Homeschool Agreement

By sending your child to school you agree to follow these systems. Please do not hesitate to contact school if you require clarification.

SCHOOL TIMES (note gates open at 8.30am)

- F1: Normal times for morning, afternoon and 30-hour children. The entrance gate on The Wells Road is closed throughout the day, please arrive at 11.40am to collect for morning nursery, and 12.10pm to drop off for afternoon nursery.
- F2: 8.40am to 3.15pm, via either entrance and make your way to the F2 building to wait
- Y1: 8.40am to 3.15pm, via either entrance and line up on the veranda outside the classroom
- Y2: 8.40am to 3.15pm, via either entrance and line up on the top playground
- Y3: 8.40am to 3.15pm, via either entrance and line up on the bottom playground
- Y4: 8.40am to 3.15pm, via either entrance and line up on the bottom playground
- Y5: 8.40am to 3.15pm, via either entrance and line up on the top playground
- Y6: 8.40am to 3.15 pm, via either entrance and line up on the top playground



ATTENDANCE



- Good school attendance is crucial. Our school target is for all pupils to come to school for over 96% of the time.
- You must contact the school office on the first day of absence, and each day thereafter, if your child is unwell. You can do this by telephone on 01159150045, by emailing admin@walterhalls.nottingham.sch.uk or reporting your child's absence via your Arbor app.
- Holidays are NOT permitted during school time.
- If you need to request an absence due to exceptional circumstances then please request an absence form from the school office.
- Please be advised that our Family Support Worker, Gail Holmes, is involved in monitoring absence and lateness alongside our Assistant Attendance Officer, Jeanette Lees. From the third day of absence, a member of the attendance team may visit your home depending upon circumstances or length of time absent. Note that continued or unauthorised absence may be referred to the Education Welfare Office. Please refer to our Attendance Policy for further information, available on our website.

MEDICINES

We can only administer medicine prescribed by a doctor or in a pharmacy sealed bottle** and sent in with a syringe to give the correct dosage. You must also complete a permission to administer form, available from the school office.



We can administer non-prescribed medication, such as Calpol **(paracetamol), anti-histamine to support your child's attendance in school when suffering with mild pain and allergies etc.

**** This would not include ibuprofen as this can only be administered if prescribed by a doctor**

BUMPS & BRUISES

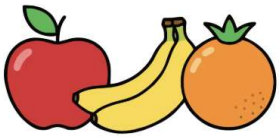


Whilst your child is at school, we take great care to minimise accidents, however it is inevitable that children will get bumps and bruises. We try very hard to tell you about these accidents, either in person or with a phone call. Children generally ask to be seen by an adult; however, some children, if they are not suffering much pain, will carry on playing. If your child has a bump to the head at school and are dealt with by a first aider in school then a first aid form will be sent home with your child and this will outline details of the incident and symptoms for you to look out for at home.

HANDLING

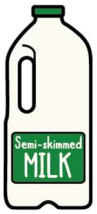
During the time your child attends our school there may be times when staff come into physical contact with your child. This may arise when helping your child to get dressed after P.E., swimming or changing their clothes if they wet themselves, have been sick or have diarrhoea. There are rare occasions when children may be endangering themselves or others and staff may have to physically intervene for the overall safety of everyone concerned. In such rare cases an individual policy may need to be drawn up between home and school.

SNACKS



Free fruit is provided for each child every day until the end of KS1 i.e. Nursery, Reception, Year 1 and Year 2 children. If you wish to send your child in with a snack for their morning break, please ensure it is a piece of fruit or healthy cereal bar (no nuts).

MILK



Our school provides a milk scheme that is available to all of our pupils and we would like to invite you to register your child. School milk is free for under-5s, and for over-5s it is available at a subsidised* price – please see Cool Milk for further details Each child that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom.

How to register if your child is under five:

- Register online at www.coolmilk.com
- Register by a Tuesday at 5pm for your child's free milk to start the following week (register before 5pm on 29th August to ensure your child receives milk in September)
- Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request four weeks before their birthday - if you wish your child to continue to receive school milk, simply make a payment

How to register if your child is five or older:

- Register and pay online at www.coolmilk.com
- You can pay Cool Milk either online, over the phone or at a local PayPoint in half-termly, termly or annual instalments.
- Please pay by a Tuesday at 5pm for your child's milk to start the following week (register before 5pm on 29th August to ensure your child receives milk in September)

If you have any questions regarding school milk please visit www.coolmilk.com or contact Cool Milk directly on 0800 321 3248. More information on milk is also available from the school.

MOBILE PHONES

We ask that only older children who are required to bring their phone to school for safety walking home alone should do so, and parents are required to fill out a permission slip that from the office.



Your child must turn off their mobile phone at the school gate, and hand it in to their class teacher at the start of the school day, before the register is taken, for storage in the school office. Any child that is found to have kept their mobile phone on them will have it removed until the end of the school day and parents will be called to collect it from the school office.

Mobile phones should only be turned on again when your child is departing the school grounds at the school gate. Any inappropriate use of mobile phones on the school grounds, such as videoing or photographing other students without their permission, may result in your child not being allowed to bring their phone to school.

