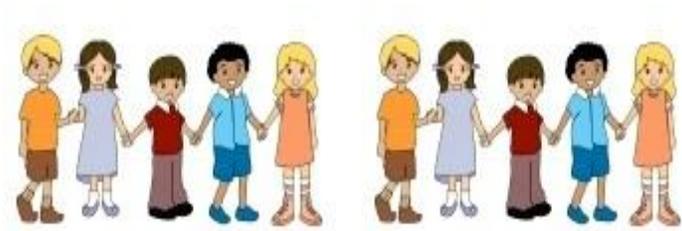


Round Hill Primary School
Dream, believe, achieve together

Parents Welcome Pack



Welcome to Round Hill Primary School

As a school we value a home-school partnership that continues to develop the full potential of every child. As part of this partnership we aim to ensure that all children make a happy and successful transition to our school.

We hope you find this information pack useful. It covers most of the general questions that parents usually ask:

- Routines of the day
- Volunteer helpers
- Reporting absences
- Medicines in school
- School uniform
- Lunch-time arrangements

If there is any other information you need, please contact the school as we are always happy to help. We are looking forward to working with you and your child to help them achieve their best during their time in school.

Governance at Round Hill

On behalf of the governing body, welcome to Round Hill primary school. Whether you are a first time parent or one with children already in the school, we hope that the time your child spends at Round Hill will be memorable for all the right reasons and will offer them opportunities that make you wish you were back in your primary years! We want Round Hill to be an outstanding school, not just in Ofsted terms, but also in our own terms: a great place to learn, grow, play, work and be associated with.

This section seeks to set out what is the governing body, who we are and how we work to support the school.

The role of governors is often summed up in the phrase “a critical friend” to the head teacher and the school. Governing body responsibilities include:

- Setting strategic direction, objectives, targets and policies.
- Reviewing progress against the budget, plans and targets.
- Approving the school budget.
- Acting as a critical friend to the head teacher by providing support and challenge.
- Appointing the head teacher

There are 18 governors at Round Hill, in one of 4 categories: staff, parents, local authority & community. Details of the current membership are on our website, along with more information about how the governing body and its sub-committees operate, and the minutes of recent meetings.

Being a governor is interesting, rewarding and challenging work: it does require commitment, but there are no formal qualifications required – the most important attributes are interest, enthusiasm and a genuine desire to make a difference. We also want and need our governing body to be diverse and representative of our local community. There is plenty of training and support available to allow governors to become effective as quickly as possible.

Governors can take on specific individual responsibilities as well as participating in the full governing body and as committee members. This can include being:

- a link governor, for either a subject area or an area of work identified in the school improvement plan
- chair or vice-chair of a committee
- chair or vice-chair of the governing body

Vacancies will occur during your time as a parent, as the length of term for parent governors is 4 years. If you are interested in serving as a governor, do let the school office know and we'd be happy to arrange for a current governor talk with you in more detail about the role and when vacancies are next expected to occur.

I trust you will enjoy your association with Round Hill and I look forward to meeting many of you and perhaps working with some of you during your time connected with our school.

Duncan Hanslow

Chair, Round Hill Governing Body

School Day

School session times are as follows:

	Start Time	Finish Time	Dropping off	Collecting
Reception Bubbles	9.00 a.m.	3.10 p.m.	Small Playground	Small Playground
Year 1 and 2 Bubbles	9.00 a.m.	3.15 p.m.	Large playground	Small Playground
Year 3 and 4 Bubbles	8.55 a.m.	3.20 p.m.	Large playground	Large playground
Year 5 and 6 Bubbles	8.50 a.m.	3.20 p.m.	Large playground	Large Playground

Children in Foundation can be dropped off and collected from the patio area at the front of school, opposite Beeston Library.

For KS1 and KS2 children, the whistle goes at 8.50 a.m. on the large playground and this means that all children should line up. We close the school gates promptly at 9.00 a.m. as part of our safeguarding procedures. Children arriving after this time should enter through the main doors and let a member of the Office Team know that they have arrived. Late comers will be recorded and monitored.

Children in KS1 can be dropped in the large playground but collected from the patio area at the front of school, opposite Beeston Library.

Children in KS2 can be dropped off and collected from the large playground.

School Uniform

Please ensure that all clothing and footwear is clearly marked with your child's name. As you can appreciate we have lots of identical clothing and it makes it a lot easier to return to the owner when labelled.

At Round Hill we encourage all children to wear school uniform. Please check the recommended list of options and ensure your child comes to school suitably dressed.

Recommended List

Sweatshirt, jumper and cardigans	Plain red or navy, with or without school logo
Shirts	Long or short sleeved white collared or polo shirt
Trousers or shorts	Grey, navy or black
Skirt or pinafore dress	Grey, navy or black
Summer dresses	Checked or striped Red or blue
Footwear	Sensible shoes (no laces unless your child can tie them)
Jewellery / Hair / Nail Varnish	Only a watch and stud earrings if required No nail varnish Long hair must be tied back in PE and swimming.

Items of clothing for religious reasons are allowed.

PE/Games

A change of clothes must be worn for PE.

Indoor Black shorts and a red or white t-shirt. Plimsolls or trainers.

Outdoor A sweatshirt, jogging bottoms or tracksuit. Plimsolls or trainers.

