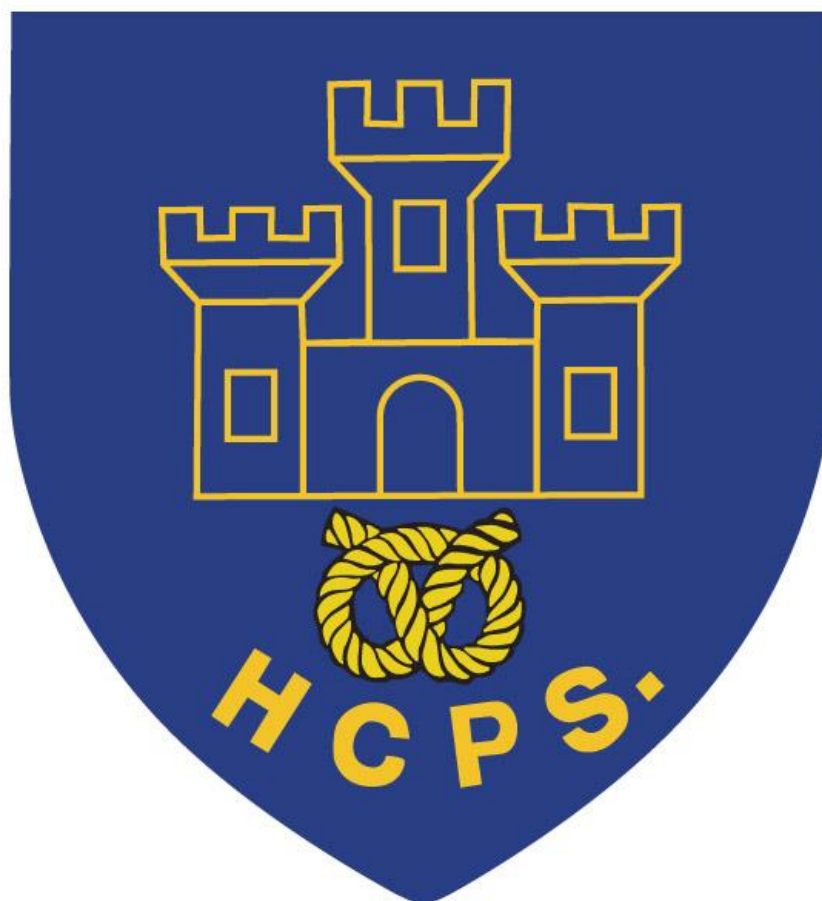


# HASSELL COMMUNITY PRIMARY SCHOOL



*Learning for Life*

Dear Parents

## **Welcome to Hassell Community Primary School**

The pupils, parents, staff and Governors would like to welcome you to Hassell Community Primary School's prospectus. We hope you will find the booklet useful, with lots of relevant information about our school that will begin to give you a feel for all that we are about.

We are a popular town centre school, in Newcastle-under-Lyme, Staffordshire which prides itself in creating a happy, caring atmosphere within which everyone is encouraged to achieve their full potential and develop a love of learning.

All children are given the opportunity to make the very best of their unique talents and everyone is valued. We work closely with parents to ensure that all the children are happy and settled in school and are able to develop the knowledge, skills and understanding they need to become confident life-long learners.

You are most welcome to arrange a visit to experience our lively, hard-working and caring school for yourself.

Yours sincerely

Kirsty Broome  
Headteacher



### Contact details:

Tel No: 01782 297500

Fax No: 01782 297505

Email: [office@hassell.staffs.sch.uk](mailto:office@hassell.staffs.sch.uk)  
[headteacher@hassell.staffs.sch.uk](mailto:headteacher@hassell.staffs.sch.uk)

Website: [www.hassellschool.org](http://www.hassellschool.org)

## ***'Learning for Life'***

### ***Aims of the School***

While at Hassell School we hope to provide the children with a wealth of experiences to enrich their lives and which will be both stimulating and enjoyable.

#### **We aim to:**

Achieve a broad, balanced, relevant curriculum which will meet the needs of each individual child and the statutory requirements of the National Curriculum.

- Provide a happy, caring and secure environment in which all children gain recognition and success.
- Foster personal qualities of self esteem, thoughtfulness and consideration for others.
- Create a working atmosphere conducive to independent learning.
- Develop and motivate each child towards their full potential.
- Develop respect, responsibility and an awareness of moral values.
- Create a standard of discipline which is clearly understood by staff, parents and children, and which leads ultimately to independent self-discipline for the children.
- Encourage and facilitate the direct involvement of parents, governors and the community for the benefit of the children.



