

Love Your Neighbour
As Yourself



Durham &
Newcastle
Diocesan
Learning
Trust

Holy Trinity C of E Primary

DNDLT

Reception Class

Welcome Booklet for

Parents and Carers

2021-2022

Website: www.holytrinitycofeseatoncarew.co.uk

Email: admin@hpoolholytrinity.org.uk

Class email: HHTReception@hpoolholytrinity.org.uk

School Twitter: @htseaton

Reception Class Twitter: @Mrs wheeldon_rec

Telephone: 01429 855620

Welcome to Holy Trinity C of E Primary School!

We are delighted that you have chosen our school for your child and we look forward to welcoming your child into our Reception year group in September.

The aim of this booklet is to ensure a smooth transition into school and to help your child settle quickly into their new environment. Please take some time to read it before your child starts school and should you have any questions, please do not hesitate to get in touch.

We also feel it would be helpful to re-read this booklet again, once your child has started school in September – there may be many new things for you and your child to become familiar with, even if you have older children in school and know us well!

Children settle into new situations at different rates, bringing with them a range of different experiences. Our first priority is for your child to feel secure, valued and included. Your child will need to adapt to the daily routines of school, become familiar with a new environment and also begin to form positive friendships and relationships with lots of new children and adults.

We hope that the following information will help your child towards this goal.

Mrs D Wheeldon
Reception Teacher/Deputy Head

Holy Trinity C of E Primary

DNDLT

Holy Trinity Primary is a church school and is part of Durham & Newcastle Diocesan Learning Trust (DNDLT). As an Academy we share expertise and ideas in order to further improve the education which we offer to our children. The Academy believes:

"Every child matters and no child is ever left behind"

"Let the little children come to me, and do not stop them; for it is to such as these
that the kingdom of God belongs."

Luke 18:15-17

SCHOOL AIMS

The ethos of Holy Trinity Primary is built upon love, respect, responsibility and learning. 'Love your neighbour as yourself'. *Matthew 22 vs 3-9*.

We provide an excellent education in a Christian Environment. We aim for all pupils to achieve their fullest potential. We enable them to develop their skills and talents through shared positive and realistic goals. We believe in good learning skills delivered through a broad, balanced and enriched curriculum.

We have high expectations and celebrate excellent achievement and effort.

We encourage the principles of commitment, self-reliance, self-discipline, responsibility, trust and respect.

We are a thoughtful, reflective and collegiate school which seeks continued improvement. We value the positive partnerships with the church, families and academy councillors and extend these relationships into the wider community.

Partnership

Through experience, we believe that the transition into school is most successful when parents, carers, schools and other adults (such as Pre-school/Nursery colleagues; Health Visitors etc.) work in partnership. Good partnerships require a two-way flow of information and are promoted by valuing and building on children's previous experiences and learning. These partnerships begin before your child starts school and will continue throughout their time at Holy Trinity Primary.

Promoting Partnership

We want to work with parents and carers to support your child's transition into school. Under normal circumstances, we would be hosting a welcome meeting for parents and a taster day in school for children however, this year due to current COVID-19 guidelines they cannot go ahead. There are a range of forms we would like you to complete, to help us to get to know a little bit more about your child before they start school, which you will receive in your welcome pack via email.

You can browse our comprehensive school website which contains lots of information about our school. There are also a range of pictures on the website that provide a virtual tour of the school. The website address is www.holytrinitycofeseatoncarew.co.uk

We use school and class Twitter to inform parents about information and share activities/photos. Please request School Twitter - @htseaton

Reception Twitter - @mrs wheeldon_rec

The children will also be set up with an online platform called SEESAW where students can engage with their learning and teachers can share activities with students.

You will receive weekly, whole school newsletters via email and Reception Curriculum overviews for each half term can be found on our website. Weekly Reception coverage sheets are placed inside your child's diary to show how you can support your child at home.

