



## PROSPECTUS

### Welcome from the Principal

Dear Parents/carers,

We are proud of our school, our pupils and their successes. We believe that Haydon Wick Primary School is special and the relationships we seek to develop with our children and their families, enables us to foster a distinctive family atmosphere. We aim to make the learning experience varied and inclusive and are ambitious with our desire to strive to achieve excellence for all.

Ours is a happy school, where the success of every child really matters. Everyone is committed to developing the knowledge, skills and understanding, which will enable your child to enjoy learning, achieve success and become a contented and fulfilled young person.

With the current unprecedented situation we find ourselves in it is even more important that we communicate with you regularly to ensure you feel supported and reassured about your child starting school.

When your child starts school, there is so much information to take on board and remember. What should your child wear, what is the school policy on absence, what does the school do about homework etc.? This prospectus is designed to help.

This document shares information with you for what usually happens with timings and organisation of the school day. Please be aware that some of this information may be updated as soon as it is released due to the current COVID19 virus guidance.

If you want to know something and it is not covered, then please try our website. It is our aim to continually update it with useful links to a whole host of information that will help you, as and when the time comes; links to homework guides, useful information regarding healthy lunches and internet safety to name but a few. If you still can't find what you are looking for then please contact the school to ask.

Warm regards,

Aine Gale  
Principal

Our School Logo



The school uniform and letter heading features the words:

***‘Working together . . . . . Playing together’***

These words are taken from a prayer that we regularly say together in assemblies.

*Dear Lord,*

*Bless our school that by working together and playing together we may learn to serve you and serve one another.*

*Amen*

We feel that the words of this prayer reflect that which we are working to achieve in our school.

## School Information

<b>Address:</b>	Haydon Wick Primary School The Brow Swindon Wiltshire SN25 1HT	
<b>Telephone:</b>	01793 706606	
<b>Email:</b>	<a href="mailto:admin@haydonwick.swindon.sch.uk">admin@haydonwick.swindon.sch.uk</a>	
<b>Type and age range:</b>	Primary School 4 -11 years	
<b>Principal:</b>	Mrs Aine Gale	
<b>KS2 Assistant Principal:</b>	Mr Craig Richardson	
<b>KS1 Assistant Principal:</b>	Miss Amy Lawro	
<b>SENCO (Special Needs Co-ordinator)</b>	Mrs Emily Johnson	
<b>Chair of Governors:</b>	Ms Helen Fowler	
<b>School Hours:</b>	Monday to Thursday	8.45am - 3.25pm
	Friday	8.45am - 1.00pm

## Our School - Its Organisation and Buildings

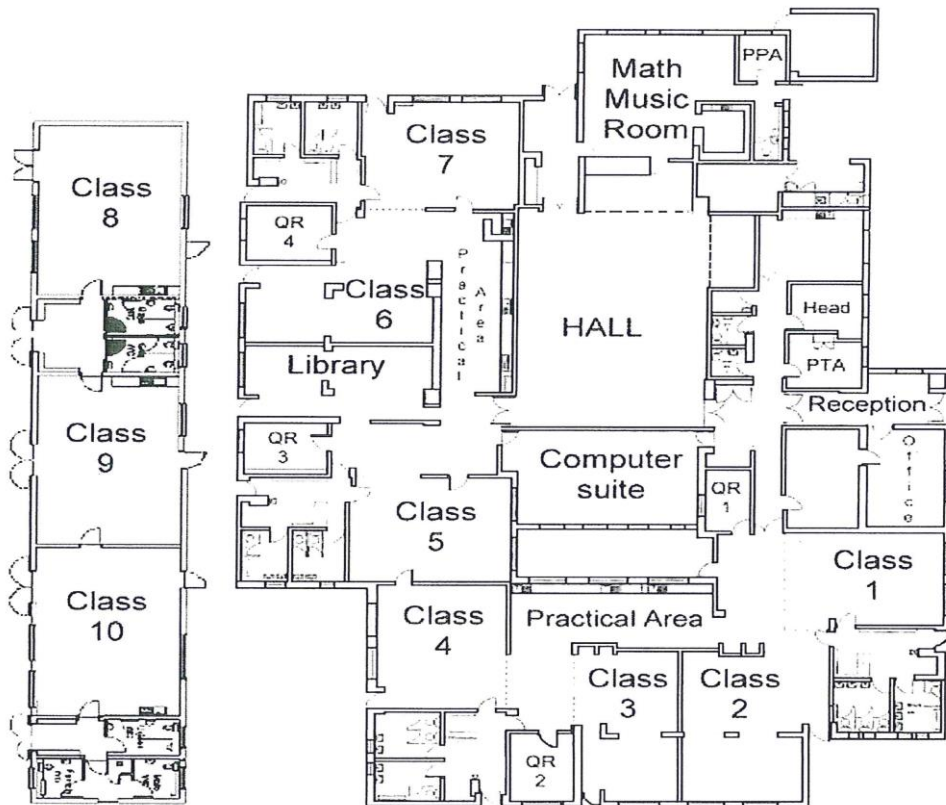
Haydon Wick Primary School opened on the 11th July 1974 moving from a nearby Victorian building. The school houses ten classrooms, a library, computer suite, music room, multi-purpose hall and administration office. All teaching areas have interactive whiteboards. In addition to this, the school has an adventure play area and tyre park on its spacious playing field.