## ***General Information***

Hassell Community Primary School is situated in the centre of the historic Borough of Newcastle. We cater for pupils between the ages of 4+ and 11 years of age. We do have a Nursery unit that is run by the Governors and which admits children in the term after their 3<sup>rd</sup> birthday, subject to place availability.

## ***Admissions Policy***

All admissions are done through Staffordshire County Council. This information can be obtained on the Staffordshire County Council's website under Pupil Support then Admissions.

## ***Arrangements for Parental Visits***

Parents who are considering sending their children to Hassell CP School are free to visit by appointment during the school day. A telephone call to the school will ensure that someone senior is available to answer your questions.

All children who are registered here will be invited beforehand. We have planned induction programmes for our Nursery and Reception children.



## ***The School Day***

School commences at 8.40 am – The School, can only accept responsibility for a child's safety and welfare from 8.40 am onwards. Our main doors open at 8.30 am and children can enter from 8.40 am. Classes start at 8.50 am.

### **RECEPTION, YEARS 1 - 6**

Morning	8.50 am	-	10.30 am
	10.45 am	-	12.00 pm
Afternoon	1.00 pm	-	2.50 pm (Rec)
	3.00pm (Y1 – Y6)		

## ***Classes***

The arrangement of the classes varies according to the number of the children in school, and their perceived needs. The Headteacher will explain the present pattern at the Parents' meeting prior to your child's admission into school. At the primary level there are two stages for the different age groups. These are known as "Key Stages" and relate to the following years of schooling as follows:-

**Nursery** Children may be admitted to the Nursery, if there are places available, in September following their 3<sup>rd</sup> birthday. Additional places for 3 year olds will be available after September if numbers allow.

Nursery children can receive 15 hours funding and parents are able to pay a top up fee if they wish to have additional sessions. Nursery places are available for mornings, afternoons or full days. Wrap around care can also be provided at Happy Times Care Club.

Even if the school is able to offer parents a place, this is not a guarantee that the school may be able to admit a child into Reception. Parents would have to apply in the normal way.

**R = Reception** A pre-National Curriculum Year (Foundation Stage) in which the child settles into school. All children in the Foundation Stage follow the Foundation curriculum. (Age 4+).

Y1 =	Year One	Age 5+
Y2 =	Year Two	Age 6+

These are known collectively as Key Stage One

Y3 =	Year Three	Age 7+
Y4 =	Year Four	Age 8+
Y5 =	Year Five	Age 9+
Y6 =	Year Six	Age 10+

These are known collectively as Key Stage Two

## ***The School Governors***

The Governing Body of the School consists of the Headteacher, Parent Governors, who are elected by the parents of children at Hassell, representatives nominated by the Local Education Authority, a Teacher and non-teaching representative, and Co-opted representatives.

The Staff and Governors work jointly to ensure that the school's policies reflect the needs of the children.

Should you wish to contact or speak to a Governor, Mr Phil Richards, the Chair of Governors can be contacted via the School Office.

## ***School Council***

One of our aims at Hassell CP is to develop citizenship in children. Our School Council is made up of representatives from Y1 upwards. The representatives are voted in by the children. This is a way of giving children a say in the issues at school that affect them. They discuss a variety of matters, which they feel are important and which affect them directly – for example – playground equipment, playtime arrangements, concerns about bullying etc. The children are encouraged to find solutions, with the support of staff.

## ***The Happy Times Club***

Because we feel strongly about the making and maintaining of good home school links, we have a very special, well established club for before and after school; The 'Happy Times' Care Club. The club is available for any child who attends our school. It provides a high quality of care with the emphasis on fun activities and enjoyable pastimes. The facilities available include computers, television, art and craft materials, table tennis, other games and books with a quiet area set aside. Children in the Foundation Stage follow the EYFS during their time at Care Club.

The unit is run by a team of well qualified staff who create a safe and happy environment for your child. During the school holidays the facility will continue to run in conjunction with a play scheme. Happy Times Care Club is open during school holidays except for Christmas and Bank Holidays.



Opening times during school terms

Morning ... 7.30 am to 8.50 am.

Afternoon ... 3.00 pm to 6.00 pm

The written constitution of the club is available on request.

Please apply to the School Secretary or Care Club Manager for further details.

## ***Organisation and Pastoral Care***

We aim to create a happy environment in which the children can develop to their full potential. We therefore try to provide a carefully structured programme of activities to develop the children's academic achievements and build their confidence and self esteem by recognising and rewarding their successes.

When the children commence school they are made to feel welcome and secure and that their presence is valued in their environment. All children are taught in mixed-ability classes throughout, in the care of their own class teacher.



The teachers have help in the day-to-day running of their classrooms from Teaching Support Staff (TA's) who work under the direction of the Head and class teachers.

