken	Sliced pork with Yorkshire pudding, roast potatoes & gravy	Fish fingers with chips and baked beans
	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>	<b>All served with Vegetable of the day or salad</b>
	Chocolate brownie	Fruit, mousse or jelly	Jammy shortbread biscuit	Fruit, mousse or jelly	Toffee apple sponge

Packed lunches must be in a named container and drinks should be brought in a plastic flask/bottle or carton. All waste should be returned into the container and taken home daily. Cans, glass bottles and fizzy drinks are **not** permitted. Children are also not permitted fruit sweets of any kind. Cake, biscuits and crisps are allowed in moderation. We have several children with allergies and therefore parents are asked **not** to supply nuts, peanut butter or chocolate spread (which usually contains nuts) in packed lunch items.

### Medicines in School

Arrangements can be made for the administering of certain prescribed medicines, such as antibiotics, inhalers and epipens in school. These **must** be brought into the school office for processing in the first instance and then if appropriate, can be kept with your child in class. Otherwise, they will be stored in the medical room or in the office fridge if necessary. All prescription medicines should have the original pharmacists label on them.

Additional school inhalers and/or epipens as appropriate are kept in school for emergency use but can only be used by children who have these medicines in school already (but have mislaid them or found they are empty) and have parental consent to do so.

The school also has its own supply of Paracetamol-based and allergy medicines which parents can give their consent for school to administer on **one-off occasions**. In all other cases, parents are expected to provide their own Calpol etc. Any non-prescribed medicines must also be brought into the office, should be in their original packaging, be clearly labelled with your child's name and must be within their expiry

date. On no account may children keep throat pastilles/eye drops/Calpol fast melts etc in their school bags/lunchboxes.

School is not permitted to keep its own supply of Nurofen/Ibuprofen and can **only** give this if supplied by a parent.

### **Music**

Potley Hill has a strong tradition of high-quality music teaching. A comprehensive Scheme of Work using 'Charanga' resources ensures children are exposed to a variety of styles from different periods and cultures. Children are given the opportunity to compose and perform their own music and to sing with growing confidence.

Opportunities exist for learning to play piano, keyboard and guitar. These are delivered by specialised teachers via 30 min individual lessons which parents pay for directly. Charges are significantly cheaper than they would be for out of school private lessons.

### **Outdoor Learning**

All of the children have the opportunity to participate in outdoor learning sessions, which are run by Ms Ward (outdoor learning days will be communicated to parents by the class teacher via Seesaw). On outdoor learning days, the children are asked to wear old clothes and suitable footwear, as these sessions take place in all weathers. Pupils are asked to bring their school uniform to school in a bag to change back into after these sessions.

### **Parent Partnership**

Education is a shared partnership between school and home. We communicate with parents and typically encourage their involvement in all of the following ways:

- **Induction** programme for new Reception children which includes a meeting for parents and visits for both parents and children prior to starting school.
- **Parents Evening**; two opportunities across the school year to discuss your child's progress and set and review individual targets with the teachers.
- **Written report** in the Summer term, providing details of your child's progress and attainment in relation to Age Related Expectations (Y1 – 6) or the Early Learning Goals (YR) and identifying their next steps in learning for the next academic year.
- **Celebration Events** are held regularly for classes to share their work with their families. These can be through class assemblies (usually Wednesdays at 9am) or short invitations to visit and view learning at the end of the school day.
- **Open Door Policy** We would stress that at any time teachers are most willing to see parents to discuss any problems. Parents wishing to consult any member of staff are requested to telephone the office for an appointment, or contact the teacher concerned directly. Most staff are available before 8.40am and after 3.20pm.
- When and where appropriate, we organise meetings with parents to explain curriculum practice and developments. Other information is also shared with parents periodically.

We recognise the many skills that our parents and grandparents have, and you are always warmly welcomed as **volunteer helpers**, working alongside children in school on an occasional or regular basis. Kindly note that adults who help in school will be requested to be DBS checked and complete other Safeguarding training and checks.

## **PTA**

Our PTA raises money for the purchase of extra resources for the children. The committee works extremely hard to provide a variety of events throughout the year. However, the success of these endeavours depends upon every parent giving their support.

## **Pastoral Care**

At all times we try to maintain a healthy and safe environment for children to live and learn in. We value an atmosphere where children feel secure and gain both our trust and respect. Initially the pastoral care of each child is the responsibility of the class teacher, who will consult with the appropriate member of SLT whenever there is a cause for concern. We run a programme of individual ELSA (Emotional Literacy) sessions for identified children as well as weekly nurture groups. Ms Ward, our Family Support Worker, is available to meet with parents who are concerned about their child's emotional health and wellbeing. Other interventions such as Canine Assisted Learning, Play Therapy and social stories are used to support pupils.

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

We believe that children's well-being and social development is crucial in helping them to prepare for the next stage of their learning as well as adulthood. Developing confidence, responsibility, respect, staying safe and keeping healthy are some of the core themes and values that shape all of our work in school, not just the PSHE curriculum. Through activities such as drama, discussion and debate, children are taught the skills that help them to make positive choices about their lives. They learn about themselves and growing up, and are guided and encouraged to respect other people's relationships and to understand their own. This is done with the support of our 'my Happy Mind' scheme of work. We also aim to equip children with the necessary skills to enable them to fulfil responsible roles within society. Above all, our aim is to promote well-being, respect and a caring attitude in all of our children.

