

HILDEN GRANGE  
PREPARATORY SCHOOL  
KEY STAGE ONE  
PARENT HANDBOOK



## INTRODUCTION

Welcome to Hilden Grange Pre-Prep where we hope your son or daughter will be happy and successful. We aim to provide a caring and stimulating environment where children are encouraged to become independent and show consideration for others. Each child's academic progress is carefully monitored in small classes, by his or her class teacher. Pastoral care and well-being are at the centre of what we do to ensure the happiest possible conditions for learning and growing. After three years in the Pre-Prep most children should be ready to progress to the Prep School

### Staff List and Responsibilities

<b>Headmaster</b>	<b>M Gough, BA, LLB, LLM, PGCE</b>	<b>SLT</b>
<b>Deputy Head</b>	<b>Mrs R Jubber, BSc, HDE</b>	<b>Maths Teacher/Designated Safeguarding Lead/SLT</b>
<b>Assistant Head Academic</b>	<b>J Davie, BA (Hons), Dip Ed</b>	<b>Head of History/Training &amp; Resources Officer/Examinations Officer/SLT</b>
<b>Assistant Head Pastoral</b>	<b>Mrs N Brown, BA (Hons), QTS</b>	<b>Assistant Head Pastoral/Maths Teacher/Head of PSHEE/Deputy DSL/SLT</b>
<b>Head of Pre-Prep and Early Years</b>	<b>Mrs S Sowerby, HDE, QTS</b>	<b>Head of Pastoral Nursery-Year 2/ Reception Teacher/Deputy DSL/SLT</b>
<b>Preparatory School</b>	Mrs L Augarde, BSc (Hons), PGCE Ms L Beal, BSc (Hons), PGCE Mrs R Bruce, BA (Hons), PGCE Mrs H Burdon, MA (Hons), PGCE C E Cheeseman, BSc (Hons), PGCE  Mrs J Ciacciofera, BSc (Hons), PGCE Ms M Collins, BA (Hons), NCEA Mrs C Crampton, BSc (Hons), QTS B Davisson  Mrs L Fry, MA (Hons), PGCE Cantab Mrs S Fulford, BA (Hons), QTS Mrs S Hamilton, BSocSc, PGCE  Mrs H J Henshall, BA (Hons), PGCE Miss J L Houghton, BEd (Hons) Mrs L Jackson Bartlett BA (Hons), QTS Ms G Kube, BA, MA, MEd Ms E Mason, BA (Hons), PGCE Miss H McNicholl, BA (Hons) Miss M Napodano, BA (Hons), MA TEFL PGCE Mrs C Parker, BA (Hons), GSA.Dip, LGSM, ALAM S Pethers, BA (Hons), QTS Mrs R Sievwright, BA (Hons) QTS, PGCE-SEN Mrs J Tait, BSc (Hons), QTS  Mrs Claire Wiacek, BA (Hons), PGCE	<b>Science Teacher</b> <b>Head of Science</b> <b>Head of Art</b> <b>Spanish Teacher</b> <b>Head of DT/Science Teacher/Boys' Games Teacher</b> <b>Head of Mathematics</b> <b>Learning Assistant/Librarian</b> <b>Maths Teacher</b> <b>Learning Assistant/Pre-Prep Games Coordinator</b> <b>Languages Teacher</b> <b>Director of Music</b> <b>English Teacher/Maths Teacher/ French Teacher</b> <b>Head of Modern Languages and Classics</b> <b>Head of Girls' Games/History Teacher</b> <b>Digital Leader and Teacher of Computing</b> <b>Head of English</b> <b>Maternity Cover (SENDCo)</b> <b>Learning Support Assistant</b> <b>English Teacher</b>  <b>Head of Drama/Art Teacher</b>  <b>Maths Teacher</b> <b>Head of Learning Support (SENDCo)/ Maths Teacher</b> <b>Head of Religious Studies/Science Teacher/Charities co-ordinator</b> <b>English Teacher</b>

