



**Parents' & Carers'  
Handbook  
2023-2024**

**Headteacher**

**Mrs Rachel Gourley**

**Admin Officer**

**Miss Jackie Lloyd**

**EYFS and KS1 Teacher**

**Mrs Laura Dickens/Mrs Deborah Fearnley**

**KS2 Teacher**

**Mrs Julie Chilton**

**SENDCo**

**Mrs Sarah Atkinson**

**Teaching Assistants**

**Miss Jennie Lloyd**

**Miss Claire Warhurst**

**Mrs Julie Christopher**

**Mrs Di Churchill-Evans**

**Site Maintenance Officer**

**Mr Andy Thelwell**

# Introduction

Welcome to Huxley CE Primary School. This handbook aims to give you some useful information about the school, introducing the people involved with the school and our routines. Further information can be found on our school website [www.huxleyprimary.cheshire.sch.uk](http://www.huxleyprimary.cheshire.sch.uk) which is constantly updated. The aim of this handbook is to provide a quick, easily accessible guide to parents and carers. We hope you find it useful.

## Uniform

The school uniform is black shoes or trainers, grey or black skirt or trousers, royal blue or white polo shirt, and royal blue sweatshirt or cardigan. Branded polo shirts, sweatshirts and cardigans are available to be purchased by card on our Schoolmoney system, or can be ordered via the school office if payment is by cash or cheque. Children may choose to wear grey or black shorts or a blue checked dress in the summer months if they wish. We encourage comfort and therefore plain non-branded (no sports logo) joggers are permitted. Smart black trainers are permitted to encourage safe, active play at breaktimes.

The P.E. uniform is blue shorts, a blue T-shirt and trainers. Huxley branded T-shirts are available to order on Schoomoney. Since COVID we have kept the rule of coming in the PE kits on PE days (currently Thursdays) as we feel this is easier for the children and less time consuming (for changing etc) for staff. School branded PE tracksuits are also available on pre-loved sale.

## Curriculum

We have written our own bespoke, thematic curriculum to inspire our children. Every term, each class has a topic. From this topic most subjects are linked in, providing a holistic, cross-curricular approach to learning and thorough levels of understanding.

Plans are available on our website.

## Timetable

There will be maths and English activities in the mornings and many of these will be practical and active and offered through continuous provision as well as small group activities. Where possible, these are connected to topics. Afternoons contain topic based activities covering foundation subjects.

## **Breaktime Snack**

Children are encouraged to eat a healthy snack at break which they can bring from home but we also have free fruit available for all EYFS and KS1 children. Sweets and fizzy drinks are not appropriate and should not be brought into school.

## **Water**

Children are encouraged to bring water to drink throughout the school day in a clearly labelled bottle. These should be taken home each day for cleaning.

## **Clubs**

We will communicate with you any clubs that are available. Clubs usually run for a term.

## **Homework**

Children are encouraged to read at home and suggested activities to support your child's learning will be provided. A book bag is available for £4.95.

## **Reading**

Children will bring home a selection of books - some to read to you which will be at their current level and some for you to read to them. Please have these in school every day. We would encourage you to read with your child as often as possible, making sure it is an enjoyable experience.

## **Dinners**

School dinners are available and the menu is on the Parents section of the school website. If a child requires a school dinner, they can order it each morning when the register is being taken. Children in Years R-2 are automatically entitled to free school meals as part of the Universal Free School Meals programme

Children who choose to bring their own packed lunch should bring it in a clearly named box or bag. We request that parents/carers provide a healthy and balanced diet.

Pupils may be eligible to claim for free school meals. Please see the information on <https://www.gov.uk/apply-free-school-meals>

If you are unsure either speak to Miss Lloyd or contact the Free School Meals Helpline 0300 123 7021, where your entitlement can be confirmed over the phone.

Alternatively, you can apply online here:

[https://my.cheshirewestandchester.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-d6f18cef-59bb-40c8-93cf-cb4a4d66a97b/AF-Stage-15962abc-3aba-47b6-8df7-784c7ce6f96c/definition.json&redirectlink=%2F&cancelRedirectLink=%2F&category=AF-Category-976925ef-530f-49cb-9a32-af53d9974f54](https://my.cheshirewestandchester.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-d6f18cef-59bb-40c8-93cf-cb4a4d66a97b/AF-Stage-15962abc-3aba-47b6-8df7-784c7ce6f96c/definition.json&redirectlink=%2F&cancelRedirectLink=%2F&category=AF-Category-976925ef-530f-49cb-9a32-af53d9974f54)

If the claim is successful it will be processed the same day. A letter of entitlement will be issued to the family by the Free School Meals Team. Claims cannot be backdated. Claims are renewed automatically, as they are periodically reviewed. Even if a child is in Reception-Year 2, and therefore qualifies for universal free school meals, it is important that you contact the Free School Meals Team to claim as this will enable school to claim their Pupil Premium which will benefit your child's education.

