



Hazeldown Primary School

Maudlin Drive, Teignmouth TQ14 8SE
Tel 01626 772901
admin@hazeldown.devon.sch.uk
www.hazeldown.co.uk

2023 – 2024

Little Acorns Essential Information

For Parents

Telephone: 01626 772901
www.hazeldown.co.uk

E-mail: littleacorns@hazeldown.devon.sch.uk



From Little Acorns, Great Oaks Grow

List of Staff and Names of Classes

Headteacher	Mr Stuart Ludford
Deputy Headteacher	Mr Lee Goodenough
Assistant Headteacher	Mr Kit Hardee

Nursery/Pre School Staff

Leader	Mrs Samantha Boyer
Deputy and Play Worker	Mrs Susan Belfield
Practitioner	Miss Lauren Anthony (inc Little Acorns After School Club)
Practitioner	Miss Laura Rowsell (inc Little Acorns Breakfast Club)
Practitioner	Mrs Tiffany Doo

Foundation – Beech	Mrs Jasmine Garswood (Foundation Stage Team Leader)
Foundation – Beech	Mrs Anna Green
	Miss Jen Redwood

Other teaching staff: Mr Kit Hardee – SENCO (Acting)

School Office

Business Manager	Mrs Maxine Hart
Administrator	Mrs Ceri Radford
Administrator	Mrs Samantha Barnes-Cole
Little Acorns Administrator	Mrs Sarah Jenkins

Teaching Assistants

Mrs Sheena Proctor, Ms Liz Bernard, Ms Rebekah Hartrick

Breakfast Club & After School Club Supervisor

Mrs Lorraine Heal

Breakfast Club & Afterschool Club Staff

Mr Jake Platt, Mrs Alison Wilson, Mr Matt Aplin

School Uniform

Children are expected to wear the school t-shirt and sweatshirt, which can be purchased online. Please clearly label your child's uniform.

Spare clothing

Please bring in a spare change of clothing and underwear should they need to be changed, due to toileting incidents and/or messy/wet play.

During the summer term please provide your child with sun cream and a sun hat (labelled).

During the autumn and spring terms please provide your child with a warm coat as we will be using the outdoor facilities in all weather conditions.

Jewellery

For health and safety reasons we only allow ear studs.

Hair

No extreme hairstyles such as tramlines or contrasting colours. Hair should also not be a distraction to learning.

Appointments with Staff

Little Acorn staff are always happy to make appointments to see you, preferably when your child's session ends, if you need more than a few minutes. Please do understand that staff may have meetings straight after school. If you wish to see the Headteacher, Deputy or Assistant Headteachers, please telephone 01626 772901 for a mutually convenient appointment or catch them at the gate.

Attendance

If your child is unwell, please telephone Little Acorns before 9.30am (8.00am if they are attending Breakfast Club) to inform staff that your child will be absent for the day.

Sickness and Diarrhea - Following a bout of sickness and/or diarrhoea children need to be clear of symptoms for 24 hours after they have eaten a full meal. Parents need to make the judgment about whether their child is fit to return to Little Acorns after this time.

Illness of other family members – If a parent is unwell and unable to get their child to school you will still be charged for the session.

Behaviour Guidelines for Children

We aim at Hazeldown to promote and reinforce high standards of behavior whilst building on pupil's self-esteem.

We have a clear list of positive sanctions designed to support children with making positive behaviour choices and give opportunities to turn around and rectify a poor choice before a situation escalates.

The school work hard to educate the children so they are able to promote positive behavior themselves and cover the subject of bullying with the children. Bullying is not acceptable, will not be tolerated and we encourage you or your child to raise any issues with staff as soon as possible.

If you have any concerns regarding behaviour, please raise them with the school staff so appropriate actions can be put in place.

Car Parking

Children are not allowed in the top car park at any time. Please do not bring cars into the car park at the beginning or end of school sessions. We would ask you to park considerately and not block residents' drives or park on the zig-zag lines or in the bus stop outside school at any time.