	Mrs V Williams, BA (Hons), MSc, PGCE, QTS Ms K Willis, BA (Hons) SEN TEFL G Withers, BSc (Econ), QTS	<b>Head of Geography/RS Teacher</b>  <b>Learning Support Teacher</b> <b>Head of Boys' Games/Geography Teacher/History Teacher/EVC</b>
<b>Pre-Preparatory School</b>		
<b>Key Stage One Leader</b>	<b>Mrs A Askew, BEd (Hons)</b>	<b>Teacher Year 1</b>
<b>Nursery Leader</b>	<b>Miss T White, CCLD Level 3</b> Mrs S Bailey, BA (Primary Teacher Education), QTS Mrs K Barclay, BA (Hons), QTS Mrs J Bartlett, BEd (Hons) Mrs A Buck, BA (Hons), QTS Miss W Fordham, Dip. Pre-school Practice Miss J Young, BA (Hons), QTS Mrs A Abbott, NVQ Level 2 Mrs R Bassett-Thomas, NNEB, STA 2b Miss L Barron, BEd (Foundation Phase /Primary) Miss R Judd, NNEB, ADCE Mrs S Luff, CCLD Level 3 Mrs V Morris, CCLD Level 3 Mrs S Shearman, BSc (Hons). SpLD Mrs N Young, BA (Hons), QTS	<b>After School Care Supervisor</b> <b>Reception Teacher</b>  <b>Teacher Year 2</b> <b>Teacher Year 1</b> <b>Teacher Part time</b> <b>Learning Assistant</b>  <b>Teacher Part time</b> <b>Learning Assistant</b> <b>Learning Assistant</b> <b>Learning Assistant</b>  <b>Learning Assistant</b> <b>Learning Assistant</b> <b>Learning Assistant</b> <b>Learning Support</b> <b>SEN Learning Assistant/Girls' Games</b>
<b>Administration</b>	Miss E Catherall Mrs S Green Mrs S Grigor Mrs F Lake Mrs C Tipler Mrs F Toft P Patience	HR Officer/ <b>Health and Safety Officer</b> <b>School Secretary</b> <b>Admissions Secretary</b> <b>Marketing Consultant</b> <b>Office Lead</b> <b>Finance Officer</b> <b>IT Manager</b>
<b>School Nurse</b>	Mrs C Wood, RGN, RSCN, HV (Cert), BSC (Hons), SCPHN (SN)	<b>School Nurse</b>
<b>Catering</b>	Mrs P Pascoe	<b>Chef Manager</b>
<b>Grounds/ Maintenance</b>	P Barker D Charrington M Little R Morgan	<b>Site Manager</b> <b>Assistant Caretaker</b> <b>Groundsman</b> <b>Caretaker/Grounds Assistant</b>

In this Parent Handbook we have attempted to provide as much information as possible, if you are ever unsure of anything please contact the School Office or your child's Class Teacher and we shall do our best to help.

### **PARENT APP - School Gateway App at Hilden Grange**

We use the School Gateway app at Hilden Grange as the primary communication method between school and home. Please make sure that at least one parent has downloaded and logged into the app prior to your child coming to Hilden Grange.

Your login details will be automatically generated using the contact information Hilden Grange already has, so please make sure the details we hold for you are up to date. You can change these details by sending an email to [office@hildengrange.co.uk](mailto:office@hildengrange.co.uk).

On your child's first day at Hilden Grange, the app will populate with relevant data and you will be able to access key websites and message the school directly. We hope that you will find the School Gateway app very useful and informative.

Apple iPhone users can download the app here: [www.schoolgateway.co.uk/iosdownload](http://www.schoolgateway.co.uk/iosdownload)

Android phone users can download the app here: [www.schoolgateway.co.uk/androiddownload](http://www.schoolgateway.co.uk/androiddownload)

If you have any questions or would like some more information, please see the School Gateway site here: <https://schoolgateway.co.uk/>. You can also login to the online version of School Gateway via this site if you do not have a smart phone. Our Head of IT, will also be able to help should you have any problems or questions about the app.

### **Digital Noticeboard**

We have a Digital Noticeboard with a secure login for parents on our school website or through the Parent Gateway App (see above for access information). The **login for the website is HildenPW**

When logged into the Digital noticeboard on the school website you will be able to find our Parent Handbooks. All information that you will require will be placed on this digital noticeboard, so instead of sending multiple emails communications will be in one place. Details are added to the digital noticeboard weekly, they will indicate where action is required and a text message will be sent to notify you that the board has been updated each week. However, where an individual parent needs to be contacted, a separate email is will be sent.

### **HOMEWORK APP**

At Hilden Grange we have a Homework App where weekly information letters and any relevant information is attached. In order to access our homework app, please go to: <https://hildengrange.co.uk/Hilden-Hub/>

On this page you will find a link to the Homework App and some helpful videos to show you how to use it. Children new to the school will be given a login for the homework app by the class teacher.

### **OUR DAILY ROUTINE**

The children should arrive at the classrooms at 8.25am. They have the opportunity to settle into the day with an independent activity before more guided work begins. **Registration takes place at 8.45am**. During the morning, the core subjects of Mathematics and English are taught, in addition to daily phonics lessons. We have a mid-morning break at 10.10am and then lunch at 12.00pm. The afternoon lessons cover the full breadth of the curriculum areas, including Science, Humanities, Computing, Art, French and specialist teaching in Music, Sport and Drama. At the end of the day children may be collected from the classroom at 3.20pm or they may stay for clubs and structured activities until 3.50pm.