## CURRICULUM

Throughout, the children are encouraged to develop lively and inquiring minds. Their interest about the world around them is stimulated and enriched by local visits to markets, the library, churches and museums etc. situated in town or easily accessible, as well as visits further afield. These first-hand experiences are essential in helping children to develop a deeper understanding of issues raised within the confines of the classroom.

Termly topic letters notify parents of children's activities and additional theme days to coincide with the curriculum topics. The school website contains additional information.



## ***Home – School Links and Homework***

In response to the requirements of the 1988 Education Act, ALL parents will receive an end-of-year report on their child's progress. However, parents of children who are completing a Key Stage and have undertaken the Standard Assessment Tasks will also receive a report on their progress in the subjects for statutory assessment.

We believe firmly at Hassell CP that working with parents will enhance children's learning. Supporting your child through involvement with the school can take a



variety of forms – from attending parent's evenings and helping with a range of activities in school. Parent volunteers are welcome in school. We will contact you each year with a questionnaire to get your thoughts and suggestions.

We consider that homework is an important support to the school curriculum. It definitely helps with children's progress and for forging links with home and school. Every child has a reading diary which comes home. We invite parents to add their comments in this diary. Children at KS1 also have a small amount of homework, which increases as your child moves through the school. A homework policy is posted on our website.

## ***Assessment and Recording***

The Foundation Stage children will have their abilities assessed against the Foundation profile.

Children in Year 1 undertake phonic screening at the end of the year. Information is given to parents to say whether their child has met/not met the standards.

The children will undertake a Statutory Assessment at the ages of 7 (Yr 2) and at 11 (Yr 6). This aims to demonstrate the child's level of achievement on the attainment targets in each core subject. The level reached will be measured on the basis of teachers' assessments and national tests called Standard Assessment Tasks (SATs). The results of these tests are distributed to parents, whose child is at the end of a key stage.

The children's records compiled by the staff and examples of children's work will provide the ongoing basis for each teacher's assessment of children's abilities. Children are assessed regularly – parents will be notified of any concerns. We hold open evenings to which you as parents are invited, to discuss your child's progress and to talk about targets for further progress. However, if you ever have any areas of concern, the Headteacher and members of the teaching staff will be pleased to discuss these with you. We also provide, where appropriate, workshop evenings to inform you of developments in the school curriculum.

Parents are informed of events in school by a Newsletter which is sent out on a regular basis. The school also has a website ([www.hassellschool.org](http://www.hassellschool.org)). This contains a variety of useful information for parents and links to site of educational interest.

## ***Records of Achievement***

All children have a record of achievement which stays with them throughout their time at Hassell CP. When they leave this gives them a permanent record of their success to keep for the future.

## ***Attendance***

If your child is absent from school you must notify the school at the earliest possible convenience.

If a child has not arrived at school by 9.15 am then the school's office staff will contact parents to ascertain the reason for absence.

If attendance falls below 85% then the school is compelled to contact the Educational Welfare Officer, who may well visit parents.

## ***Holidays During Term Time***

Any application for leave must only be in **exceptional circumstances** and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave; in these cases it is the Headteacher who determines the number of days a child can be away from school if leave is granted.

Parents wishing to apply for leave of absence for their child in an exceptional circumstance should complete a **Request for Absence in Exceptional Circumstances Form** obtainable from the school office. If your child's attendance is less than 87% the leave of absence will not be granted.

We are aware that it is cheaper to take a holiday during term time and fully appreciate the challenges that some parents face when booking holidays, particularly during school holidays. However, evidence has shown that absence from school has a detrimental effect on a pupil's learning. Therefore, please consider this and support your son/daughter's education by avoiding taking holidays during term time.

## ***Food and Meal Arrangements***

Children may have a school meal or bring a packed lunch. Mellor's Catering Service provides a choice of 'healthy eating' foods on a varied menu each day.

Children bring a packed lunch should also bring a drink in an unbreakable container. Packed lunches are left in the cloakroom during the morning. Lunch boxes and drinks' containers should be marked with the child's name. A place will be provided for your child to eat his/her packed lunch.

The KS1 and Foundation children have free fruit provided, under our healthy eating policy. The Foundation Stage children are also eligible for free school milk. Children in the remainder of the school may purchase milk at a reasonable cost.

We have a healthy eating policy, so children who bring their own snacks in the morning, should bring fruit, cereal bars or other healthy options. Children in the juniors also have the opportunity to purchase toast, teacakes and other snacks from the school kitchen.

Please bring water bottles with the child's name on it. You can also purchase water bottles from the school office.