Medicines in School

- A written request must be made by someone with parental responsibility using the official forms available from Little Acorns or the school office.
- The form, together with the medicine, should be given to a member of Little Acorns staff for safekeeping.
- Medicines will be administered as prescribed and asthma inhalers are available on demand.

Food and Drink

Snacks – A healthy snack will be offered during the morning session. This will normally consist of fruit and a savory cracker/breadstick.

Lunch – We do not supply school lunches to pre-school children. Parents are expected to supply a healthy packed lunch and a drink for their child if the session booked falls within our lunchtime session (12-1pm).

Water bottle – Please ensure your child comes into pre-school with a labelled water bottle as they will have free access to their drink at all times.

Nappies

If your child wears nappies, you will need to supply these along with wet wipes and nappy cream.

Security

The school takes security very seriously. All visitors are required to sign in and wear a visitor's badge. Whilst we do not currently ask visitors to hand in their mobile phones on entry, we would ask that you do not use them in school. Children arriving and leaving school during the day must be signed in or out. All outside doors in the main building and Little Acorns are only accessible from inside.

Reporting Absences

It is the responsibility of the parents/carers to inform Little Acorns by telephone or in person of the reason for a student's absence as soon as possible on the first day of absence. Little Acorns operates a First Day Calling system and the parents/carers of every absent student will be contacted by the nursery and pre-school administrator. If possible, all medical appointments should be made when your child does not have a session booked.

Registration

Registration is taken at 9.00am and 12.00pm. Please endeavor to arrive at 9.00am (or earlier if you are attending breakfast club) for morning sessions and 12.00pm for afternoon sessions.

Lost Property

Please speak to staff if your child mislays any items.

Mobile Phone Policy

Please do not use your mobile phone on school premises.

Extended Pre-School Sessions (children 3 years and over)

Sessions are held within our Hazeldown School main hall with a member of the Little Acorns team, there is a limit of 8 spaces at each session.

Breakfast Club; drop off anytime between 7:30am and 8:30am only. Breakfast is served until 8.20am, arrivals after this time will not receive breakfast, as clearing up will be underway.

After School Club; collections at 4pm, 5pm or 6pm.

Extended pre-school sessions must be booked via Little Acorns and will be part of your child's regular booking. If an emergency 'ad hoc' session is required, this must be requested through Little Acorns (01626 772901 or littleacorns@hazeldown.devon.sch.uk); before 3:00pm for Breakfast Club the following day and midday on the day for After School Club, to confirm if a space is available.

HAZELDOWN SCHOOL HOLIDAY DATES

Autumn Term

Non Pupil Day	Monday 4 th September 2023
First Day	Tuesday 5 th September 2023
Half Term – week commencing	Monday 23 rd October 2023
Last Day	Friday 15 th December 2023

Spring Term

Non Pupil Day	Wednesday 3 rd January 2024
First Day	Thursday 4 th January 2024
Half Term – week commencing	Monday 12 th February 2024
Last Day	Thursday 28 th March 2024

Summer Term

Non Pupil Day	Monday 15 th April 2024
First Day	Tuesday 16 th April 2024
Bank Holiday	Monday 6 th May 2024
Half Term – week commencing	Monday 27 th May 2024
Holiday Day	Monday 3 rd June 2024
Last Day	Wednesday 24 th July 2024

Autumn Term

Non Pupil Day	Tuesday 3 rd September 2024
First Day	Wednesday 4 th September 2024
Half Term – week commencing	Monday 28 th October 2024
Last Day	Friday 20 th December 2024

Spring Term

Non Pupil Day	Monday 6 th January 2025
First Day	Tuesday 7 th January 2025
Half Term – week commencing	Monday 17 th February 2025
Last Day	Friday 4 th April 2025

Summer Term

First Day	Tuesday 22 nd April 2025
Bank Holiday	Monday 5 th May 2025
Half Term – week commencing	Monday 26 th May 2025
Last Day	Friday 18 th July 2025



Learning for Living