### **THE CURRICULUM**

**Mathematics** - In Key Stage 1, Mathematics is taught on a daily basis in a stimulating, supportive but challenging environment. The learning children undertake is suitable for their ability and provides sufficient challenge in order to

ensure excellent progression. We are very well resourced with an extensive range of materials and practical apparatus which is supported by the use of ICT by both the teacher and pupil. The aim is to develop confidence and mental fluency with numbers, counting and place value, ensuring the sound knowledge of number bonds to 20 and beyond; before working towards multiplying, dividing and exploring the topics of shape and measure.

**English** - Our daily teaching sessions encourage all pupils to develop a wide vocabulary, an understanding of grammar and knowledge of the linguistic skills required for making progress in reading, writing and spoken language. In addition, daily phonic sessions take place which follow the Read, Write, Inc. scheme. The children are introduced to a wide range of high quality texts fiction, non-fiction and poetry. We follow a variety reading schemes supported by additional schemes to further widen vocabulary. Children are also encouraged to choose books from the school library. There is a strong emphasis on speaking and listening skills and a thorough understanding of a variety of texts and written forms of expression. The children learn correct letter formation using cursive script and a programme called 'Letter Join' further details are provided upon starting. (see appendix A).

**Science** - In Key Stage 1, Science is related to class topics and includes the units, living things, plants, animals, everyday materials and seasonal change. Children are taught to use practical scientific methods and language. They are encouraged to ask scientific questions and recognise that they can be answered in different ways. The work is largely practical, involving close observational skills, performing simple tests, classifying, making predictions and the gathering and recording of results and information. Children are then encouraged to analyse and begin to draw conclusions from this information. The subject is supported by excellent resources both inside and outside the classroom. This is further enhanced and enriched by high quality trips and visits.

**Personal, Social, Health and Economic Education (PSHEE)** – focuses on the children's self-esteem, behaviour and general well-being at school. We follow the Jigsaw programme which covers all aspects of learning in this area. Children are encouraged to follow the Hilden Grange Way (see Appendix B). The children follow the Hilden Grange 'Language of Learning' which follows throughout the Pre-Prep and Prep school. Children are given incentives to develop a positive and co-operative manner in the form of stickers which are awarded according to the Hilden Grange 'Language of Learning'. This is further reinforced in the Pre-Prep assemblies which all children attend.

**Humanities** – History and Geography are taught as part of the half termly topics and involve a number of practical and written activities. Outings to a variety of attractions are organised to enhance the children's learning.

**Religious Education** – is based on the Kent approved guidelines on R.E. The children learn about Christianity, Judaism, Islam and Hinduism. We also celebrate a number of special days from other religions and cultures.

**Music** - also plays an important part in the curriculum and is taught by the Director of Music from the Prep school. The children learn songs and enjoy music and movement. Individual instrument tuition is available as an extra on piano, violin and 'cello. Other instruments may be available by request. There is the opportunity to take part in Pre-Prep choir and also performances during the summer term.

**Art, Design and Technology** - children explore a variety of materials and processes. They are encouraged to view and discuss the work of famous artists and artists from other cultures and times.

**P.E. and Games** - All children in the Pre-Prep have P.E. and Games lessons with specialist staff from the Prep school, during which a variety of skills are developed. Children learn co-ordination and teamwork. In the summer we all have regular use of the school's heated swimming pool.

**Drama** – as with Music and P.E., Drama is taught by a specialist teacher from the Prep school. Children are encouraged to develop self-confidence and expression. All Pre-Prep children take part in the Nativity at Christmas and the Summer Entertainment which are performed in front of families and friends.

**Computing** - children have access to computers, the internet and various software packages in each classroom and also have opportunities to use the computer suites in the Prep school. In addition Key Stage 1 children have a timetabled lesson with the IT specialist teacher where coding skills are introduced.

**French** – an introduction to vocabulary and French culture is taught throughout Key Stage 1 through songs, games and a variety of fun activities.

**Clubs** – there are a wide range of after school activities and clubs which the children can attend. Details of which clubs are available are sent out each term.

## **BEFORE/AFTER SCHOOL**

### **Before School:**

Children should arrive at school at 8.25am for **registration at 8.45am**. Pre-Prep children in Years 1 and 2 should be brought to the door of their block where they can be safely handed over to the classroom teachers.

### **Early arrival:**

The school offers a Breakfast Club from 7.30am to 8.00am in the Dining Hall. The children are fully supervised by staff and have a wide choice of food freshly cooked. There is no need to book this facility, please accompany children to the dining hall, a register will be taken and you will be invoiced in arrears for sessions attended. The Pre-Prep offers Early Room facilities from 8.00am until 8.25am, no booking is required, a register is taken upon arrival. Nursery and Reception children should be taken to the Nursery block, while Years 1 and 2 children are supervised in the school Dining Hall. **Children must be brought in by an adult; they are not allowed to walk down the drive unattended.**

### **Collection:**

If your child is to be collected by anyone other than yourself, would you please notify your child's class teacher in writing or by telephone.

