

HILDEN GRANGE
PREPARATORY SCHOOL
EARLY YEARS
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 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.

The School is registered as a Provider of Nursery Education in the Kent Early Years Development Plan.

Staff List and Responsibilities

Headmaster	M Gough, BA, LLB, LLM, PGCE	SLT
Deputy Head	Mrs R Jubber, BSc, HDE	Maths Teacher/Designated Safeguarding Lead/SLT
Assistant Head Academic	J Davie, BA (Hons), Dip Ed	Head of History/Training & Resources Officer/Examinations Officer/SLT
Assistant Head Pastoral	Mrs N Brown, BA (Hons), QTS	Assistant Head Pastoral/Maths Teacher/Head of PSHEE/Deputy DSL/SLT
Head of Pre-Prep and Early Years	Mrs S Sowerby, HDE, QTS	Head of Pastoral Nursery-Year 2/ Reception Teacher/Deputy DSL/SLT
Preparatory School	Mrs M Adrian, BA (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 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 T Hyatt, BA (Hons), QTS Mrs L Jackson Bartlett BA (Hons), QTS G Macdonald, BA (Hons), MA, QTS Mrs S Melifonwu, BSc (Hons), PGCE 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	Science Teacher Head of Science Head of Art Spanish Teacher Head of DT/Science Teacher/Boys' Games Teacher Learning Assistant/Librarian Maths Teacher Learning Assistant/Pre-Prep Games Coordinator Languages Teacher Director of Music English Teacher/Maths Teacher/ French Teacher Head of Modern Languages and Classics Head of Girls' Games/History Teacher Maths Teacher Digital Leader and Teacher of Computing English Teacher Learning Support Teacher English Teacher Head of Drama/Art Teacher Head of Mathematics Head of Learning Support (SENCo)/ Maths Teacher Head of Religious Studies/Science Teacher/Charities co-ordinator

	Mrs Claire Wiacek, BA (Hons), PGCE G Withers, BSc (Econ), QTS	Head of English Head of Boys' Games/Geography Teacher/History Teacher/EVC
Pre-Preparatory School		
Key Stage One Leader	Mrs A Askew, BEd (Hons)	Teacher Year 1
Nursery Leader	Miss T White, CCLD Level 3 Miss L Barron, BEd (Foundation Phase /Primary) 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 P McCarmick, BSc (Hons), MA, QTS Miss J Young, BA (Hons), QTS Mrs A Abbott, NVQ Level 2 Mrs R Bassett-Thomas, NNEB, STA 2b 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	After School Care Supervisor Teacher Reception Teacher Year 2 Teacher Year 1 Teacher Part time Learning Assistant Teacher Year 2 Teacher Part time Learning Assistant Learning Assistant Learning Assistant Learning Assistant Learning Support SEN Learning Assistant/Girls' Games
Administration	Miss E Catherall Mrs S Green Mrs S Grigor Mrs F Lake Mrs C Tipler Mrs F Toft P Patience	HR Advisor/Health and Safety Officer School Secretary Admissions Secretary Marketing Consultant Office Lead Finance Officer IT Manager
School Nurse	Mrs C Wood, RGN, RSCN, HV (Cert), BSC (Hons), SCPHN (SN)	School Nurse
Catering	Mrs P Pascoe	Chef Manager
Grounds/ Maintenance	P Barker D Charrington M Little R Morgan	Site Manager Assistant Caretaker Groundsman Caretaker/Grounds Assistant

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.

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

Android phone users can download the app here: 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.

OUR DAILY ROUTINE

Nursery

The children are welcomed to the morning session at 8.25am which runs till 11.30am. The afternoon session runs from 12.30pm to 3.30pm. The lunch session (11.30pm to 12.30pm) may be added to either the morning or afternoon sessions. The day consists of child led independent learning as well as teacher sessions. Weekly enrichment topics centred on the children's interests are also introduced and linked to the curriculum. All EYFS children have child initiated play from 10.00am – 11.00am where they have the opportunity to develop their independent learning in our bespoke outdoor learning area and classrooms. The children have a mid-morning snack and lunch at 12.00pm, along with the rest of the Pre-Prep classes. There is a story at 3.10pm with the children going home at 3.20pm. At the end of the day, children may be collected from the classroom at 3.20pm or they may stay until 3.50pm for our Enrichment programme and external clubs, both of which need to be booked. The Enrichment Programme offers a wide variety of activities which allows the children to widen their experiences and enhance their skill set. In the Nursery we believe that children learn so much through play, socialisation and practical experiences, as well as preparing them for more formal learning situations. We work closely with parents to ensure a flexible settling-in procedure which will help meet the needs of the individual child.

