

The Haughton Hub at Hollinswood



**A Communication and Interaction Hub
Based at
Hollinswood Primary School and Nursery**

New Parents

Welcome Booklet

Welcome to the Haughton Hub at Hollinswood

Introduction

We would like to warmly welcome you and your child to the Haughton Hub at Hollinswood Primary School and Nursery. We hope that you will find the information in this pack useful to you. Ella Thomas is the Hub coordinator with over all responsibility for the day to day management of the Hub at Hollinswood. She is the person you should contact in the first instance if you have any questions. You can contact Ella at Haughton School (Tel: 01952 387540)

Background Information

The Hubs opened on Monday 4th November 2019. Two Hubs have currently been developed, one at Hollinswood Primary School & Nursery and the other at Old Park Primary School & Nursery. Both Hubs are managed in partnership with Haughton School. The children are on the Haughton School roll but wear the uniform of the mainstream setting and are expected to identify themselves as Hollinswood or Old Park children.

The Hubs are for children in Key Stage 2 (i.e. year groups 3, 4, 5 and 6). They are aimed at those children with complex interaction and communication needs, including Autism and associated cognition and learning difficulties. Children do not require a diagnosis of a condition (for example Autism or ADHD) to qualify for entry.

Each Hub will eventually have about 10 children but will open with much lower numbers and then increase over time.

The Staff Team



Gill Knox
Head Teacher
At Haughton



Glenn Atkinson
Head Teacher
At Hollinswood



Kath Osborne
Deputy Head
At Hollinswood



Ella Thomas
Assistant Head
Assistant
At Haughton
Hub Co-ordinator



Anna Murphy
Class Teacher
At Hollinswood



Jo Telford
Senior Teaching
At Hollinswood



Laura Roberts

Teaching Assistant

At Hollinswood

What should my child wear to school? The uniform at Hollinswood Primary School

Uniform	<ul style="list-style-type: none">• Grey or Black trousers/skirts/pinafore dresses;• Forest Green school sweatshirt/cardigans/jumpers;• White/Forest Green polo shirts/blouses/shirts;• Grey/White socks;• Black shoes. Trainers/boots/high heels over 2 inches/pumps are not allowed.
Summer Uniform	<ul style="list-style-type: none">• Grey shorts/trousers, White short sleeved shirts or White/Forest Green polo shirts (Boys);• Green and White check/gingham dresses, White socks (Girls); Sandals are not suitable footwear for playtimes, school shoes must be worn.
P.E kit	Shorts and T-shirts (Tracksuits in the winter for outdoor games) The children should wear a PE T-shirt in the colour of their House Team. P.E. T-shirts are available for purchase from school. The four House Team colours (Red – Fire, Green – Earth, Blue – Water, White – Air) are available in a range of sizes. They can be purchased for £2.00 from the school offices.
Jewellery	Only studs allowed, which should be removed for P.E sessions or covered with tape.
Nail varnish	No nail varnish to be worn

It is not essential that your child's uniform has the school logo on it however should you wish uniform with a logo items can be purchased from the supplier **Bakers, School Wear Specialists** who have shop in Wellington

High Street. Alternatively items can be purchased online through their website <http://www.bakerandsonschoolwear.co.uk>.

If you use the discount code **HOLLINSWOOD** at the checkout stage, items delivered to school are free.

All of your child's clothing and belongings should be labelled with his/her name.



What should my child bring to school?

Although each class has a timetabled P.E. session each week it is important that children's P.E. kit remains in school all week in case of any changes. We also like the children to have a school book bag. Book bags should be brought to school along with the reading record **every day**, even if you have not yet had a chance to read the book with your child.

What time does school start and finish?

8.30am	Doors Open
8.45am	Registration
9.00am – 10.30am	Teaching
10.30am – 10.45am	Break
10.45am – 12.10pm	Teaching
12.10pm – 1.00pm	Lunch

1.00pm – 2.45pm	Teaching
2.45pm	Home Time

What do I do if my child is unable to attend school?

Parents/carers are asked to contact the school office (01952 386920) at Hollinswood by 9.30am each day that your child is unable to attend school giving a reason for their absence. The number of absences both authorised and unauthorised are collected on every child and these are detailed on their 'end of year reports'. Each school day consists of 2 sessions. The school requires parents to provide evidence / notes covering all medical/dental appointments. Parents are strongly encouraged to make appointments outside the school day whenever possible. The school's Education Welfare Officer regularly checks the school's attendance registers for punctuality and absence.

What happens if we need to take the children out of school during term time?

The school will not authorise Leave of Absence during term time unless there are exceptional circumstances which prevents the leave being taken during the 12 weeks of school holidays. This meets with Government requirements and Telford and Wrekin's protocol regarding absence from school during term time.

