



Harrow Lodge Primary

New Parents' Frequently Asked Questions

What time does the school open for me to drop off my child?	The school gates open at 8:30 am and the school doors and classrooms open at 8.40am. Children walk straight into class – there is no lining up system.
What time do I have to collect my child?	The school day finishes at 3.10 pm
Where do I drop my child off?	EYFS have a separate entrance to the rest of the school; parents are asked to bring their children to the EYFS classroom back doors.
Where do I pick my child up from?	From your child's classroom back door. We respectfully ask parents to wait behind the line as the children are dismissed; this is for safeguarding purposes. It is <i>imperative</i> that children are dismissed safely. If you wish to speak to the teacher, please wait until all the children have been dismissed.
When will I be told who my child's permanent teacher is?	The children have 2 weeks to become familiar with each other. Class teachers use this time to assess the children and make judgements about the class that best suits each child and how best to mix the children. It's not an easy decision to make, however, and we sometimes get it wrong and have to regroup a few children.
How big are the class sizes?	There are 2 Reception classes which can hold a maximum of 30 children each. However, we are very lucky in that we usually only have class sizes of about 24 or 25. That's probably why our children make such good progress in EYFS.



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<p>Do you run a Breakfast Club and/or After School Club?</p>	<p>We run a Breakfast club which opens at 7:30 am and costs £3.00.</p> <p>Parklanes Wykeham Childcare is a childcare facility situated within the grounds but is a privately owned company. Parklanes Wykeham Childcare & Harrow Lodge Primary work very closely in partnership with one another.</p> <p>PWC offer a Breakfast Club from 8:00 am @ 5.00 per session and an after school club which runs from 3:00 pm to 6:00 pm for £12.00 a session.</p> <p>PWC staff are there to collect your children from their class teacher for handover from within the school or other clubs that they may attend.</p> <p>Easter & Summer clubs are also available, dates and times TBC.</p> <p>To enquire about a place, please contact Bev Nicholls on 07752546910 or Andy Nicholls 07763412496</p>
<p>Are there any extracurricular activities that my child could do?</p>	<p>In the first term, we usually recommend that EYFS children do not attend after-school clubs simply because the school day tires them out so much, they just need to relax after 3 o'clock. From the spring term, we look to include a club or two for our EYFS children but it very much depends on availability of staff so we'll let you know about that nearer the time.</p>
<p>How are behavioural issues dealt with?</p>	<p>We have a restorative approach to managing behaviour. This means that we don't believe in punishing poor behaviour but we believe in restoring relationships that have been hurt through poor behaviour choices and teaching children the right choices to make. We do this through ensuring children understand the effect of their actions.</p> <p>Sanctions <i>are</i> applied in certain circumstances but this is usually</p>



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	<p>coordinated between parent, child and teacher.</p> <p>Bullying is never tolerated and the Head Teacher insists on dealing with any cases of bullying that arise. Parents are called in immediately and steps are taken to stop it immediately.</p>
When can I buy the school uniform?	<p>We have a school uniform shop on site which is open on a Monday and a Thursday from 3:00 – 3:30 pm in normal circumstances.</p> <p>The shop will be open for new parents to buy uniform on a date to be confirmed nearer to the end of the summer term. We will also open the uniform shop towards the end of the summer holidays in readiness for the new term. You can pay by cash or card.</p>
Do you do click and collect online for the uniform?	<p>Uniform can be ordered online at www.pta-events.co.uk/harrowlodgeprimarypta but you'll need to set up an account first and it will be ready for collection at a later date.</p>
How do I pay for trips, visits and other school events?	<p>Once your child has started school, you'll be given a registration number and a CVV security number for that child. Once you have these, you'll be asked to set up an account for your child on sQuid which you'll do online. Each child must have their own account. Within that account you'll have 2 'purses' – one for school dinners (which you won't need while your child is in the infants) and one for 'Trips and Offers'. You simply transfer money into the appropriate purse which pays for the school trip, visit or event.</p>