Getting Ready For School

Below are a few things that you can do before your child begins school that will help them to settle in and feel comfortable:

- Clearly label all items of clothing – including coats, hats, gloves and shoes, lunch boxes and book bags (please check from time to time that the labels are still in place and clear).
- Your child will receive a water bottle from school. Your child will bring it home every night so it can be cleaned and refilled with fresh water to bring back to school. Please do not put juice or flavoured water in this bottle.
- Encourage your child to be responsible for putting away their own things. They will be encouraged in school to put book bags, books, lunch boxes (if they have them), coats and jumpers in their correct places from the beginning of the school year.
- Allow your child to practise dressing and undressing, including using fasteners that they find difficult. Your child will be asked to put on and fasten their own coat / trousers/ skirt /socks / shoes. Encourage your child to be as independent as possible. We are happy to encourage your child with dressing and undressing when necessary but they will feel a real sense of achievement when they can do it for themselves.
- Encourage your child to feed him/herself and use a knife and fork independently. Praise your child for showing good table manners. If your child is bringing a packed lunch ensure they can open the packets and fruit independently. They are not allowed chocolate bars, nuts, seeds, sweets or fizzy drinks in their lunch box (this includes Nutella and other chocolate spreads).
- Reinforce independent toileting, hand washing and drying.
- Encourage your child to listen carefully at appropriate times and follow simple instructions.
- Support your child to take turns when sharing games and activities.
- Encourage a sense of responsibility by asking your child to clear away their toys independently.
- When your child starts school they will be given a Home/School Diary (known as a Fish Diary). This is a good point of contact for short messages as it will move between home and school on a daily basis. Please check this daily as we will also do so in school.

Settling In – Important Information

Hopefully all children will be able to attend school in September, however, we will need to follow Government Guidelines. At the moment, children will be given a 'staggered start' into Reception at Holy Trinity Primary. Even if they have spent whole days at Nursery, school is very different. There may be new faces, new classroom spaces, routines and expectations to become familiar with. It is very demanding and tiring for your child, however independent and capable they are. All children need a gradual introduction to school to accommodate all sensibilities. For the first two days we have a staggered start to Reception with 15 children starting on Monday 6th September and the other half on Tuesday 7th September. The children will start at 9.30 and finish at 2.30 for their first week in school. From the second week all children in Reception will attend together for the full day which is 8.55am – 3.00pm (unless we are still under Covid restrictions where staggered starts are required for all children and then you would be informed of your class unique start and finish times).

Although we register our children and begin the school day at 8.55am, we do open our gates at 8.40am daily to enable a calm and staggered start to the beginning of the day. Your child will enter through

the main pupil entrance gate, where staff will be available to welcome your child into school. On entering their class they will be able to carry out their normal morning tasks before registration takes place. Your child will come through the gate and into school independently, we have lots of staff to support them to do this. At the end of the day you will collect your child from the main pupil gate. It is very important that we know who is picking your child up at the end of the day. If it is not yourself we will need to be informed as to whom it will be. We ask that you phone our main office or write a note in your child's 'Fish Diary'. If we do not have prior notice of a change to pick up, for safeguarding reasons, we will have to telephone yourself to gain permission to let your child go home with another adult. Siblings or family members must be over 16 years old to collect a child from school.

The children of Holy Trinity C of E Primary have breakfast and after school childcare available – 'Seaton Crew'. Booking and payment is via ParentPay, our cash free payment system. We can also accept childcare vouchers to pay for Breakfast or After School Childcare. You will need to register your child in order for them to access this provision. Information about 'Seaton Crew' can be found on our website and registration packs are available from the school office, if required.

Talking About Starting School

We aim to make the move into our Reception Class as happy as possible. You can help us by...

- Encouraging them to look forward to school and feel excited about their new experience
- Being positive, as this will help them to feel positive too
- Saying goodbye and clearly explain that you will be coming back to get them later. Please remember, if your child cries when you leave, a staff team member will be there to support and reassure your child. We find that children generally calm down and become involved in what is going on in the classroom within 5 – 10 minutes. We appreciate that this can be upsetting, but do not worry as we will work together to support your child through this period of transition.
- When you pick up your child, ask them about their day and what they have been doing.
- Praise and reward them for settling well.

Open Door Policy

It is important to keep us informed about things that might affect your child. Reception staff will be available for you to talk to, obviously as mornings are very busy, if you need to talk please contact the main office or make an appointment to see Mrs Wheeldon at a mutually convenient time. This can be organised by telephone. Similarly, a staff team member will inform you of things that have happened to your child at school. This contact could be made via the 'Fish Diary'.

Parents and Carers in School

We actively encourage parents to support the work we do. We organise events throughout the year where you will be invited into school for various occasions such as looking at children's art work and Class Worship. We also hold workshops for every year group to inform parents how they can help children at home.

We welcome parent helpers in school and would be delighted if you would be able to give some of your time to, for example, to listen to readers. Any regular helpers in school will need to complete the relevant safeguarding DBS checks, but as a volunteer there are no costs involved.

