

# **Welcome to**

# **Homefields Primary School**



## **Information for Parents**



On 1 June 2021, Homefields Primary School became part of the East Midlands Education Trust (EMET). We joined with our Chellaston neighbours - Chellaston Junior School and Chellaston Infant School.

You can view the [EMET website here](#).

### **The Trust's Mission is:**

***'To ensure all our students realise their full potential and develop into young citizens who make a positive contribution to society.'*** see more [here](#)

### **Welcome to Homefields Primary School**

We would like to extend a warm welcome to you and your child to Homefields Primary School. We are sure you are looking forward to this new "adventure", just as we are looking forward to meeting you.

It is an exciting time for everyone with lots of new information to remember. The intention of this booklet is to give you an idea of what we can offer you and your child in the early years of education. We have outlined all the procedures that help us to run an effective and happy Foundation Stage and hope you find these useful.

It is a fascinating and wonderful time when you are 3 or 4 years old. Watching children grow and develop at this age is an inspiring experience. We wish you and your child every happiness at Homefields. Any questions please just ask...Happy Learning!!

### **Mission statement**

*Working together to inspire every pupil to:*

*Step in.... to their learning adventure  
Step up.... to achieve their potential  
Step out.... and let their creativity shine  
Step together.... in friendship and respect  
Step forward.... and follow their dreams*



## ***Welcome to Homefields Primary School***

### ***Dear Parents***

On behalf of the staff, pupils and Governors I would like to welcome you and your family to Homefields Primary School.

Our primary aim is to work together to inspire every pupil to achieve and learn to their potential, within a happy, secure, exciting and challenging environment. At Homefields we want our children to become lifelong learners. We want them to be curious and to know how they can develop attitudes and skills that enable them to become resilient learners for life. Our six Learn to Learn attitudes underpin our ethos and we work together as a school community to ensure every child has the opportunity to:



In this brochure you will find information about our school and its organisation, which we hope you will find useful. More details can also be found on our school website [www.homefields.derby.sch.uk](http://www.homefields.derby.sch.uk)

We strongly believe that school is a partnership between children, parents, teachers, Governors and that by working together we can enable and motivate children to succeed in all areas of development.

The staff and I look forward to meeting you and your child to ensure that these first experiences of school life are both happy and successful for you and your child.

*Sarah Coleman*



# HOMEFIELDS PRIMARY SCHOOL

[www.homefields.derby.sch.uk](http://www.homefields.derby.sch.uk)



The school is a spacious, modern, purpose-built school which has 11 classrooms, together with a Foundation Stage 1 unit. There is a large, well-equipped hall, a combined IT 'hub' and teaching area and a wonderful new 'enchanted' library which all of our pupils are benefiting from. We have both laptops and android tablets for pupils to use in class and additional IT stations for KS1 and KS2 children to use.

All classes are equipped with interactive SMART boards which enhance the learning experience for our pupils. Our classrooms are large and bright with shared access to additional teaching areas to enable a variety of learning arrangements to be made to meet the needs of all our children.

The main entrances to the school playground are from Rosyth Crescent and Parkway.

The school has an attractive playground which includes benches, picnic tables, fixed play equipment and a chill-out / sensory garden. There is also an extensive playing field which is used for sports, play and other outdoor activities.

As part of our school we have a Foundation Stage 1 unit (Nursery), which enables us to offer a range of places to three and four year olds. This unit has its own enclosed, secure, outdoor play and garden area with lovely child-orientated facilities. Foundation Stage 2 also has its own outdoor learning area and resources. At Homefields, we aim to deliver a fun and exciting curriculum that enables all children to learn and progress in a safe, challenging and supportive environment.

We look forward to taking the learning journey with you and your child.





## OUR SCHOOL AIMS

### MISSION STATEMENT

**Working together to inspire every pupil to:**

Step in....to their learning adventure  
Step up....to achieve their potential  
Step out....and let their creativity shine  
Step together....in friendship and respect  
Step forward....and follow their dreams

### SKILLS BASED CURRICULUM AIMS

1. Successful learners, who enjoy learning, make progress and achieve.
2. Confident individuals who are able to live safe, healthy and fulfilling lives.
3. Responsible citizens who make a positive contribution to society.

