



Smithwell Lane  
Heptonstall  
Hebden Bridge, HX7 7NX  
01422 842 533

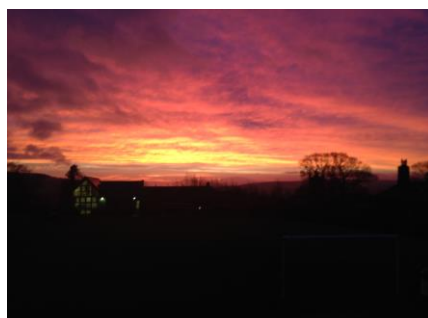
## Heptonstall Junior & Infant School



# Parents Handbook

---

*Academic Year 2022-2023*



Dear Parents,

Welcome to our Parents Handbook.

In this document you can find all kinds of useful “day to day” information and rules about our school.

We hope you find it a useful document. It is not intended to replace the prospectus but rather to be used as a hands on “Everyday Information Tool”.

The information contained in this document was correct as at September 2022. If there are any alterations/additions we will send out amendments to you where appropriate.

We will keep you informed of events in school via our school Dojo service which all parents can be members of.

If there is anything else that you feel you would like in the future to be included in the handbook then please do not hesitate to let us know.

Kind regards,

D. Perrin  
Headteacher



## Contents

Useful Contacts .....	4
The team at Heptonstall School .....	4
The School Day .....	4
Entry into/exit from school .....	5
Lateness .....	6
Absence.....	7
Term Time Holidays .....	7
School Meals .....	7
Illness/Accident Procedures.....	8
Medicines.....	9
School Uniform .....	9
PE Clothing.....	9
Jewellery/Make up.....	10
Rewards and Sanctions .....	10
Trip/Photograph money, etc.....	10
Mobile Phones .....	10
Heptonstall Out of School Club .....	11
Dogs! .....	11
Parking .....	11
Visiting school .....	11
School holiday pattern	September 2022 - July 2023 September 2023 - July 2024

## Useful Contacts

School telephone/fax number: 01422 842533  
Office email: admin@heptonstall.calderdale.sch.uk  
Heads email: head@heptonstall.calderdale.sch.uk  
School website: www.heptonstallschool.org.uk

## The team at Heptonstall School

### Teachers

Mr D. Perrin (GB) Head Teacher  
Miss L. Robertshaw  
Mrs P. Williams (GB)  
Miss M. Dodd (GB)

### Teaching Assistants

Mrs A. Schnacke  
Mrs A. Waring

### Lunchtime Welfare

Mr A. Goldstraw (Kitchen supervisor)  
Ms S Reed

### Office

Mrs A. Rhodes

### Caretaking/Cleaning

HSCS, Halifax

### Governing Body (Other than staff "GB")

Mr T. Machin (Chair)  
Mrs S. Reed  
Mrs H. Starmer  
Mr T. Spink



## *The School Day*

8.55am – 9.05am	Registration
9.05am – 10.40am	First session (including assembly)
10.40am – 11:00am	Playtime
11:00am – 12.15pm	Second session
12.15pm – 1.15pm	Lunchtime
1.15pm – 3.30pm	Third session

During the afternoons we operate on a flexi-playtime system.

At some point during each afternoon children in Classes Acorn and Sapling will be given a “playtime”.

Children in Oak Class will more often than not get a playtime but on some occasions this may just be a short comfort break rather than an actual playtime. This is totally at the class teacher’s discretion.



## Entry into/exit from school



### ENTRY INTO SCHOOL

Children in Acorn Class use one of the two link corridor doors.

Sapling Class should also enter via the door from the link corridor for ease of access to their locker room.

Oak Class should enter via the door opposite the cookery room for ease of access to their locker room.

Children in both Key Stages are allowed to come quietly into school between 8.45am and 8.55am. Teachers will be present in their classrooms from this time.

### LEAVING SCHOOL AT THE END OF THE DAY

Children exit from the same doors as above. Children in Oak and Sapling Classes MUST be handed over to parents. Children in Oak Class will be allowed to leave unaccompanied *if their parents have sent in a letter to allow them to do so.*

Please ensure your child knows who is collecting them each evening.

