



Hale Nursery & Primary Academy

Year 3

Parent Induction Handbook

2024 – 2025

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Starting Key Stage 2 at Hale Academy

At Hale Nursery & Primary Academy, we take great care to ensure that all children will succeed in continuing to be self-motivated, independent learners, interested in all that is going on around them. Moving from Year 2 into Year 3 is a key time in your child's education, and it is vital that the transition is smooth. Therefore, it is important that together school and home build a secure bridge to enable your child to succeed.

If your child is transferring from a local infant school, then in July formal records from your current school will be sent onto us, enabling staff to build a full picture of your child's achievements. This is the start of the induction period which will continue through the first few weeks of the Autumn Term and will be discussed fully at the Parent Consultation evening in October. At Hale the needs of the whole child are taken into account and we believe that the development of self-esteem is just as important as the ability to read and write - children who feel positive about what they can do achieve far more.

Overcoming first day fears:

It is natural for your child to feel anxious about what to expect on their first day at school or in a new Key Stage. To help them overcome these fears it is important that you:

- Explain where they will be going, what they will be doing, and for how long
- Answer questions and ask them to talk to you about what they think their new school/class will be like
- Encourage them to talk about the things they did at the Induction session
- Emphasise the new things they may enjoy doing

Don't dismiss your child's fears - things that may seem obvious or silly to an adult, can seem like a terrible obstacle to a seven year old. It is essential that staff are aware of any worries, so please don't be reticent in letting us know - if we are not aware, we will not be able to help.

In the run up to starting KS2:

It is important to involve your child in everything that is being prepared for their first day in Year 3. Please use the virtual tour on our website as an opportunity to familiarise themselves with the different areas of the school <https://www.hale.kite.academy/our-school/explore-our-academy/>

Allow your child to choose the things that he or she will need for school, such as: a school bag, water bottle, lunch box and school uniform. Show them where you have sewn in or marked their name on their uniform so that they know how important it is to identify their personal belongings.

Talk through what will happen on the first day:

- What time they will need to get up
- How it will be important to eat a good breakfast
- How they will travel to school
- Who they will be able to play with at break time - friends, brother and sisters, other children in KS2, etc.
- Who their teacher will be
- How long they will be at school
- What the lunch arrangements will be
- Who will be picking them up at the end of the day

The more your child is prepared, the better his or her experience will be. We will share with you a transition booklet with pictures of the class teacher, classroom and other key areas.

School Uniform (EVERY ITEM OF CLOTHING SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME):

KS2 SCHOOL UNIFORM (YEARS 3 – YEAR 6)

Winter

- White shirt (long or short sleeve)
- Navy V neck sweatshirt with red school logo or navy cardigan with red school logo
- Navy and red stripe tie
- Regulation dark grey school trousers, skirt or shorts
- Grey, white or black short/long socks or grey, black or navy tights

Summer

- Same as the winter uniform with optional red/white checked (gingham) summer dress or red/white checked (gingham) shorts/culottes

PE KIT

- White polo shirt with red school logo
- Plain navy or navy shadow stripe shorts
- Trainers – black / dark colours

OPTIONAL ITEMS AVAILABLE TO BUY

- | | |
|--|--|
| <ul style="list-style-type: none">• KS1 Book Bag – navy with red school logo• KS2 Backpack – navy with red trim and school logo• Drawstring PE bag – navy with red school logo• Fleece – navy with red school logo (to be worn as a coat)• Tracksuit – navy with red school logo (for PE lessons only) | <ul style="list-style-type: none">• Hooded top – red with navy school logo and school name (for PE lessons and sports events only)• Water bottle – clear with red school logo• Baseball cap – navy with red school logo• Hair scrunchie – navy and red stripe |
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ADDITIONAL INFORMATION