#### Successful Learners

- To be happy and enjoy learning and be motivated to achieve the best they can now and in the future.
- To be enthusiastic and proud about their learning.
- Have the essential learning skills of literacy, numeracy and information and communication technology.
- To have essential learning skills, attitudes and thinking skills.
- Are creative, resourceful and able to identify and solve problems.
- To have enquiring minds and be able to listen and think for themselves.
- Be confident to explore and try different approaches to aid their learning.
- To process information, reason, ask good questions and evaluate their learning.
- Communicate well in a range of ways, understanding and discussing how they learn and know how to learn from their mistakes.
- Are able to learn independently and with others and share their learning.
- Know about big ideas and events that shape our world.
- Know different ways to find out information.



### **Confident Individuals**

- Have a sense of self belief, self worth and personal identity.
- Relate well to others and form good relationships.
- Are self aware and understand and deal well with their emotions.
- Have secure values and beliefs and have principles to distinguish right from wrong and keep working on solutions to issues.
- Become increasingly independent, are able to take the initiative and organise themselves.
- Make healthy lifestyle choices.
- Are physically competent and confident.
- Take managed risks and stay safe.
- Recognise their talents and have ambitions – pursue their own interests and strengths.
- Are willing to try new things and make the most of opportunities.
- Are open to the excitement and inspiration offered by the natural world and human achievements.
- Develop leadership skills.
- Develop presentation skills.
- Develop time management skills.

### **Responsible Citizens**

- Are well prepared for life and work.
- Are enterprising.
- Are able to think creatively.
- Are able to work cooperatively with others.
- Respect and consider others, act with integrity and be responsible for their own behaviour.
- Understand their own and others' cultures and traditions, within the context of British heritage, and have a strong sense of their own place in the world.
- Appreciate the benefits of diversity.
- Challenge injustice, are committed to human rights and strive to live peaceably with others.
- Sustain and improve the environment, locally and globally.
- Take account of the needs of present and future generations in the choices they make.
- Can change things for the better – making a positive contribution to school and the wider community.



## ATTITUDES TO LEARNING

In addition to this, Homefields has developed an approach to learning called 'Learn to Learn'.

We feel it is important that the children develop a set of key skills and attitudes that will best equip them for learning throughout their lives. These skills and attitudes help children develop self-awareness and resilience in learning; to transfer skills and learning from one context to another and to understand how they learn best and to use this effectively.

Our key attitudes are to be:

- Resilient
- Reflective
- Reciprocal
- Responsible
- Resourceful
- Respectful

Our curriculum is organised in such a way that these skills and attitudes develop as part of our everyday learning.

## FOREST SCHOOL

For children starting in Foundation Stage 2, they will experience Forest School as part of their learning experience.

Forest School is an inspirational process, that offers ALL learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in a woodland or natural environment with trees.

The children are free to learn outdoor skills, such as climbing, digging, planting, exploring nature and habitats to name but a few.







# THE SCHOOL DAY

**KS1 Morning.....8:45am – 11:45 noon**  
**KS1 Afternoon.....12:45pm - 3.15pm**

**KS2 Morning.....8:45am – 12/12:15pm**  
**KS2 Afternoon.....1/1:15pm – 3:15pm**

## **DROP OFF PROTOCOL**

All children from Reception up to and including Year 4, must be brought into school by a responsible adult. Please ensure that your child is supervised until the whistle / bell has gone and the children have entered the building.

**NOTE: It is the parent's responsibility to supervise their child until the start of the school day.**

### **Year 5 and 6 children**

If you feel that your child is responsible and can keep themselves safe, they can be left at their drop off point at the start of the school day. Please ensure that your child understands that they must stay safe and not return home. You must ensure that you complete a parent consent form if you wish your child to come to school independently.