Please be prompt at the end of day! If for whatever reason you know you are going to be a few minutes late (e.g. stuck in traffic) then please endeavour to contact the school ASAP so we can make sure your child is informed and looked after – a few minutes not knowing can seem a lifetime to a young child!

## Lateness

Children arriving during registration (8.55am – 9.05am) will be marked present. Any child arriving after the registration period must report to the school office at the main entrance and will be marked late. Any child who persistently arrives late will have a letter sent home. Mr Perrin will also be informed and punctuality concerns will be passed onto the Educational Welfare Service.



## Absence



School must be informed on the first morning of absence by telephone or email.

A brief explanatory note is expected following absence if the school has been notified initially by telephone (not necessary if an email/Dojo has been sent).

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

We will call parents/carers on the first day by 10.00am for absences not reported. If we do not get a response, we follow Safeguarding Policy for missing children.

If a child has been sick or suffered diarrhoea a period of 48 hours must have elapsed since the last occurrence before the child returns to school.

Prior notice will be expected for dental appointments etc. In the interests of safety, children must be collected from the main entrance for such absences. No child will be allowed off the premises without an appropriate adult.

Regular attendance at school is of course a legal requirement and essential for your child's continued educational progress. Our Attendance Policy is on our school website.

Although, of course, we would not expect a child to attend school when poorly we would encourage you to aim for 100% attendance at the start of each school year. Any child who at the end of summer term has achieved 100% attendance for the full school year will earn a special certificate.

## Term Time Holidays

Following Government regulations introduced back in September 2013 the Headteacher is **not able** to "authorise" up to 10 days absence.

Unless circumstances are TRULY EXCEPTIONAL therefore, any holiday absence taken during term time will be registered as unauthorised. This *may* result in a Penalty Notice (fine) and/or a visit from the Educational Welfare Officer.

## School Meals

We buy our cooked meals from Riverside school. There is a varied and balanced menu.

There is a choice of meals each day and special dietary needs can be catered for.

All children in Reception, Year One and Year Two will receive a FREE SCHOOL MEAL. **We will assume that children in these cohorts wish to do this unless you inform us otherwise.**

For children in Nursery and Years Three to Six, School meals cost £2.50 a day, £12.50 a week

Please pay in advance via Bank Transfer to:

Yorkshire Bank

Account Name: Heptonstall J, I and N School

Account Number: 70378879 Sort code: 050449



Pupils are encouraged to drink water only during the school day. There is a water in each classroom. They should not bring juice other than for having with a packed lunch.

Any child who wishes to bring a packed lunch for dinner is welcome to do so. The food that is brought in for this purpose is only to be consumed at lunchtime in the hall. Healthy packed lunches are strongly encouraged. Drinks must not be brought in breakable flasks or glass bottles. All leftover food and wrappings must be taken home by the child.

Sweets should not be brought into school with the exception that when it is a child's birthday when we allow them to give sweets out at the end of the school day if they wish.

## *Illness/Accident Procedures*

If a child is taken ill at school we will get in touch with a person who has been named on the contact sheet information.

It is therefore vital that these contact sheets are kept up to date. If you change any details over the year (e.g. a mobile phone number) then the school should be informed of this as soon as possible.

If no contact can be made the child will be made as comfortable as possible in an appropriate place in school until the end of the school day. This is obviously far from ideal and can be very distressing for the child.

If a minor accident occurs, the child will be referred to the school office where one of the school First Aiders will be able to deal with the problem in an appropriate manner. Where appropriate, parents will be informed at the end of the school day.

The school has many staff who have had First Aid Training and currently has three members of staff who hold the additional Paediatric First Aid Certificate

A major accident will obviously require urgent medical help. School will immediately contact a parent and dial 999.

In the event of your child having an accident, which we believe requires medical attention, and where we are unable to contact a parent or carer, the school will act in loco parentis and take the child to either the doctor or the hospital.