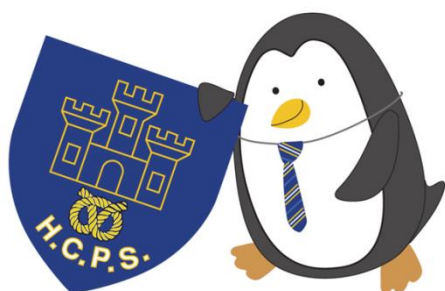
## ***School Uniform***

As a result of the wishes of the majority of parents, the policy of pupils wearing a school uniform will continue. We have adopted a practical and adaptable combination of clothing which is flexible and easily looked after. It is important that children should be appropriately dressed for school and imperative that each item marked with the child's name.

A list of School Uniform is contained at the back of this prospectus.

For particular lessons in art and craft some kind of protective clothing is desirable. An apron or old shirt would be adequate.

## ***PTFA***



The Parent, Teacher and Friend's Association – (PTFA). The school is pleased to have the support of a thriving and enthusiastic PTFA. All parents are automatically members. The committee meets, on average, once a term, and on other occasions when the situation demands. The PTFA works with the school by organising a variety of events and activities throughout the year. The proceeds from

these events finance projects which will benefit/enhance the children's education. These include The Celebration of summer and the crowning of our School's Summer Queen, followed by games and stalls. We also have our annual Christmas Fair where Santa makes an appearance plus there are plenty of stalls to buy your Christmas presents from. Other social events include are organised for parents and children. The PTFA is a member of the National Confederation of Parent Teacher Associations, which gives access to a wider network of support and insurance cover for events.

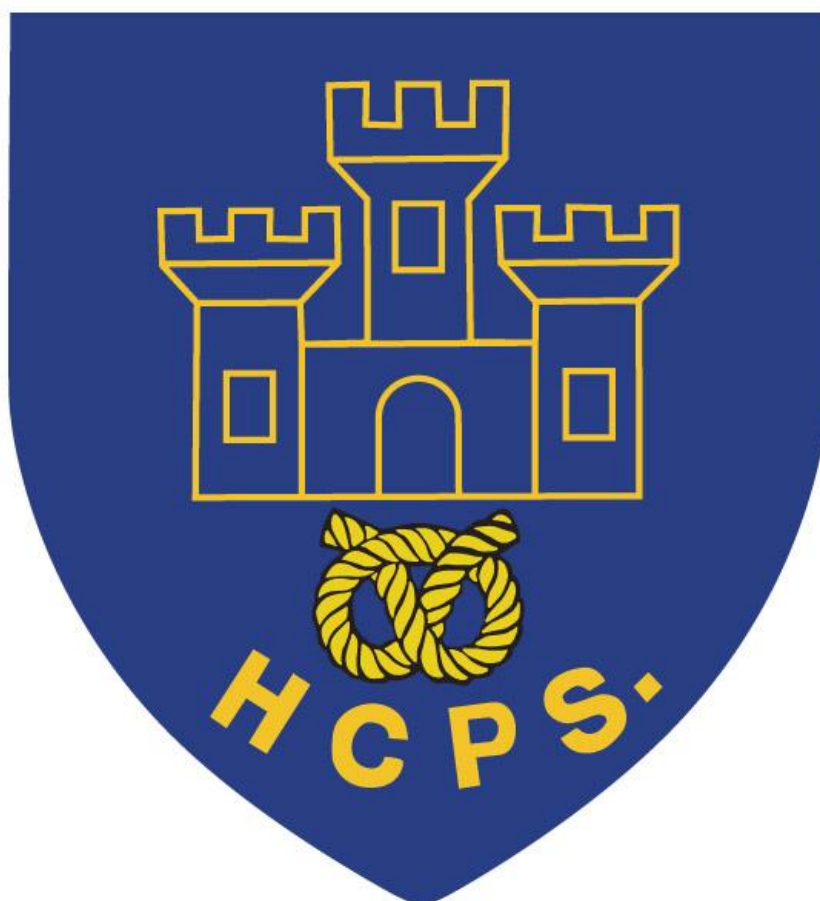
### ***Complaints Procedure***

As required by section 23 of the Education Reform Act 1988 the Local Authority has drawn up a procedure for dealing with complaints from parents and others relating to the curriculum and collective worship. A copy of the procedural document is available from the Headteacher.

However, the school always seeks parent's comments about their children's education and we will always work hard to resolve any difficulties that may arise. We will contact you periodically to ask your views about aspects of the school. If you have concerns or queries, please do not hesitate to contact us.

# HASSELL COMMUNITY PRIMARY SCHOOL

## Early Years Booklet



*Learning for Life*



Dear Parents,

We would like to take this opportunity to welcome you and your child to our school. In the Nursery and Reception classes we provide an Early Years curriculum that is in line with the Government's guidelines. This prepares the children for full-time education at Hassell.