## The White Horse Federation

Haydon Wick Primary School converted to academy status and joined the White Horse Federation in September 2014. The White Horse Federation is a Multi Academy Trust of Primary, Secondary and Special Schools that grew from a passion to be collaborative in providing a first class education to a wide range of children so that each one could more fully understand what they were capable of, what talents they had and to strive for excellence in themselves in order to succeed in the next phase of their education and in the world of work.

The White Horse Federation is committed to maintaining the unique nature of all the schools within the Trust and believes this is best achieved by giving a clear mandate to Local Governing Bodies to be the drivers of school improvement. The Trust gives these governing bodies the freedom to focus on the challenge and support of the improvements in teaching and learning and the curriculum by ensuring the synergies to belonging to a Trust allow statutory obligations to be dealt with centrally.

# School plan



## CLASS KEY:

Class 1	Hedgehogs
Class 2	Squirrels
Class 3	Otters
Class 4	Badgers
Class 5	Jaguars
Class 6	Meerkats
Class 7	Tigers
Class 8	Dragonflies
Class 9	Honeybees
Class 10	Frogs
QR	Quiet Room

## Aims of the School

The Governors and Staff of Haydon Wick Primary are fully committed to the aims of the National Curriculum.

### **'At the heart of the education process lies the child'**

During your child's time in our school, we aim to create and maintain a happy atmosphere, building on that which the caring home provides. Our basic intention will be to help each child realise his or her maximum potential. Our aims are:

- \* To create a happy and caring school environment
- \* To help children to learn that courtesy, good manners and consideration for others are very important qualities
- \* To ensure a command of basic English and an ability to communicate with other people
- \* To encourage an enjoyment of reading
- \* To develop a knowledge and understanding of basic mathematical operations
- \* To encourage scientific curiosity and organise observational studies particularly through the local environment
- \* To awaken an awareness of the heritage around us through project type historical, geographical and religious education studies
- \* To teach skills in handwriting, handicrafts and other creative arts including music
- \* To encourage an individual appreciation of beautiful things
- \* To provide an enjoyment of physical activities, drama, movement and mime and to teach basic recreational game skills
- \* To establish an environment within which children and all staff, school governors, advisory colleagues, parents and future parents, can work with each other for the successful achievement of these aims
- \* To discourage language or behaviour that conveys that any individual or groups are inferior because of sex, stature, behaviour, race, class, income, religion, culture or ability. All children are regarded as 'of equal worth' at Haydon Wick.



## **Values Education**

Values are things we believe in that help us to make decisions about how to behave. They are the principles that guide our lives. Some commonly held values include thoughtfulness, respect, trust, love, friendship, courage... There are lots more values and many overlap.

Some values are quite tricky to understand and difficult to do every day; others are easier to spot and simpler to do.

Sometimes we forget about the values that are important to us; we are too busy or we don't actually know what the values are.

Haydon Wick is a Values-based school. We have 22 core values. We celebrate a new value each month. Values are introduced in assemblies and activities carried out in class.

Values Education is not just something that helps you to learn when you are younger; it is a set of tools that you will carry with you all your life. Understanding values will help you to make difficult decisions even when you are a grown-up.