JEWELLERY





All jewellery should be kept to a minimum for two reasons: safety and to avoid damage/loss of a special item. We are an OPAL school and so outdoor play is a daily feature of our curriculum. Acceptable items would be small stud earrings and a simple necklace or chain that is being worn for religious reasons. **Hoop or dangle style earrings should not be worn due to health and safety reasons**. We also do not accept liability for any loss of items, injury or damage caused when families choose to allow children to wear items different to this on any day of the week. Jewellery may be worn if required for medical reasons, e.g., a medical bracelet, in these circumstances parents/carers inform school in writing that this needs to be worn and the medical condition to which it relates.

Watches should not be smart watches and not linked to mobile phones.

Makeup, nail varnish and false nails are not appropriate for primary-aged children to be wearing during school hours and **we discourage this with all year groups.**



If children wear a stud/pair of stud earrings there must be a parent's/carer's understanding that the school will not be liable in the event of an accident/incident. We would recommend tape be put over their earings during PE.

The taping should be sufficient to prevent the stud post penetrating the bone behind the ear should an unintentional blow be received (e.g. from someone or from equipment such as a ball). Taping should be done at home for younger children on PE days or prior to the lesson for older students, who should bring their own tape from home.

Staff are not permitted to remove or tape earrings for pupils, nor are they permitted to remove or insert earrings on health and safety grounds

BIRTHDAY TREATS

Families wishing to send in birthday or celebration treats must contact the class teacher in advance for permission.

SCHOOL MEAL ARRANGEMENTS AND PROCESS FOR NON-PAYMENT OF SCHOOL MEALS



From September 2014, all children in Reception (F2), Year 1 and Year 2 qualify for Universal Free School Meals, regardless of family income and excellent school meals are prepared on the premises. However, we would ask that if you, as a parent/carer are in receipt of at least one government benefit, you complete the Free School Meal form, even if your child is bringing in a packed lunch, as the school receives funding for all Free School Meal pupils regardless of which year they are in, and these funds are vital to support your child's education (please refer to the Pupil Premium section of our website for how these funds are spent)

Parents/carers of all children in years 3 to 6 that are not in receipt of benefit entitled Free School Meals should pay for their child's dinners via their Arbor app. This is where you top up your child's school meal balance. The current daily charge (effective from 1st September 2026) for a school dinner is £3.10 per day, any changes to daily charges made by the local authority will be advised to you prior to their implementation. Payment should always be made in advance, and overdue payments are monitored by the school office and parents contacted to ensure debts do not accrue. Please see appendix 1 for our school dinner debt recovery process.



If you prefer, your child may bring a packed lunch. We ask that it is a healthy and nutritious lunch, for example a sandwich, a piece of fruit, some cheese or a yoghurt. We do not allow the children to have fizzy juice or sweets. We also ask that nuts are not included as part of your child's packed lunch as we have a number of children with allergies.

We do ask that children stick to a routine for their meals, and they either remain school dinners or packed lunches. It is however, acceptable for them to have for example, three days school dinners and two days packed lunches, but they should stick to the same days and routine each week. We will send out a meal pattern sheet each term so that if you wish to change your child's meal pattern for the following term then you can do so.



Food/Medical Allergy: (this would not include hay fever or eczema): The school never knowingly uses any ingredients with nuts/traces of nuts in them. If your child has any food allergies please advise the school, note that we will require supporting documentation from your GP/hospital for your child's records and

to ensure we have all the information we require in relation to their condition for children being provided with a school dinner.

ARBOR & CLASS DOJO

The school communicates to all parents via Arbor and Class Dojo pages and we recommend therefore that all parents download the Arbor app & Class Dojo app to ensure that they are always up to date in relation to whole school, class and specific pupil information. Class Dojo is not to be used to raise a question or complaint – see below.

We also ask parents to note that we are a cashless school and ask parents to use their Arbor app when required for any and all events, trips, clubs and school dinners etc*.

If you have not registered for Arbor please contact the school office for assistance.

RULES FOR RESPONSIBLE INTERNET USE AND HOME SCHOOL AGREEMENT

Providing access to the internet in school will raise educational standards and support the professional work of staff. It also gives provides parents and carers with the opportunity to use the Internet for authorising payments and accessing services via their Arbor app. The school uses a variety of devices for accessing the internet; all of the devices are subject to a strict filtering system, in discussion with the LEA and filtering provider, to help prevent children access inappropriate sites. In addition to the filtering system all of the children will be taught about the importance of internet safety and what to do if they do access something that concerns them.

These rules will help keep your child safe and help us to be fair to other children.

When using computers or netbooks we ask children to agree that:

- they will only access the computer system with the login and password I have been given;
- they will not access other people's files;
- they will not bring in USB memory sticks or CDs and try to use them on the school computers.