- **Shoes** – sensible, flat black shoes must be worn at all time. Trainers, ankle boots, strappy or open toed shoes are not allowed.
- **Coats** – all children need a coat in cold or wet weather. An optional school fleece is available to buy.
- **Bags** – book bags are available for KS1 and backpacks are available for KS2. If children choose to bring their own school bag, it must be small and sturdy.
- **Jewellery & Makeup** – make-up (including nail varnish) is **not** permitted at any time. Jewellery is not allowed with the exception of watches (see below) and earrings. Earrings must be small, plain, round, silver or gold studs. Children must be able to remove earrings themselves for PE or they will not be allowed to take part. If you decide to have your child's ears pierced, please do this at the start of the summer holiday as it can take six weeks for the ears to heal.
- **Watches** – if watches are worn, they must be permanently named and children must be responsible for them.
- **Hair** – sensible and appropriate haircuts are required for school. All long hair of shoulder length, or longer, must be tied back at all times; any hair accessories should be small and plain (preferably navy).
- **Playsuits** – all-in-one playsuits are not acceptable.

All items can be bought from **Brenda's Schoolwear Shop**
130 Frimley Road, Camberley, Surrey, GU15 2QN
Tel: 01276 469697
www.brendas.co.uk

PRIDE Values:

We have a set of values here at Hale that underpin everything we do. Both our behaviour and our reward systems are intrinsically linked to the values:

P	Pride & Positivity
R	Respect & responsibility
I	Independence & Integrity
D	Drive & Determination
E	Excellence & Enjoyment

School Attendance - A Guide for Parents:

By law, all children between 5 and 16 years of age must have an appropriate full-time education. Parents and guardians are responsible for making sure this happens by registering their child at school and ensuring that their child attends school regularly. Attending school every day will give your child the best possible start in life, enabling them to keep up with school work and to make appropriate progress.

At Hale Academy we say that **EVERY DAY MATTERS** and regular attendance means that your child must:

- attend school every day unless there are justified reasons
- arrive at school on time
- follow the PRIDE values and attend all lessons

Sometimes your child will be unwell and will be unable to attend school. If your child is unwell on a school day, please advise the school office before 8.30am by telephone on 01252 716 729 and leave a message on the absence answer phone explaining the reason for your child's absence. If school is concerned by your child's non-attendance; the Academy Head will write to arrange an appointment to meet with you to ascertain the reason for your child's absence, consider your view on the situation and may devise a plan to assist you in getting your child back to school. The school may well also involve the Surrey Inclusion Service (formally the Education Welfare Service).

Remember that your child must not be kept away from school for reasons such as:

- looking after others at home
- minding the house
- visiting relatives
- taking long weekends
- shopping trips
- birthday treats
- family holidays

If your child is absent you must give the school a reason. Absence, other than illness, must be discussed with the Headteacher before any arrangements are made. The school will give careful consideration to an unavoidable absence request taking your child's attendance record into account, but they may not necessarily agree to your request and therefore any absence would be unauthorised.

Miss Read is our Attendance Officer and is always on hand to answer any queries at the office.



Kite Academy Trust Term Dates & Holidays

2024-25

- Start of Term
- INSET Day
- End of Term
- Public Holiday
- Academy Holiday

September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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July 2025						
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Term	First Day	Last Day
AUTUMN 2024	Wednesday 4 th September	Friday 25 th October
	Half Term Holiday: Monday 28 th October - Friday 1 st November	
	Monday 4 th November	Friday 20 th December
	INSET Days: Monday 2 nd & Tuesday 3 rd September	
SPRING 2025	Monday 6 th January	Friday 14 th February
	Half Term Holiday: Monday 17 th - Friday 21 st February	
	Monday 24 th February	Thursday 3 rd April
	INSET Days: Friday 17 th January & Friday 4 th April	
SUMMER 2025	Tuesday 22 nd April	Friday 23 rd May
	Half Term Holiday: Monday 26 th - Friday 30 th May	
	Monday 2 nd June	Tuesday 22 nd July
	INSET Day: Friday 6 th June	

School Meals:

At Hale Academy we have our own school kitchen and a range of excellent healthy meals are produced each day by our caterers Twelve15. The daily charge from September 2024 will be **£2.80**. Your child can choose from the main meal, the vegetarian choice or a third option each day. These must be booked and paid for online via our online ordering service, www.SCOPAY.com. You will receive more information about this in September.

Free School Meal Application Forms can be obtained from the school office. Please contact the school office should you require any further information about school meals.