Should your child need to be absent from school during term time you will be required to complete in advance of the leave a **“Request for Leave During Term Time Form”**. This form is available from the school office/website. Authorisation is at the discretion of the Haughton Head Teacher in discussion with Hollinswood, and only in extenuating circumstances would this time be authorised. **No absence will be authorised retrospectively.**

In reaching a decision the Headteacher will take the following into account:

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- The reasons given for the absence/holiday (i.e. the “exceptional” circumstances).
- The time of the year and/or term.
- The stage of education and progress and the effects of the requested absence.
- The child's previous attendance and punctuality record – including any patterns of absences.
- Whether the child will miss any preparations for tests/exams.
- Whether the child will miss tests or exams.

What happens if my child is ill at school?

Parents are requested to inform the school about any medical conditions, dietary requirements, as they arise.

If a child becomes ill during the school day, parents will be informed as soon as possible. In the case of an accident then one of our qualified first aiders will treat the injury and parents will be informed by sending home

a copy of the accident slip which details the injury and treatment that was given. In circumstances where the first aider feels further medical assistance is required then parents will be contacted and asked to collect their child, so they can decide on the course of action to take or take the child to their GP/Hospital for further advice. In extreme emergencies the school will contact the emergency services and if the child needs to go to hospital a designated member of staff will accompany them until a parent arrives.



What happens if my child needs to take medicine at school?

Medicines must not be brought into/kept in school by the children. If your child requires medication prescribed by a doctor, it can be arranged for a member of school staff to do this if needed during the school day. Please ask at the main office. Parental consent must be given for all medication by completing a short form. If a child requires medication on a permanent basis, please contact the Headteacher to discuss how this requirement may be met.

We do not allow the children to bring cough sweets/throat pastilles into school, children can choke on these. There is also no proven medicinal value to these, and medical personnel often discourage children from eating these.

EpiPen/Asthma training for all staff is accessed on a regular basis.

What happens at lunchtimes?

Telford & Wrekin Catering prepare the school meals and cook them on site. There is a single choice hot menu with a vegetarian option available. There is also the option to order a sandwich/wrap with a choice of fillings. The school promotes healthy eating and the children are offered a balanced healthy meal.

As of April 2019 the price of a school meal is £2.30 per day.

A cashless system is operated by the school/catering staff. The preferred method of paying for school meals is through the online payments system ParentPay. Payments for school meals made through ParentPay are allocated against your child's meal account. If your child's account is overdrawn then the school office will contact you to discuss alternative lunch arrangements for your child until the account is clear.

Children eat in the dining hall at the Farah site. If your child has any particular dietary needs please let the school know.

Children can bring packed lunches and we do ask that lunch boxes are clearly marked with your child's name and that drinks are in an unbreakable container and appropriate hygiene precautions taken e.g. ice pack. Cups and spoons if needed should also be in the lunch box. **We ask parents to support our healthy eating programme by providing their children with healthy items in their lunchboxes. Children are not allowed sweets or fizzy drinks in their lunch boxes.**



Magic Breakfast

Our school has joined the governments National School Breakfast Programme (NSBP) which is being supported by the charities Family Action and Magic Breakfast. As a NSBP school we are pleased to offer a healthy school breakfast, available to all children, and enjoy the benefits that this brings such as children being settled and ready to learn at the start of the school day.

Bagels and a drink are provided in classes from 8.45am until 9.00am.

The breakfast bagel scheme is optional for children and is not intended to replace what you do at home.



How are parents involved in the school?

Children can learn best when parents are involved with their child's education and have a close partnership with school. All children in the Hub will have a home/school diary. A close contact between home and school increases our understanding of the child and helps us to provide programmes of work best suited to the needs of the individual. Should any problems then arise, solutions become easier if the school and home together take joint action.

You can ensure that you are involved with your child's education by:

- Keeping in close contact with your child's teacher. They are in the best position to discuss individual concerns;
- Attending parent meetings/curriculum sessions;
- Encouraging your child to talk about school and spend time together on any work from school, visit the library etc.
- Parents, children and teachers are asked to sign the school's 'Home School Agreement' that establishes a partnership between home and school.

When can I hear about my child's progress?

Parents are welcome at school and regular consultations with teachers are arranged in October and in March each year. A final pupil report will be sent to parents at the end of the Summer term. All children at the Hub have an Education, Health and Care Plan (EHCP) which will be reviewed in a meeting with parents at least annually. Additional individual meetings can also be arranged by telephoning the school or by writing.

What can I do if I am worried about my child?

We aim to operate an open-door policy with easy access to the Hub teacher, Co-ordinator and Head Teacher

We would much rather you share any concerns or anxieties so they can be dealt with promptly before they become more of a worry. Above all else good communication between home and school is vitally important. If you have any concerns that take up more than a short conversation, you may be asked to make an appointment in order for the time to be given to fully address them.

We are keen to work in close partnership with parents and look forward to working with you to support the children in achieving their full potential.