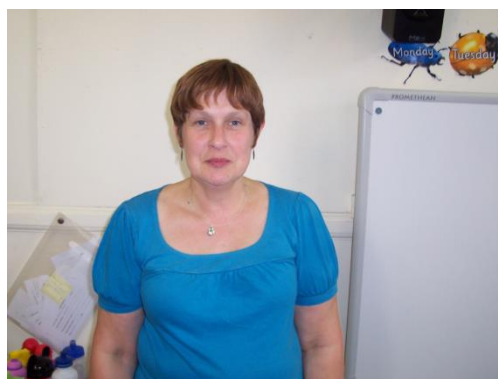
We aim to offer a framework of educational activities, which will respond to the individual needs of the children whilst building onto their previous experiences and achievements. We also aim to ensure equality of opportunity for all the children.

We hope that this booklet will answer any questions you may have, but if not please do not hesitate to contact us at school.

Mrs K Broome  
Headteacher  
Manager



Mrs A Leggett  
Foundation



## **Admission**

A copy of the criteria for admission into the school is laid out in the document at the back of the prospectus. This is in line with L.A. guidelines and has been approved by the Governors.

## **The School Day**

### **Nursery**

The Nursery class operates from 8.50 – 2.50 daily. Children can attend part time using their 15 hours of free funding, or pay top up fees to attend additional sessions. This can also include staying for a hot meal or packed lunch through dinner time. We aim to be as flexible as possible with Nursery sessions to help meet the needs of each family.



### **Reception**

The Reception class will operate from 8.50 am to 2.50 pm; the doors will be open from 8.40 am to allow a steady flow of children. They will have their dinner time from 11.45 am to 1.00pm.



If before and after care is required, for either Reception or Nursery children, you can book a place in the Care Club which operates from 7.30 am to 8.50 am and 3.00 pm to 6.00 pm. Further details can be found at the back of the prospectus.

Reception children enter and leave the school by the Reception class entrance off the Early Years yard\*. Please leave your child at the door with a member of staff to ensure their safety and to enable them to settle more quickly.

\*The Nursery children enter and leave the school by the entrance to Nursery that is situated in the Sensory Garden except for the part time children who will leave school from the entrance situated off the Early Years yard.

## Organisation

Our Nursery Manager, with the help of a team of very experienced Nursery Teaching Assistants, will teach the Nursery children on a day to day basis. They will work under the direction of the Foundation Manager and Head Teacher. Reception children will be taught by Teachers with the help of Teaching Assistants.

## The Curriculum



Our Early Years curriculum consists of three **prime** areas and four **specific** areas. The **prime** areas cover the knowledge and skills which form the foundations for children's school readiness and future progress. These skills are applied and reinforced by the **specific** areas. The areas have close links with the National Curriculum subject areas – particularly Literacy and Maths – and form an appropriate baseline for children as they begin Year 1.

### Prime Areas

Personal, Social and Emotional Development

Communication and Language

Physical Development

### Specific Areas

Literacy

Mathematics

Understanding the World

Expressive Arts and Design



Each half-term the activities planned for the children are based around a topic. Most of these involve play and first hand experiences. There is a balance between those led by and adult and those chosen by the children. This ensures that the children become independent learners as well as making good progress.

### **Prime Areas**

#### **Personal, Social and Emotional Development**

We aim to provide experiences that will develop the self-confidence and self-awareness of the children and give them the tools that will enable them to build effective relationships with other children and adults. The children will be taught to respect others, to share, to take turns, to behave appropriately and to develop a sense of what is right and wrong and why. The children will also be encouraged to be sensitive to the needs and feelings of others and show respect for people and other cultures.



#### **Communication and Language**

Activities will be provided to develop listening and attention. Children will be encouraged to respond to stories and rhymes with comments, questions or actions using a growing vocabulary. Opportunities will be provided for children to take part in role play and storytelling activities, encouraging them to express themselves effectively through language, and developing their own stories and explanations.

#### **Physical Development**



The children will participate in activities that aim to develop their physical control, mobility, spatial awareness and manipulative skills in both indoor and outdoor environments, and on a large and



small scale. The children will be encouraged to be independent when dressing themselves and in matters of personal hygiene. With our activities we aim to promote a healthy and positive lifestyle for the children.

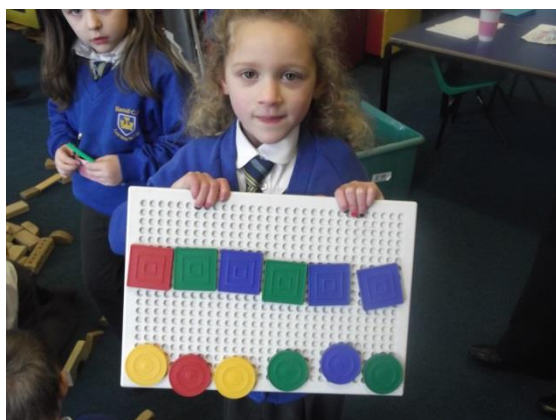
## **Specific Areas**

### **Literacy**

Children will take part in a daily phonics session. These sessions aim to teach children how the alphabet works for reading and spelling. There are then further planned activities that encourage children to read, write and understand simple sentences. During early writing children will be encouraged to communicate meaning through pictures, symbols and familiar words and letters. They will also be shown that there are many different purposes of writing. The children will be taught to enjoy books, handle them carefully whilst learning that both words and pictures carry meaning.