	2020/2021	2021/2022
September	Patience	Friendship
October	Peace	Co-operation
November	Quality	Freedom
December	Respect	Appreciation
January	Responsibility	Hope
February	Simplicity	Love
March	Thoughtfulness	Humility
April	Tolerance	Honesty
May	Trust	Caring
June	Understanding	Happiness
July	Unity	Courage

## **British Values**

We actively promote the Fundamental British Values as part of our SMSC (spiritual, moral, social and cultural) development.

## Local Board of Governors

The Governors are appointed to maintain a close control of such matters as school premises, finance, all staff and the general conduct of the school.

Governors meetings are held once a term to consider and act on a variety of items affecting the school and to receive reports from the Principal concerning conduct and curriculum. Minutes of these meetings are available for inspection at parents' request. You can contact any member of the governing body via the school office - email [admin@haydonwick.swindon.sch.uk](mailto:admin@haydonwick.swindon.sch.uk) or telephone 01793 706606.

## Governors:

Ms Helen Fowler: Chair of Governors  
Mrs Gemma Glover  
Mr Mike Essam  
Mrs Karen Palmer  
Mr Craig Richardson  
Mr Gavin Walker

## Election of Parent Governors

Any parent of a pupil at Haydon Wick is eligible to become a Parent Governor and vote in a Parent Governor Election.

## Staff 2020 - 2021

Principal

Mrs A Gale

Assistant Principal  
KS1 Assistant Principal

Mr C Richardson  
Miss A Lawro

Teaching Staff

Ms R Bunclark  
Mrs M Cowley  
Mrs L Deegan  
Mrs M Hambidge  
Miss C Jefferies  
Mrs E Johnson  
Miss J Law  
Mrs H Lawrie  
Miss A Lawro  
Mrs L Oakley  
Ms S Osborne  
Mrs J Pinkney  
Mr C Richardson  
Miss B Sanderson  
Mrs F Walsh

Pupil Service Officer  
Pupil Service Assistant

Mrs S Eatwell  
Mrs K Sheppard

Caretaker	Mr Chris Sheppard
Education Support Assistants	Ms N Bowie Mrs R Bulley Mrs E Clarke Ms S Crawford Mrs J Daytona Mrs T Dolisznyj Mrs H Greenaway Mrs N Hawkins Mrs J Harewood Mrs A Heard Mrs C Kent Mrs J Peachey Ms K Remnant Mrs S Winrow Mrs K Oke
Inclusion Worker	Mrs K Palmer
Catering Assistants	Mrs N Cook Mrs B Bowles
M.D.S.A. s	Mrs B Davies Mrs T Dolisznyj Mrs H Greenaway Ms S Forester Mrs J Peachey Ms K Price Miss K Remnant Ms L Scholey Mrs S Winrow Mrs K Oke
Cleaning Staff	Mrs L Bates Mrs S Gurung Mrs T Lock Ms L Scholey

### **Admissions**

In accordance with Swindon Borough Council's admissions policy a place will be offered at the beginning of the school year in which your child is 5 years old. All children will be offered a full time place.

Further information regarding admissions can be obtained from the Primary Admissions Section, Education Department, Sanford House, Sanford Street, Swindon, SN1 1QH. Tel: 01793 463091.



## **School Times**

Monday to Thursday school begins at 8.45 am and ends at 3.25 pm  
Friday school begins at 8.45 am and ends at 1.00 pm

*Please make sure that your child does not arrive at school before 8.35 am. This is for the child's own safety as staff are not able to supervise the children before that time.*

## **Parking**

If you do travel to school by car, please consider the safety of our school community by parking legally. Thank you to the parents who continue to support the school community with this issue.

I would like to remind parents of the following points:

- Parking on double yellow lines or blocking driveways of our neighbours is totally unacceptable.
- During the school day parents may use the Working Men's Club for car parking.
- The school entrance should not be used as a drop off / turning point under any circumstances.
- Parents must not park in the school car park.

## **School Rules and Discipline**

Within a school 'family' some rules are essential; these are mostly matters of common sense to ensure the safety of our children. The emphasis in the school is to praise positive behaviour, attitude and effort and to increase children's awareness of the need to make a positive contribution to their community.

A copy of our behaviour policy is available upon request and can be found on our website.

## **Equal Opportunities**

The governors and staff at Haydon Wick are committed to ensuring that every pupil receives equal treatment and opportunity whatever their race, colour, nationality, gender, disability or age.

A copy of our Equality and Diversity policy is available upon request.

## **The Early Years Foundation Stage (Reception)**

The Foundation Stage makes a crucial contribution to children's early development and learning.