## **COLLECTION PROTOCOL**

### **Reception, Year 1 and Year 2**

In Reception, Year 1 and Year 2 a known adult, who is over 16 years of age, must collect your child. All known adults must be identified on the school admissions form and should know the child's password. When someone different to the usual person is sent to pick up a child, please notify us in advance as we **WILL NOT** release a child to an unknown adult or another parent. KS1 children may only be collected by a sibling over 16 years of age.

### **Key Stage 2**

Staff will release children at 3.15pm from their respective doors to a responsible adult that is known to school. KS2 children may be collected by a sibling of secondary school age.

### **Year 5 and 6 only**

Children in Years 5 and 6 are only allowed to walk home with written permission from parents and with agreement from the school safeguarding team that it is appropriate and safe to do so. They will consider location of house from school, roads that will need to be crossed, any special needs the child might have, the time of leaving school – for example in the winter it is dark after extra-curricular activities.

### **All children**

Where changes to a child's normal home-time routine occur, the school expects to be informed by the parent on or before the day.





### Non-collection

Children must be collected from school on time. The school will keep a record of incidents where parents / carers do not collect a child from school, are late in doing so for no acceptable reason, or where there is a repeat occurrence. Any child welfare concerns arising out of such incidents will be dealt with in accordance with the schools safeguarding procedures.

In the event of a child not being collected from school and school not being able to contact parents / emergency contacts, after 60 minutes the school will follow its child protection procedures and the police and social services will be informed.

## ABSENCES

It is essential that parents inform the school office as soon as possible of any reason why their child is, or will be, absent from school, e.g. illness, medical appointments. Parents can do this by telephone, letter or personal contact.

Good attendance is essential if pupils are to take full advantage of school and gain the skills needed to equip them for life. Here at Homefields, we believe it will be to the detriment of a child's education should their attendance fall below 90% and we expect all children's attendance to be 95% plus. If we have any concerns regarding your child's attendance we will contact you to discuss the matter. If problems continue, then we will share our concerns with the Local Authority's Education Welfare Officer.

**We no longer grant any leave of absence during term time unless there are explicit 'exceptional circumstances'.** Requests for family holidays, for weddings or to see relatives are not deemed exceptional circumstances and neither is the availability of cheap flights or holidays. In these circumstances, any absences will be recorded as un-authorised and could be reported to the Education Welfare Service who may issue a Penalty Notice.

We are required by law to publish all unauthorised absence figures annually.

### Attendance Figures 2021/22

% Attendance total.....	97.5%
% Unauthorised absence.....	0.5%
% Authorised absences .....	2.0%





## CHARGING FOR SCHOOL ACTIVITIES

From time to time throughout the school year we organise various school trips, special performances or visiting speakers to enhance and supplement the work carried out in our school. When such an event occurs, we do ask parents for a voluntary contribution towards the cost of the activity. The contributions are calculated to cover the cost of the event only.

Items your child produces in cookery or technology will usually be free of charge unless special high cost materials have been used, in which case we would ask parents for a voluntary contribution to replace used materials.

We offer the facility to pay for school trips, dinners, Breakfast and After School Club via our online payment system [www.scopay.com](http://www.scopay.com). You will be given information about setting up an account and individual log in details for your child within a couple of weeks of them starting here at Homefields.

We also ask all children in KS2 to provide their own pencil case, which will be kept in their tray. This should include: pencils, rubber, pencil sharpener, colouring pencils, felt tips and a small glue stick.

**Parents will normally be expected to replace or cover the cost of damaged equipment, books and property.**

## EXTRA CURRICULAR ACTIVITIES

We offer a range of extra-curricular activities that the children can be involved in during the year. These include:

### Music Tuition

We can offer tuition on a range of musical instruments. These mainly include woodwind instruments, keyboard, guitar and ukulele. Children are taught by approved teachers and lessons take place in school time. There is a small charge for tuition and parents will usually need to hire or buy the instrument.

### Physical Activity and Sport \*

Please note that some of these activities are restricted under the COVID guidelines.