Should your child have any medical condition, it is imperative that the school be informed, in order that we are prepared to deal with the condition should the need arise.





## Medicines

Only PRESCRIPTION medicines that need to be taken **4 times a day** or those that need to be taken before food at lunchtimes will be administered by named school staff. It is up to the child to remember to attend for their medicine. School cannot be held responsible for any child who forgets – although of course we will do our best to remind them!

Medicines such as Calpol should not be brought into school.

Under no circumstances should medicines be kept by the children (with the exception of asthma inhalers).

All medicines are kept in a cupboard in the school office. Parents **MUST** complete a form before we will give medicines to children and must be accompanied by a note from parents. They must be clearly labelled with the child's name.

At the end of the school day medicines must be collected from the school office.

## School Uniform

Children at Heptonstall should be proud of wearing our uniform:

- Boys:** Red Sweatshirt/Jumper (Reception – Year 4)  
Black Sweatshirt/Jumper (Year 5 and 6 only)  
White shirt/polo shirt or red polo shirt  
Grey trousers  
Black shoes or black trainers
- Girls:** Red Sweatshirt/Jumper/Cardigan (Reception – Year 4)  
Black Sweatshirt/Jumper/Cardigan (Year 5 and 6 only)  
White shirt/polo shirt or red polo shirt  
Black or grey skirt/trousers or black/grey pinafore dresses  
(or a red checked "Gingham style" dress)  
Black/grey/red/white tights  
Black shoes/sandals or black trainers



Velcro fastening is a good idea for lots of children – and more or less essential for Foundation Stage!!

**All clothing (including coats) should be named. Uniform is available from the school office.**

Jumpers/sweatshirts are available from the school office along with other items such as pump bags and reading folders.

As part of our smart appearance "severe haircuts" (e.g. patterns/tram lines cut into hair) or large hair accessories are not appropriate for school.

## PE Clothing

We have a school PE Kit which is a white t shirt with a red logo and black shorts. This can be purchased from school.

Children in all classes should ensure that they have their complete change of outer clothing (t-shirt/shorts or for outside PE, jogging bottoms) for PE/games activities.

Trainers are required for outdoor PE sessions whilst in the hall children in Saplings and Oak Class will wear pumps (unless doing gymnastics which they will do barefooted.) Children in Acorn Class will do P.E barefooted.

## *Jewellery/Make up*

Jewellery with the exception of wrist watches and ear studs is not allowed at school.

Ear studs (which, if worn should be plain in nature) should be removed for PE lessons. They cannot be simply covered up with a plaster.

No makeup of any kind is allowed at school. We would ask that if your child has, for example, put some nail varnish on during the evening or over the weekend that this is removed before they attend school.

## *Rewards and Sanctions*

Children are encouraged at all times to give of their best and are praised in a positive and encouraging way by all staff.

A high standard of behaviour and manners is expected from all of our children.



Every child is part of a “team” – Festival, Buttress, Coiners or Weavers - and can earn team (“Dojo”) points in any number of many positive ways. Once a child has collected 25 Dojo Points a certificate will be awarded. There are then additional certificates for each additional 25 Dojo points gained throughout the school year.

In addition each class teacher will decide on a child who has done something outstanding during the week (work, behaviour/attitude etc) and the child’s will be presented with a certificate in our Friday afternoon Good Work assembly. Parents are very welcome to attend this assembly. (3pm most Fridays).

Children who persistently misbehave will be sent to Mr Perrin. If appropriate, parents will be contacted via letter or telephone.

**Bullying is not tolerated under any circumstances**, and is dealt with immediately. We encourage our children, by way of stories, circle-time and role play, to always inform a parent or teacher if they know of, or are subjected to, bullying, in any form.

## *Trip/Photograph/Uniform money, etc.*

Payment for class trips, photographs, uniform etc **BUT NOT SCHOOL DINNERS** (see School Meals section for details) should wherever possible be made by bank transfer. Details below:

Account name: Heptonstall J, I and N School

Yorkshire Bank Account Number: 35959748 Sort code: 050459



Please put your child’s surname as reference.