We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others.

The early learning goals that make up the Foundation Stage curriculum are-

### The Prime Areas

Communication and language  
Physical development  
Personal, social and emotional development.

### The Specific Areas

Literacy  
Mathematics  
Understanding the world  
Expressive arts and design.

The outdoor environment is also a very special part of the Foundation Stage curriculum. As such, it is carefully planned for and available each day. The reception classes have their own specially equipped outdoor area.

The teaching to achieve these early learning goals will be through first-hand experience and structured play. The areas of experience are linked to the Foundation Stage Curriculum.

The teacher will keep records on children's experiences and attainments.  
Assessment of development and learning needs are ongoing throughout the school year.

During term 1 the teacher will carry out a baseline assessment for every child. This will establish where they are in all aspects of their learning and development and help future planning. The results of this early assessment will be shared with parents at the parents evening in term 1. By the end of the year the teacher will have built up an accurate profile of the each child's development.

### Curriculum

The core curriculum at Key Stages 1 and 2 comprises:

- English
- Mathematics
- Science

Children also study the subjects below as part of the National Curriculum. These are called foundation subjects.

- Computing
- Art and Design
- Design Technology
- History
- Geography
- Music
- Physical Education

In Key Stage 2 pupils are taught French.

Children are also taught Personal, Social, Health, Citizenship Education and British Values.

### **Religious Education**

Religious Education is provided for all children as part of the curriculum and is in accordance with the Local Authority's Agreed Religious Education syllabus.

Assembly is an important part of the school day when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are non-denominational and although they are of a broadly Christian nature due consideration is given to the multicultural society in which we live.

Parents have the right to withdraw their children from religious education and collective worship should they so wish. If parents do not wish their child to be taught the agreed syllabus or take part in short acts of collective worship then they should inform us in writing. Their child can then be excused and suitable alternative arrangements made.

### **Extra-curricular Activities**

We offer a wide variety of clubs that take place before school, during lunch break and after school. Members of staff, parents and outside agencies run these. Activities may include-

- Football
- Gardening club
- Recorders
- Choir
- ICT Club
- Sports Clubs (Basketball, Hockey, Cross Country)
- Lego

### **Special Educational Needs**

Children's progress is constantly monitored and assessed and careful records are kept. Occasionally we find that a child does not make the progress we expect. If this were the case, parents would be consulted and appropriate steps to support the child taken.

An Individual Education Plan may be made with individual targets, review dates and ideas to help parents to support their child at home. If targets continue not to be met, outside agencies such as Educational Psychologists, Speech and Language Therapists or Behaviour Specialists may be called upon for extra support. After further consultation with parents, the Local Authority (LA) may have to make a statutory assessment based on specialist advice. The LA may then draw up an Education Health and Care Plan. This describes all of the child's needs and all the special help that should be provided.

Parents will always be consulted and kept fully informed at every stage once we have identified that their child could benefit from some extra help. This could be for educational, personal or social needs.

## **Sex and Relationship Education**

As a school, we see Sex and Relationship Education as an integral part of personal and social education/health and safety education. We aim to help children understand themselves and their relationship with others. We aim to prepare children for the physical and emotional challenges of growing up, and to give them an elementary understanding of human reproduction.

We notify parents when the Sex and Relationship Education teaching takes place (Y6 children) and give them prior details of the planned content (parents are welcome to view the materials used in this teaching prior to the children using them). We are sensitive to the issue of the family but it is an essential part of the development of the child. Parents who wish to withdraw their child from any of the Sex and Relationship Education lessons should contact the Principal.

## **Child Protection Procedures**

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South West Child Protection Procedures [www.swcPPP.org.uk](http://www.swcPPP.org.uk) and are in accordance with Swindon Borough Council guidance. If you want to know more about these procedures, please speak to the Principal/Child Protection Coordinator or visit the web site. Copies of the school's Child Protection Policy are available from the school office.

## **Inclusion Worker**

At Haydon Wick Primary School we do our best to ensure all children are happy and settled, secure and fulfilling their potential. However, some children require additional emotional support in order to fully access their learning. They may be experiencing difficulties within the family or with friends, have a medical condition that impacts on their daily life or suffer anxiety in new or changing situations. Our inclusion worker works closely with parents, carers and teachers to identify these children and to organise time and activities to provide the necessary support to overcome these hurdles. In addition, the inclusion worker provides support to parents and carers who are themselves experiencing difficult situations and is able to signpost access to supports services. The inclusion worker monitors the attendance of pupils and meets regularly with the Education Welfare Officer to discuss any concerns. Should you wish to speak to her please contact the school office on 01793 706606 or call direct on 07860 929201.