Reception

The children should arrive at the classrooms at 8.25am for **registration at 8.45am**. They will then have the opportunity to settle into the day with activities designed to develop a variety of skills. During the morning session, the core curriculum is taught, including Phonics, Maths and Literacy. The afternoon sessions cover the full breadth of the other areas of learning. The children have a mid-morning snack and lunch at 12.00pm, along with the rest of the Pre-Prep

classes. They also have the opportunity to have another child-initiated session, most afternoons from 2.00pm – 3.00pm. At the end of the day, children may be collected from the classroom at 3.20pm or they may stay until 3.50pm for our Enrichment programme and external clubs, both of which need to be booked. The Enrichment Programme offers a wide variety of activities which allows the children to widen their experiences and enhance their skill set.

THE CURRICULUM

Teaching and activities in the EYFS are generally linked to the Early Years Foundation Stage curriculum, however our curriculum is designed to suit the needs and interests of our children. All Early Years children also enjoy specialist teaching in Drama, PE, Games and Music. The Reception children also swim in the school's heated pool during the warmer months. Early Years children also have access to a variety of ICT resources including individual iPads. Furthermore, they benefit from the extensive school grounds, tennis courts/playground areas and the school sports hall.

The areas of learning and development are directed into three Prime and four Specific Areas.

Prime Areas

Communication and Language: There is a strong emphasis on stimulating the children's speaking and listening skills. The children are encouraged to develop a love of language in its broadest sense and in particular books. This fosters a rich vocabulary and an understanding of the rhythm and pattern of words in stories and the spoken word. Listening is important not only for instructions but also understanding concepts, as well as the social skill of listening to others and their viewpoint.

Physical Development: Physical activity is vital in children's all-round development, enabling them to pursue happy, healthy and active lives. Gross and fine motor experiences are developed by using a variety of materials and apparatus appropriate to their age and ability. The Nursery children have PE twice a week with the Head of Girls' Games and one Games lesson with the school PE staff. Reception children have one Games lesson with Prep School PE staff and a dedicated PE lesson with the Head of Girls' Games.

Personal, Social and Emotional Development: The children are encouraged to develop independence, confidence, sensitivity to others and respect for other people's cultures. We also provide opportunities for the children to work independently or as part of a group. We develop an understanding of what is right or wrong by following 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. PSHEE is delivered through the Jigsaw programme of study which runs across the whole school.

Specific Areas

Literacy: This area focuses on reading and writing. Reading consists of two dimensions: language comprehension and word reading. Children are taught synthetic Phonics as a method of learning to read using the Read, Write, Inc. program. This approach, along with other decoding strategies equip the children with the necessary skills needed. Writing involves transcription (spelling and handwriting) and composition (articulating ideas and structuring them in speech). (see Appendix A).

Mathematics: Developing a strong grounding in number is essential so that all children develop the necessary building blocks to excel mathematically. The curriculum provides rich opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

Understanding the World: This involves guiding children to make sense of their physical world and their community. Children are taken on trips outside the school to increase their awareness of the world around them. In addition,

children are exposed to a broad selection of stories, non-fiction, rhymes, songs and poems that foster an understanding of our culturally, socially, technologically and ecologically diverse world.

Expressive Arts and Design: Children explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

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 school offers Early Room facilities from 8.00am until 8.25am, no booking is required, and a register is taken upon arrival. All children – Nursery, Reception, 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 by email or by telephone. If you have to collect your child from the Nursery or Reception during the school day, the main gates will be closed. To gain access via the gates, press the intercom for the Office. The children will be looked after in their classroom. 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 children may stay until 3.50pm. An after school care facility including tea is available by prior arrangement from 3.50pm-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. Potentially this makes for a very long day and we would urge you to consider this very carefully. **After School Care** is bookable in advance by filling out our booking and agreement form together with payment, the form will be made available to you termly. Ad-hoc sessions, may be arranged by emailing AfterSchoolCare@HildenGrange.co.uk you will be billed for ad-hoc sessions in arrears.