### **Visits**

At the start of each school year, parents/carers will be asked for consent for their child to be taken off site to visit local places of interest. We like to make the most of our minibus to benefit the children's learning. We also try to organise an educational visit each term connecting to current learning.

### **School minibus**

The school bus is used to participate in out of school activities and trips, making the most of our local area. Staff qualified to drive the bus are Miss Jennie and Mr Thelwell.

### **Lost Property**

Please ensure all children's clothes are clearly labelled with their names. We will endeavour to return items to their rightful owners.

### **Mobile Phones/Toys**

We ask that children do not bring mobile phones or toys into school unless pre-arranged.

## **Medicines**

Any child needing prescribed medicine (including inhalers) must have a permission slip completed by a parent or guardian. The permission slip is available from the school office or on the Forms section of our website, and is kept in the Pupil Medication Records file. Medication should be in a clearly labelled and named bottle/container from the pharmacy. The Headteacher can agree to administer non-prescribed medicine providing a permission slip has been completed.

## **Drop off/Collection**

The school gates open at 8.30am. Please bring your child into the school yard. The class teacher will take pupils into the classroom. We ask that parents/carers do not enter the classroom. At the end of the day the school gate will open and the class teacher will bring children to their parent/carer.

## **Absence**

If your child is away from school due to illness, medical appointment, etc. you should contact school as soon as possible on the morning, stating the name of the caller, the name of the child, the reason for the absence and their probable return date (if known).

Alternatively, you may send an email to our absence inbox [absence@huxleyprimary.cheshire.sch.uk](mailto:absence@huxleyprimary.cheshire.sch.uk), or send a text to 07537 455344, or reply to a Teachers2Parents text.

A member of staff will contact parents/carers after 9.15am if no reason for absence has been communicated. If your child has suffered from sickness or diarrhoea, please allow a minimum of 48 hours following their last bout before returning to school to minimise the risk of passing the illness to another class member. On their return children should bring a note from a parent/guardian explaining the reason for the absence. The note will be retained in the register until end of the year. Attendance is monitored termly by an external EWO (Educational Welfare Officer).

## **Communication**

Wherever possible, we will send short messages/reminders home using our text and email service Teachers2Parents to which parents/carers can reply.

Unless a family has indicated that they wish to be sent paper copies, all letters are sent out via our email service.

Our school website [www.huxleyprimary.cheshire.sch.uk](http://www.huxleyprimary.cheshire.sch.uk) is constantly updated with information.

## **Concerns**

If you have any concerns or worries, please speak to a member of staff. We are here to help.

## **Photographs**

We take photographs of the children at our school for many different reasons:

- as evidence/records of their work/activities;
- to put on our school's website;
- in the school prospectus or in other printed publications.

Before we take a photograph, we need written consent in order to comply with the GDPR regulations. We will send you a letter giving you the opportunity to give consent or withdraw consent for any of the above uses.

## **Money**

Where possible, payments are made online. If this is not possible, then cash or cheques should be brought into school in a named envelope (with the amount and what it is for) and handed in at the school office.

You will be provided with logins for Schoolmoney, our payment system, in September or whenever your child starts at Huxley.

## **Safeguarding**

Our Safeguarding Lead is Rachel Gourley and her Deputy is Julie Chilton. Our safeguarding Governor is Jane Owens. If you have any questions about safety in regard to your own children or have any concerns about another child in the school, please pass these on to either Mrs Gourley or Mrs Chilton so that they can help. Outside of school hours if you have any concerns you can contact the Early Support Access Team on 0300 123 7047, or if the child is in significant danger Social Care on 01606 275 099 or 01606 76611.

## **IEB**

### **Our Interim Executive Board**

#### **Chair**

Gail Webb

#### **IEB**

Mark Whitehall

Duncan Haworth

Jane Owens

#### **Clerk to Governors**

Provided by Edsential

### **Key responsibilities of the IEB of Huxley CE Primary School**

- To provide a strategic framework, within which the Headteacher and staff run the school, by setting visions and aims, establishing structures, setting priorities and targets for school improvement and agreeing policies.
- To support and challenge the work of the school through appropriate monitoring, and evaluating the impact of agreed plans and policies.
- To hold the Headteacher and staff to account for the performance of the school, and explain decisions made/ actions taken by the IEB to parents and other stakeholders in order to account for the school's overall performance.

The Headteacher is committed to involving the IEB in the life of the school, however the day-to-day management of the school remains the responsibility of the Headteacher.