### **Mathematics**



Through mathematical development the children will learn the key skills of counting, sorting, matching, recognising relationships and working with numbers, shapes and measuring. The children will be given opportunities to count, order and recognise numbers through stories, songs and games. Children will be encouraged to use mathematical vocabulary and this

development will be a firm foundation for Numeracy.



## **Understanding the World**

Children will be taught to value and respect similarities and differences between people, communities, themselves and others. There will be opportunities for them to become familiar with their local environment and how it varies from other environments we look at. Children will also be taught early I.C.T skills and be able to select and use it for a particular purpose.



## **Expressive Arts and Design**

Through our art, music, dance, story and Imaginative play activities we aim to develop the children's ability to use their imagination, and their listening and observation skills whilst using a variety of media. They will be able to explore materials, tools and techniques and experiment with

colour, design, texture, form and function.

If you have any further questions or wish to speak to a member of staff, please do not hesitate to ask. Staff meet the children every day and are happy to discuss things with you as you drop off or pick up. Care Club staff are also happy to pass messages to school if this is appropriate.

# **EXTRA INFORMATION**

**The following pages contain extra information which we hope you will find useful.**

Dear Parents

### **PUPIL ATTENDANCE**

The Education Welfare Service for Staffordshire has been instructed by the DfES to raise attendance in the County.

This will involve the service in liaising with schools about pupil attendance to see how the situation can be improved.

To help the improvement to take place, the LEA have 'First Day Contact Officers' appointed to this school. The school office has a role to contact parents who have not notified school that their child will be absent. The office will also analyse registers and liaise with the EWO who will follow up cases of absenteeism and pupils who are late, where it occurs on a regular basis.

It is vital that parents notify the school office by 9.30 am if their child is going to be absent. If the school has not received a call by that time, the office will contact parents to ascertain the reason a pupil is not at school. I hope that parents will be reassured by this measure from a health and safety point of view. It means that if your child left home and did not arrive at school by 9.30 am, for whatever reason, then we will be able to instigate appropriate procedures and notify you of the situation.

A further issue surrounds holidays and appointments for doctors and dentists. With regard to holidays, we encourage children to take holidays during the school holiday periods because if they take them at other times, this will affect their education. **However, parents need to know that if it is impossible, due to work commitments to take holidays during designated school holiday times and your child has to miss school during term time, then you are only allowed to take your child out for a period of up to ten school days. Any other absences for holidays will be considered as unauthorised absences.**

With regard to doctor and dental appointments, it is helpful to us if you can arrange these after school. If this is not possible, then it is more beneficial to your child to attend for an appointment during the afternoon session particularly from 2.30 pm onwards.

Thank you for your support in this matter. We value your continued support and our partnership is important for your child if he/she is to reach their full potential.

Yours sincerely

Mrs K Broome  
**Headteacher**

## **HASELL SCHOOL UNIFORM**

**The following items of clothing are for boys and girls and are to be worn at any time of the year.**

**\*Summer dresses/shorts may be worn during the summer term**

1. White shirt (long or short sleeved)
2. Tie
3. Blue school sweatshirt or cardigan
4. Grey tailored trousers or skirts/pinafore dress
5. Black shoes (No platform soles/heels or sling backs)
6. Black/Grey/White socks
7. Grey or White tights
8. Blue and White check summer dress\*
9. Grey tailored shorts\*

**\*NURSERY CHILDREN- YELLOW POLO SHIRT INSTEAD OF SHIRT AND TIE.**

**Any combination of the above items may be worn at the parent's discretion.**

**However, only the above items may be worn.**

**To participate fully in Physical Education your child will need**

Plain White Tee-shirt (no logos)

Plain Black shorts (no logos)

Black pumps for KS1

Black pumps for KS2 (indoor use)

Black trainers for KS2 (outdoor use)

Dark Blue tracksuit for KS1 & KS2 winter use outdoors

### **Swimwear**

Dark Blue trunks

Dark Blue one-piece swimsuit

- 1) The swimming service insists that Goggles should **NOT** be worn, unless your child has a medical problem. Please see your child's teacher to discuss this matter.
- 2) All children **MUST** wear a swimming hat if their hair is below their ears.

