

Welcome to Robin Hood Primary School



Version 1.0 Updated January 2022



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At Robin Hood our vision is;

To be a community of learners – children, staff and parents – aiming high to excel and exceed!

We are an inclusive school and we promote great learning attitudes and behaviours through our Learning Charter to enable pupils to become happy, lifelong learners who acquire skills and knowledge to become confident adults and responsible citizens.

Our school has 5 core values:

1. *Expect excellence*
2. *Show respect*
3. *Collaborate well*
4. *Embrace challenge with resilience*
5. *Motivate and inspire*

We are a school who wants primarily for your child to be safe, happy and comfortable at school whilst making great progress in their learning. We believe that learning is a two-way partnership, involving school and home. Where there is a strong relationship between school and home children make much more progress and we passionately believe that parents are a child's key educator. We hope that this partnership will begin today and get stronger over your child's journey through our school.

How you can get involved

Hoods Helpers

Hoods Helpers are a group of parents and carers who help fundraise for the school. They do this by running a variety of events for the children and their families, previous events have included second hand uniform sales and subsidising school trips.

Volunteer

We welcome help from parents/ carers and other volunteers. There are lots of different ways that you can help such as listening to children read, helping to make resources and accompanying classes going swimming or on visits. Please let the school office know if you are interested in volunteering.

Other information

Head teacher: Mrs. N Bridges

Telephone: 0115 9153982

Address: Beckhampton Road, Nottingham, NG5 5NA

Website: www.robinhoodprimary.co.uk

Office email: admin@robinhood.nottingham.sch.uk

We hope you have found the information in this leaflet useful for more details please visit our website where a full School Prospectus can be found.

Children with additional/ special education needs and disability (SEND)

We are committed to supporting children with additional / special educational needs and disabilities. Children are identified by a set of criteria including progress information as well as through discussion with parents. Provision is differentiated and reasonable adjustments are made in order to meet the needs of the child and ensure accessibility. Parents and external agencies are closely involved.

Complaints policy

Please refer to our complaints policy, available on the school website. The school endeavours to resolve any concerns parents/ carers may have through information discussion with teachers and senior manager. However, where concerns have not been addressed to parent's satisfaction the complaints procedure should be followed. Formal complaint arrangements should, in the first instance be directed to the Head Teacher.

GDPR

The General Data Protection Regulations (GDPR) came into effect in 2018, our privacy policy reflects these changes and continues to ensure we keep personal data secure. Our privacy policy is available on the school website, it explains how we use your data and for what purpose.

Who's who?

At Robin Hood Primary, we understand that the strength of our school hinges on the competence and expertise of our staff. Our leadership team ensure the smooth running of our school on a day to day basis along with always considering any future changes that are required to maintain the high level of schooling expected.



Nicky Bridges
Head Teacher
(Designated
Safeguarding Lead)



Henry Overton
Deputy Head Teacher
(Designated
Safeguarding Lead)



Aimie Habgood
Deputy Head Teacher
(Designated
Safeguarding Lead)



Helen Kearns
Business Manager



Suzette Leach
Chair of Governors

School life!

School Timings

The school day begins at 8.55am - five to nine is learning time!

Gates to the school site are open from 8.35am. Children can make their way to the classrooms between 8.45am and 8.55am. Anyone arriving after 8.55am needs to report to the school office.

The school day ends at 3.20pm for all Year Groups apart from Year 4 and 6 who finish at 3.25pm. Gates to the school site are open from 3.10pm.

Breakfast Club - £2 per session



Breakfast club runs from 7.30am until the start of the school day. We offer a range of cereal, toast and fruit along with a variety of drinks from fresh juice to milk.

No need to book, simply just turn up. Payment is made via Parent Pay.

After School Care - £6 per session

After School Care runs from the end of the school day to 5.30pm. We offer a light snack; this does not replace the evening meal. We offer a wide range of activities with a lot of emphasis on free play and choice.

Sessions are booked via Parent Pay and phoning the school office to confirm your place.

Attendance

Coming to school every day and on time is key to your child accessing learning and being able to achieve their best. As a school we are aiming to achieve above 96% attendance across the academic year. It is vital that school and families work together to achieve this outcome.



Pastoral Care – enquiries and concerns

General enquires and concerns regarding your child should be directed in the first instance to your child's teacher. We do operate an open-door policy, but please be mindful that the start of session can be a busy time for staff and children and it may be best to ask to see a member of staff at the end of the school day. Should you require a longer appointment please ask for a meeting to be arranged.

