

**Hudson School &
Children's Centre**
New school year
Welcome EYFS

Family Information 2017-18



Everyone Experiences Excellence



Hudson Primary School and Children's Centre
Everyone Experiences Excellence

Moorhey Road
Maghull, L31 5LE

Tel: 0151 526 1568 (school) 0151 531 0117 (centre)

Website: www.hudsonprimary.co.uk

Email: head.hudson@schools.sefton.gov.uk



September 2017,

WELCOME TO HUDSON 2017-18!

Dear families,

I would like to take this opportunity to welcome you all back from summer to the new school year. I have every faith this will be another delightful one as we embark on another ambitious and exciting time at Hudson Primary. This new term has lots in store for our family and friends and I warmly welcome each and every one of you to join in at all opportunities and continue to strengthen our Hudson community and improve outcomes for our children together.

As a parent and member of the community, I will be seeking out all of your help and support again this year in getting our school to look, feel and offer all that we could possibly hope and dream for our children. I think everyone understands and shares the strong vision we have for how we want the school to be shaped. This builds on the high successes and the knowledge gained of the children and our community over the past five years. Our last Ofsted Inspections in July 2013 highlighted the outstanding achievements of the children and the progress the school is making, this was further reinforced with our 'Outstanding' report for our Nursery in June 2014. Furthermore the recognitions of achievement and progress from The High Sherrif of Merseyside and the Minister of State for schools in 2015. We are already successful in our own right but equally have a very bright and successful future ahead and I need all of our families to want to be a part of it. This year Ofsted will be due to visit the school, and I am excited to show the inspection team how far the school has moved on since their last visit.

At the start of the summer you may have noticed the significant changes taking place around school. Throughout the summer this has continued, with fresher classrooms, upgraded hall, totally refurbished nursery and school library, and a new additional classroom named 'Hazel.' My aim is for Hudson to get the recognition it deserves in the community and for the community to use our resources as the central point of Maghull. I am also looking to motivate the children into more physical activity and competitive games with a growing dedicated staff team I am sure our extra-curricular offer will also be growing this year.

We look ahead to more positive outcomes for all of our children and this year I would value your participation and support throughout the year. This pack is the beginnings of this with the most important and useful documents enclosed for you to digest and for some, complete and return back to school. Please remember that the weekly newsletter will keep you up to date with the many goings on at Hudson and also invite you to play your part in shaping your child's future. The website and school APP are being updated and can be used to locate information or for guidance. Some forms requested for completion can also be found electronically here too.

Many thanks for choosing to be a part of our Hudson family and I hope that this year fulfils all your family's needs. With best wishes,
Your Headteacher, Niki Craddock.



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September 2017,

WELCOME FROM THE CHILDREN'S CENTRE

Dear Families,

We are in a unique position to have our own Children's Centre working alongside our children and parents shaping our community life. Our staff here work symbiotically with our school teaching and support team, offering a vast range of services which strive to support all our families on their early years adventures.

Come into the centre and you'll find a vast range of activities which promote the health and well being of our shared families, from booking in clinics at first pregnancy, baby health clinics when babe is born to transition sessions which focus on our children's early learning as they transition to school. If your child joins our 'Outstanding' nursery then they'll sample our fabulously resourced playroom as we join together on a Friday for adventures on Tiger Hill and Messy Play fun.

The support doesn't stop there though as our children's centre community work encompasses much more, our adult education classes could help up skill your Math and English, parenting or well - being courses such as Shine, or help you relax with Indian head massage. Our volunteering courses can help you find a new career and our two year offer pathways could support you to access 15 hours of free childcare.

For some families our centre can be a lifeline, and it's likely if times your road becomes a bit rocky we can hold you hand alongside our head-teacher to guide your family through the tough times.

We hope as we begin your child's exciting educational journey at Hudson you'll pay us a visit and say hello, we just can't wait to meet you and your family.

Kelly Herron - Centre Manager.



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September 2017,

WELCOME INFORMATION FROM THE SCHOOL OFFICE

Dear Families

Please can we give you an update on procedures for various issues regarding the school office:

Notification of Absence

We have been really pleased at the response you have given us with regard to notifying us on the first day of absence when your child is ill. Can you please ensure that you ring the office by 9.30am on the first day of absence? If we have not heard from you we will initiate our missing child procedure which begins with a phone call from ourselves. Remember the school App also has an electronic mechanism to notify us of absence.

Uniform

Sweatshirts, polo shirts, cardigans, PE Kit, coats and book bags are available from the Uniform shop throughout the year or pop into the office to collect a price list or see a sample of what is on offer. We also have a nearly new box with uniform items that are in fantastic condition and at bargain prices. We understand there have been difficulties in getting uniform on time and we are looking closely into this and possibly locating a second provider in another local area.

School meals

We would like to inform you that school meals are now charged at a daily cost of **£2.00**, however there are still free school meal options that many of our parents are eligible for, but have not yet taken up, come in and talk to a member of our team for further details. ***Remember KS1 children are entitled to a free meal but notification of acceptance of this needs to be given.***

Update of personal information

We will be sending out our personal data collection sheets during the first full week back. If there are changes to your contact information it is of ***paramount importance that these are updated in case of emergency*** and for us to stay in close contact with you all. Again this information can be given electronically using the new school app.

Thank you very much for your help and co-operation - it is greatly appreciated! We look forward to providing you with our regular school newsletters and support networks to keep you updated with everything that is happening in school. Kind regards,

Our office team, Gemma, Vicki and Chris.

