



# PARENT HANDBOOK

Guiding you through your journey

An INCLUSIVE | MAT School

# WELCOME

Welcome to Laurance Haines. This handbook will give you a brief introduction to our school, with our website providing further information on all areas. Our school population is a reflection of the rich cultural diversity of the wider community. Our children originate from many different countries, speaking a large number of languages. I believe this makes our school a vibrant, exciting and truly special place to be. We pride ourselves on offering a broad and balanced curriculum which empowers the children to directly influence the direction of their learning. Providing rich experiences, both inside and outside of the classroom, creates a buzz and an excitement around their journey.

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 promise that the children will be taught to nurture, to respect, to trust, to innovate and to inspire, all whilst understanding that they will be given opportunities for choice.



We believe in a better future for all. Your child is at the centre of everything that we do and whether they are starting their school journey with us or we are helping them on the next stage of it, we are committed to them. We are also fully committed to working with you; parents are welcome in school as visitors or volunteers. Please take the opportunity to pop in and see for yourself what we aim to achieve.

Jo Ball @HeadLHS

**Headteacher**

## Our beliefs and promises

**Laurance Haines School, 'for a better future'**

We believe in nurturing our community, providing keys to unlock opportunities and a better future for all.

We promise that our Laurance Haines community will:

- NURTURE and be nurtured
- RESPECT and be respected
- TRUST and be trusted
- INNOVATE and be innovative
- INSPIRE and be inspired
- Be given opportunities for CHOICE

## OUR TRUST



I am delighted to welcome you to the Inclusive Multi Academy Trust. We are looking forward to working in partnership with you and welcoming your child to our family of schools. Together, we will work with you to nurture and develop your child's academic, creative, social and pastoral talents and skills, so that they develop as confident and inquisitive learners equipped for a full and happy life.

The Inclusive Multi Academy Trust was formed in November 2016 and is currently made up of three schools: Beechfield School, Cherry Tree Primary School and Laurance Haines School. Our trust name 'inclusive' originates from the driving belief that many different types of people form our community and every single one of them should be treated fairly and equally so that they and their families can access a great education.

As a family of schools, we work together with shared leadership, expertise, resources and efficiencies and deliver an excellent education within a loving and nurturing environment. We see ourselves as a central community hub and strive to provide equal access to education, opportunities, resources and support for all. Whilst our schools work very closely together, each school in the Trust has its own personality, character and individual strengths. The communities that each school serves are unique and the talented and inspirational Headteachers who are responsible for the day to day leadership, management and organisation of the schools ensure that this individuality is celebrated. There is no blueprint for a school in the Inclusive Multi Academy Trust, instead we are a family of schools that share a philosophy. A family of schools that share a wealth of expertise: leaders, teachers and support staff. A family of schools that work together for the benefit of all children across the Trust. A family of schools that together are stronger than the sum of our individual parts. At our heart, we believe that happy children learn, happy staff thrive and happy parents build a community.

James Roach

**CEO**



# LEARNING

## Our Curriculum

Our aim is that our children experience fun, interesting and exciting learning, focused around a variety of practical activities with tangible outcomes. These experiences will prepare children for life in a rapidly developing world. The broad and balanced curriculum empowers the children to directly influence the direction of their learning, where experiences both inside and outside of the classroom create a buzz and an excitement around it.

Teachers respond to the interests and ideas of the children whilst guiding them to ensure key skills from the wider areas of the curriculum are developed.

At Laurance Haines School we are committed to ensuring equality of opportunity for all pupils, staff, parents and carers irrespective of race, gender, disability, belief, sexual orientation, age or socio-economic background.

Cornerstones enhances our curriculum and provides our children with the choice of rich curriculum topics and our teachers with the functionality to track coverage and assess progress of the children's learning.



## Our EYFS Curriculum

This is the Curriculum for Early Years children aged between 0 and 5 years. The EYFS is organised into 7 areas of learning with a strong emphasis on active learning, play and exploration and creating and thinking critically. For each area of learning there is a set of 'developmental stages' and 'early learning outcomes' which most children are expected to achieve by the end of the EYFS (Reception). The staff plan the curriculum with emphasis on the children's interests, to ensure the children make good progress towards their goals.

