



School Creed

This is our school,
Let peace dwell here,
Let the rooms be full of contentment,
Let love abide here,
Love of one another,
Love of all people,
Love of life itself,
And love of God,
Let us remember,
That, as many hands build a house,
So many hearts make a school.

Contact information

Address: Vicarage Road, Watford WD18 0DD
Telephone: 01923 233146
Email: admin@lhaines.herts.sch.uk
Website: www.lhaines.herts.sch.uk
Facebook: <https://www.facebook.com/Laurance.Haines.School.Official>
Twitter: @HeadLHS and @OfficeLHS



Enjoy, Care, Aim High and Succeed Together



Welcome to Laurance Haines

September 2017 Parents Guide

More detailed information is available on
the Parents page our website
www.lhaines.herts.sch.uk

Welcome from the Headteacher.



Welcome to the 2017-2018 school year. This leaflet will give you a brief introduction to our school, with further details on our website.

Our aim is that during their time at Laurance Haines, your children fulfil their academic and social potential. In doing this, they can reap the rewards and benefits of being caring, confident, enquiring and independent individuals, able to take their place as active citizens in a multi-cultural society.

We are fully committed to working with you; parents are welcome in school as visitors or volunteers. Take the opportunity to pop in and see for yourself what we are trying to achieve.

James Roach
Headteacher
@HeadLHS

Multi Academy Trust

Laurance Haines School has the opportunity to use the freedoms and flexibilities of academy status to share best practice and work with others to bring about sustained improvements to all schools in the area.

Nurturing Schools Award

We are immensely proud to be named the first ever school in the UK to receive the National Nurturing Schools Award. This programme allows staff to develop and embed a nurturing culture throughout their schools, enhancing teaching and learning, promoting healthy outcomes for children and young people, all by focusing on emotional needs and development as well as academic learning in a whole-school environment.

Our Vision

Enjoy, care, aim high and succeed together

Caring is at the heart of all we do at Laurance Haines, caring for your child, your family and our community. Through our commitment to excellence everyone is challenged to do their best so that we can all enjoy, care, aim high and succeed together.

Volunteers

We are fortunate to have a fantastic group of volunteers who come into school on a regular basis to support us with a variety of things such as listening to children read, making resources and supporting pupils with maths and literacy. If you can offer some time please contact Mrs Penny.

All volunteers working in our school undergo safeguarding checks and sign a confidentiality agreement.

School House System

All children and staff are attached to one of four houses:

Chess - Blue

Colne - Green

Ebury - Red

Gade - Yellow

The house system aims to provide a sense of competition and fun through a range of school based activities.

Behaviour and Rewards

Enjoying and doing well at school is an important factor for the healthy development of children. Some children find the structure and demands of school life challenging and this can be worrying and upsetting at times.

At Laurance Haines we care about maintaining good standards of behaviour and we follow a number of pastoral systems. At the beginning of the school year children work with the class teacher to set class rules and rewards. The whole school approach to positive behaviour is through the use of Buoyancy Balloons, Badges of Honour and Larry our school mascot. Purple and gold house points are awarded through the school house system, this encourages positive learning and behaviour through teamwork.

The children adhere to a code of conduct through our behaviour ladder which outlines examples of behaviour and the appropriate sanctions.

Pastoral Team

Nicola Furey, Ben McDonald, Michelle Penny and Wendy Gunning work together as our Pastoral Support Team. They provide a range of services to support children and their families:

- Behaviour for Learning strategies.
- Nurture.
- Drawing and Talking therapy.
- Lego therapy.
- Philosophy for Children (P4C).
- Parenting courses.
- Money management.
- Social and welfare support.
- Neuro Linguistic Programming (NLP).
- Healthy Eating.
- Family Learning.

The team can access external agencies, arrange meetings and work alongside families to reach a good outcome. They work with children in school to help them access all aspects of school life; learning, social, play and achieving greater emotional resilience.