**The governors agreed that under NO CIRCUMSTANCES should children be sent to school in: - Bright trainers, Platform soles or heels, Sports wear, Leggings, fashion or bootleg trousers, any item of jewellery.**

**IT IS IMPERATIVE THAT ALL ITEMS OF CLOTHING ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.**



Boys Uniform



Girls Uniform





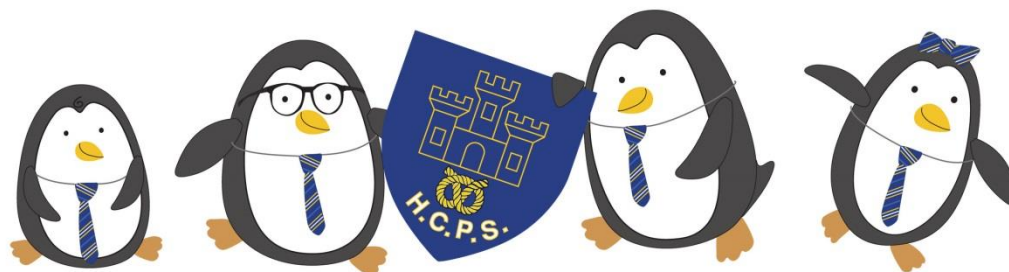
## DINNER MONEY

To improve standards and quality we opted out of Staffordshire County Council's school meals and they are now provided by Mellors Catering.

Lunches MUST be ordered and paid for on Monday's. Lunches MUST be ordered at registration time. Dinner money is collected for the full week on Monday's. This should be the correct money in a NAMED container/envelope and posted in the Dinner Money Box on the right hand side of the corridor as you enter into the main building.

At the moment dinners are £2.05 a day, £10.25 a full week.





# Hassell PTFA

Hello and welcome to Hassell County Primary School. I would like to tell you about the Parents, Teachers, and Friends Association (PTFA).

The PTFA is a group of parents, carers and friends of the school who run events to raise money for the school to buy equipment and resources to help enhance the education and in-school facilities for your children. We also try to provide opportunities for children and adults alike to get to know each other and have fun.

All parents and members of the school community can get involved if they want to, even if they only have a small amount of time available, and all parents are automatically members of the PTFA when they join our school. The PTFA committee consists of four elected officers (Chair, Vice-Chair, Treasurer, and Secretary). We also have at least three other Committee members to make up the full Committee. The Committee meet on a regular basis, usually once each half term.

Our PTFA belongs to the PIA-UK which is the national charity that advances education and supports PTFA's. We pay an annual membership fee to the PTA-UK which gives us lots of member benefits: a comprehensive insurance package, support and advice on PTFA and fundraising matters, opportunities to meet with other PTFA's to discuss and share experiences, regular newsletters and their quarterly magazine PTA+, and an extensive list of PTFA information and resources.

## ***How we raise money***

As in most schools, the majority of our funds are raised through the events that we run. The most popular events are our Spring and Christmas Fayres. This year we have also run a Valentine Disco, which proved extremely popular - so another disco theme may be popping up in the near future!!

We are registered with an on-line shopping site, which give the PTFA a percentage of profits at no cost to you: .The Giving Machine - <http://www.thegivingmachine.co.uk>

## ***How we spend the money we raise***

It is at our PTFA Committee meetings that the decisions on how to spend the money are taken.

Usually, the Head teacher will have a 'shopping list' of items that the school would like to purchase. Sometimes this will be as a result of the children asking for something. At other times it will be for resources to improve a particular area of the curriculum or school environment. In the main the PTFA funds are for the 'extras' not provided by the school budget to make our children's learning experiences so much more fulfilling and exciting.

Some of the items the PTFA have funded recently:

- A whole new set of reading books costing in the region of £4,500
- Funds towards ICT equipment
- Punch & Judy for the early years Christmas party

**\*\*This year we are raising money to help provide shaded sails for the school \*\***

### ***How you can get involved***

Offering to help before, after or at events; or at other times during the year helping to prepare for events is so valuable - it really is a case of 'many hands make light work'. It doesn't matter if you can't help on a regular basis, or even if you can't come in to school. There are always little jobs that can be done from home if you have half an hour to spare e.g. wrapping lucky dip gifts, preparing raffle tickets, baking cakes etc.



You can of course, if you feel able, volunteer to join the Committee. We are always keen to have new members, please feel free to come along to any of the Committee meetings. You can attend the AGM and give us your ideas for fundraising events - this is also the time to ask questions or voice your opinion.

If you can spare the time or not, please sign up to the Giving Machine shopping site to help us benefit from the commission offered by the various stores on the site; and of course come along to the events to show your support. All dates are posted on the PTFA

Noticeboard situated in the corridor by the main reception.