If you have to collect your child from a Pre-Prep classroom during the school day, the main gates will be closed. To gain access, press the intercom for the school office. These precautions are put in place for the safety of all the children.

### **Later collection/Clubs and Activities/After School Care:**

At the end of the day there is an Enrichment Programme available from 3.20pm – 3.50pm. This system allows all children to benefit from a variety of activities, widening their experiences and enhancing their skill set. Staff allocate the children to an enrichment activity and they are rotated every three weeks.

After school care including tea is available by prior arrangement from 3.50–5.00pm for a small extra charge to cover costs. This care may be continued by prior arrangement for a further charge joining the Prep School children until 5.30/6.00pm depending upon demand. **After School Care** is bookable in advance by filling out our booking and agreement form which will be made available to you termly. Ad-hoc sessions, may arranged by emailing [AfterSchoolCare@HildenGrange.co.uk](mailto:AfterSchoolCare@HildenGrange.co.uk) you will be billed for sessions in arrears.

### **Non-collection of children:**

If you are not able to collect your child, please inform us of the alternative arrangements. In the event that your child is not collected by an authorised adult at the end of the day, we will contact you or any of your authorised emergency contacts. If no-one has collected your child two hours after their pick-up time, and we have had no communication, we will inform the Headmaster and contact our local authority's Social Services.

When collecting your son or daughter at the end of the day please control siblings and other children in your care at this busy and potentially dangerous time of the day. **Please prevent your children from climbing on walls and trees or swinging on branches or railings.** The school accepts responsibility for checking and maintaining the soft play area but does not accept responsibility for children playing on the said area whilst under parental supervision.

Parents are asked to help in making the arrival and departure of children as safe and orderly as possible by observing the following points:

- Please escort your child to and from the classrooms.
- Please help us to ensure that your child does not wander onto the pavement. **CHILDREN SHOULD BE INSIDE THE SCHOOL OR INSIDE THE CAR.**
- Please clear the gate area as soon as possible in the morning and in the afternoon. If you do stay and chat it prolongs the congestion and increases the risks.

### **DROP OFF FACILITY**

A drop-off facility at the front of the school is available to be used by parents dropping off **Prep School children ONLY (Years 3-8)**.

The guidelines below must be read and followed, very carefully by ALL parents (Nursery – Year 8, **drivers and pedestrians**) in the interests of awareness and safety.

1. The 'Drop-off' system operates between **8.00am and 8.30am from Monday – Friday during term time unless otherwise notified. There is no 'pick-up' facility.**
2. The staff vehicular access gate closes at 8.00am. Staff arriving by car after that time are required to park 'off-site' for the duration of the 'drop-off' period.
3. Signage detailing the site speed limit and warning of the presence of children is placed at the entrance. Please note for the purposes of safety the site **speed limit is 5 mph.**
4. Parents wishing to use the system should enter the 'drop-off zone' via the West Gate which is situated on the London Road / Hildenborough side of the school.
5. The 'drop-off' point is adjacent to the medical/finance offices at the Eastern end of the main building, near the main school drive. Passengers should immediately join the pedestrian route into the school, proceed to the Dining Hall / classroom and not linger in the 'drop-off zone'.
6. Children should not be dropped-off at any other point within the 'drop-off area'.
7. Vehicles should exit the site via the East gate (gate at the top of the school drive), being aware of pedestrians accessing the site.
8. On leaving the site parents are advised to turn left to ensure the free flow of traffic.
9. Under no circumstances are parents permitted to park or stop within the school site for longer than it takes to safely drop children off, unless directed by a member of staff for reasons of safety.
10. Segregation of pedestrian and vehicular traffic is maintained by metal posts. These posts are placed along the whole frontage of the school, dividing the drive into two distinct lanes. Please take particular note of this point and drive carefully whilst on school property.
11. Parents leaving the site via the East gate must remember that Dry Hill Park Road is not subject to any part of this scheme, and due care and consideration must be applied on the public road, which is covered by the provisions of the Road Traffic Act 1988 (as amended by the RTA 1991) at all times.
12. Please be aware that should it become apparent that the 'drop-off system' is presenting an increased level of risk, or danger to any party, it will be halted with immediate effect. This will include any major build-up of traffic towards the B245 from vehicles queuing to enter the school site.