Walking to School

We encourage all families to walk with their children to school. Many streets around school, including Crawford Street are Resident Permit Parking Only. The Camera Car often patrols to ensure parents are

adhering to the parking rules. We encourage families to park in Seaton Park and walk through if they are unable to walk all the way from home.

Reception age children should be fit and active as much as possible and should therefore not be brought or collected from Reception in a buggy or pushchair. Exceptions to this rule would be if a child had a diagnosed medical condition or disability which requires a mobility aid to be used.

We also have a Scooter Park in Reception where children can leave their scooters. Please ask your teacher for a scooter contract if you would like to use this facility. Parents and guardians should never park in the staff car park.

Keeping Your Child Safe

Our top priority is to provide as safe an environment as possible for your child. You can help with this in a number of ways:

- Provide us with emergency contact numbers and please do let the school office know straight away if they change;
- Please let us know if there are any changes in the person who usually picks up your child;
- All children must be brought to and collected from school by an adult. Please remain with your child until the doors open at beginning of the school day;
- Please let us know of any medical conditions affecting your child or any other factor affecting their wellbeing;
- Please let us know of any allergies or dietary requirements your child may have;
- If you visit the school during the day please report to the school office. It is essential that we know who is in school at all times.

The Learning Environment

Children will be based in the Reception classroom but have access to the Early Years learning environment in the canopy which is for both Nursery and Reception children. This allows us to have bigger areas to develop specific skills and learning for each child. We also have a well-resourced outdoor area for further activities and sessions. For certain parts of the day we will work in smaller groups in separate areas of the classroom to allow for adult led activities such as phonics, number work and story time.

The Early Years space is equipped with a reading corner, home corner, sand area, water area, malleable area, creative station, listening area, a small world area, construction area, writing area, maths area, computers and interactive whiteboards.

Our outside area also includes a sandpit pit, story area, storage areas that can be independently accessed by children and wheeled vehicles and mud kitchen to develop physical development.

At Holy Trinity Primary School we believe that children learn best and teachers teach best when:

- they feel safe and secure;
- they know what is expected of them;
- they feel respected and listened to;
- they are praised whenever possible;
- they are supported to achieve.

In order to gain the excellence that we strive for, our environment and our teaching and our learning must reflect and support our principles.

We know children learn best when they are:

- actively involved and interested;
- supported by a knowledgeable and trusted adult.

Our curriculum in Early Years is designed to provide a broad and balanced education that meets the needs and interests of all pupils. Planning and sequenced learning facilitates them to gain the skills, knowledge and understanding, as they start out on their educational journey. They are supported to make good progress from their individual starting points and preparing them for the next stage of their education.

We place a big emphasis on supporting children's personal, social and emotional development so that they feel safe and secure and are ready to learn. Children are encouraged to develop a positive self-image and develop in confidence through play, free choice and directed tasks. Through play children can:

- make sense of the world;
- practise ideas, concepts and skills;
- learn how to control impulses and understand the need for rules;
- rehearse their feelings;
- take risks and make mistakes;
- think creatively and imaginatively;
- investigate and solve problems;
- communicate with others.

Every day we ensure the children have lots of physical activity and fresh air, the freedom to develop their own ideas and skills, opportunities to ask questions, to explain and to discuss experiences. They are supported in establishing right and wrong ways of behaving and the knowledge that they are appreciated and valued as individuals.

Through the areas of learning we provide topics in a practical and playful approach that excite and engage children, building on own interests and developing their experiences of the world around them. Learning is planned to encourage children to develop independently and through exploration and challenge. The children develop within the indoor and outdoor environment which stimulates and enhances their learning. We recognise that all children come into our setting with varied experiences and all staff work hard to ensure that the learning opportunities provided widen their knowledge and understanding of the world, setting ambitious expectations for all children, whilst working in partnership with parents and carers.

The curriculum celebrates diversity and supports the pupils' spiritual, moral, social and cultural development. Those children with particular needs, including SEND, are supported appropriately allowing them to be successful.

Practice: Early Years Curriculum

The Early Years Foundation Stage (EYFS) statutory framework sets the standards for learning, development and care for children from birth to five. The Early Years (EY) is based upon four themes outlined in the Framework:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

The practice, routines, principles and values outlined in this policy describe how we address these themes on a daily basis for children at Holy Trinity C of E Primary.

School aims to provide high quality learning experiences within an enriched environment. Children focus on the three prime areas, which are the foundations for the specific areas.