NON-COLLECTION OF CHILDREN

If you are not able to collect your child as planned, 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 session/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 making excessive noise in the area outside the Dining Hall and rear of the school as Prep School lessons are still taking place.** The school accepts responsibility for checking and maintaining the Outdoor Learning 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:

1. Please escort your child to and from the classrooms.
2. Please help us to ensure that your child does not wander onto the pavement. CHILDREN SHOULD BE INSIDE THE SCHOOL OR INSIDE THE CAR.
3. 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.
4. Parking on Dry Hill Park Road can be very difficult, but to be consistent with the Highway Code PLEASE DO NOT PARK ON THE YELLOW LINES AT ANY TIME OF DAY. Sight lines are blocked, congestion occurs opposite the junction with Dry Hill Road and problems are created when cars are forced to pull out into the busy flow of traffic. All this CAUSES UNNECESSARY DANGER AND INCREASES THE RISK TO LIFE.

5. Please show consideration for other drivers and our neighbours by parking carefully on Dry Hill Park Road and Dry Hill Road. Avoid double parking, dangerous parking near the junction of the two roads or in a position which will obstruct vision or our neighbours' driveways.

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.

DOGS ON SCHOOL PREMISES

Dogs are not allowed onto the school site.

BEFORE/AFTER SCHOOL

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 **07.30am and 08.30 am from Monday – Friday during term time unless otherwise notified. Pupils should not be dropped off before 7.30am. There is no 'pick-up' facility.**
2. The staff vehicular access gate closes at 08.00. 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-6); Years 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.

CONTACT WITH PARENTS

Nursery and Reception operate an 'Open door' policy and actively encourage parents/carers to be involved in school. Consultation evenings are held in the Michaelmas and Lent Terms and a full written report is sent out at the end of the Trinity Term. There is an information session for Reception parents in early September which enables parents to find out about the routines and curriculum of their child's class. A further meeting about learning including reading,

maths and physical development is held at the beginning of the Michaelmas term. You are strongly encouraged to attend this session.

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 you have a complaint in the EYFS:

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. 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 Mrs Sowerby, Head of Pre-Prep and EYFS, is the next point of contact, after which Mrs Jubber, Deputy Head or ultimately Mr Gough should be contacted. Full details of the complaints procedure are available 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. If sending in grapes for your child, please cut them in half, as they may represent a choking hazard for young children. 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.

CLOTHING

Nursery

There is no compulsory uniform for the Nursery. However, there is a purple polo shirt (currently the PE top for Reception/Pre Prep) and a new style purple sweatshirt plus the same sportswear (polo shirt, shorts and tracksuit bottoms) that the children wear in the Reception classes available for Nursery children to wear all day instead of their own clothes. There is also a specific Nursery purple sweatshirt available. Although this clothing is not compulsory many parents opt for their children to wear it as it is good practice. (Please see Appendix C for details). If you prefer your child to wear their own clothes, please send your child to school in practical clothes and footwear. The children should **not wear open toed sandals or Crocs.**

Please provide a spare set of named clothing in case of accident: pants, trousers, top etc.

Reception

Reception children wear the same uniform, as the rest of the Pre-Prep. Please refer to (Appendix C) for details. 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.** To assist us all please provide footwear with velcro fastenings or buckles (no plimsolls). For reasons of safety children should not wear open toe sandals.

All children in the Nursery and Reception classes are required to have wellies and a plain black or navy all-in-one waterproof in school as they tend to get wet and messy in the Outdoor Learning Area.

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. 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.nhs.uk/conditions/covid-19/covid-19-symptoms-and-what-to-do/>

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 D). 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 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.

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) for further information, details of events, outgrown uniform and more.

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 Nursery Leader or Class Teacher.

What if I am not satisfied with the discussion with the Nursery Leader, Class Teacher or subject teacher?

Contact the School Office to arrange an appointment with the Head of Pre Prep and Early Years. It is very rare that academic problems cannot be solved at this 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 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 the Nursery staff (Nursery children) or your child's Class Teacher (Reception children) 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. 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.

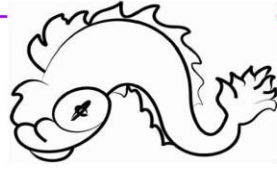
What do I do if I have a problem and I do not know who is the person to talk to?

Please ring the School Office staff who will do their best to help you or redirect you to the appropriate member of staff, the Head of Pre-Prep and Early Years, the Deputy Head or ultimately to 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 2023

Review April 2024



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.

Summer Uniform **Compulsory** **April to October half term**
Winter Uniform **Compulsory** **October half term to March**

We would like to draw parents’ attention to the following points regarding uniforms:

- Uniform is non-gendered; pupils can choose skirts and/or trousers (please see below what should be worn when selecting either trousers or skirts)
- The uniform requirements, including those for shoes, must be rigorously adhered to
- All items of uniform, including shoes, are compulsory unless stated optional (Opt)
- Every article must be clearly marked with the pupil’s name – for clothing either inside the waist band or inside the garment collar accordingly.