### **PARKING AT TONBRIDGE SCHOOL**

Parking is available at the Tonbridge School Centre (TSC) car park at the junction between London Road and Dry Hill Park Road **at morning arrival and afternoon collection times only**. The car park can be accessed via the entrance

on London Road, on entering the TSC area through the London Road gate the car park entrance can be found further along the driveway on the right. We suggest that parents park at the end of the car park nearest to the London Road, which will shorten the walk to Hilden Grange. A footpath can be found at this end of the car park leading to a crossing point over the driveway and a further footpath leads to the entrance gates and the 'light-controlled' crossing on London Road. **A Hilden Grange plastic car sticker (obtained from the HG school office) should be displayed in your vehicle should you wish to use the TSC car park at morning arrival and afternoon collection times.**

Please follow the guidelines below:

- Only park at the TSC at morning arrival and afternoon collection times and accompany your son/daughter to school.
- Exercise the utmost care when driving along the driveway and accessing the car park to maximise safety.
- To minimise congestion in the car park, return to your vehicle and vacate the car park as soon as possible; please do not linger and chat at school unnecessarily.
- In order to avoid accidents **please ensure that all children are properly supervised at all times.**
- Always use the designated footpaths and crossing points within the TSC area.
- Ensure that ONLY the 'light-controlled' crossing is used to cross London Road. The London Road/Dry Hill Park Road junction is very busy and **this action risks injury and death.**
- Finally, on very rare occasions the car park may be closed to Hilden Grange parents due to a Tonbridge School event. You will be notified in advance and asked not to use the car park on these occasions.

#### **PARK AND STRIDE**

If you would like to 'park and Stride' we recommend using the Longmead Stadium car park (map and further details are available from the school office) and would ask that you follow the guidelines below in order to make use of this facility:

- Please park in the Longmead Stadium/Sportsground car park. ***Please avoid parking in Welland Road and other roads nearby.***
- Please escort your children to and from school (Years N-5); Years 6, 7 and 8 pupils, who have permission, may walk to and from school unescorted.
- At the end of the school day please meet your children in the usual place, i.e. between the main building and the new buildings; do not ask them to meet you at the 'field gate'.
- When walking to and from the 'field gate' please walk around the edge of the field, picking up or leaving the path near the cricket pavilion.
- If the field is wet in the morning, please ask children to use the boot cleaners as they leave the field and also ask them to wipe their feet on the mats provided before entering the buildings.

**Every year around 3,000 children in the U.K. are killed or seriously injured on our roads.** Please help us to do all we can to make sure that no one associated with Hilden Grange becomes part of this horrifying statistic.

Please ensure that anyone involved in transporting your son or daughter to and from school who does not normally do so (for example grandparents) are made aware of the above guidelines.

**THANK YOU IN ANTICIPATION OF YOUR HELP AND CO-OPERATION.**

#### **CONTACT WITH PARENTS**

All classes in the Pre-Prep operate an 'Open door' policy and actively encourage parents/carers to be involved in school.

If there are any queries concerning a child's social or academic progress, we hope you will not hesitate to contact the Class Teacher or make an appointment to see them after school.



Parent/Teacher interviews are held in the latter half of the Michaelmas and Lent Terms and a full summative written report is sent out at the end of the Summer Term.

The Pre-Prep produces a Nativity play each Christmas, and a summer entertainment, combining sports and creative arts, in June. All children take part in these activities. We are delighted to welcome parents and friends to these occasions.

### **WHAT TO DO IF I HAVE A COMPLAINT**

The school wishes for all its students and their parents to have a fruitful and rewarding association with the school during a child's career at Hilden Grange. However, should you ever have any cause for concern please raise the issue with the relevant member of staff in the first case, then the Key Stage One Leader or Head of Pre Prep and Early Years. Problems can often be overcome by talking to the person you feel has contributed to the concern. If you are not satisfied and wish to take the matter further please contact The Head of Pre-Prep in the first instance or the Deputy Head and ultimately the Headmaster. Full details of the complaints procedure are on the school's website.

### **PHOTOS AND VIDEO FOOTAGE**

At Hilden Grange, we very much hope that pupils, parents and staff will enjoy and applaud the successes of our students. We are very aware that at school events, parents like to take photographs and video footage of their children participating in concerts, sports events, HGA activities etc. **This is to be welcomed for personal use; it should be noted that if these photographs/video footage feature children other than your own, they should not, under any circumstances, be posted on the internet or social media websites.**

### **LUNCH/SNACKS**

Our caterers, CH & Co provide healthy school meals based on current Government guidelines: 'Food-based and nutrient-based standards for school lunches' for all children who request them; an additional charge is made and **half a term's notice is required for cancellation of lunches.** There are facilities available for those who wish to bring packed lunches and water is available. Please ensure a balanced meal is provided and avoid chocolate, sweets and fizzy drinks.

We are a nut free school and have a 'No nut or nut products policy' (a copy of our 'Allergen Policy' is available from the school office). Any food brought in for break time snacks or packed lunches should not contain nuts or nut as part of the ingredients.

Children may bring a healthy snack for break time, e.g. fruit, vegetables or health bars; please avoid sweets, drinks and crisps and any product containing nuts. Water is available at all times in the classrooms.