**Relationship and Sex Education** is now a statutory element of the PSHE curriculum and consists of a carefully planned programme of work across the school, also taking into account Equality legislation and schools' duty towards 'Prevent'. In Year 2, Sex Education is limited to the correct anatomical naming of the body parts. In Year 4 puberty, including periods, is covered and additionally in Year 5, egg and sperm are introduced. Year 6 recaps on the areas covered in previous years. This learning is reinforced in the life-cycle aspect of the Science curriculum.

## **Physical Education (PE)**

We aim to develop children's physical skills through a structured programme of gymnastics, dance, athletics and a range of other sports. We emphasise the teaching of specific skills designed to give children a basic 'physical vocabulary' upon which to build. We encourage children to develop team spirit and a sense of sportsmanship. All children are involved in our annual Sports Day where they compete on behalf of their colour team.

We currently hold the Gold PE Sports Mark and provide a wide range of sporting opportunities in the school and the facilities to match. We aim;

- ❖ to encourage all children and staff to take an interest in, and participate in, at least one sporting activity as a means of promoting a healthy lifestyle
- ❖ to encourage a healthy attitude to all forms of competition, in that it is important to try to win, but equally important to be gallant in defeat.

The school competes regularly in local football leagues, netball tournaments and a range of festival style events with other local schools.



Children in Year R to Year 4 need to bring their named PE kit to school on a Monday and take it home on a Friday.

Children in Years 5 and 6 can come to school dressed in their PE kit on their allocated PE days, which will be communicated via Seesaw at the start of the year.

The health benefits of regular exercise are addressed through the PE and PSHE curriculums and all children participate in daily exercise.

### **Phonics**

At Potley Hill our systematic synthetic phonics programme is called Little Wandle. This links to our reading scheme and involves building on the skills and knowledge of previous learning through a series of 'phases'. There are no big leaps in learning. Children have time to practise and rapidly expand their ability to read and spell words. They are also taught to read and spell 'tricky words', which are words with spellings that are unusual or which children have not yet been taught.

### **Records**

Hampshire schools keep careful records on the development and progress of each of their pupils. In primary schools these are kept on a standard, county-wide system which helps to make sure that when children transfer from school to school all the necessary information can go with them.

School records are 'Confidential' to the school. If you wish to have access to your child's records, please contact the Headteacher. All records and individual pupil information is now subject to the new GDPR legislation. Copies of Privacy Notices for Pupils can be found on the school website in the 'Policies' section. We follow all GDPR principles and permissions for various school activities are sought from parents/carers.

**Registration** This is at 8.50am for the morning session and at 12.55pm for the afternoon session for Reception and Year 1 children and 1.10pm for Years 2 to 6. We place a high emphasis on punctuality. If your child develops a pattern of late arrival to school, we will contact you to address this issue.



## **Residential**

During Key Stage 2, the children are invited to attend 2 residential trips, a 2 night stay midway through Year 4 and a 4 night stay at the beginning of Year 6. These are activity-based trips, with an emphasis on encouraging independence, developing confidence and team-building, as well as learning new skills.

## **School Term and Holiday Dates 2024/25**

**INSET Day:** Monday 2nd September 2024

**Autumn Term 2024:** Tuesday 3rd September - Friday 20th December 2024

**Autumn Half Term:** Monday 28th October - Friday 1st November 2024

**INSET Day:** Monday 2nd December 2024

**Christmas Holidays:** Monday 23rd December 2024 - Friday 3rd January 2025

**INSET Day:** Monday 6th January 2025

**Spring Term 2025:** Tuesday 7th January - Friday 4th April 2025

**INSET Day:** Friday 14th February 2025

**Spring Half Term:** Monday 17th February - Friday 21st February 2025

**Easter Holidays:** Monday 7th April - Monday 21st April 2025

**Summer Term 2025:** Tuesday 22nd April - Tuesday 22nd July 2025

**Summer Half Term:** Monday 26th May - Friday 30th May 2025

**INSET Day:** Friday 27th June 2025

## **Swimming**

Swimming is a life skill which every 11 year old leaving primary school should be able to enjoy safely with family and friends.

Swimming is the only sport to be included within the National Curriculum programme of study and all primary schools must provide swimming and water safety lessons to their pupils, with the aim that by the time they leave Year 6, they are able to:

- 1) Swim at least 25 meters confidently
- 2) Demonstrate competency in a range of different strokes
- 3) Perform safe self-rescue in different water based situations eg. float on either their front or back

Children receive two full terms of swimming lessons during their time in Key Stage 2 and these take place at St. Neots Prep School, with travel there and back via minibus.

## **Special Educational Needs**

The school benefits from a SENCO (Special Educational Needs Co-ordinator) and a range of Learning Support Assistants who work in partnership with other members of staff, parents and in some cases, outside agencies to benefit those children who experience difficulties with some areas of the curriculum. Children with Special Educational Needs are identified early in their school career. Their progress is assessed, monitored and reviewed on a regular basis by the class teachers and support staff. Reviews, in the form of personal plans, are held with parents each term. Every effort is made to ensure that each child receives the full curriculum entitlement and they are supported in either small groups or individually, whichever is deemed to be most appropriate for their needs.

## **Times of School Day**

School starts at 8.50am.

Finish time is 3.20pm.

The school office is normally open from 8.30am until 4.30pm.

## Uniform

The uniform policy is available on the school's website and includes details of where school uniform can be purchased. The PTA also run a very successful second-hand uniform 'shop'.

## Website

Visit our website at: [www.potleyhill.hants.sch.uk](http://www.potleyhill.hants.sch.uk) for more information.

