



Pre-School Welcome Pack

Welcome

We warmly welcome you and your child to Hughenden Hoppers, our preschool at Hughenden Primary School. We are looking forward to you and your child joining us and we hope this booklet will provide you with the right information to give you the best possible start. We recognise that each child comes to us with many different talents, experiences and individual needs. We will be providing opportunities for you to tell us about your child as an individual, so that we can get to know them and support you in the best possible way.

Our new Pre-school will be situated in The Riddell Room. Access can be gained directly by the side gate straight into the Pre-School without having to come via the school entrance. There will be an opportunity for you to visit our pre-school in the new term which we will arrange separately. At Hughenden Hoppers we believe that a strong home and parent partnership is the key to success. Please feel free to contact us at any time if you have any concerns or worries. We are always happy to help.

Our school website www.hughendenprimary.co.uk offers you a host of information. We actively encourage all our parents to check our website on a regular basis to keep in touch with events taking place both in pre-school and school. Preschool children will be actively involved in school events and special assemblies. A separate section on our school newsletter will be added to include dates specifically for preschool parents.

Your Pre-school Teacher will look after you every step of the way, so don't be afraid to ask them any questions you may have. Your child's pre-school teacher will be Miss Berry.

The morning session begins at 9.00-12.00 pm. The afternoon session starts at 12.30-3.15. Children staying for lunch or taking a hot lunch need to arrive at 12.00pm.

Hints to help your child become independent:

- Encourage your child to take care of things
- Help them to understand that everything has a place
- Encourage them to put things away once they have finished with them
- Ask them to put a book away once you have finished reading
- Perhaps, get your child to put the shopping away
- When you are taking in the washing, your child can help by putting the pegs away
- Give lots of praise when they put something away without being asked

Other ways of helping your child before they start pre-school

You can encourage your child to:

- Speak clearly and ask for what they need using 'please' and 'thank you'
- Go to the toilet alone, wipe their bottom and flush the toilet and wash their hands
- Share with people and take turns



- Recognise their own name
- Expect to clear up toys after use
- Answer questions with words rather than a shrug and nod
- Have acquired simple dressing skills
- Put on and take off coat
- Sit and listen to a story with increased attention
- Respect and enjoy books

Late Arrivals

Any pre-children arriving after the session has started must report to the school office via the front door. Once again this is for safety reasons. Our registers must be accurate at all times in case of fire and emergency procedures. The school office will then sign late children in. Equally, if you are removing a pupil for an appointment or they are late arriving having been to an appointment, they must be signed out/in via the school office.

Absences

We would appreciate early notification of absences by note or a telephone call to the office, using our automated reporting system or in person if you are dropping off a sibling. Alternatively you can email the school office: office@hughendenprimary.co.uk

Preschool Uniform

We ask all pre-children to wear our preschool uniform which consists of a blue polo top with a bottle green preschool sweatshirt or cardigan. Children can wear their own clothes on the bottom half. Uniform can be ordered via our online shop under the 'Uniform' tab or in person from Ultimate Incentives. Ultimate Incentives are a local company based in Great Kingshill, HP15 6ED.

The contact details for Ultimate Incentive Ltd are as follows:

Telephone: 01494 711155

Email: school@ultimateincentive.com

Book bags

Book bags not only protect school books, but also help to ensure that letters are not lost in transit. All letters from school are put into the book bags to be passed to you, so please check the bags daily for communication. Book Bags can be ordered from our uniform supplier.

Shoulder length or long hair should be tied back using blue or white hair slides/ribbons. For safety reasons jewellery should not be worn in school. Children should not wear jewellery other than watches and small plain gold or silver stud earrings (which must be removed for PE). Parents who wish their child to have pierced ears should do so at the beginning of the summer holidays so that there will be no need to wear the earrings in school. Nail varnish, tattoos and transfers are not permitted.

Our school uniform has been chosen for comfort and practicality. Sweatshirts, cardigans, jumpers and book bags all bear the school logo. Other items can be purchased in department stores. It is essential that all items are clearly named. This ensures they can be returned to the correct child.