At Homefields we recognise that being healthy is an integral part of children's emotional, mental and social well being. We ensure that activity is promoted throughout the whole school both within the curriculum, during lunchtimes, after-school clubs and participation in local and regional sports festivals and tournaments. On a yearly basis our school typically participates in:

- Tag Rugby Tournaments
- Athletics Festival
- Sports Festivals
- Derby Dance Festival
- Kwik Cricket Tournament
- Football leagues



## Hot House Music

Children in Years 3 and 4 all receive music tuition as part of the music curriculum. They have the opportunity to learn either the flute or the trumpet.

## Swimming

Our Year 5 attends swimming lessons at a local swimming pool during the Autumn and Spring Terms. This takes place during school time and is part of their PE Curriculum. There is no charge for this activity.

**We are currently awaiting guidance around swimming in light of COVID.**



## External Professionals

In addition to this we also have other professional providers who come into school to run extra-curricular activities. These currently include Soccerstars, Derby County Community Trust and Jumping Clay.

# SCHOOL UNIFORM

We have a smart, practical school uniform that we expect all pupils to wear. The basic uniform is burgundy sweatshirts or cardigans, grey or black trousers or a skirt, with a white polo shirt or blouse and black sensible shoes. Our embroidered uniform can be purchased from Morleys Schoolwear on Nottingham Road in Chaddesden or online at [www.schoolwearsolutions.com](http://www.schoolwearsolutions.com)

All items of clothing need to be marked with your child's name. This makes any lost items easy to find. Children will also need a book bag to keep their reading book and homework in. It is also useful for carrying letters and information home to parents.

## PE

For PE, children will need a pair of burgundy shorts, a white T-shirt and a pair of plimsolls / pumps (elasticated tops are best) and a small bag to keep them in. PE kits need to be in school every day. All children need to be barefoot for both Gymnastics and Dance. FS2 and KS1 children should wear black pumps for games (indoor and outdoor), however FS2 children will not need them until the Summer term. In Key Stage 2 children will be expected to do PE activities outside even in the colder months. As well as their shorts and t-shirts they will need a black Homefields hoodie (available to purchase from [Morleys](#)) together with black jogging bottoms and trainers.

**PLEASE DON'T FORGET TO PUT YOUR CHILD'S NAME ON THEIR PE KIT TOO.**

## Jewellery



Children should not wear jewellery to school. The only permitted items are a watch and if children have pierced ears, a small pair of stud earrings. All jewellery should be removed for PE and swimming for health and safety reasons. If your child cannot remove their own earrings, please take them out before they come to school on PE and swimming days or they will be unable to take part.

## **HOMEWORK**

Homefields Primary School has a policy of setting homework for all pupils in the interest of raising levels of attainment and enabling parents to be involved in the children's school work. Education of the child is something that happens at home as well as at school, so all activities and experiences enable the child to develop in a variety of ways. We have a parents' leaflet that sets out what homework is given for each class and when. These are given out at the start of each year.

## **HOW TO HELP YOUR CHILD AT HOME AND IN SCHOOL**

Below are some simple ways in which you can help your child learn by working at home together:

- Reading is a vital skill for primary school children to develop. Please hear your child read EVERY DAY. Ask them questions about the story, look at the words in the book or any special words your child may have been given to learn.
- Government guidelines for the time children should spend reading at home are between 10 and 20 minutes each day.
- Your child will sometimes have numeracy work/games to practice at home. There will be clear guidelines for parents so you can help your child enjoy and progress in maths. Learning times tables is a vital skill parents can help children acquire. Parents may also download the school's Calculation Policy from our website to help with addition, subtraction, division and multiplication work.
- Always praise and encourage your child and show interest in what they do at school.
- Try to come along to school events like concerts, open days and parents' meetings. Children love to see their parents in school and to show them what they can do. Children are especially proud if you are able to come into school and help.
- If your child does any writing at home, encourage them to write in the same way they do at school. If they are practising writing their name, only the first letter should be a capital (eg. Susannah).
- Try to make sure your child gets plenty of sleep, exercise and regular drinks.