## **Attendance**

Haydon Wick Primary School encourages regular attendance in the following ways:

- Providing a caring and welcoming learning environment and learning that is such fun that children will not want to miss it.

- Responding promptly to a child's or parent's concerns about the school or other pupils.
- Taking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register, a late mark will be recorded. If a pupil arrives late after 9.00am, it will be recorded as unauthorised in the register.
- Publishing and displaying attendance statistics;
- Celebrating good and improved attendance;
- Monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to Education Welfare Officer (EWO) if the irregular attendance continues.

### **We expect that you will:**

- ALWAYS encourage regular school attendance and be aware of your legal responsibilities;
- ALWAYS ensure that your child arrives at school punctually and fully prepared for the school day;
- Ensure that you contact the school whenever your child is unwell and unable to attend school;
- Contact the school by 9.30am on the first day of the child's absence;
- Contact us promptly whenever any problem occurs that may keep your child away from school.
- Advise us of medical & dental appointments which will result in your child being late to school (to avoid a late or unauthorised mark) or needing to be collected during the school day.

### **Responding To Non-Attendance**

When a pupil does not attend school, we will respond in the following manner:

- On the first day of absence, if we have not heard from you by 9.30 am we will phone you.
- If by the end of the fifth day, there has still been no contact made we will send a letter of concern and invite you into school to discuss your child's absence. You will be notified that if the absence persists a referral will be made to Education Welfare Officer (EWO).
- Failure to comply with the expectations set by EWO may result in further action.

### **Grant for Leave of Absence in Very Exceptional Circumstances**

From 1<sup>st</sup> September 2013, the law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Principal must be satisfied that the circumstances warrant the granting of leave.

The form for leave of absence (for exceptional circumstances) can be obtained from the school office. Any unauthorised absence may result in a Penalty Notice being issued. Currently the Penalty Notice is £60 per child per parent if paid within 21 days or £120 per child per parent if paid within 28 days. Failure to pay the Penalty Notice could result in prosecution through the courts. Any money collected is not given to the school but retained by Swindon Borough Council.

### **Educational Visits**

From time to time children will be taken on educational visits outside school, in connection with their class work. It is often necessary to ask for a voluntary donation to cover the cost of transport, etc. Parents who find these costs difficult to meet are asked to discuss the matter, in confidence, with the Principal. Older children will also have the opportunity to take part in school educational residential visits, provided staffing and costs allow. These residential visits usually take place during term 5.

All children, irrespective of whether the parents have made a contribution or not will go on school visits. However, school trips have to be fully funded before they can go ahead.

On visits outside the Swindon area, we only use coaches fitted with seatbelts.

### **Visitors to School / Performance in School**

At times we have visitors in school that can share interests, activities or experiences with the children. Sometimes this will be a Travelling Theatre or experts who lead workshops on topics related to the work children are doing in school. (Difficulties in meeting costs can be dealt with as for 'Educational Visits').

### **Valuables in School**

We do not accept responsibility for any items of jewellery or other valuable articles so, please do not allow such articles to be brought to school. Earrings should be of the stud type, but even these can cause damage if accidentally caught on something. Staff will remain sensitive to any items worn for religious/medical purposes.

### **Health and Safety**

All staff and governors are made aware of the need for correct procedures to be followed regarding all aspects of health and safety. Risk Assessments are carried out on an annual basis to ensure a safe environment. Our Health and Safety Policy is reviewed annually. A fire drill is practised each term.

### **Your Child's Progress - Keeping You Informed**

Parent Consultations are held twice a year with an open evening in term 6. These meetings give you an opportunity to meet your child's teacher and discuss your child's progress. We welcome your interest and hope that you will not feel it necessary to wait until an open evening to see a member of staff if you are at all concerned about your child.

We have a mid-year and an end of year report on each pupil to give you updates of your child's progress.

At times, special meetings are held on specific subjects of educational matters.

Throughout the school year, the Principal also sends out newsletters to parents with information on various items.