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How do I set up Parent mail?	Once we have your email address, telephone number and permission, we set up the Parent Mail service for you. We usually wait until your child has started school to avoid any need for cancellations if a child doesn't actually join us.
How will I know what the school dinners are?	You'll be given a school menu for the first half term in your starter pack which we normally give out at an evening meeting but, this year, we may have to post them out to you. After October half term, you'll be issued with a new menu which takes you through to the spring term.
How will my child order a dinner?	We strongly advise that you discuss the menu options with your child before they arrive at school each day. Once inside the classroom, the menu options are displayed on the interactive whiteboard. The class teacher will ask your child if they would like to order a red, blue or green option. Red is <i>usually</i> a meat option, blue is <i>usually</i> fish and green is vegetarian.
What if I want my child to only eat Halal or Kosher food?	Unfortunately, we don't offer specialised food but our vegetarian option is meat free and suitable for Halal eaters. If the vegetarian option is not to your child's liking, parents usually send in a packed lunch on that day.
Do I have to pay for school dinners and, if so, how much are they?	All children in EYFS and key stage 1 (infants) are entitled to free school meals. The EYFS staff and mid-day supervisors stay with the children whilst they are eating.



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I'm worried the dinner hall will be too noisy for my child.	EYFS children eat separately from the rest of the school. The noise inside the dinner hall is minimal. However, all staff are extremely vigilant and are quick to spot if a child is distressed and will support them immediately.
Who sits with the children when they eat their lunch?	No other children are in the dining hall with the EYFS children. There are 4 Mid-day assistants and 4 staff members who supervise the children for the first 2 weeks or so until the teachers feel that the children are confident enough to be left with the 4 Mid-day assistants on their own.
Where will my child's packed lunch box go?	EYFS has an allocated packed lunch trolley that sits directly outside the classrooms.
Can my child have crisps and snacks in their lunch box?	Crisps, chocolate, sweets and fizzy drinks are not permitted under our healthy school policy.
Will children have to get changed for PE?	No. We ask that your child comes to school already wearing their PE kit on PE day. We'll let you know which day that is as soon as we know it ourselves!
Is my child allowed to bring in a drink?	Your child can bring in a named water bottled.
Do the children have a snack time?	The children are given a piece of fruit or vegetable every day. There is no set snack time but children help themselves when they are hungry. You can send in a healthy snack for your child if you so wish.



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Are the children placed into House Teams?	Your child will be allocated to a house team. Our houses are Dragons (Red), Phoenixes (Yellow), Centaurs (Blue) and Griffins (Green). Your child is required to wear the corresponding coloured T-shirt on PE day. These are sold in our uniform shop.
Do you have a password system if someone else collects?	Yes. If, for any reason, you cannot collect your child, simply ring the school office, inform the office staff, tell them who is collecting your child and issue the password. The office staff will then ring the class teachers to let them know. The person collecting your child will then be asked by the class teacher for the password.
Are the children allowed to go into both EYFS classrooms?	Yes. EYFS children are allowed to 'free flow' throughout the EYFS department including the garden area and both classrooms.
Is there anything I can do to prepare my child for school	We have placed a useful poster with hints and tips on this page. Independence is key and learning how to recognise their name will help them when hanging up their coat.
Is there someone to help my child wipe his bottom?	We have an intimate care policy in place should your child require assistance in this area. However, we strongly advise that you teach your child to wipe themselves effectively as this is not something that we do as a matter of course.



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What if my child wets him/herself?	All children are treated with the utmost respect; children are changed in accordance with our intimate care policy. 'Little accidents' happen from time to time. We ask you to provide a complete change of clothes including shoes for such occasions and all clothes must be fully labelled. We will return wet clothes to you in a bag.
Will we be able to speak to the teacher on a daily basis?	Yes but we respectfully ask that all communication is conducted after school and once all the children have been dismissed safely.
How does the school communicate with parents?	Any important letters are sent out via Parent mail or hard copy letters if you're not signed up to parent mail. We also have our own school Facebook page and a Reception Facebook page. Our email address is Reception@harrowlodgeprimary.com and you can communicate with us via email that way if you wish. A school newsletter goes home each week via parent mail which is very important as it sets out important reminders and the Head Teacher tells you about everything that has happened in school during that week. In EYFS, we hold weekly celebration assemblies to which all EYFS parents are invited.
I work full time and I am worried that I will miss vital information.	A daily message board with gentle reminders will be on display when you drop off and collect your child. It's important to look in your child's bag every evening as there may be letters in there or important tasks for you to carry out. But the most important way we'll communicate with you is via parent mail so always check those emails!