The prime areas:

- Communication and language:
 - Listening, attention and understanding
 - Speaking

- Physical development:
 - Gross motor skills
 - Fine motor skills
- Personal, social and emotional development:
 - Self-regulation
 - Managing self
 - Building relationships

The specific areas:

- Literacy:
 - Comprehension
 - Word reading
 - Writing
- Mathematics:
 - Numbers
 - Numerical patterns
- Understanding the world:
 - Past and present
 - People, culture and communities
 - The natural world
- Expressive arts and design:
 - Creating with materials
 - Being imaginative and expressive

The Early Learning Goals (ELGs) define the outcomes for each child to reach by the end of their time in the Early Years. Our Early Years curriculum is exciting and extensive offering experiences and opportunities for all children to learn and progress effectively during their time in Reception.

As a church school RE and Worship are integral to our whole school life and ethos. We follow the Diocesan syllabus for RE and use the resource Understanding Christianity to teach RE throughout school, beginning in Reception. Reception pupils will be involved in daily acts of Worship and will also visit Holy Trinity Church for Worship.

Relationship Sex and Health Education – As a school we follow the National Curriculum for the teaching of RSHE. Our scheme of work has been developed by our learning trust following a scheme called Jigsaw. Children will gradually, during their time in school, be introduced to a variety of subject areas linked to relationships, health etc where correct names for body parts and scientifically correct vocabulary will be used.

Weaving throughout the EYFS curriculum are three **Characteristics of Effective Learning**.

- **playing and exploring** - children investigate and experience things, and ‘have a go’
- **active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- **creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

Assessment and Record Keeping

Throughout your child’s time in Reception at Holy Trinity Primary we will be observing, assessing and recording their progress. Each child will have an individual online learning journey record where Wow observations and photographs are stored. These will help us to identify your child’s strengths and needs. This profile takes into account information gained from parents, adults and agencies who have

significant interactions with your child. We welcome your contributions regarding your child's development and any comments about significant events in your child's life. Parents are also encouraged to contact us with comments, observations and photographs at any time throughout the year.

Regular assessments are made of each child's learning and this information is used to ensure future planning reflects their identified needs. When children are younger, we pay particular attention to establishing competency in the three prime areas. Staff assess children and decide if they are on track for their age. You will be invited into school on various occasions throughout the year to discuss your child's attainment and progress with their class teacher.

If a child is not making expected progress or has developmental delays, parents/carers are informed and the child is monitored. Staff and parents then liaise with the Special Educational Needs & Disability Coordinator (SENDCO); parents will always be kept informed about the social and educational needs of their child in accordance with the Code of Practice; including the involvement of outside agencies. Children identified as having Special Educational Needs or Disabilities have their individual needs provided for through an IEP (Individual Education Plan) which is shared and reviewed with parents.

Our Staff Team

Mrs Baines	Head Teacher
Mr Bull	Deputy Head
Mrs Wheeldon	Reception Class Teacher /Deputy Head / Early Years Lead / SENDCO
Mrs Sawyer	Reception Teaching Assistant
Mrs Clark	School Business Manager
Mrs Dougherty	Administrator

Our committed, caring, Early Years staff team enjoy being in an environment where they are fully supported and encouraged to be innovative. We have a team of adults who possess a high level of skills and make a significant contribution to the children's learning and development. Please become familiar with the names and faces of those adults who will be working with your child.

School Meals

Under the Government's Universal Infant Free School Meals initiative, all school meals at lunchtime, in our school, are free for children in Reception, Year 1 and Year 2. We would strongly request that you encourage your child to take advantage of this.

The ethos behind this Government initiative comes from 'The School Food Plan' which presented evidence that "Universal Free School Meals' leads to positive improvements in health, attainment and social interaction as well as helping families with the cost of living". The two week rolling menu for school lunches will be sent to you when it is received from our catering service which is usually at the beginning of the term. Alternatively, if you do not wish to access Universal Free School Meals for your child, they are able to bring a packed lunch from home. If you would like to change from school lunches to packed lunch, you need to inform the office by letter and you will only be able to change at the end of each half term (half terms are approximately 6-8 weeks long). Unfortunately, the kitchen's ordering system does not enable children to change in the middle of a half term.

ParentPay

The ParentPay system enables us to operate a cashless office where we no longer accept cash or cheque payments. Parents however who need to continue making payments by cash may do so using the PayPoint network at local convenience stores as detailed below.

ParentPay is a convenient and secure way to pay for school meals, trips, childcare, after school clubs, school logo items such as book bags, hats and much more online.