Using the internet:

- they will ask permission to use the computers or netbooks and tell a teacher what they intend to use them for;
- they will report any unpleasant material to my teacher immediately because this will protect myself and others;
- they understand that the school can and may check my files and the sites they visit;
- they will not give their home address, telephone number or email address over the internet or arrange to meet someone unless their parent, carer or teacher has given permission

Using ClassDojo (applicable to both parents/carers and pupils, both in school and at home)

- ClassDojo is only to be used as a platform for school work / home work / home learning
- Communication on ClassDojo will be polite, appropriate and relate to enquiries and comments relating to school work only, or in the event of a parent with a specific query or information request for their child in relation to their school work.

- **ClassDojo is not to be used as a parent-to-parent communication platform, nor as a platform for parents to air any grievances that they may have** (as we would request that these are directed to the Class Teacher via the school office or in writing to admin@walterhalls.nottingham.sch.uk).

ADDITIONAL GUIDELINES FOR PARENTS / CARERS

The aim of the staff at Walter Halls is to create a calm, orderly environment in which pupils feel safe and secure and able to learn. We know that you share in this aim and in helping us to achieve it, ask you to respect the following guidelines. These guidelines have been drawn up so that adults know what is expected of them and what to do if faced by a potentially difficult situation.

- We always welcome offers of help with school activities, please speak to your child's class teacher.
- Please talk to a member of staff if you ever have a question or concern, or are upset or angry about anything in school. Note teachers normally have more time to talk at the end of the school day.
- Please DO NOT approach another child or parent in school to try and resolve a problem yourself. Please inform your child's class teacher in the first instance.
- Please do not bring dogs on to the school premises.
- If you must drive to school, please drive and park responsibly and well away from the school gates. DO NOT park on the yellow lines, the zig-zag lines, in the driveway or on the pavement. Only parents legitimately accessing the disabled bay can park on the school grounds.
- Smoking is not permitted anywhere on the school site, including the playground.
- Electric scooters are not to be operated on the school grounds.

BEHAVIOUR POLICY OVERVIEW (FOR FULL DETAILS PLEASE REFER TO OUR ANTI BULLYING AND BEHAVIOUR POLICY ON THE SCHOOL WEBSITE)

Walter Halls Primary is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. As members of our community, we learn about our six core values of: Respect, Kindness & empathy, Aspiration, Curiosity, Collaboration and Perseverance. These guide our thinking and are central to our learning every day. We have three simple school rules to adhere to: 'Be Ready, Respectful and Safe.'

Ready: We are READY to listen, READY to learn. We are READY for new challenges. We show each other how we are READY every day.
Respectful: We are RESPECTFUL to everyone we meet in school. We use kind words and welcome everyone. We listen to other's opinions and share ours in a safe way.
Safe: We are SAFE and keep each other SAFE. We have kind hands, feet and words. We think about where we are and make smart choices with our actions.



At Walter Halls we aim to:

- Provide a safe, comfortable and caring environment where optimum learning takes place
- Provide clear guidance for children, staff and parents of expected levels of behaviour
- Use a consistent and calm approach
- Ensure ALL adults take responsibility for managing behaviour and follow-up incidents personally
- Ensure ALL adults use consistent language to promote positive behaviour and Use restorative approaches instead of punishments

We also understand that for some children following our behaviour expectations are beyond their developmental level. In this case, these children will have bespoke positive behaviour plans which may include rewards to reinforce positive behaviour.

SANCTIONS & BEHAVIOUR SUPPORT PATHWAYS

Escalation

- As a first point of contact, parents should seek to speak with their child's class teacher regarding any issues with behaviour or incidents.
- After that they should seek the support of a Phase Leader
- More high-level incidents or concerns can then be escalated to the Assistant Headteachers or Headteacher after these 2 pathways have been followed

APPENDIX 1

Walter Halls Primary and Early Years School
Querneby Road
Mapperley
Nottingham
NG3 5HS
Telephone: (0115) 9150045
Email: admin@walterhalls.nottingham.sch.uk
Headteacher: Mrs Emma Beardah

It is important that all families stay up to date with school meal payments. Our school pays Nottingham City Council for the provision of all school meals, so if your child has a meal which isn't paid for, we have to cover the debt with our school funds, effectively redirecting money away from teaching and learning resources.

We understand that families occasionally come into financial difficulty and always aim to support parents with payment of school meals where possible. If you think your child(ren) may be entitled to free school meals we can help you to apply for this via the school office.

Below is our process for recovery of school meal debts:

1. If a school meal debt reaches £20 or more, you will be contacted by the school office to advise you of the balance outstanding and to request that you make steps to clear the amount due.

2. If no attempt to clear this balance is made and the school meal debt reaches £30 (equivalent to 2 full weeks of school meals), you will be contacted again by the school office to discuss a payment plan. At this stage we will ask that you send your child to school with a packed lunch until the debt is cleared.

3. If there is no attempt to clear the debt or if you fail to engage with our contact, you will be invited into school for a formal meeting with the School Business Manager to set up a payment plan.

4. If there is still no attempt to clear the debt, access to after school activities will be revoked until the debt is cleared.

School meal balances are always fully visible via your Arbor app.