### **Home, School and Community Links**

We feel that children make the best progress when home and school support each other for the benefit of the child. We have established a home / school agreement that we expect all parents to support while their child is at our school. In all our dealings and all our work, it is the benefit of the children that must be uppermost in our minds. If you have any worries, please come and see us, and we will do our best to help. With more personal or confidential problems, an appointment to see the Principal can be made by contacting the office.

### **School Lunches**

The school is able to provide a cooked meal at lunchtime. Reception, Year 1 and year 2 are entitled to a universal free school meal. Parents may order a cooked lunch through ParentPay. Orders and money for cooked lunches must be booked through ParentPay a week in advance. The office will provide you with a menu and allergen sheet.

### **Mid-morning Snacks**

Children in the Foundation stage and KS1 are provided with fruit or vegetables every day as part of the National Fruit Scheme, so they do not need to bring a snack. You may like your child in KS2 to have a mid-morning snack. We would like them to bring fruit or vegetables, please do not send your child with chocolate, biscuits, crisps and sweets.

### **Extended School - Child Provision**

As a school, we operate a Breakfast Club that provides a breakfast and supervises children from 7.45 am to 8.45 am during term time. Places are limited and should be booked in advance through the school office.

### **After School Care**

The local Haydon Centre and Little Pippins at Greenmeadow operate after school provision during term time. Children are collected from school and taken to the Haydon Centre or Greenmeadow Children Centre respectively. For more details about this childcare, please contact the Haydon Centre or Little Pippins directly.

### **School Uniform**

Our school policy for school uniform is based on the notion that school uniform:

- Promotes a sense of pride in the school
- Engenders a sense of community and belonging towards the school
- Is practical and smart

- Makes children feel equal to their peers in terms of appearance
- Is regarded as suitable wear for school and is considered by parents as good value for money
- Is designed with health and safety in mind.

The Haydon Wick Primary School uniform consists of:

<u>Boys</u>	<u>Girls</u>
Shirt/polo shirt (White)	Blouse/polo shirt (White)
Dark trousers (charcoal grey)	Dark trousers/Skirt (charcoal grey)
Jumper or Sweatshirt (maroon)	Jumper or Sweatshirt (maroon)
Maroon fleece (optional as a coat)	Maroon fleece (optional as a coat)
Black shoes	Black shoes

Pupils also have the option to wear the following items of clothing during the summer months:

Boys - Charcoal grey shorts

Girls - Summer dress (red and white)

#### P.E. Uniform:

House colour T-shirt, Black Shorts, Jogging Bottoms (maroon), black daps or trainers.

Recognition Express supplies our uniform. You can find the online uniform shop link on the school website. If you have any enquiries, you can contact them via email at [sales@re-west.co.uk](mailto:sales@re-west.co.uk) or call 01793 535900.

**Please ensure all items clothing items are labelled with your child's name.**

#### School Bags

It is fashionable for children to bring very large sports bags to school and this causes us some problems. There is limited space in the cloakrooms, making it difficult to hang both coats and large bags on the pegs. Please keep bags to a sensible size.

#### PE Clothing

The PE uniform for girls and boys is a House colour T-shirt and black shorts. In winter months, the children have the option to wear jogging bottoms (maroon). Children will need soft plimsolls and/or trainers, this kit should be kept in a cloth bag and all items should be named.

#### Lost Property

Items are retained in school for a reasonable period of time or until claimed. A 'Lost Property' box is kept by the school office. Items of clothing must be clearly marked with the child's name and regularly checked to see that the name has not faded.

#### Medical Examinations



The Local Health Authority carries out medical examinations in school for pupils in Reception and Year 6 (height, weight, hearing and vision). Parents are informed when these visits are due and are invited to be present at the medical examination or can request for their child not to take part.

### **Accidents and Illness**

When your child joins us at Haydon Wick, you will be asked to complete an 'Emergency Form' giving details of who to contact in an emergency, together with the name and address of your doctor. Should your child be unfortunate enough to have an accident or become ill we shall make every effort to contact you immediately, whilst taking all possible steps to ensure your child's wellbeing and safety.

We will let parents know, in writing, if the accident involves a head injury.

*Please make sure that your daytime contact telephone number is kept up to date in the school's records.*

### **First Aid**

School staff deal with minor injuries such as cuts and abrasions. The majority of our staff have completed the Appointed Persons First Aid training. In the case of a more serious accident, your child may need to be taken to accident and emergency and you will be informed immediately.