Swimming A one piece costume for girls. No long shorts for boys.

Visits to Beeston Library

All children need to be registered at the library across the car park. Classes visit Beeston Library regularly. Children need to bring their library card and a separate book bag on these days.

Drinking Bottles

It is really important for the children to be able to access drinking water throughout the day. We ask that you provide a bottle of water for your child to bring to school each day. Please **do not** send bottles with squash, milk or juice.

School Dinners

Hot school lunches are provided at school. All children in Foundation Stage and KS1 are entitled to a free meal. For older children the cost is £2.30 per day. We have our own kitchen on site and our school cook produces a variety of healthy dishes each week. We also offer a daily vegetarian option. If your child's diet does not suit any of the menus due to food allergies or intolerances, religious or cultural beliefs please indicate this on your confidential information form so that we can make alternative arrangements for your child.

If you do not wish for your child to have a hot school lunch then you will need to provide a packed lunch for your child each day. This should be brought in a lunch box or bag. A drink should be included, separately from their water bottle, specifically for lunch time. This can be a carton of fruit juice or more water but please do not pack fizzy drinks and cans or bottles. We encourage children to eat healthily and would appreciate your co-operation in avoiding sweets, chocolates or large amounts of sugary items. The children

have about half an hour to eat, to allow them some playtime, so bear this in mind when deciding what quantities to provide.

sQuid

At Round Hill we use sQuid, a cashless payment system to purchase school meals and pay for school trips.

You will receive a guide and registration letter containing a purse number and 3 digit security code to enable you to open your sQuid account. This will be provided shortly after your child's first day at school.

Milk

Parents can purchase milk for their children to drink during the morning. If you would like your child to receive milk you will need to register at www.coolmilk.com If you have any difficulties with this process please speak to a member of the office team.

Snacks

All children in Foundation and KS1 are provided with a free piece of fruit or vegetable each morning. For children in KS2 there is a tuck shop during morning playtime from which children can purchase a healthy snack.

Before and After School Care

Roundabout is a childcare facility that provides on-site wraparound care for Round Hill children. Sessions run from 7.45 am – 9.00 am and from 3.30pm – 6:00 pm each day during term time (including INSET days) only. For more information about this service please contact Roundabout on **07939 521033**.

Medicines

The consent of the Head Teacher must be obtained before any medications prescribed by the doctor can be administered in school.

The schools policy is that medicines required to be taken on a three times per day basis should be given before school, after school and at bedtime. Any medical issues which fall outside these guidelines must be discussed with the child's teacher and Head Teacher.

Children using asthma inhalers must have an inhaler in school at all times which should be clearly labelled with their name.

School Nurse

If you have any concerns or need more information about the service please contact **Dovecote House** on **0115 8835500**.

Round Hill Association (RHA)

The RHA helps the school through fundraising activities and by holding social activities for parents and children. All parents automatically belong to the association and many help either by serving on the committee or by offering support at particular events. A regular meeting is held once a month in a local pub in Beeston at 8:00 pm, everyone is welcome. Please look on the school website for more information about events and meetings or to contact an RHA member.

Absences Procedures

Regular attendance at school is a shared responsibility of parents, school and the Local Authority.

Absence Reporting – children who are not at school

If your child is ill and going to be absent from school, you must complete the Reporting Absence Form that you will find on the [school website](#). Forms must be completed daily by 9.30 a.m. on every day of absence.

Communication Between Home and School

Communication between home and school is very important to us at Round Hill. We take pride in the many ways that we do this so that parents are always kept informed. A

school Newsletter is available monthly. This is on our School Website and we send you an email and a text message to let you know when the latest Newsletter is available. We also have a School Bulletin which is issued between the monthly Newsletters if we have some important information to share with you. If accessing the Newsletters and Bulletins on our website presents any difficulties then please let us know and we will send you a paper copy. If you do not have access to a computer you are welcome to use one in school that is available for parents.

The school website address is **www.roundhill.notts.sch.uk**

As of January 2021, text, email and ClassDojo will be our only forms of written communication. We will send e-mails for whole school communication so please ensure we have your correct e-mail address in school. If you need to update your contact details please e-mail us at office@roundhill.notts.sch.uk

Volunteer helpers

We welcome your offer of help in school. If you would like to help in school or assist on trips and outings you are required to fill in a DBS form. Please let us have your email address and we will then arrange for a form to be emailed to you for completion online.

Musical Instrument Tuition

In Year 3 all children learn to play the Ukulele as a class. They are able to borrow the instrument from school free of charge. In Years 4, 5 and 6 children have the opportunity to have lessons on a range of instruments. The lessons are provided by teachers from Inspire Music Services as well as some private tutors. There is a termly charge for the lessons along with a one off payment to hire an instrument. Mrs Wellington in the school office sends out the invoices for these lessons during each term. If you would like more information about this please ask a member of the Office team.

Clubs

The school offers a range of lunchtime and after school clubs for a variety of age groups. Please see your child's teacher for what is currently available.

Holidays in Term Time

You must get permission from the Head Teacher if you want to take your child out of school during term time. You can only do this if:

- you make an application to the head teacher in advance (as a parent that the child normally lives with)
- there are exceptional circumstances

You must fill in a form with all the details. However unless there are exceptional circumstances holidays will not be authorised during term time.