Pupils experience a range of activities indoors and outdoors, whatever the weather to develop skills, knowledge and independence; they learn actively within a strong routine. Children will bring home regular information about what they are learning through weekly newsletters.

## Read Write INC

Read Write Inc. Phonics teaches children to read accurately and fluently with good comprehension. They learn to form each letter, spell correctly, and compose their ideas step-by-step. This approach has been adopted by the school for a number of years and it supports children, including those who are new to English, with early reading, regardless of their age.

## Adults in the classroom

Our team of support staff provide your child with support inside and outside of the classroom. They work closely with teachers to provide academic challenge and emotional support. In the Early Years, our support staff work closely with the children alongside the teacher and as the children move through the key stages, support staff are deployed in a variety of ways to nurture and promote progress.

## Contacting Your Class Leader

The positive relationship between you and your child's teacher will undoubtedly support their development. Despite being available at the beginning and end of the day, you may require more time with the teacher. Teachers can be contacted through the link book, via email, through Twitter and by appointment through the office.

## 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. This also provides opportunity for dialogue between you and the teacher. Please sign this diary when you have heard your child read at home.

## Home Learning

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 home-learning overview 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 sits alongside the expectation that the child reads daily at home, supported by an adult. The home-learning overview can be found on the school website under the pupils section under their year groups.

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.



## DAILY ROUTINES



### Term Dates

All of our term dates are regularly updates on our school website: <https://www.lhaines.herts.sch.uk/termdates>

### 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.

### Attendance and Punctuality

While we understand that at times your child may be ill, we expect your child to attend school regularly. Please avoid arranging appointments in school time. Your child should have attendance of 97% or above. School attendance is regularly monitored and you will be contacted if concerns arise. Good attendance is vital for you child to make good progress in their learning and for them to form and maintain a positive relationships.

### 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. Arriving late can be very upsetting for your child so please ensure that you arrive in school on time.

## If Your Child is ill

If your child is absent from school please call the school office on 01923 233146 before 9.00 a.m. Our office has a voicemail service 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 in Term Time

We hope that parents will consider holiday arrangements carefully to avoid term time. Every day your child misses from school, will have an impact on their academic progress. Your child's attendance at school is imperative. Application forms for exceptional circumstances are available at the school office and will need supporting evidence.

## Extra Curricular Clubs

We offer a wide variety of before and after school clubs at Laurance Haines School. We recognise the need for some parents to utilise wrap around care. Some are free of charge and some are run by outside providers for a small fee. Please have a look at our website [www.lhaines.herts.sch.uk/clubs](http://www.lhaines.herts.sch.uk/clubs) where you will find a list of the current clubs.



## School Lunch

Chartwells, 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 meat is Halal, and the jelly served is vegetarian.

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 our 30 hour nursery children or children in Key Stage 2 are paid for. Please see our website for current costs.

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 the School Dinners page our website:

<https://www.lhaines.herts.sch.uk/school-dinners>

## Personal Belongings

Our school and classrooms are well-resourced, and everything that your child require for learning can be accessed here. However, we recognise that some children will want to bring their own belongings (such as pencil cases) in to school. The children will have to be responsible for these belongings. Laurance Haines School cannot be held responsible for any loss or damage to personal property.

## 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 for children in years 5 and 6; 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 mobile phones.



## 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.

## 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. Staff are trained in the safe delivery of Epi-pens and in the support of asthma medication. It is the responsibility of the parents to ensure that Epi-pens are in school and are in date..

## 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](http://www.mapac.com) or by telephone on 01923 255525 or in the Mapac shop at 6 Mowat Estate, Sandown Road, Watford, Herts, WD24 7UZ

The children should wear:

- Purple sweatshirt/cardigan/fleece with school logo
- Gold polo shirt
- Black tailored trousers, pinafore, shorts (in summer) or skirt. ·A purple or yellow gingham dress can be worn in summer
- Black, grey or white socks/tights
- Comfortable, smart black leather shoes with dark soles (not trainers)

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

- T-Shirt in your child's house colour (Ebury = Red, Gade = Yellow, Chess = Blue or Colne = Green), with school logo
- Black shorts/black jogging bottoms (no logos) (or black PE skirt for girls)
- In cooler months, for outdoor PE, Years 1 to 6 can wear a plain black sweatshirt and jogging bottoms (no logos)
- Trainers are to be worn outdoors

Long hair should be tied back and absolutely no jewellery, including earrings, should be worn.