Birthdays – If treats are sent in for birthdays, snack size 'Haribo' mix type are preferable. Again please remember the no nuts policy.

### **STATIONERY**

All items of stationery are provided by the school.

### **CLOTHING LIST**

Please see uniform list for full details of clothing requirements (Appendix C). All items must be clearly named with sew-on labels where possible. We would prefer name tapes to be in lower case letters, e.g. Mary Jones. **Please ensure all clothing is named either inside the waist band or inside the garment collar accordingly.** Please provide footwear with velcro fastenings for boys and buckles for girls and pull-on plimsolls. For reasons of safety children should not wear open toe sandals.

### **OUTGROWN UNIFORM**

The Hilden Grange Association (HGA) organises outgrown uniform sales on a regular basis, providing an opportunity to make substantial savings on items of uniform and school kit. Any questions please contact the uniform team

[HGAuniform@gmail.com](mailto:HGAuniform@gmail.com) . The sales are publicised in advance, but further details are available through the School Office.

## **HEALTH**

Our School Nurse is the first point of contact for any medical matters relating to your child. Please keep us updated at all times with any health related information about your child(ren) in case medical assistance is needed during the school day.

During their time at school children inevitably encounter the usual childhood illnesses and minor ailments. In order to minimise the risk of infection, please note the following guidelines:

1. It is recommended by the Department of Health that all children complete a routine childhood immunisations programme. If you are unsure if your child is up-to-date with immunisations you should consult your health visitor or GP for advice.
2. Please inform the school of any medical conditions such as asthma, allergies, diabetes, etc., or medical history, e.g. hearing difficulties etc., which might have a bearing on your child's day-to-day life in school, along with details of any medication. Asthma UK recommends students with Asthma to have an Asthma Information Card completed annually. Students with severe medical conditions, such as risk of anaphylaxis will have a care plan completed annually. Please ensure we are alerted to any changes in the future including GP changes.
3. Should students fall ill during the school day, parents are contacted and asked to collect their children.
4. Obviously, when children are ill they should not attend school. There is sometimes confusion as to how long a child should be absent from school if he/she has been ill. Please see the following document – ‘Should I keep my child off school?’ published by the UK Health Security Agency.



# Should I keep my child off school?

## Yes

### Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

## No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

### Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.

### **Covid-19/Coronavirus:**

Please see the following guidance published by the UK Health Security Agency:

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

**Temperature:** We recommend children should stay at home but may return to school once the temperature has returned to normal (less than 37.7°C using a thermoscan ear thermometer) without the administration of paracetamol or ibuprofen for 24 hours.

**Conjunctivitis:** We suggest that you consult your doctor as some types are more contagious than others, but all spread easily through a class. If treatment is necessary, we prefer that your child is **kept at home until free from infection.**

**Tonsillitis:** Please consult your doctor as absence will depend on the severity of the illness.

**Verruca:** It is suggested that children with a verruca should be taken to the doctor or chiropodist for treatment; a plastic sock (which can be purchased at a chemist) should be worn for swimming, gymnastics, etc., until it has cleared.

**Splinters:** Often a splinter can be successfully withdrawn from the skin using tweezers. However, if the splinter is deeply embedded and difficult to remove, it will be left in place and covered with a plaster. Parents are advised to remove the splinter at home or seek medical help.

### **Medication**

We are happy to administer or supervise your child taking medicine during the school day provided that the medicine is handed into the School Office in a plastic bag along with a completed school 'Prescribed Medicines Form' (Appendix B). Whilst every care will be taken to ensure the correct dosage, the school cannot be held responsible for mis-timing of medicine. It is parents' responsibility to ensure that any medication kept in school for their child is in date and the school must be informed of any changes in medication.

Health education and personal hygiene are encouraged throughout the school, in particular in the Science and Games departments. For example, a variety of health related topics are explored to encourage healthy lifestyle choices. Senior children will receive information from the school staff and have an opportunity to discuss growing up and body changes, including menstruation.

### **ILLNESS DURING THE SCHOOL DAY**

Should students fall ill during the school day, parents are contacted and asked to collect their children from the Medical Room.

### **Accidents**

We are concerned for the safety and well-being of all students in our care. However, if an accident does occur the following procedure will be adopted:

- a. First Aid will be administered by a suitably qualified member of staff.
- b. If further treatment is necessary, parents will be contacted to discuss the next course of action.
- c. If parents are unavailable the school will take responsibility for the appropriate course of action and inform the parents as soon as possible.
- d. Forms will be sent home if medication has been administered or the child has suffered a head injury.
- e. An Accident Report Form is completed detailing the accident.

Please ensure that the school is kept up-to-date with any change in address, telephone numbers and email addresses of ALL the contact people listed, **especially work and mobile numbers and please regularly update these to the School Office.**

### **Summer Precautions:**

During the summer months we ask you to apply sun screen to your child's face, shoulders, arms and legs before coming to school and provide a labelled bottle of suncream for your child to apply later in the day. We also encourage the children to wear hats when outside.