## PARENTS

We value the contribution that parents make to the life and work of our school. We believe that school and parents need to work closely together to secure the happiness and development of each child. We have a Home School Agreement which sets out what we as a school will do for each child and how we would like home to support us, plus what we expect from each child. All parents are invited to sign this agreement as part of our home/school partnership.

Parents are regularly invited into school to share in events such as Christmas Concerts, Sports Day and visits out of school. Parents are also welcome to come into school and support their child through practical help e.g. hearing readers, working with groups, cooking and helping with art or craft work. Please let your child's teacher know if you can help in any way.

**All volunteers must complete a DBS application form before helping in school.**

Please ask at the school office.

During the school year parents are invited to an individual meeting with their child's class teacher to discuss their progress and attainment. These meetings take place in the Autumn and Spring Terms. In the Summer Term parents receive a detailed written report of their child's progress with an optional teacher/parent meeting.

In addition to this, parents receive a termly information sheet from their child's class teacher providing information on the curriculum that will be covered that term. Staff will always endeavour to make themselves available or arrange a mutually convenient time to talk to parents about their child's progress or any difficulties.



## COMMUNICATION

We now use e-mail as our main method of communication with parents. Each Friday you will receive a bulletin with details of upcoming key dates and events.

In addition to e-mails, we also have a text service which we use if we need to get in touch with parents quickly, such as in the event of a school closure due to bad weather. It is therefore really important that all your contact details are kept up to date.

Our school website is an excellent source of information [www.homefields.derby.sch.uk](http://www.homefields.derby.sch.uk) As well as having all the latest school news, you can find details of term dates and INSET days, school dinner menus, holiday request forms etc.



### CLASS DOJO

We want to share with you the highlights and key information about your child's learning journey. In order to do this, we successfully use the 'Class Dojo' app. Class Dojo allows us to share information at class and whole school level with parents only. You can see all of your child's feedback from teachers, hear important announcements and updates and see photos and videos from class. You'll also be able to see your child's classwork on their own student story! Parents can use any iOS device, android, kindle fire or computer to connect. You can also read all class stories in your preferred language instantly.

#### Safe for all

All of your child's information is kept safe on Class Dojo. Only they, their teachers and you as their parents can see their information. Class Dojo is COPPA-compliant and fully supports FERPA. Your child's teacher will invite you to join their class at the beginning of term.

## SCHOOL MEALS





We provide school meals that are prepared in our modern school kitchen, which give your child the chance to have a lovely cooked meal each day. We offer total flexibility giving children the choice of dinner on any day without prior notice. Menus are available to view on the school website.

All children in FS2, Year 1 and Year 2 can have a school dinner free of charge. For children in other years, dinners are currently priced at £2.10 per day. If you are in receipt of certain welfare payments, such as Income Support, your child may also be eligible for Free School Meals and Pupil Premium. Pupil Premium generates important income for the school, which allows us to provide additional support for your child. If you require any additional information or an application form, please contact the School Office.

Children who do not want to have a school meal can bring a packed lunch. This should be sent in a sandwich box or container so they can be stored on special trolleys in school. At Homefields we promote healthy eating and celebrate 'healthy lunchboxes'. Please do not send any fizzy drinks or too many sweet snacks.

Children are also encouraged to bring "sports" type water bottles to school, which they can have in their class to enable them to have access to water when required.

All children are allowed to bring a snack for morning break. Please encourage your child to bring a healthy snack e.g. fruit, raisins, plain biscuits from Monday to Thursday. They can then have a treat such as crisps or chocolate on a Friday. Fruit is provided each day free of charge for children in Foundation Stage, Year 1 and Year 2.

## **BREAKFAST BUDDIES AND AFTER SCHOOL CLUB**

Breakfast Buddies is a before-school provision for pupils of Homefields Primary School. This provision is available from 7.30am until 9.00am daily. Each session is supervised by qualified adults, many of whom work in other areas of school throughout the day.

