



Hazeldown Primary School

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

2020 – 2021

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

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|------------------------|---------------------|
| Leader | Mrs Samantha Boyer |
| Deputy and Play Worker | Mrs Susan Belfield |
| Practitioner | Miss Lauren Anthony |
| Practitioner | Miss Laura Rowsell |
| Practitioner | Mrs Jemma Norish |

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|--------------------|-----------------------|
| Foundation – Ash | Miss Jasmine Banning |
| Foundation – Beech | Miss Jennifer Redwood |

Other teaching staff: Miss Ellie Souter – SENCO

School Office

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|-----------------------------|-------------------|
| Business Manager | Mrs Maxine Hart |
| Senior Administrator | Mrs Lauren Hard |
| Administrator | Mrs Ceri Radford |
| Little Acorns Administrator | Mrs Sarah Jenkins |
| SEN Administrator | Mrs Carol Smart |

Teaching Assistants

Mrs Sheena Proctor, Miss Tayla Brewster, Ms Samantha Ball

Breakfast Club & After School Club Supervisor

Mrs Lorraine Heal

Breakfast Club & Afterschool Club Staff

Mr Jake Platt, Mrs Alison Wilson, Mrs Sheena Proctor

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 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.

HAZELDOWN SCHOOL HOLIDAY DATES

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|-------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AUTUMN TERM 2020 | First Day Half Term Last Day | <i>Monday 7th September 2020</i> One week commencing <i>Monday 26th October 2020</i> <i>Friday 18th December 2020</i> |
| SPRING TERM 2021 | Non Pupil Day First Day Half Term Last Day | <i>Monday 4th January 2021</i> <i>Tuesday 5th January 2021</i> One week commencing <i>Monday 15th February 2021</i> <i>Thursday 1st April 2021</i> |
| SUMMER TERM 2021 | Non Pupil Day First Day May Day Half Term Last Day | <i>Monday 19th April 2021</i> <i>Tuesday 20th April 2021</i> <i>Monday 3rd May 2021</i> One week commencing <i>Monday 31st May 2021</i> <i>Thursday 22nd July 2021</i> |
| AUTUMN TERM 2021 | Non Pupil Day First Day Half Term Last Day | <i>Monday 6th September 2021</i> <i>Tuesday 7th September 2021</i> One week commencing <i>Monday 25th October 2021</i> <i>Friday 17th December 2021</i> |
| SPRING TERM 2022 | Non Pupil Day First Day Half Term Last Day | <i>Tuesday 4th January 2022</i> <i>Wednesday 5th January 2022</i> One week commencing <i>Monday 21st February 2022</i> <i>Friday 8th April 2022</i> |
| SUMMER TERM 2022 | Non Pupil Day First Day May Day Half Term Last Day | <i>Monday 25th April 2022</i> <i>Tuesday 26th April 2022</i> <i>Monday 2nd May 2022</i> One week commencing <i>Monday 30th May 2022</i> <i>Friday 22nd July 2022</i> |



Learning for Living