### **Medicines in School**

As a school, we are unable to administer non-prescription medication.

Short-term medication (doctor prescribed only) - usually the completion of a course of medication e.g. antibiotics. We will only administer oral medication. If you would like the school to administer medicine then you must fill in and sign a consent form at the school office. This form will be kept by the school together with a record sheet of any medication given. Whilst school staff will make every effort to remember to administer any medicine, they cannot be held responsible if medication is not given.

Medicines will only be handed back to an adult at the end of the day.

### **Long Term Medical Needs.**

- Inhalers for asthma are held by either the class teacher or, if appropriate, by the child concerned.
- Any child attending the school who suffers with chronic long-term health issues will be assessed individually to determine how best to support their medical needs.

**If your child has any diagnosed ailment such as allergies or asthma please ensure that we are aware of his/her medical needs.**

If you have any questions regarding the above please the school office. A copy of the policy for 'supporting children with medical needs in school' is available for you to read at the school.

### **School Nurse**

We can arrange for you to have support of a school nurse to discuss any health related concerns you may have:

Health Assessments  
Enuresis  
Head Lice  
Behaviour  
Bullying  
Immunisations  
Referrals  
Fussy Eating

Child Protection  
Health Promotion  
Diet  
Health Education  
Eczema  
Weight Problems  
Home Visits

Hearing  
Relationships  
Epilepsy  
Asthma  
Sexual Health  
Hygiene  
Bed Wetting

### **Communication**

Communicating news, events policies etc. are crucial to parents' understanding of the education provided by the school. In order to make school information more readily available we have set up the following:

**Website** - our website address is [www.haydonwick.swindon.sch.uk](http://www.haydonwick.swindon.sch.uk). Newsletters, policies and other information will be posted regularly onto this site.

**Email** - we send copies of school newsletters by email to parents. Children will still bring home a paper copy but receiving an email may be an easier way for you to store information about the school. Please note that emails will come from Sue Eatwell or Kim Sheppard.

**Schoop** - this is a free app. that parents can download to receive all alerts and messages. You will be asked for the school code which is 4535.

**Twitter** - Follow the school @HaydonwickSch

### **Transferring Schools**

At the end of their time at Haydon Wick, the majority of our pupils transfer to Nova Hreed or Abbey Park. Some of our pupils choose other secondary schools when they make their application. Strong links and a friendly liaison exist between the schools and every effort is made to ensure that the transfer will be easy for your child.

Whether your child leaves us during or at the end of the primary years, parents can be assured that full records of your child's academic achievement and health are passed on to the new school.

## **Complaints**

If you feel that your child is having problems at the school - be it with schoolwork itself or in relationships with other children or staff at the school - please contact your child's class teacher. If he/she cannot resolve the problem, then the Principal and then, if necessary, by writing to the Governors.

A copy of our Complaints and Allegations policy is kept in school.

Depending on the nature of the problem, there are set procedures that must be followed. It is, however, important that you tell us about any concerns that you may have.

## **The Friends of Haydon Wick School - PTA**

The PTA is primarily a fund-raising body, which aims to raise money for the extras that the school budget will not cover. PTA events include: School Discos, Fireworks display, Competitions and Fetes.

We are always looking for new PTA members - please speak to the school office if you are interested, we really welcome new people to join this friendly and important group.

## **Parental Help in School**

We welcome your help in school either on a regular or occasional basis. Those who can offer regular help might consider assisting the teacher with an activity that shares their own talents with the children. Occasional help is very welcome for hearing children read or helping with other class activities, helping with school events like excursions, or fund-raising activities. We are most grateful for any help that you can give. Please tell your child's teacher if you are able to help. We welcome offers of help from Mums and Dads or Grandparents.

**All parent helpers must have the relevant DBS security clearance.**

## **Barn Owl Pre-School**

The school has a pre-school on site. This is independently run. We work very closely with them to ensure a smooth transition for the children coming into our Reception classes. Barn Owl was rated as 'good' in their OFSTED inspection in 2018. For more enquiries please phone the pre-school on 07922 588315.

Please do not hesitate to contact the school if you require further information.

**Telephone:** 01793 706606

**Email:** [admin@haydonwick.swindon.sch.uk](mailto:admin@haydonwick.swindon.sch.uk)

**Website:**

[www.haydonwick.swindon.sch.uk](http://www.haydonwick.swindon.sch.uk)