NURSERY – wearing of uniform is not compulsory in the Nursery

	TROUSER		SKIRT
ALL YEAR ROUND			
*	School Coat black with HG logo – to be worn over the school blazer	*	School Coat black with HG logo – to be worn over the school blazer
*	Purple Polo Shirt	*	Purple Polo Shirt
*	Black tracksuit bottoms	*	Black tracksuit bottoms
*	Purple Nursery sweatshirt with embroidered Dolphin	*	Purple Nursery sweatshirt with embroidered Dolphin
*	Black PE shorts	*	Black PE shorts
*	Trainers – white plain, inexpensive, basic style	*	Trainers – white plain, inexpensive, basic style
*	Pre-Prep Book Bag (with logo)	*	Pre-Prep Book Bag (with logo)
	TROUSER		SKIRT
Miscellaneous			
* Opt	Black beanie hat	* Opt	Black beanie hat
Opt HGA	School scarf	Opt HGA	School scarf
* Opt	Black baseball cap	* Opt	Black baseball cap
Opt	Hair accessories: Plain purple, lilac, navy or black	Opt	Hair accessories: Plain purple, lilac, navy or black
KEY			
*	To be purchased from Horncastles (see below)		
Opt	Optional item		
HGA	Only available from HGA uniform sales team (see below)		

RECEPTION - wearing school uniform is compulsory from Reception upwards

	TROUSER		SKIRT
Autumn and Spring Terms			
*	School blazer - to be worn to and from School during all terms	*	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	*	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	*	Dark grey V-neck pullover with purple band or dark grey cardigan with purple band
*	Plain Purple tie	*	Plain Purple tie

RECEPTION - continued

TROUSER		SKIRT	
*	Mid-grey long trousers or shorts	*	Tartan pinafore dress
	White long sleeved shirt		White long sleeved shirt
	Grey socks, long or short		Long dark grey socks or dark grey tights
	Black shoes		Black shoes
	All-in-one waterproof suit (plain black or navy blue)		All-in-one waterproof suit (plain black or navy blue)
	Wellies		Wellies
*	Pre-Prep Book Bag (with logo)	*	Pre-Prep Book Bag (with logo)
TROUSER		SKIRT	
Summer Term			
*	School blazer - to be worn to and from School during all terms	*	School blazer - to be worn to and from School during all terms
*	Mid-grey long trousers or shorts	*	Lilac/white striped dress
	White short sleeved shirts		
*	Dark grey V-neck pullover with purple band or dark grey cardigan with purple band	*	Dark grey V-neck pullover with purple band or dark grey cardigan with purple band
	Grey socks, long or short		Plain white short ankle socks (not trainer socks please)
	Black shoes		Black shoes
*	Pre-Prep Book Bag (with logo)	*	Pre-Prep Book Bag (with logo)
TROUSER		SKIRT	
PE KIT – ALL YEAR ROUND			
	Trainers – white plain, inexpensive, basic style		Trainers – white plain, inexpensive, basic style
*	Black PE shorts	*	Black PE shorts
*	Purple PE Polo Shirt	*	Purple PE Polo Shirt
*	Black tracksuit bottoms	*	Black tracksuit bottoms
*	Black fleece with embroidered Dolphin	*	Black fleece with embroidered Dolphin
*	PE Bag (Navy)	*	PE Bag (Navy)
TROUSER		SKIRT	
Miscellaneous			
* Opt	Black beanie hat	* Opt	Black beanie hat
Opt HGA	School scarf	Opt HGA	School scarf
* Opt	Black baseball cap	* Opt	Black baseball cap
Opt	Hair accessories: Plain purple, lilac, navy or black	Opt	Hair accessories: Plain purple, lilac, navy or black
KEY			
*	To be purchased from Horncastles (see below)		
Opt	Optional item		
HGA	Only available from HGA uniform sales team (see below)		

The official School Outfitter is Horncastles (Sevenoaks) Ltd.

66 High Street, Sevenoaks, Kent, TN13 1JR.

01732 453574 or www.horncastles.co.uk

HILDEN GRANGE UNIFORM SALES TEAM INFORMATION Any questions please contact the HGA uniform team HGAuniform@gmail.com . The HGA also supply other school logoed merchandise, please see their website.

June 2023

PRESCRIBED MEDICINES TO BE GIVEN AT SCHOOL

FOR THE ATTENTION OF THE SCHOOL OFFICE

Date(s) medicine to be administered:

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