### **ABSENCE PROCEDURE**

If your son or daughter is absent from school due to illness please contact the school office before registration (8.25am) either using the Parent App, telephone or email. A message may be left on the school answer machine at any time before 8.00am (**01732 352706**), an email may be sent (**office@hildengrange.co.uk**). Please ensure that a letter is written to your child's Class teacher on their return to school to explain any un-arranged absence. **This is a legal requirement.** Should a student be absent and no message has been received the school will then telephone to confirm his/her whereabouts. If it is necessary for a student to attend a medical appointment during school hours please inform the Form Tutor and also the school office in writing for registration purposes.

**There are regulations regarding leave of absence for students particularly requests for holidays during term time which may only be granted under 'exceptional circumstances'. I fully appreciate that Hilden Grange parents are very supportive of their children's education and such requests are rare. However if leave of absence is required for an 'exceptional circumstance' please write to the Headmaster, giving at least 3 days' notice, requesting permission. This is a legal requirement, as unauthorised absence is reportable to the Department of Education.**

### **DOGS ON SCHOOL PREMISES**

Dogs are not allowed onto the school site.

### **HILDEN GRANGE ASSOCIATION (HGA)**

The Hilden Grange Association is an organisation in which parents, friends and staff work together for the welfare of the school. Fund raising events such as the annual Fireworks display, Christmas Fair and Summer events have enabled the HGA in recent years to contribute to the development of a new DT room, an EYFS outdoor learning area, a 'trim trail' and a multi-use area 'The Oasis'. These are examples of a few of the HGA projects. Many social events are also organised by the HGA, e.g. comedy nights, quiz nights and wine tasting!

The committee consists of two members of staff and five or more parent members. Elections take place at the AGM which will be held in the Michaelmas Term. Each class is represented by a parent at liaison meetings.

All parents belong, by right, to the HGA and we look forward to your support and encouragement while your child is at school. Please see the HGA website ([www.pta-events.co.uk/HGA](http://www.pta-events.co.uk/HGA)) for further information, details of events, outgrown uniform and more.

### **WAITING LISTS**

We are fortunate in having a healthy demand for places at Hilden Grange and value the recommendations by our existing parents. It is a priority that the family atmosphere of Hilden Grange is fostered and maintained and we welcome the registration of siblings at the earliest opportunity.

### **WHAT TO DO IF .....**

#### **What to do if I am concerned about my child's progress in class or a particular subject?**

Contact the School Office to arrange an appointment with the Class Teacher or subject teacher (Prep) to discuss your concern.

#### **What if I am not satisfied with the discussion with the Key Person, Class Teacher or subject teacher?**

Contact the School Office to arrange an appointment with the Key Stage One Leader or Head of Pre-Prep and Early Years or e-mail via the website.

It is very rare that academic problems cannot be solved at Class teacher, Key Stage One Leader or at Head of Pre-Prep and Early Years level but if you are still not happy with discussions, the Deputy Head, or ultimately the Headmaster may need to be your next port of call, please make contact via the School Office.

**What should I do if I am concerned about my son's/daughter's overall academic progress?**

Contact the School Office to arrange an appointment with your child's Class Teacher. He or she will gather information from other teaching and support staff before meeting you.

If your concerns continue then a meeting with the Head of Pre-Prep and Early Years, the Deputy Head, or ultimately the Headmaster may be the next step, depending on the nature of the problem.

**What should I do if my child is unhappy at school or seems to be getting into trouble?**

Most pastoral matters can be solved by talking to your child's Class Teacher or Form Tutor but if you are still concerned or wish to ask for further advice, contact the School Office to arrange a time to meet with the Head of Pre-Prep and Early Years, the Deputy Head, or ultimately the Headmaster.

**What should I do if I think my son or daughter is being bullied?**

Take their concerns seriously, listen carefully to what they say and try to remember the key points or names as it is important to establish the details of any incidents or unhappiness.

Reassure them that you want to help them.

You or your son/daughter should talk to a teacher, normally your child's Class Teacher or Form Tutor. If you feel the matter has already reached a serious level you should talk to the Head of Pre-Prep and Early Years. If you still feel matters are unresolved your next step is to raise the issue with the Deputy Head or ultimately the Headmaster.

The School takes its duty of care towards our children very seriously and believes that your parental duty of care is best fulfilled by raising concerns quickly in order for an early resolution to be achieved. You and your son/daughter will be helped and listened to and the best course of action will be taken. Early communication and working together in what can be complex situations is the key to maintaining a safe and happy school.

**BULLYING IS NOT ACCEPTABLE AT HILDEN GRANGE AND IT IS RIGHT TO REPORT IT.**

The school's Anti-Bullying Policy is available on the school website.