Family Support Worker

Our Family Support Worker, Ben McDonald, is available to assist you and your child in many areas of development. He can be a guide to many services that are available to you as well as a listening ear and a contact between you and the school. You can contact him through the school office or by email: benmcdonald@lhaines.herts.sch.uk.

Adult Learning

Staff work closely with Hertfordshire Adult Family Learning Service (HAFLS) to provide courses for parents within the school. The courses can lead to qualifications which in turn can lead to employment. We also take part in Parent2Parent® which is an innovative programme aimed at helping parents and carers to improve the learning experience at home by embedding key teaching and learning behaviours.

Keeping Our Children Safe

At Laurance Haines, we do everything we can to ensure that the safety and wellbeing of all of our children is our highest priority. In order to do this, a wide range of measures are put in place:

- All staff appointed to work in our school have a criminal records search called a DBS check.
- Every member of our staff receives regular First Aid training and there are a number of first aid kits and a defibrillator situated in school.
- We are a secure site with a CCTV system and monitored entry systems. Children are supervised at all times. We ask that you also take responsibility for our site security and encourage you to report any concerns to the school office.
- We have strict procedures for the collection of children. No child will be allowed to leave school with an adult not named on the data collection sheet or with any young person under the age of 16. The data collection sheet is updated annually or on request.
- If a child's attendance or punctuality causes concern, the school may work closely with the Local Authority's Welfare officer. Parents are asked to telephone the school by 9.00am if a child is unable to attend for any reason. Should a child be missing without explanation, and we cannot obtain a response from you on any of the numbers provided, we may inform the appropriate authorities.
- We have designated Child Protection/Safeguarding staff as well as a detailed Child Protection policy, which is reviewed annually and is available to view on our website. All staff and Governors have appropriate Child Protection training, which is updated at least every three years. Please see the Safeguarding leaflet for the names and contact details of the appropriate staff, this is available to view on our website.
- Children are encouraged to use the internet, but at all times in a safe way. Pupils are never left unattended whilst online.
- We have high expectations for good behaviour. Our Behaviour policy shows our strong emphasis on positive approaches, but also our clear boundaries in responding to behaviour choices that threaten the learning, wellbeing or safety of others.
- We do not tolerate bullying in our school community, and as soon as we are aware of an issue we act promptly and effectively.
- We have a clear Whistleblowing policy and if members of staff have any concerns about people working within the school, paid or unpaid, they have a professional duty to inform the Headteacher or Governing body accordingly.
- Our Health and Safety policy is reviewed annually by our staff and Governors and is available to view on our website.

School Hours

It is very important that your child arrives and is collected on time. School starts at 8.50 a.m. and finishes at 15.20 p.m.

Morning Nursery children can register between 8.30 and 8.45 a.m. and finish at 11.30 a.m. Afternoon Nursery children can register between 12.30 and 12.45 p.m. and finish at 3.30 p.m. For children accessing 30 hours, sessions will run 9.00 a.m. to 3.30 p.m. Children are the responsibility of their parents and carers outside these hours. Children should not be on the school site before 8.40am unless they are attending a before school club.

Regular Attendance

It is important that your child attends school regularly to give them the best possible chance to learn. If your child misses a lot of school, they will find the work harder, not feel part of the class group, find it harder to make and keep friendships and forget what they have learnt. Please avoid arranging medical appointments during school hours.

Late for School

If your child arrives after the start times above, he/she is late for school and will have missed class registration. Your child should therefore enter the school building via the main entrance and report to the school office staff where they will be registered on our electronic system. A late sticker will be issued for them to place into their link book so that parents are aware. Late arrivals disrupt the rest of the class and important instructions are often missed. This can be very upsetting for your child.

Absence

If your child is absent from school please call the school office on 01923 233146 before 9 a.m. Our office has an answer machine with an option to leave an absence message. Children who have vomited or had diarrhoea should not return to school until 24 hours after the last episode.