It is available to children from Nursery to Year 6 at a cost of £6.50 per session. This includes breakfast which is a choice of cereal, toast, crumpets, fruit, yoghurts and fruit juice.

Our After School Club is available to pupils of Homefields Primary School from 3:30pm until 6:00pm daily and runs in the main hall. After School Club is either £6.50 per session up until 5pm or £10.50 until 6pm and includes a snack tea such as sandwiches, homemade pizza, fruit and yoghurts.

At both clubs, there is a wide range of activities for the children to choose from such as crafts, games, book corner, construction and many other toys. Children attending After School Club, will be able to take part in outdoor games. After School Club is not a homework club but children may complete their homework if they wish to do so.

If you would like to register your child for Breakfast Buddies or After School Club, please contact the School Office. While we aim to give parents as much flexibility as possible, we ask that all bookings and payments are made half termly in advance of sessions.



## ILLNESS

Occasionally children become ill or have accidents at school that necessitates parental contact. Please make sure we always have up to date information to enable us to contact you as soon as possible in such circumstances, so you can collect your child from school.

If hospital treatment is necessary an ambulance will be called or the child taken to hospital whilst we contact parents.



### WHAT TO DO WHEN YOUR CHILD IS POORLY

#### **Chicken Pox (Infectious)**

Sudden onset of fever, followed by a rash which becomes blistery and itchy over 3-5 days. Keep away from school for **5 days** after the appearance of the first blister.

#### **Conjunctivitis (Infectious)**

Irritation and redness of the white of the eye followed by swelling of the eyelid. Keep away from school until medication has been administered for **24 hours**.

#### **Diarrhoea (Infectious)**

Loose and watery bowel movements often with stomach cramps. Keep away from school until **48 hours** after the last episode.

#### **Impetigo (Infectious)**

The lesions are often found on the faces of young children. They start as blisters which rapidly burst. Keep away from school until 48 hours after treatment has started.

#### **Measles (Infectious)**

Fever, red runny eyes, symptoms of a cough and cold, inside the mouth are small white spots. A red blotchy rash starting on the face before becoming generalized. Keep away from school for 4 days after the appearance of the rash.

#### **Mumps (Infectious)**

Fever, swelling and tenderness of one or more of the salivary glands. Keep away from school for **7 days** after the appearance of the swelling.

#### **Ring Worms (Infectious)**

An infection caused by fungus, appears as a reddish ring shaped area with healthy looking skin in the centre. Keep away from school until **24 hours** after the treatment has started.

#### **Scabies (Infectious)**

Parasite disease, small raised pimples, itchy rash becoming worse at night. Keep away from school until **24 hours** after the treatment has started.

#### **Vomiting (Infectious)**

Retching and vomiting often accompanied by stomach cramps. Keep away from school until **48 hours** after the last episode.



## Medication

If children need medication during the school day we request that parents either come into school to administer it or complete a medicine parental consent form (available from the school office or to download from the school website) which allows a member of staff to supervise or administer the medicine. Any difficulties should be discussed with the Headteacher.

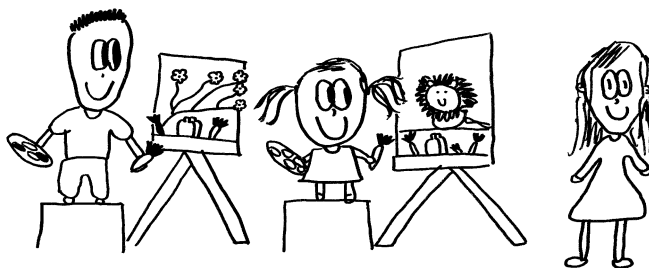
Children who suffer from asthma need to keep their inhaler in the classroom. The inhaler should be clearly marked with the child's name. Parents need to complete the medicine parental consent form. Our Senior Midday Supervisor will supervise children's self-administration of inhalers at lunchtime if it is required.