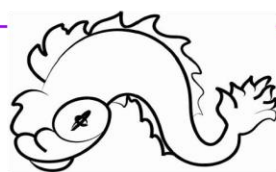
**What do I do if I have a problem and I do not know who is the person to talk to?**

Please ring the School Office staff who will do their best to help you or redirect you to the appropriate member of staff or to the Head of Pre-Prep and Early Years, the Deputy Head, or ultimately the Headmaster.

In this Parent Handbook we have attempted to provide as much information as possible, but it would be advisable to look again at the school website. If you are ever unsure of anything, please contact your child's Class Teacher or the School Office and we shall do our best to help.

Revised June 2022

Review April 2023



# Handwriting at Hilden Grange

Fine motor skills are developed right at the start of your child's Hilden Grange journey, in Nursery. Throughout subsequent years they then begin to work on letter formation. We teach the children cursive script (using a 'whoosh' to start) so that once they are ready they can join their letters with ease.

Aa Bb Cc Dd

Ee Ff Gg Hh Ii

Jj Kk Ll Mm

Nn Oo Pp Qq

Rr Ss Tt Uu Vv

Ww Xx Yy Zz

# THE HILDEN GRANGE WAY

**Treat other people with respect and  
as you would like to be treated  
yourself.**

**Be kind and helpful.**

**Be truthful and live with integrity.**

**Be sharing and forgiving.**

**Always do your best.**

**Listen to others.**

**Take pride in your appearance.**

**Treat property and the environment  
with care.**



## HILDEN GRANGE PRE-PREP KEY STAGE ONE UNIFORM LIST

The official School Outfitter is Horncastles (Sevenoaks) Ltd  
66 High Street, Sevenoaks, Kent, TN13 1JR  
01732 453574 or [www.horncastles.co.uk](http://www.horncastles.co.uk)

All items marked \* must be purchased from Horncastles

Please ensure all clothing is named either inside the waist band or inside the garment collar accordingly.

Summer Uniform  
Winter Uniform

Compulsory April - October half term  
Compulsory October half term - March

### ALL CHILDREN:

- \* School Blazer - to be worn to and from School during all terms
- \* School Coat black with HG logo – to be worn over the school blazer
- \* Dark grey v-neck **pullover** with purple band or dark grey **cardigan** with purple band
- Black shoes
- \* Black tracksuit bottoms
- \* Black fleece with embroidered Dolphin
- \* PE Bag (Navy)
- \* Full length overall with long sleeves for Art and Craft
- Wellies

### BOYS:

- White long sleeved shirt
- White short sleeve shirt (**worn without a tie Summer Uniform**)
- \* Plain purple tie
- \* Mid-grey shorts or long trousers
- Grey socks, long or short

### GIRLS:

- \* Tartan pinafore dress
- \* Mid-grey long trousers (optional)
- White long sleeved shirt
- \* Plain purple tie
- \* Lilac/white striped dress (**Summer Uniform**)
- Plain white short ankle socks (not trainer socks please)
- (**Summer Uniform**)

### SPORTS WEAR:

#### ALL CHILDREN:

- \* Black PE shorts
- \* Purple Polo Shirt
- Trainers (inexpensive style – please ensure they are named)
- Football boots (all **boys and girls**)
- Shin pads (all **boys and girls**)
- \* Pre-Prep Book Bag (with logo)

## HILDEN GRANGE PRE-PREP KEY STAGE ONE UNIFORM LIST (Contd.)

### OPTIONAL ITEMS:

- School hats:
- \* Winter: Black beanie
  - \* Summer: Black baseball cap
- School scarf (only available from HGA uniform sales team)
- Hair accessories: Plain purple, lilac, navy or black

### **HILDEN GRANGE UNIFORM SALES TEAM INFORMATION**

Any questions please contact the HGA uniform team [HGAuniform@gmail.com](mailto:HGAuniform@gmail.com) . The HGA also supply other school logoed merchandise, please see their website.

**PLEASE ENSURE THAT ALL ITEMS ARE CLEARLY NAMED. ALL ITEMS, INCLUDING SEW-ON NAME TAPES, ARE AVAILABLE FROM HORNCASTLES.**

**Please ensure all clothing is named either inside the waist band or inside the garment collar accordingly.**

June 2022

**PRESCRIBED MEDICINES TO BE GIVEN AT SCHOOL**

FOR THE ATTENTION OF THE SCHOOL OFFICE

**Date:**

**Name of child:**

**Form:**

I authorise the following medicine to be administered by school staff:

**Name of Medicine:**

**Time to be given:**

**Dosage:**

**mls / mgs \*\***

**Does Medicine need to be kept in the fridge:**

**Yes / No \*\***

**Parent signature:**

**Print name:**

**\*\* Please delete as appropriate.**

THANK YOU.