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<p>When are you due to have an Ofsted inspection?</p>	<p>We were due Ofsted before the Coronavirus outbreak took hold. So an inspection is imminent. EYFS achieved a 'Good' rating at the last inspection. Ofsted inspectors had the following comments to make about EYFS:</p> <ul style="list-style-type: none">• <i>Relationships with the adults are warm and nurturing. Children feel safe and well-cared-for. The vast majority of parents who spoke to inspectors said that their children were happy in Reception and achieving well.</i>• <i>The teaching of phonics is particularly strong in the early years. Children use their phonics skills well to read and their writing shows that they are applying their phonics skills and are confident to 'have a go' at spellings.</i>• <i>Children in the Reception classes are encouraged to learn from each other and work together. They are confident learners who are keen to explain what they are doing and what they are learning.</i>
<p>How long have the EYFS teaching staff worked at the school?</p>	<p>The EYFS lead has worked at our school for 8 years and, prior to that, she was an experienced Nursery manager. Mrs Harding, class teacher, and Ms Pockett, Teaching Assistant, have worked with us for 6 years while Mrs Welch, teaching assistant, has been with us for 17 years. They are all very experienced and, between them, hold a wealth of knowledge with regard to teaching and learning in EYFS.</p>



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Do EYFS go on school trips?	Yes. We have an annual school trip that usually takes place in the summer term. We also visit the Queens Theatre to watch a pantomime at Christmas and visit Holy Cross Church for a Christmas service.
Do you have parent helpers?	We are fortunate enough to have a team of parent helpers and, if you can spare any time, we would love you to volunteer to help in the school. We rarely allow parents to help out in their own child's class as this can sometimes bring about a conflict of interests.
How many times a year do you have Parents' Evening?	Twice a year – once in October and again in March. During these evenings, we'll tell you how your child is getting on and you'll have an opportunity to see some of their work. In the summer term, we hold an Open Evening where you can visit all the classes to see work on display, you can talk to your child's next teacher and you can see a variety of performances by children.
My child is asthmatic. Can he bring his medicine to school?	Yes. You'll need to fill out a medication permission form which will allow us to administer the medication.
If my child needs regular medication throughout the day, can I bring it to you to give to him/her?	If the medication is prescribed by a doctor, you will need to complete a medication permission form which will allow us to administer the medication. Unfortunately, we cannot administer any medication that is not on prescription but you may come into school to administer such medication yourself if you wish.



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How long will my child have to settle in?	We usually stagger the intake over a period of a week or two, starting with children who have particular needs first so that they can settle in with the least amount of disruption and the teachers can spend time with them getting to know them and understand their needs. Children start by doing mornings or afternoons only so the transition isn't too overwhelming. A timetable showing when to bring your child into school during those first two weeks will be sent to you in your starter pack.
Do the children go to assemblies?	EYFS have their own separate assemblies once a week on a Friday morning. These assemblies begin after half term and all parents are welcome to join us. EYFS join whole school Monday assemblies in the spring term and whole school Friday Celebration assemblies after half term in the summer term. Once EYFS join the whole school celebration assemblies, the EYFS separate Friday assemblies will no longer take place.
Will my child have projects to complete?	YES. We actively encourage your child to take part in our Cornerstones projects. We proudly display all projects in our corridors for the rest of the school to see. All children that take part will receive a participation certificate in assembly. We also display all homework projects in the hall with the projects from all other year groups each half term so that you and your children can see the sort of projects being completed across the whole school.



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How will I know what my child is learning about?	Curriculum newsletters are sent out each term. These outline the topics being covered and anything planned for the term. Curriculum overviews can be found on our website and we keep our Facebook page constantly updated with current information.
How much homework is given out?	Your child will be asked to complete a special project each half term. The main homework, sent out each week, is a set of tricky words for your child to learn and three reading books to read. The set of reading books contain a sound blending book, an Oxford reading tree book and a book of their choice from the school library. We also give out a 'word of the week,' which we ask you to put into a sentence to enhance your child's vocabulary.
Is there a PTA (Parent Teacher Association) and can I join it?	We are truly blessed with a wonderful PTA chairperson, Ms Lawson. The PTA runs a variety of invaluable experiences for the children - a summer fete, movie nights, pantomime trips, breakfast with Santa, Christmas, Halloween and Summer discos, Mothers' day stalls, Fathers' day stalls, pamper evenings, quiz nights, BBQ's and much, much more. All money raised currently is going towards our playground fund but there are many other projects in the pipeline for improving the experiences of the children at the school.