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available. **Childcare sessions for "Seaton Crew" are bookable sessions and will have advanced cut-off dates for bookings and payments to enable the sessions to be planned accordingly. Please note the sessions for the whole of the week will have to be booked before the cut-off and we will no longer be able to take any late bookings.** The cut-off for breakfast bookings will be at **Midnight on the Thursday** before the following week's breakfast sessions and for after school it will be at **Midnight on the Sunday** prior to the week's sessions. Payment is made at the time of the booking and will be non-refundable. The only exception to this booking system is if your Childcare is already paid directly to school via an online Childcare Voucher Scheme. If so, please continue to complete the appropriate booking form and place in the box at the main entrance area for the Childcare Manager to book, adhering however to the above cut off dates.

You will receive a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system and once you have activated your account you can make online payments straight away.

Using PayPoint

PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. The nearest PayPoint stores to school are:

- Sainsburys, 132 Station Lane, Seaton Carew, Hartlepool
- SPAR, 50 Elizabeth Way, Seaton Carew, Hartlepool

You will need to notify the School Office if you wish to use the PayPoint facility to make meal payments as a plastic card needs to be issued to you to use at a local PayPoint store. The first card is free of charge, however any lost or damaged cards will be chargeable. Payment cards take about two weeks to arrive but we can issue a barcode letter as an interim measure.

Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint store.

For those who are new to Holy Trinity Primary unique ParentPay Account activation details will be given to your child on their first day in school.

Snack

All pupils in Reception are offered a fresh fruit snack as part of the Healthy Schools Initiative.

School Milk Scheme – Cool Milk

Our school has joined a milk scheme which is available to all of our pupils through registration with Cool Milk. School milk is free for under-5s, and for over-5s it is available at a subsidised price.

Each child that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused. For more information on how milk can benefit children visit www.coolmilk.com/why-milk-is-great.

How to register

If your child is under five

School will register pupils under the age of five to receive free milk up until they reach the age of 5.

If your child is under five and you would like milk to continue after age five

Register online at www.coolmilk.com

Register by a Tuesday at 5pm for your child's free milk to start the following week

Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request four weeks before their birthday - if you wish your child to continue to receive school milk, simply make a payment

If your child is already five or older:

Register and pay online at www.coolmilk.com

Once Cool Milk has processed your registration, you will receive a payment request

You can pay Cool Milk either online, over the phone or at a local PayPoint in half-termly, termly or annual instalments.

Please pay by a Tuesday at 5pm for your child's milk to start the following week

If your child is entitled to benefit related free school meals (this does not include universal free school meals for key stage 1 pupils):

In conjunction with the Department of Education's new School Food Plan, our school is providing a free 189ml portion of low-fat milk to children entitled to Benefit Related Free School Meals

For your child to receive free school milk you need to provide school with your request and consent in writing and include your child's name, dob and class and also your consent for this information to be passed on to our milk supplier, Cool Milk.

If you have any questions regarding school milk please visit www.coolmilk.com or contact Cool Milk directly on 0844 854 2913.

Uniform and Clothing

We expect children in all classes to dress in school uniform during their time in school. Our uniform is white polo shirt, red jumper or cardigan, dark grey trousers/skirt/pinafore or a red gingham dress. A full range of uniform including, polo shirts, sweatshirts, cardigans etc (all bearing the school logo) can be ordered from either of our two online uniform suppliers which are:

MyClothing at www.myclothing.com or

Etika uniforms at Holy Trinity CE Seaton Carew Primary School – etika uniforms

However, purchasing uniform with the school logo on is not essential – you will find our school uniform items, without a logo, in many of the major high street supermarkets and shops. Book bags can be purchased through ParentPay and they will be given to your child in class.

Children can wear **plain black** school shoes, plain black sandals (summer), plain black leather boots (winter) or **plain black** trainers. No suede shoes/boots. No boots with coloured designs. No UGG type boots. No chunky/Dr Marten type boots/shoes. And all footwear, including shoes, boots and trainers must not have any coloured or shaded patterns, logos, stripes or sparkles on them.

PE Kit

Parents are also expected to provide a full P.E. kit, which includes a white t-shirt, black shorts and gym shoes with rubber soles. An important part of the Early Years curriculum is that children learn to dress and undress themselves, including being able to put on their own shoes and socks. We ask that due to lack of storage space, PE Kits are stored in a school PE drawstring bag which can be purchased through ParentPay and will be delivered to your child in class.

Although we provide aprons and take care, the children are often working with messy materials which can spread everywhere. We do have a limited supply of spare clothes which we can change your child into, but we recommend you provide extra clothes if they still have accidents.