Holidays

We do hope that parents will consider holiday arrangements carefully to avoid term time. This will emphasize, in the eyes and understanding of your child, the importance you attach to work at school. It will also ensure that your child's progress is not affected. Application forms for exceptional circumstances are available on the school website and will need supporting evidence.

Term Dates

These are available on our website.

Parking

To ensure the safety of our children at the beginning and end of the school day parents **must not** drive into the school car park unless they are collecting a sick child. If there are extenuating circumstances such as a disability or illness permission to use the car park must be requested from the Headteacher.

There are parking restrictions outside the school and we understand that parking in the local vicinity is very difficult. However, if you are bringing your children to school by car please do not drop them off near the crossing or in the vehicle entrance or park on the double yellow lines outside the school. Parking on the double yellow lines is illegal and obscures the crossing patrol's view of traffic which poses a significant risk to our children's safety. Please also be considerate to our neighbours when parking.

PTA

The Laurance Haines PTA would like to welcome you and your child to the School. We raise funds for the school to enhance our children's education and recreational needs by hosting fun events for the whole family to enjoy. We organise various events throughout the year including our Christmas and Summer Fairs, discos for the children and gifts for Father's and Mother's day.

Parent View

Parent View gives you the chance to tell Ofsted what you think about your child's school, from the quality of teaching to dealing with bullying and poor behaviour. The survey can be completed at any time; you don't have to wait until the school is being inspected.
<https://parentview.ofsted.gov.uk/>

Visitors and Mobile Phones

We ask visitors to be discreet when using mobile phones in school. Please do not use your phone whilst in the classroom. Photographs or videos may be taken only when prior consent is obtained. Even when permission is granted, these should not be uploaded on Social Media.

Homework

Following a great deal of parental consultation and school based research, the weekly home learning tasks take the form of preview work. Research into pre teaching shows that previewing work can double the rate of pupil progress. The idea behind the weekly preview home learning is that through familiarisation, talking about and practising things at home, a child will have a far higher rate of success when they come to visit a subject or task in class.

A weekly newsletter is sent home detailing what is being taught in class during the week ahead. It will offer suggestions and guidance on the things that parents can do together with their child at home to ensure that they have a greater chance of success in the coming week. This will sit alongside the expectation that the child reads regularly at home, supported by an adult.

In addition to reading, children may be set recurring home learning such as times tables and spellings. On occasion children may be asked to carry and extend tasks to aid topic work in school.

Medicines

Medicines can only be administered at school if prescribed by a doctor. Medicines should be in their original packaging and a permission form must be completed by a parent. Forms can be obtained from the office, or on our website.

Mobile Phones

The school recognises that as technology has changed more pupils have access to mobile phones. We will take steps to guide children to help them understand that this technology should be used responsibly. We are happy for mobile phones to be brought to school, however we ask that children hand them to their class teacher at the beginning of the school day for safe keeping. Laurance Haines School cannot be held responsible for any loss or damage to personal property including mobile phones.

Music Lessons

We are able to offer children in Key Stage 2, the opportunity to learn to play the violin whilst at Laurance Haines School. A teacher from the Herts Music Service visits once a week, during school hours. The children are taught in small groups, and occasionally, on a one-to-one basis. A fee is charged for this service. However, those parents eligible for Pupil Premium are able to apply for financial help.

Communication

We strongly believe that parental involvement in a child's education can have a significant effect on pupil achievement. We want to ensure that you are kept informed as much as possible about what's going on in school.

Link Book: Each pupil is given a link book to improve communication between home and school. It records your child's timetable, weekly homework and record of reading as well as other useful reminders. Please sign this diary each Monday morning to say that homework has been completed and add any comments for the teacher. A member of the class team will check this book daily.

Newsletter: Our school newsletter is produced fortnightly. This shows important dates and events. It is sent electronically to parents by email.

Website: Our website is regularly updated with lots of school information, policies and procedures. www.lhaines.herts.sch.uk.