If you are unable to do this cash (no cheques please) can also be sent into school in a named envelope and either given to the class teacher or handed directly to the school office.

## *Mobile Phones*

Mobile phones should not be brought into school unless there is an **exceptional** reason. In the event that a child must bring one to school it should be handed in at the school office at the start of the day. The child can then collect the phone at the end of the school day. School accepts no responsibility for any loss or damage to any phone left with us.



## ***Emergency Evacuation Of School***

In the **extremely unlikely event** that the whole school needs to be evacuated for a period of time and taken to an alternative venue all schools are required to have an Emergency Evacuation Plan.

Our venue would be St Thomas's Church in the village. All parents would be informed, initially, via our Dojo service.

## ***After School Care***

Although at Heptonstall School there is no After School Club on site, we have an arrangement with Colden Out Of School Club that children can travel there on the Yellow Bus.

For more information please contact:

[admin@colden.calderdale.sch.uk](mailto:admin@colden.calderdale.sch.uk)

## ***Dogs!***

Please don't bring dogs into the school playground or onto the school field.



## ***Parking***

Please do not park or drop children off outside the school gates (even if it's "just for a few seconds").

Please park on the lane after the cobbles above the bus stop and yellow zigzag lines where you and your child can walk safely into school through the entrance at the top of the playing field.

The staff car park is strictly for school employees only.

## ***Visiting school***

Parents are always welcome to visit school. Mr Perrin will endeavour to make himself available immediately to see parents but obviously this may not always be possible. Mr Perrin has a full time teaching commitment each morning. Appointments to see Mr Perrin can be made through contacting the school office or Mr Perrin directly.

## ***School Website***

**[www.heptonstallschool.org.uk](http://www.heptonstallschool.org.uk)**

This handbook contains only a fraction of all the information you may wish to know. Please visit our school website where you can find much more detailed information about curriculum, policies, SEN, School Visits etc.



## School Holiday Pattern September 2022 - July 2023

Holiday	School closes	School opens
		Tuesday 6 <sup>th</sup> September 2022
October half term	Friday October 21 <sup>st</sup> 2022	<b>Monday October 31<sup>st</sup> 2022*</b> <small>*Riverside closed packed lunch needed this day.</small>
Christmas	Friday 16 <sup>th</sup> December 2022	Wednesday 4 <sup>th</sup> January 2023
February half term	Friday 10 <sup>th</sup> February 2023	Monday 20 <sup>th</sup> February 2023
Easter	Friday 31 <sup>st</sup> March 2023	Monday 17 <sup>th</sup> April 2023
Spring bank	Friday 26 <sup>th</sup> May 2023	Monday 5 <sup>th</sup> June 2023
Summer	Friday 21 <sup>st</sup> July 2023	

**Additional Closure Days**

Friday 28<sup>th</sup> April (INSET)  
 Monday 1<sup>st</sup> May 2023 (Bank Holiday)  
 Monday 8<sup>th</sup> May (Bank Holiday) Coronation of Kings Charles III

## School Holiday Pattern September 2023 - July 2024

Holiday	School closes	School opens
		Wednesday 6 <sup>th</sup> September 2023
October half term	Friday October 27 <sup>th</sup> 2023	Monday November 6 <sup>th</sup> 2023
Christmas	Friday 22 <sup>nd</sup> December 2023	Monday 8 <sup>th</sup> January 2024
February half term	Friday 9 <sup>th</sup> February 2024	Monday 19 <sup>th</sup> February 2024
Easter	Friday 22 <sup>nd</sup> March 2024	Monday 8 <sup>th</sup> April 2024
Spring bank	Friday 24 <sup>th</sup> May 2024	Monday 3 <sup>rd</sup> June 2024
Summer	Friday 19 <sup>th</sup> July 2024	

**Additional Closure Days**

Friday 3<sup>rd</sup> May 2024 (Staff Training)  
 Monday 6<sup>th</sup> May 2024 (Bank Holiday)