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Is there an opportunity to see what my child is doing in class?	Yes. We offer a 'Stay and Learn' session each term where we invite you to join us for an hour to sit in class with us and observe what goes on. You can sit with your child during an adult-led lesson and walk around with them during free flow activities. We also invite you in once a term to share a story with your child.
Is my child allowed to bring a 'soother' into school?	We strongly advise against this. We often find that, if a child is distressed at leaving their parent, they soon settle once the parent has gone. Remember, we have a lot of experience in dealing with distressed children and we know just how to calm them down and make them feel safe and secure – but that only ever works once the parent is out of sight!
How do I apply for school milk?	Milk is supplied free for your child up until the age of 5. In your starter pack, you'll receive an order form for milk if you wish to pay for your child to continue to receive milk on a daily basis after they turn 5 years old. You should either complete the form and post it to 'Coolmilk' (the milk supplier) or order it online from the company. You don't need to do this until your child turns 5 years old. Milk will automatically be available for them up until their 5 th birthday.



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Am I allowed to be part of my child's learning?	<p>Yes. We welcome your input. We ask you to complete 'Wow stars' if your child has achieved something outside of school such as a swimming certificate or getting dressed by themselves etc. We also ask you to send in photographs of your child's immediate family and any photographs of special occasions. Throughout the year, we'll be asking you to complete tasks and activities with your child and to let us know if your child has suddenly taken a keen interest in something.</p>
Are there any workshops to assist me in helping my child?	<p>Ms Goodwin runs several workshops throughout the year. There are phonic workshops, maths workshops, encouraging writing and reading, vocabulary and language workshops. Ms Goodwin is also available after school to provide you with helpful hints and tips.</p>
What is a Reading Bear?	<p>'Harry Lodge' is our reading bear. He is sent home with a different child each week and parents are asked to keep a diary on what 'Harry' has been up to and the story your child and 'Harry' shared.</p>



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What do I do if I'm worried about something?	Initially you should speak to your child's class teacher. Alternatively, Ms Goodwin, our EYFS lead, is always willing to meet with any EYFS parents. If you don't feel that the issue has been resolved, you should then speak to, or email, our Assistant Head or Deputy Head teacher with your problem. If the problem is still not resolved, you should make an appointment to meet with the Head Teacher or she is always willing to correspond with you via email if you prefer.
Do you have a sports day and may I come and watch?	Our Sports Day is a highlight in our busy school calendar, expertly organised by our PE coaches. We welcome all parents to attend this event and even ask you to join in with a couple of races for your child's House Team if you so wish!
Are there any other events organised by the school to which I'm invited?	The PTA run a number of events in which you and your family can participate such as family discos, film nights and fetes but there are also key events throughout the year at which your presence is very much appreciated: Fireworks Night, Remembrance Ceremony, Nativity Plays, Carols round the Christmas Tree, Christmas Church service, Performing Arts Plays, Half-Term Homework Displays, Easter Bonnet Parade, Parent workshops and Open Evening to name just a few.



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<p>I'm worried that my child may have special educational needs. Who can help me?</p>	<p>We have a fully operational SEND department located on site. Mrs Boyes is our SENDCo and Mrs Petrie is our Behaviour Lead and Family support worker. You can book an appointment to see either of these people by calling or emailing the office on 01708 447187 and office@harrowlodgeprimary.com</p>
<p>My child has special educational needs. How will you support him/her?</p>	<p>If your child is starting school with an EHCP already in place, we'll have an initial meeting with the SENDCo and class teacher to look at the plan and discuss the best way to achieve the targets. We'll have termly review meetings to update the plan but we'll also talk regularly about anything that you feel you'd like to discuss. If your child doesn't yet have an EHCP, we'll carry out an initial assessment and meet with you to discuss the outcomes and the way forward. Once a plan is in place – be it an EHCP or SEND plan, we'll have regular meetings to discuss progress and what we can do to help your child reach their full potential.</p> <p>If you would like to speak to a current parent who has a child in EYFS with SEND, please call Nicole Jackson on 07493 899881 who is happy to discuss her experiences with you.</p>
<p>I think my child may have Speech and Language issues.</p>	<p>When they first start school, all children undertake a speech language assessment. If any child presents speech and language difficulties, support is provided by Mrs Boyes, our SEND coordinator.</p>



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Is there a way I can get more involved with school life?

We're always looking for volunteers to come into school and help in a variety of ways. If you would like to help in a classroom or if you'd like to run a lunchtime or after school club, we'd be more than happy to welcome you on board. We'd love you to join the PTA and we'd love you to join the Parent Council who meet once a month in an afternoon to discuss how we can improve our school.