## Swimming

A year group from Key Stage 2 will go swimming once per week, for a term. Swimming caps must be worn. Only trunks (no long shorts), or a one piece swimming costume or tankini (no bikini's) may be worn.

## Other Essential Items

Reception - Year 2



- A Book bag
- A PE bag
- A sensible sized school bag to fit on the classroom peg
- Water bottle - needed in school at all times. Non-branded bottles can also be provided

Year 3 - Year 6



## Our Uniform Supplier

Our school uniform is provided by the local company Mapac. You are able to order at the shop, which is situated at 6 Mowat Estate, Sandown Road, Watford, Herts, WD24 7UZ.

Please ensure you refer to the most recent information from MAPAC on ordering and collecting uniform, which has changed in 2021 due to COVID guidelines.

They stock our usual items, but also skirts, trousers, PE kits and much more. Orders may be made via their website, also, by clicking on the logo below.

There is a free "Click and Collect" Service available for online orders, also. Please ensure that orders made online are made early so that items arrive in time.

# mapac<sup>®</sup>

Please ensure all clothing and equipment is labelled with your child's name. Iron on labels can be purchased from the Mapac website or other online providers such as amazon or ebay.

All children should be sent to school with appropriate outdoor clothing. Failure to have suitable clothing for the weather may mean that your child is not allowed to go outside during break times.

## House System

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



**Chess**



**Ebury**



**Gade**



**Colne**

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

## Behaviour for Learning

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.

All staff need to know how to promote pro social behaviour and manage difficult or dangerous behaviour, and to have an understanding of what behaviour might be communicating. All staff should focus on de-escalation and preventative strategies rather than focusing solely on reactive strategies. Staff at Laurance Haines School are 'Hertfordshire Steps' trained. Hertfordshire Steps is an approach that aims to reduce and manage conflict and build a positive school ethos. The training covers a range of areas including conflict de-escalation, calm body language, debriefing and positive handling techniques. In line with the approach, staff agree on a number of principles.

MarvellousMe helps to you to engage with your child's learning and success. It enriches family conversations about school and makes it easy for you to help their education and say: 'Well done!' Our children love receiving MarvellousMe notifications as celebrations continue at home.

We promote resilience, collaboration and effort. As an extension of this and to promote children's well-being, Badges of Honour can be awarded as follows:

Green badge – for taking notice

Yellow badge – for positive attitudes and effort in learning

Blue badge – for being active

Red badge – for making connections with others

Purple badge – for giving

## Anti-Bullying

The Inclusive Multi Academy trust and its schools believe that all pupils are entitled to learn in a safe and supportive environment; this means being free from all forms of bullying behaviour. Please refer to our full [Anti-Bullying Policy for further information.](#)

# PASTORAL CARE

## 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 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 their admission form. All details can be updated by the Arbor app or via the school office
- If a child's attendance or punctuality causes concern, the school may work closely with the Local Authority's Attendance Officer
- 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
- 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 may impact on 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 also do not tolerate any incident where any of the protected characteristics of the Equality Act 2010 have been the subject of misbehaviour. Appropriate consequences will be implemented
- 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

## Pastoral Teams

We have a Pastoral Support Team. They provide a range of services to support children and their families:

- Counselling - for children and parents
- Nurture groups
- Protective Behaviours
- Drawing and Talking therapy
- Lego therapy
- Circle Time
- Resilience training
- Parenting courses
- Social and welfare support

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. If you feel you or your child need support please don't hesitate to contact us.:

**[PST@lhaines.herts.sch.uk](mailto:PST@lhaines.herts.sch.uk)**

# COMMUNICATION

## 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.

## Points of Contact

We are here to support you with your child's learning, their wellbeing and their social and emotional needs. We also understand that there will be many moments you wish to share and celebrate with us too. Your child's teacher will be your first point of contact but we have a large school team who are here for you:

Early Years Phase Leader - Yasmin Moody

Key Stage 1 Phase Leader - Gemma Banks

Lower Key Stage 2 Phase Leader - Olivia Gunner

Upper Key Stage 2 Leader - Louise Goss

School Finance Officer - Jenny Cannon

School Office Manager - Kirsty Milnes

SENCo - Lizzie Butler & Michelle Connell

Pastoral Lead - Nicola Furey

Assistant Head - Simon Englander

## Methods of Communication

### 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 when you have heard your child read at home.

### Newsletter

Our school newsletter is produced fortnightly. This shows important dates and events. It is sent electronically to parents by email and is available on the [News section of the website](#).

### Website

Our website is regularly updated with lots of school information, policies and procedures. [www.lhaines.herts.sch.uk](http://www.lhaines.herts.sch.uk)

### Arbor

We use Arbor as a means to contact parents by email or text message. Parents should help us by downloading the Arbor 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. Parents also need to use Arbor to make payments for school lunches, trips, music lessons, swimming etc. as we are a cashless office.

### 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. You are of course very welcome to meet with the school staff at other times if the need arises.

### Social Media

We use Twitter regularly to let you know what is happening in school. Follow: @HeadLHS, @LHS\_Watford and @inclusiveMAT

You can also follow us through our [Facebook page Laurance Haines School](#)

# FINANCIAL SUPPORT

## 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. Every student who successfully claims for a free lunch, ensures that the school is awarded extra money from the government.

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](http://www.hertsdirect.org) or via their customer service centre 0300 123 4048.

## Pupil Premium Grant

The Pupil Premium Grant is an allocation of additional funding from the Government to support specific groups of children aged 4 and over in year groups Reception to Year 6. The grant for 2020-2021 is £1345 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.

The Early Years Pupil Premium (EYPP) is additional funding for early years settings to improve the education they provide for 3 and 4 year olds. The grant for 2020-2021 is roughly £300 per pupil.

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.

[Further information on Pupil Premium Grant can be found on our website.](#)

## Music Tuition

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. Children across the school also receive music lessons as part of our fun, interesting and exciting curriculum; these have included drumming and recorder playing.

## Payments

We operate a cashless system for all school payments. We use Arbor to enable parents to make payments online for school lunches, school trips, milk etc.

# PARENTAL INVOLVEMENT

## 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 Marilia Gomes - [mariliagomes@lhaines.herts.sch.uk](mailto:mariliagomes@lhaines.herts.sch.uk)

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

## PTA

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

Please see the PTA webpage: <https://www.lhaines.herts.sch.uk/lhspta>

or contact the PTA [folhs@lhaines.herts.sch.uk](mailto:folhs@lhaines.herts.sch.uk) or via their Facebook Page or on Twitter @lhspta

## Parent Governors

Parents of pupils at Laurance Haines can elect parent governors, who must be parents of a child at the school. Parent governors do not have to stand down if their child leaves the school during the period they serve; they may serve out their term of office. Although elected by parents, parent governors are not obliged to express any views apart from their own. However, it is important they try to represent the views of parents on major issues to the governing body, where appropriate. A parent governor is therefore a representative, but not a delegate. Any parent may approach parent governors with complaints about the school. These should be referred directly to the headteacher or the most appropriate member of staff.

## 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.

[www.parentview.ofsted.gov.uk/](http://www.parentview.ofsted.gov.uk/)

# RESPONSIBILITIES AND POLICIES

## Code of Conduct

Our code of conduct is adopted by all schools in the Trust and is designed to give clear guidance on the standards of behaviour all parents and carers are expected to observe, and the schools will notify parents and carers of this code and the expectations as part of their induction programme for new parents and carers.

Code of Conduct for Parents and Carers:

## Policies

Policies are a guide for both staff and parents as to how the school must be run. You can download our most important policies from our Policies page:

<https://www.lhaines.herts.sch.uk/policies>



**LAURANCE HAINES**  
SCHOOL