School Comms: We use Schoolcomms, a messaging service which enables us to send you messages to your mobile phone via the Gateway app and text. We encourage parents to help us by downloading the app as this enables us to send messages free of charge and replies are also free. It is therefore essential that you keep us up to date with your current contact numbers.

Parent Consultation Evenings: At the beginning of the school year you will be invited to meet the staff within your child's class. We then welcome parents into school at various times for parent teacher consultations to discuss progress. You will be issued with a written report in the Summer Term.

Parent Council

A group of parents meet regularly to discuss school issues. Parent input is invaluable and this forum provides parents with a chance to shape school policies. The council is a route through which parents as a group advise the Governing Body of their views.

Social Media

We use Facebook and Twitter regularly to let you know what is happening in school. Look out for you child's class teacher username or follow our main accounts on Twitter: @HeadLHS and @OfficeLHS or on Facebook: <https://www.facebook.com/Laurance.Haines.School.Official>

School Uniform

A uniform gives a school and its pupils an identity, it bears the school logo, and we believe it is essential in helping to establish standards. Every child must wear the correct school uniform on each school day. The school uniform supplier is Mapac. Orders can be placed online at www.mapac.com/education/parents/uniform/laurancehainesprimaryNurseryWD18 or by telephone on 01923 255525.

The children should wear:

- Purple sweatshirt/cardigan with school logo
- Gold polo shirt with school logo
- Black tailored trousers or skirt
- Black, grey or white socks/tights
- Comfortable, smart black leather shoes with dark soles (not trainers)
- Other optional items are available such as summer dresses, fleeces, bags and coats.

P.E.

All children must have the following PE kit in school at all times:

- Coloured T-shirt in a house colour (see House system above).
- Black shorts/black jogging bottoms (no logos).
- A plain black sweatshirt.
- Trainers are to be worn outdoors.

These items will need to be kept in a suitable PE bag, available from Mapac. Long hair should be tied back and absolutely no jewellery, including earrings, should be worn.

Clubs

We offer a wide variety of after school clubs at Laurance Haines. Some are free of charge and run by our staff and some are run by outside providers for a small fee. Please have a look at our website www.lhaines.herts.sch.uk and access the 'school clubs' tab where you will find a list of the current clubs enjoyed by our children.

30 Hours Childcare

We are offering the 30 hour childcare package offered by the Government. These sessions will run 9.00 a.m. to 3.00 p.m. The children will be allocated a keyworker to support them during their time at Nursery. To check eligibility please visit www.childcarechoices.gov.uk.

School lunch

Our catering team prepare seasonal delicious and nutritional meals which are freshly cooked on site each day. There is always a hot meat meal and a hot vegetarian meal available. We also have daily jacket potatoes and a healthy salad bar. A menu is available on our website.

All children in our Reception, Year 1 and Year 2 classes are entitled to receive a free school lunch, through the Government's infant free school meals scheme. School meals for children in Key Stage 2 cost £2.15.

Children can bring a packed lunch from home if you prefer. If you choose this option please remember to follow our healthy packed lunch guidelines which can be found on our website.

Free School Meals

We would like to remind parents that if you are in receipt of certain benefits you may be eligible to claim for free school meals. The process is very easy. You may be surprised to know that for every student who successfully claims for a free great tasting lunch, the school will also be awarded extra money from the government too!

If you are applying for Free School Meals for the first time, the quickest and easiest way to apply is online at www.hertsdirect.org or via their customer service centre 030 123 4048.

Pupil Premium grant

The Pupil Premium Grant is an allocation of additional funding from the Government to support specific groups of children. The grant for 2017-18 is £1320 per pupil. Schools decide how to use this grant as they are best placed to assess what additional provision should be made for these pupils.

If your child is eligible for Pupil Premium then you may also receive additional support with some other school costs such as uniform, swimming lessons and class visits.

Payments

We operate a cashless system for all school payments. We use School Gateway to enable parents to make payments online for school trips, milk etc. School meals are paid for online via Caterlink, our catering company.