## TRANSFER TO SECONDARY SCHOOL

At the age of 11+ children transfer from Homefields to Secondary School. Parents need to make an application through the Local Authority for a Secondary School place. The LA notifies parents directly in the Spring Term of Year 6 which school their child has been allocated.

Most of our Year 6 pupils transfer to Chellaston Academy. This school supplies us directly with admission request forms. Parents who wish their child to attend another Secondary School should contact them for admission information. Information on all schools can be found in the LA booklet "Admissions handbook."

We have established good relationships between our school and Chellaston Academy. Discussions between teachers take place, and staff from Chellaston will visit our school, as well as our Year 6 pupils visiting Chellaston. This will enable children to make a smooth successful transfer to their new school.





## DISCIPLINE

We want our school to be a happy and positive place where we can all work and play in a caring and supportive environment. A high standard of discipline and behaviour is expected from all our children. This is achieved through a whole school policy based on a positive approach to behaviour management.

To support this we have the following Golden Rules in school:-

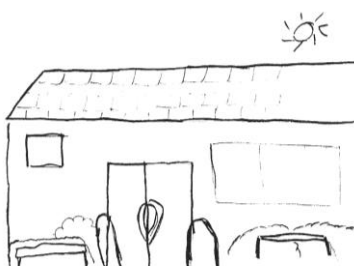
- We are gentle - don't hurt anybody.
- We are kind and helpful - don't hurt people's feelings.
- We are honest - don't cover up the truth.
- We work hard - don't waste time.
- We look after property - don't waste or damage things.
- We listen to people - don't interrupt.
- We walk in school - don't run.
- We use kind language.

It is essential that good behaviour, together with individuals and groups making the effort to improve, is recognised and rewarded. This is done in a variety of ways such as verbal praise, house points, positive body language, stickers, teacher points, and special certificates presented each week in Assembly. There is an agreed set of sanctions that are put into operation if a child behaves inappropriately. A full copy of our Behaviour Policy is available on our website.

At playtime we operate a special system for managing behaviour linked to allocation of Golden Time. Stickers and house points are also provided for good behaviour. We also provide a variety of play equipment for children to use to promote positive play.

Unacceptable behaviour is generally dealt with by the class teacher and when necessary the Headteacher. Focussing on doing the correct thing, encouraging and seeking peer group support and frequent reminders in class and Assemblies are all effective in encouraging good behaviour. When persistent unacceptable behaviour occurs then parents are contacted so that we can discuss any problems and work together to help the child.

Our ultimate aim is for children to display positive behaviour and exercise self-discipline as caring responsible members of society.





## Dealing with Incidents – A Whole School Approach

Here at Homefields, it is a primary aim that every member of the school community feels valued and respected and that each person is treated fairly and well. We aim to promote a caring and secure environment where values are built on mutual trust and respect. We have adopted a range of strategies to raise awareness, prevent and reduce bullying among pupils.

### Guidance for parents/carers

#### If your child has been bullied:

- Calmly talk with your child about his / her experiences.
- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened.
- Reassure your child that he/ she has done the right thing to tell you about the bullying.
- Explain to your child that should any further incidents occur he/she should report them to an adult in school immediately.
- Make an appointment to see your child's class teacher.
- Explain to the teacher the problems your child is experiencing.

#### When talking with teachers about bullying:

- Try to stay calm and bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened, give dates, places and names of other children involved.
- Make a note of what action the school intends to take.
- Ask if there is anything you can do to help your child or the school.
- Stay in touch with the school and let them know if things improve as well as if problems continue.

#### If you are not satisfied:

- Check with the school anti-bullying policy to see if agreed procedures are being followed.
- Make an appointment to discuss the matter with the Head teacher and keep a record of the meeting.
- If this does not help write to the Chair of Governors explaining your concerns and what you would like to see happen.
- If you require any further support then please contact the Local Authority.