Thank you for taking the time to read this and we look forward to meeting you at the events.

Best wishes

Julie Hallam (PTFA Chair 2014-2015)

Opening Times	
Monday-Friday	7.30-9.00 3.00-6.00
School Holidays	7.30-6.00
Closed Bank Holidays and Christmas	

HAPPY TIMES CARE CLUB

Hassell CP School  
 Barracks Road  
 Newcastle  
 Staffordshire ST5 1LF  
 Tel: (01782) 297502 (Care Club)  
 (01782) 297500 (School)  
 Fax: (01782) 297505

# HAPPY TIMES CARE CLUB

Childs Name.....

Class Teacher ..... Date of Birth .....

- The Care Club agrees to provide the Care Service for the Child each Care Period in return for payment of the Fees in advance by the Parent under the terms of this Agreement. Each child must pay an annual registration fee of £5.00.
- Payments by cheque shall be made out to Happy Times Care Club and payments by standing order shall be made to Happy Times account. Forms available from the Care Club.
- If the Parent fails to pay the Fees prior to the commencement of the relevant Care Period then the Parent will have a further 28 days to pay.
- Any Fees outstanding following the 28 days mentioned in clause 3 will result in your child losing their place within the Care Club.
- The Fees will be payable whether or not the Child attends the Care Service unless the Parent has given 2 calendar weeks written notice to the Care Club prior to the commencement of the relevant Care Period (e.g. on Holiday).
- If any Fees are more than 28 days overdue then the Care Club reserves the right to suspend the Care Service in relation to the Child.
- This agreement may be terminated by either party by giving not less than 2 weeks written notice to the other.
- All notices to be given to the Care Club under this agreement shall be delivered either by hand or by post to Miss Tracey Barlow.

	7.30am -8.50am £5.20 per session	8.00am- 8.50am £4.40 per session		3.00pm – 3.30pm £1.65 per session	3.00pm–4.30pm £4.85 per session	3.00pm–5.30pm £7.00 per session	3.00pm-6.00pm £7.60 per session
MON							
TUES							
WED							
THURS							
FRI							
Alternatively the following bulk discount packages are available							
	Mon – Fri (7.30am – 8.50am) = £24.50 per week						
	Mon – Fri (3.00pm – 6.00pm) = £31.50 per week						
	Mon – Fri (7.30am – 8.50am & 3.00pm – 6.00pm) = £52.00 per week						
TOTAL £.....	Total Fees payable for the Care Service each Care Club week						

Signed .....Date .....

\* Delete as appropriate

\* Prices may increase from September 2015

## Happy Times Care Club – Registration Form

Childs Name:	Date of Birth:
Address:	
	Postcode:
Home Phone Number:	
Mobile Phone Number:	
Who has Parental Responsibility:	
Who has Legal Contact:	

Mothers Name:	
Place of Work:	
	Postcode:
Contact Number:	Mobile Number:
Fathers Name:	
Place of Work:	
	Postcode:
Contact Number:	Mobile Number:

***Please give details of people to contact in an emergency. Do not include parents.***

Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:

***Please give a password to be used in an Emergency when you are unable to collect your child. Only give this password to people who will collect your child and list their names below.***

My password is:	
Name:	Name:
Name:	Name:
Special Needs, Allergies, Dietary Requirements	
Doctors Name:	Telephone Number:
Address:	

***I have read and agreed to all of Care Club's policies and procedures (available on request) and I understand that the Child is of paramount importance to the staff. I understand that in providing the Care Service the Care Club may need to contact external agencies for help and advice when required.***

I give permission for the Care Club to administer any first aid to the Child thought necessary, contact medical services for advice in emergencies and take the Child to hospital if required.	Yes/No *
I give permission for the Child to be in photographs taken within and to be used by the Care Club for internal purposes only.	Yes/No *
I give permission for the Care Club to apply sun cream to the Child's skin when required.	Yes/No *

Signed ..... Date .....

For Admin Use Only:

\*Delete as appropriate



## **HASSELL CP SCHOOL GOVERNING BODY**

**CHAIRMAN**

**Mr P Richards**

**VICE CHAIRMAN**

Mrs T Whitfield

**HEADTEACHER**

Mrs K Broome

### **PARENT GOVERNORS**

Ms E Robinson

Mrs Huckfield

Mrs S Linnell

Ms L Mellor

### **COUNTY COUNCIL REPRESENTATIVE**

Vacant

### **MINOR AUTHORITY REPRESENTATIVE**

Ms J Walklate

Vacant

### **COMMUNITY GOVERNORS**

Mr G Wilson

Mrs T Whitfield

Mr P Richards

Mr R Makins

### **STAFF REPRESENTATIVES**

Mrs A Leggett