It is important that your child brings a suitable coat with them every day as they may choose to spend extended periods outdoors and the weather can change throughout the day. We do have a selection of waterproof trousers and jackets for children to wear in the outdoor areas. In cold weather your child will need warm clothing, including a hat and gloves. It is very important that all of your child's clothes are marked clearly with their name.

Jewellery

We have a very strict NO JEWELLERY POLICY - including earrings, rings, watches, chains bracelets should not be worn in school. For safety reasons, school staff are **not** allowed to remove earrings from children. Please ensure all earrings are removed before attending school. If you are considering having your child's ears pierced please do so at the beginning of the summer holiday so they can be removed on return to school. Unfortunately, children will not be allowed to attend school unless earrings are removed.

Hair Styles

If hair is worn long (below shoulder length), it must be tied up or back, for hygiene reasons. Outrageous and inappropriate hairstyles such as skin fades, tramlines, shaved patterns, mohawks, perms, colours, beads, rats tails, spikes, shapes, and hairstyles created by gel/wax, sparkly hairspray etc are not acceptable in school including Reception and Nursery. Please keep bobbles and hairbands to a minimum size and a plain colour to compliment school uniform.

Make Up

Make up, including fake tans are not allowed in school. This includes if your child is participating in out of school activities, such as dancing / gymnastic competitions and shows. All make up, fake tan and hair glitter, must be removed before returning to school.

Behaviour

We expect high standards of behaviour from all our children and use a rewards system to reinforce this. On arriving at school, children will be assigned to a House Points Team associated with Northern Saint - (St Aidan, St Cuthbert, St Hild and St Bede) and they will work with that House Point Team throughout their time in school. Children earn individual House Points for things they do really well in school and this rewards them and their team. We celebrate everyone's successes each Friday in our weekly celebration worship and they have a special treat for the winning team at the end of the term. We work hard with children when they arrive in school to make clear our sense of community, and together we make "rules" so that we can all operate happily together. We make clear the boundaries of good and unacceptable behaviour. Children are praised for their good behaviour and given the reasons why they are being praised. Children are encouraged to talk about any difficulties and problems with their peers, should these arise, and start to feel confident in seeking their own solutions. If we find there are difficulties concerned with your child's behaviour or any other matters we may ask to discuss these with you.

Attendance, Illness and Appointments

If your child is absent or ill please let us know by phoning school (01429 855620) before 10 a.m. on the first day of absence. On your child's return to school please confirm this in writing as our attendance officer cross references absence with absence codes on a monthly basis.

If your child needs to attend an appointment please try to make these outside school hours but if you are unable to do this please bring proof of the appoint card or letter for our records.

We also require you to let us know if your child will be arriving to school later than the normal start time (8.55 am) or leaving school before normal dismissal time (3.00pm).

Illness where standard exclusion from school is needed in line with Public Health Guidelines:

Sickness and Diarrhoea - Health Regulations state that children cannot return to school for **48 hours** after the last episode of sickness and/or diarrhoea. This is in place to stop the spread of infection. COVID-19 - Children developing Covid symptoms should follow the current government guidelines put in place by Public Health England GOV.UK. Also follow the most updated guidelines to isolate, test and trace.

Chicken Pox - 5 days after the spots appear. Spots must have dried up and not be watery on return.

Conjunctivitis – Until the acute stage of red/sore and discharging of eyes has passed.

Impetigo – Until the skin has healed or, 24 hours after the first dose of antibiotic treatment.

Headlice – After application of approved headlice treatment and no live lice are present.

Please refer to our main policies and procedures with regards to absences from school which are available on our school website.

Medical Information

Please inform us about any medical problem your child has and inform us of any changes during their time in school.

Asthma- If your child is asthmatic please complete the relevant form, available from the school office, and provide a spare inhaler, in the original box, bearing the prescription sticker (as this is kept safely for emergency purposes). Your child should also have an inhaler with them in school at all times.

Other Medical Conditions

Please inform us of any other medical conditions including eczema, diabetes, heart conditions, epilepsy, colour blindness, hay fever, allergies. You may need to complete a Care Plan to ensure that your child's needs are met.

And finally...

We look forward to working with you and your child to make their time in Holy Trinity C of E Primary happy and rewarding. Please do not hesitate to ask us about any worries you may have, however small they may seem.

Holy Trinity C of E Primary, DNDLT
Crawford Street
Seaton Carew
HARTLEPOOL
TS25 1BZ