If your child would like to bring a packed lunch instead, please provide your child with a healthy packed lunch in a sturdy, named packed lunchbox. Please note, nuts, any brand of chocolate spread, sweets and chocolate are not allowed.

Special Diet/Allergies:

Our kitchen caterers (Twelve15) cater for 14 recognised food allergens: celery, crustaceans, dairy, egg, fish, gluten, lupin, molluscs, mustard, nut, peanut, sesame, soya, sulphites. We also support vegetarian, vegan, pork, beef free diets. More details can be found here: <https://itstwelve15.co.uk/allergies/>

If your child requires any of these diets and would like a school meal, you will need to complete a Special Dietary Request Form. This is to ensure the school have a record of the special dietary requirement so that the children are given the correct meals. The application form is available from the school office.

Medical Needs:

The school needs to be aware of the medical history of your child and whether they have suffered allergic reactions to anything with which they may come into contact. Please do not think your concern is trivial, we need to know as much as possible about your child. It is very important to keep the school informed regarding illnesses such as epilepsy, diabetes, asthma, etc. It is also possible that the school nurse can help to show you and your child how to use their inhaler correctly or to make certain arrangements in order that your child stays safe and happy.

Communication:

Communication is very important between school and home. We do our very best to keep you informed of events and important information regularly. The regular, weekly school newsletter always contains a diary of up and coming dates for the term, and flyers to announce one-off events, or necessary equipment that is needed in school, will be sent home with your child. It is **ESSENTIAL** that you check your emails every day to ensure that you do not miss out on important information.

One of our main points of communication is through our Integris email system. There is also a Year Group email address you can use to contact the teacher directly (Hale.Year3@hale.kite.academy). In order for this to be effective it is vital that we always have your up-to-date contact details. If your details change then please let the office know ASAP.

Please check our school website frequently - www.hale.kite.academy. We update the site regularly - newsletters, children's work and photographs of current projects are posted on the site for your information. In addition, many school forms can be downloaded from the site and links to other important websites found. Please save the address into your favourites and make a point of familiarising yourself with the features available on a regular basis. Additionally, you can follow the school on Facebook – HaleKiteAcademy - here we regularly post items that are happening in the school, photographs, and this is a great way of instantly finding out what is going on.

Welcome from the Hale Academy PTA!

We at the Hale Academy PTA (Parent Teachers Association) welcome you to this fantastic school! The PTA are a friendly bunch of parents, guardians and teachers who come together to host fun and engaging activities for the school and local community. Whilst doing this we aim to raise much needed money for the school and also provide fun filled memories for the children and families of the school. We meet regularly, and work closely with the school with what we support.

Look out for your invitation to the Hale Academy PTA AGM. It's a chance to meet the committee, find out what we do and share your fund-raising ideas to support our school. And hopefully this year we can meet in person with cheese and wine!

Despite the challenges over the last year, we have arranged virtual events that have been enjoyed by everyone. The money raised allows us to fund the Year 2 pantomime, the Year 6 Lion King trip, provide plants to make the school look great and equipment to support the classes and teachers.

We raise money through shopping donation websites such as Amazon Smile and Give as You Live. Further details are on the Hale Academy PTA page on the school website under 'Community'. Please check them out, we have raised over £400 through these sites!

The Hale Academy PTA hold the second-hand uniform. If you would like any items either email the PTA at pta@hale.kite.academy or send a private message through the Hale School PTA Facebook page (<https://www.facebook.com/HALESCHOOLPTA>)

We wish you a fabulous summer and we are looking forward to seeing you in September!

On behalf of the PTA

Frequently Asked Questions:

Q. What time can I drop my child off at school in the morning?

A. School gates open at 8.45am and all children are encouraged to enter the classrooms directly to begin early morning work. Registration closes at 8.55am.

Q. Where does my child enter school in the mornings and leave at the end of the day?

A. All children enter and leave either by the door next to the Sports Hall or the main door into the Y3/4 building. From here, they pass through into the cloakroom areas where they can hang up their bags and coats and get themselves organised before entering the classroom. A member of staff will be on the door to greet all the children.