Waterproof clothing and wellington boots are required for outdoor learning. During the Summer Term, girls may wear sandals but they must not be open toes. Please provide some spare clothes in case of accidents. **Please label all clothing.**



Physical Education and Outdoor Learning

Please note Pre-School children will not generally need a PE kit but on occasion we may ask for t-shirts and shorts to be provided, for example: Sports Day.

Fruit

Please provide a piece of fruit for your child to have at break time along with a water bottle.

Please can we ask you not to send in birthday cakes, sweets, party bags or treats for birthdays. This is because we have many allergies to consider and it undermines the school based healthy eating message. We are not suggesting you don't treat your child, but we prefer children to see this as a home based activity. All birthdays will be celebrated in preschool and any activities will run as part of the session.

Water bottles

We encourage all children to drink plenty of water each day. We ask you to supply them with a small bottle of fresh water each day. Please ensure that the bottle is named, cleaned regularly and taken home each day to be re-filled.

Hot School Meals

This service is available to all pre-school children. We pride ourselves by offering daily hot school meals which are brought in from Dolce. Our Hot Meals Supervisor ensures that meals are served at the right temperatures and regularly feeds back our requirements to the Chef at Dolce.

The school is registered with the council for the provision of food on site and we have met all the necessary criteria for Food Standards and Risk Assessments. We are proud of our 5* rating from the Food Standards Environment Agency.

Dolce offer a three week rolling menu to offer a variety of meals across the term and help children to achieve a balanced diet. They also include themed menus when nearing certain holidays (e.g. Easter, Halloween, and Christmas). The termly menu can be found on the school website under Hot School Meals. For KS2 parents only, payment is made by direct debit, the form can be accessed via your Live Kitchen account. If you have a joint account, please print off an additional copy from the portal and return it to Dolce. Log in details will be given to you soon after joining.

Pre-School children are welcome to stay for lunch, however, this is chargeable at £2.40 per day. All parents will be issued with a login for the Live Kitchen which will enable you to preorder your child's lunch in advance and ensure the allergy information we hold for you is up to date. We thank you for your support with this.

Guidelines for Lunch Boxes

We have produced these guidelines to help parents decide what to put in their children's lunchbox. They are guidelines and still allow parents the right to choose what their children eat at lunchtime. We hope guidelines may help with any "peer pressure" parents experience either now or in the future. Research suggests that a healthy lunchbox will improve a child's attention, behaviour and learning in the afternoon!

No food is banned from lunchboxes but we do ask parents to consider the nutritional value of the food they include.

Nutritionists recommend that a child's lunchbox should include on portion of each of the following:

- Fruit or vegetables
- Milk or dairy item



- Meat, Fish or other protein source
- Starchy food such as bread, rice or pasta
- Consider limiting treats such as crisps, chocolate, cakes, etc, to one item a day.

Please do not include whole nuts in your children's lunchboxes as they are a potential choking hazard.

Allergies seem to be on the increase and over the last five years we have always had at least one child with an allergy to nuts or some other type of food. To combat this we educate the children about diversity and have a no swapping or sharing of food from lunch boxes.

We really appreciate your help in educating the children in the importance of a healthy lifestyle of which a healthy and balanced diet is crucial.

Medical Information

It is very important that any serious illnesses and allergies are clearly indicated on the admissions form. It is also vital that the school has an up-to-date address and telephone number where you, or someone of your choice, can be reached in an emergency and could get to school within 20 minutes.

Administration of Medicines in School

We are committed to ensuring children attend school whenever they are well enough to do so. To help achieve this, the school has adopted the DfES and DH guidance 'Supporting pupils at school with medical conditions' December 2015.

Please do not send your child to school if he/she is ill. If your child has been sick or had a stomach upset they must be kept at home for 24 hours before returning to school and 48 hours after diarrhoea to prevent it spreading.

Staff will only administer prescribed medicines in their original containers complete with all leaflets at 12.15pm. This applies only to medicine which has been prescribed to be given 4 times a day.

Parent's Responsibilities

It is the parent's responsibility to bring and collect medicine each day and to complete the necessary forms prior to medicine being administered. They are responsible for ensuring medicines are kept within date and are disposed of correctly by returning them to a pharmacy for safe disposal.