#### If your child is bullying others:

- Talk with your child and explain that what he/she is doing is unacceptable and making other children unhappy.
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want.
- Show your child how he/she can join in with other children without bullying.
- Make an appointment to see your child's class teacher and explain the problems your child is experiencing as well as discussing how you can work together to stop him/her bullying others.
- Regularly check with your child how things are going at school.
- Give your child lots of praise and encouragement when he/she is co-operative or kind to other people.

#### If your child is experiencing any form of electronic bullying:

- Ensure your child is careful who they give their mobile phone number and e-mail address to.
- Check exactly when a threatening message was sent.
- Where necessary report incidents to the police.



## **Learning Mentor Support**

### **What is a Learning Mentor?**

A learning mentor works with both children and parents to overcome any problems or issues which prevent children learning as well as they can. We will contact you if we think that your child will benefit from any help, so that we can all work together.

### **Here are just a few of the situations we can help with.**

- ▶ Children who would like to discuss problems that are worrying them.
- ▶ Children who are having difficulty getting along with their friends.
- ▶ Children who find it difficult to settle in class.
- ▶ Children who feel they are constantly getting into trouble.
- ▶ Children who are returning to school after a long absence.
- ▶ You as parents/carers can talk to us about your concerns.
- ▶ We can provide information on the day to day aspects of school life for parents and carers.

### **How do the children get help?**

- ▶ Teachers might ask for the Learning Mentor's help.
- ▶ Children can ask themselves.
- ▶ Parents can contact the Learning Mentor confidentially.

### **How can the Learning Mentor be contacted?**

The Learning Mentor here at Homefields is Pat Tomlinson. If you wish to speak to her or make an appointment to see her, please contact her via the main school telephone number 01332 691351.



## **CHILD PROTECTION**

Parents should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, the Headteacher is obliged to follow the Derby and Derbyshire Safeguarding Children Procedures and inform Social Care of the concern.

## **SAFEGUARDING**

At Homefields, your child's safety is of paramount importance. We adhere to the guidance set out in the document 'Keeping Children Safe in Education'. For more details please see our Child Protection Policy which is available on the website.

- We will ensure all adults working in school are suitable to do so and have completed the relevant checks.
- We will work together to ensure that the school keeps children safe from harm.

The Designated Head of Safeguarding is Mrs Sarah Coleman.

## **SITE SECURITY**

The gates to the school playground are opened at 8.50am each morning and 3.20pm each afternoon. The entrance gate to Rosyth Crescent is locked between 9.10am and 3.20pm each day. The only access to school between these times is via the main school entrance on Parkway.

Please enable us to keep your child safe by observing the following:

- If you wish to speak to your child's teacher, please approach them when they greet your child at the beginning of the school day or as they return them to you at the end of the day.
- If you require an appointment with your child's class teacher, you can also arrange this via the school office.
- Please do not enter the school building from the playground. This enables us to monitor who is in school and why.





## OTHER SCHOOL INFORMATION

### SCHOOL POLICY FOR LOOKED AFTER CHILDREN

The School and its Governors are committed to providing quality education to all pupils based on equality of access, opportunity and outcomes. The Local Authority has a duty to promote the educational achievement of looked after children under section 52 of the Children Act 2004. In line with this Homefields aims to:

- Ensure that school policies and procedures are followed for Looked After Children (LAC) as for all children
- Ensure that all LAC have access to a broad and balanced curriculum
- Provide a differentiated curriculum appropriate to the individual's needs and ability
- Ensure that all LAC pupils take as full a part as possible in all school activities
- Ensure that carers and social workers of LAC pupils are kept fully informed of their child's progress and attainment
- Ensure that LAC pupils are involved, where practicable, in decisions affecting their future provision.

The full policy is available to download from our website or is available to view at the School Office. Under Section 23 of the Education Reform Act there is a procedure for the consideration of complaints regarding the school curriculum and related matters. Any concerns you may have should be addressed, in the first instance, to the Headteacher who will supply further details on request. We would always encourage parents to come into school and discuss any problems with school staff.

The information given in this brochure was correct at the date of printing and applies to the academic year 2021/22.



