



**HILL VIEW**  
PRIMARY ACADEMY

*Reach for the Stars!*

# GENERAL INFORMATION

# Attendance

## Absence

If your child is absent for any reason, school requires a telephone call before 9.15am on the first day of absence *and again* on any following Monday that your child is still away. This must then be followed up by a written note to the class teacher upon their return.



## Late Arrivals / Early Collection

If your child is going to be late to school or has to be collected early for medical appointments etc again a letter, in advance, is required.

## Absence Requests

Legislation on attendance at school means that parents are not entitled to take their child on holiday in term time. Leave of absence during school time will only be granted in 'exceptional circumstances'. The guidance on exceptional circumstances means that leave *will not* be granted for situations such as family weddings, day trips, birthdays, extended weekend breaks and visits to sporting events.

Any request for leave of absence during school time must be made in writing to the Headteacher, in advance of the date required. Please give as much detail about the request as possible on the application form.

Reach South Academy Trust is required by the Government to make stringent checks to ensure this policy is adhered to. The government has made it clear that parents are *likely to be fined* if they take their child on holiday in term time.

# Emergency Closure

In the unlikely event that a situation arises where it is necessary to close the School details will be broadcast on Heart Radio and a text will be sent via our Group Call System (see below).

## Group Call

Group Call is our text messaging service that we use to contact parents for a variety of reasons including absence; club cancellations and emergency closure. To enable us to contact you this way please ensure that we always have your current mobile numbers.



## School Correspondence

General school correspondence such as newsletters and year group letters are regularly emailed to parents. & posted on the school website ([www.hillviewprimary.co.uk](http://www.hillviewprimary.co.uk)). We use Group Call for this service. Emailing reduces the amount of paper we use. Please make sure that we have your current email address.

## WisePay

WisePay is our online payment service which is used for parents to make payments for various school additions such as trips and visits, residentials, music and swimming payments.



# Medicines

## Short Term Medication

Occasionally it is necessary for children to receive *prescribed medication* during the school day. Therefore we would only expect to administer the prescription if it states that it is to be given *four times a day*. To arrange this:



- A 'permission to administer medication' form must be completed by the parent and handed into the office with the medication
- The medication must be in its original container clearly showing the prescribing chemists name, child's name and dosage
- Medication must be *delivered and collected each day* by the parent

## Long Term Medication/Inhalers

Some children need to have long term medication or Inhalers held at school. Again, to arrange this:



- A 'permission to administer medication' form must be completed by the parent and handed into the office with the medication
- The medication must be in its original container clearly showing the prescribing chemists name, child's name and the dosage
- Inhalers should *also* be kept in a small, clearly labelled bag (such as a pencil case) that the child will recognise
- Other long term medication such as epipens or piriton should be kept in a *clearly labelled* plastic box

All medication will be sent home on the last day of Summer Term. A new medication form must be completed upon its return in Autumn. *It is parents responsibility to make sure we have medication at all times and that it is within the expiry date.*

## School Nurse

The School Nurse comes into school to run 'Drop-In' sessions. Times are advertised in school and on the newsletter, but if you do need to contact her for any reason, please ask at the office for the telephone number.



## Lunchtime, Snacks and Drinks

As we are a healthy school, children can only bring in fruit or vegetables to eat as a snack during their morning playtime. The school provides fruit for children in Year R, Year 1 and Year 2.

Water, in a clearly labelled bottle, can be kept in the classroom to enable the children to have a drink throughout the day.

Following the implementation of universal free meals, children in Year R, Year 1 and Year 2 are provided with a school lunch. Parents need to register with 'Chartwells' and order from their menu.

If your child is entitled to receive Free School Meals due to benefit entitlement, then please still register as this then entitles you to a clothing grant. Please ask at the school office for the relevant application forms. This applies to EYFS, KS1 and KS2 children.



## Educational School Visits and Visitors

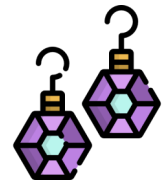
During the time your child is at Hill View Primary School there will be various educational visits and visitors to school of which you will be advised. The school will request a voluntary contribution from parents to cover these costs at the beginning of the year.

## Valuables in School

Sharing things of value is important in any family, but please check with the class teacher before any items come into school to ensure that they can be kept safely.

## Jewellery

We ask the children *not* to wear jewellery to school. If earrings are worn they will need to be removed or studs carefully covered with sticking plaster (supplied by yourselves) to minimize any dangers in PE or games.



## Smart Watches and Fit Bits

Children may wear a simple analogue watch when they are able to tell the time. Smart watches and fit bits are not to be worn in school.



## Mobile Phones

Only Year 6 children who *independently* walk to and from school may bring a mobile phone to school.

It is the child's responsibility to take and collect their phone from the school office at the start and end of the day. The phones must be *clearly labelled with the child's name and class* and are kept securely in the school office during this time. Children are not permitted to keep phones in their bags or on their person.