Staff Roles and Responsibilities – Pre-School Procedure

- Medicines should be brought to the school office at 9:00am by parents/carers.
- Staff will provide parents with a consent form to give school permission to administer on your behalf.
- Staff take the medicine to the staff room / back office and places it in the fridge or cabinet as necessary.
- Staff will check medicine is in its original container as dispensed by a chemist and details match those on the form. All information leaflets need to be included in the container.
- Staff will add the consent form to the file in the back office and writes the child's name on the medicines board in the school office.
- At lunchtime staff will check the medicine board. If medicine is required they will find the relevant form in the file, check the label on the medicine and administer the medicine while witnessed by another member of staff. Pre-School staff will bring children to the school office at 12.00pm for their



medicine. Medicines administered to children are recorded in the 'Record of Medicine Administered', which is kept in the back office.

- All staff receives training in the administration of asthma inhalers and epi-pens on a three year cycle.
- Other training such as rectal diazepam is provided as necessary according to individual needs within the school.

Common Conditions

Asthma – Inhalers

Parents are asked to complete a Healthcare Plan for all known medical conditions. Inhalers are kept in the school office and children ask when they need them unless parents have given other instructions on their healthcare form.

Anaphylaxis (Severe Allergic Reaction) – Epi-Pen

Parents are required to complete the medical form which can be found on http://www.hughendenprimary.co.uk/website/external_professional_agencies/316911

This gives us consent to Administer Epinephrine in the Event of Severe Allergic Reaction and provide two photos for display on their Healthcare Plan. Epi-pens are stored in the back office where all staff can access them swiftly.

Epilepsy – rectal Diazepam. Diabetes – Insulin

This can only be administered by staff that specifically agree to this responsibility and are trained specifically to do so.

A Health Care Plan and a Risk Assessment will need to be completed by parents and school working in partnership with advice from health professionals and Local Authority Health and Safety Officers.

Authorisation for the Administration of Rectal Diazepam/Insulin needs to be completed by the Headteacher.

A record of Medicine Administered to an Individual child is completed and a full record of the incident recorded.

Long Term or Complex Medical Needs

Other conditions need to be discussed with the Headteacher and a Health Care Plan and Risk assessment drawn up and agreed between parents and school with advice from health professionals and Local Authority Health and Safety Officers.

Pre-School Trips

Medicines and parent agreement forms are taken on all trips and visits and are carried by the Pre-School Teacher who takes responsibility for all medicines. They are administered in line with the above procedure.



Wrap Around Care – Quackers Day Nursery Ltd

Unfortunately, wrap around care is not accessible for Pre-School children and cannot form part of your funded hours.

Friends PTA

We are fortunate at our school to have a PTA that is and has been an integral part of the school community for a number of years. In its time the PTA has raised thousands of pounds, which has been spent on equipment and resources to enhance our children's education experience and the school's facilities.

Our PTA is about much more than simply fundraising. The PTA exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. It is fun too - just ask any of the Committee members or PTA helpers.

All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the 'Friends of Hughenden Primary School' PTA when their child joins our pre-school/school.

The PTA is extremely conscious of the ethos and diversity of our school, and we try very hard when organising and planning events to respect this. Not all of our events are run as fundraisers. We fund fun events for our children's enjoyment such as the Christmas party, when we fund a professional entertainer and token gifts for each child.

For further information, details can be found on our website under 'Community Groups'.

Toys from home

Preschool children can bring in a toy from home, labelled where possible please.

And finally...

Please ensure the pre-teacher and child knows who is collecting them. Please include a password for adults to use if we haven't met them before

If you are worried or unsure about anything just ask we are here to help. We believe in working closely with our parents and will do all we can to support you and will always contact you early if there are any developing concerns.

Headteacher: Mrs Sarah Leighton

Spring Valley Drive, Hughenden Valley, Bucks, HP14 4LR

Tel No: 01494 562501

Email: office@hughendenprimary.co.uk

www.hughenden.eschools.co.uk