We also have a SENCo Manager – Miss Helen Crawford, and a Nurture Team, led by Mrs Paulette Carlisle. They both work closely with parents and children, offering advice and support on a range of pastoral matters including medical concerns, dietary and care needs, sleep, behaviour, multi-agency working, anxiety, loss and change, social and emotional engagement, attachment, nurture needs, transitions etc. Please contact the school office to arrange a meeting.

Please keep us up to date of a change in family circumstances, which may affect your child's general well-being and progress e.g. bereavement, separations, family member's ill health so we can support them if necessary.

Equal opportunities

At Robin Hood Primary School, we believe that all pupils should have equal access to educational experiences regardless of their race, religion, gender, age, social/cultural background and ability. Fairness to the individual is the basic principle of our policy and practice. We want all our pupils to achieve their full potential during their time with us and as such we work to ensure that our expectations, attitudes and practice support this.



Policies and Procedures

Safeguarding

To enable us to keep your child safe please let us know if someone different is going to collect them (they must be over 16 years old).

General Illness

It is our policy that children with sickness or diarrhoea do not attend for at least 48 hours after the last episode. This is important to limit the spread of bugs.

Accidents and illness at school

We aim to provide a safe and exciting environment for all our children. However, as we encourage them to become increasingly independent and teach them to manage risks, accidents can happen.

Many of our team are paediatric first aid qualified. We will send home a Tapestry or Marvellous Me for minor injuries e.g. scrapes. We will always call you if they bump their head.

If your child is taken ill, or has an accident at school, we will contact you as quickly as possible. We will contact you from the details on the Green Admissions Form. Should these details change, please inform the school office immediately.

Lunch



School meals **must** be booked via Parent Pay. If they are not booked we cannot guarantee your child will receive a hot meal. You do not have to have school meals every day, you can choose to bring a packed lunch for some days if you would like.

If bringing a packed lunch to school please ensure there are NO NUTS in the food and that the lunchbox is named.

Hot meals are provided by Nottingham City Council and cooked on site by our chef Nicky and her team.

Milk



Free milk is available to all children under 5 years old in school, funded by the UK Government. We will register your child for their free milk on your behalf by providing your child's name and date of birth.

If you DO NOT want your child to receive free milk please inform the school office.

If you wish for your child to continue having milk after they turn five, you will be asked to pay a subsidised rate. This will be via an online payment.

If your child is entitled to Pupil Premium you will not need to pay this amount.

Dietary requirements

If your child has dietary requirements following a medical diagnosis we need a letter from your G.P. or Dietician detailing the conditions along with any diet/ information received (please provide a copy when you return your admission form).

If we do not receive a letter from G.P. or Dietician we are unable to enforce the requirements with the child if they ask for food they are not allowed.

Absence

Parent's/ carer's should telephone or email school to let us know the reason why a child is absent from school. If we do not receive a message, you may receive a call, text or email from the school.

Asthma and ongoing medical needs

If your child requires regular medication or has any health or medical needs you feel we need to know about, please speak to the school office who will be able to provide you with the relevant forms to complete. A medical care plan may be required depending on the severity of the allergy or need.



Behaviour

We always expect high standards of behaviour and have three golden rules.

1. Do as you are asked first time
2. Show respect at all times
3. Take care of everyone and everything

Uniform

The school uniform is compulsory and has to be worn every day. Each class will have an assigned day for PE when children should come to school wearing their PE kit. Please ensure all items of uniform are clearly named. Shoes or trainers must be dark in colour (no heels or strappy summer sandals are allowed).

Please ensure your child has weather appropriate clothing throughout the year, e.g. hat and gloves in cold weather, sun hat in hot weather.

Children cannot wear make-up, including nail varnish. Children can only wear small stud earrings. When children can tell the time, they can wear a watch. The school cannot take responsibility for the loss of any personal belongings.

Uniform can be ordered via just-schoolwear.co.uk

Tapestry (Foundation/ Reception classes)

We use Tapestry to keep you informed on your child's activities and achievements. It is a secure online journal to record photos, observations and comments. You will be given a consent form to access this system.



Marvellous Me (Year 1 – Year 6)

We use the MarvellousMe App to send messages, share learning activities and send your child badges to acknowledge great work and behaviour. Once your child starts you will receive a letter with more details.



Parent Pay (whole school)

All bookings for your child will be done via Parent Pay, e.g. school meals and trips. We also use this system to send you emails and updates about school activities. Once your child starts you will receive a letter with more details.

Learning Charter

The whole school follows the learning charter for every aspect of school life.