Q. Can parents wait for their children in the school playground?

A. Yes, the gates will be opened at 3.25pm and parents should wait on the KS2 Playground. Class teachers will bring the children out at 3.30pm and line them up; the children will then be dismissed from these lines. Staff will wait on the playground until all children have been collected. Any uncollected children are taken to the office.

Q. What happens if my child is late?

A. Parents will need to report to the school office and sign their child in.

Q. What do I do if I am running late to collect my child from school?

A. Call the school office as soon as possible, so that they are aware of this. A message will be sent to the class teacher and your child will wait at the office for you. If for some reason you are not there at the end of the day, your child will be asked to wait at the school office.

Q. What do I do if my child is unwell?

A. Call the office before 8.30am. The school has an answerphone facility for messages left before 8.30am.

Q. What happens if my child is unwell in school?

A. The class teacher will send the child to the office. If necessary, office staff will contact the parent. It is very important that we have an up-to-date daytime contact number in the office in case of serious injury.

Q. My child has Asthma. Where are the inhalers kept?

A. All inhalers are kept in the child's classroom. Please ensure that the inhaler is named and that you have completed the necessary medical permission forms with the office.

Q. If my child requires medication, are members of staff allowed to administer this?

A. Yes if it is prescribed medication. A pupil medication form must be completed and signed by the parents to enable the office staff to administer medication. It is the child's responsibility to come to the office for the medication. All medication is kept in a cabinet and doses of antibiotics in the medicine fridge. All medication must have a prescription label clearly showing the child's name, dosage and instructions.

Q. Can my child bring a snack to school to eat at morning break?

A. Children are encouraged to bring a piece of fresh fruit for morning break.

Q. How can I find out information regarding school matters?

A. Weekly newsletters are emailed home, as well as information regarding class visits, PTA events and fundraising. Our website contains copies of all newsletters, diary dates and important information about the school. Please also ensure you look in your child's bag to ensure that no information is overlooked.

Q. Who do I speak to if my child has a problem?

A. The first point of contact should be the class teacher, preferably at the end of the day rather than first thing in the morning. If it is serious, an appointment with the class teacher can be made in the first instance. The sooner a problem is discussed, the sooner a solution can be found.

Q. What do I do if I would like to be a helper in reading or would like to accompany children on a school visit?

A. For the safety of all the children, is it necessary that all parent helpers hold a current DBS (Disclosure & Barring Service) certificate related to our school - it can take up to 6 weeks for clearance. If you would like to volunteer within school, please make an appointment to see the class teacher.

Q. How do I pay for school visits?

A. We run a cashless office, the preferred method of payment is online using the SCOPAY payment system. Any problems or questions please contact the school office.

Q. My child has lost his jumper. Where can I find Lost Property?

A. All lost property is kept just outside the school office in the main building. All items should be clearly named to ensure that property is easily returned to the owner.

Q. When do school clubs start?

A. Clubs start during the second or third full week of term and generally run for 10 weeks. Some of our clubs are run by school staff, however we are supported by a number of outside providers who also offer enrichment activities. There may be a charge for a club run by a non-school based provider. All details and permission slips are sent home during the first week of every term.

Q. What time do school clubs run?

A. After school clubs start at 3.30pm and finish at 4.30pm. A club timetable is provided at the beginning of the term setting out further details. All children are escorted to the main school gate by an adult after each club to be collected.

Q. Is there a before and after school club?

A. Yes. We have The Haven before and after school club that is open to all children aged between 4 and 11 years. Please see our website for further information <https://www.hale.kite.academy/parents/hale-breakfast-club/>

Q. How do I book my child's hot lunch?

A. These are booked online via our online booking system, SCOPAY. All children have the choice each day of a main option, a vegetarian option or a third option which is normally a jacket potato, a wrap or a pasta pot. These need to be booked in advance to give the kitchen time to order. More details will be sent home when your child has started with us. If your child requires a special diet on religious or medical grounds, this needs to be booked via the Office.

Q. Do you have a second-hand school uniform?

A. Yes the PTA hold lots of stock of good quality second-hand uniform. Please email pta@hale.kite.academy with any requests.