Our Staff and Governors



Office Staff - based in the new school office at the main entrance to school

Extended services Manager	Kelly Herron
Finance Manger	Gemma Fearnough
Children's Centre Administrator & School Attendance Officer	Vicki Formby
Office Administrator	Chris Cook

Children's Centre Staff - based in the new school office at the main entrance to school

Centre Manager	Kelly Herron
Family Development Worker	Justina Hodge
Family Development Worker	Nikki Cureton
Family Development Worker	Shirley McClenaghan

Teaching Staff

Headteacher	Niki Craddock
Y6 Teacher/SENCO/Deputy Head	Kerri McNally
Y4/5 Teacher	Katie Marl
Y3 Teacher	Jesse Roberts
Y2/3 Teacher	Samantha Macpherson
Y1 Teacher	Amanda Whitelaw
Y2 Teacher	Pat Pritchard
YR Teacher	Amy Cook & Emma Day
Base Teacher	Jamie-Rose Devine
Base Teacher	Lee Murphy
Nursery Teacher	Jen Chapman
Teaching Assistant	Shirley McClenaghan
Teaching Assistant	Sophie Goodwin
Teaching Assistant	Laura Sealey
Teaching Assistant	Karen Leppert
Teaching Assistant	Nikki Spafford
Teaching Assistant	Paula Evans
Teaching Assistant	Abbie Coakley
Teaching Assistant	Barbara Scott
Teaching Assistant	Karen Adams
Teaching Assistant	Rebecca Grisedale
Teaching Assistant	Catherine Bolger
Teaching Assistant	Lindsey Dillon
Teaching Assistant Base	Rebecca McNally
Teaching Assistant Base	Alex Kemble
Teaching Assistant Base	Jack Fenlon
Teaching Assistant Base	Patsy Harris

Teaching Assistant Base
Teaching Assistant Base

Lauren Evans
Jenny Roper

Lunchtime Assistants

Chris Cook
Barbara Scott
Jane Marsden
Karen Adams
Laura Forshaw
Rebecca McNally

Site Manager

Mike McKeown

Cleaners

Cleaning supervisor
Cleaning team
Cleaning team
Cleaning team
Cleaning team

Chris Cook
Bernie Crehan
Sheila Matthews
Kelly Scott
Helen Braham

Wrap around care – based in our Willow Den

Breakfast club worker
Breakfast club worker
Breakfast club worker
After school worker

Vicki Formby
Rebecca McNally
Chris Cook
Sophie Goodwin
Jack Fenlon
Karen Leppert
Christina Stevens
Ashleigh Wynne

Governors

Niki Craddock
Kerri McNally
Mike McKeown
Daniel Garside
Rebecca Dobb
Sally Sheridan
Sarah Littler
Nicola Gordon
Louise Mutch
Geoff Howe
Kelly Herron
Helen Braham

Teacher Representative
Staff Representative
Staff Representative
Co-opted Governor
Co-opted Governor
Parent Representative
Parent Representative
Co-opted Governor
Parent Representative
Local Authority Representative
Co-opted Governor
Parent Representative



Dear Families,

MEDICAL INFORMATION ABOUT YOUR CHILD

We have a medical register in school detailing any important medical information about our pupils. Please complete the information below (Part one only if your child does not have any medical conditions or allergies) and return back to school immediately. This information is essential if we are to offer the best possible care for your child within school hours.

PART ONE - All parents to complete

Child's nameClass.....DOB.....

Does your child suffer from any medical condition/ allergy (including allergies to plasters)?

YES/ NO (please delete)

Signed (parent/carer)..... Date.....

PART TWO - Please complete if your child suffers from a medical condition/ allergy

What is the nature of your child's medical condition? _____

What type of symptoms does your child have?

What type of medication does your child use? _____

What dosage is prescribed? _____

Does your child have medication in school? YES/ NO (please delete)

Is there any other information you feel that we should know?

Please note that we are only allowed to administer certain medication to your child. If you wish us to do so, you need to complete a separate 'consent to administer medication form available in the school office.

Yours truly,

Barbara Scott

First Aid Officer



Image Non-Consent Form - Photo and Media

Occasionally, we take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends this school. Images of your child will not be used after this time. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

If you do not wish to give your consent to your child's image being used in the above ways please complete the non-consent form and then return to the school office.



Image Non-Consent Form – Photo and Media RETURN

If you DO NOT WISH to give your consent to your child's image being used in the ways outlined overleaf, please complete the information below and return to the school office.

Occasionally, we take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends this school. Images of your child will not be used after this time. Please write to the school if you wish to withdraw consent at any time.
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3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

I have read and understood the information overleaf. I DO NOT WISH to give consent to my child's image being used.

Name of child: _____

Parent's or carer's signature: _____

Name (in block capitals) _____

Date: _____

If you require help completing this form or a translated version, please contact the school.



HUDSON PRIMARY SCHOOL

SCHOOL TERM DATES 2017 - 2018

(All dates are inclusive)



	AUTUMN TERM 2017	SPRING TERM 2018	SUMMER TERM 2018
Term commences	Wednesday 6 th September	Tuesday 9 th January	Tuesday 10 th April
Mid Term Holidays	Monday 23 rd October to Friday 27 th October	Monday 12 th February to Friday 16 th February	Monday 28 th May to Monday 4 th June
Term Ends	Wednesday 20 th December	Friday 23 rd March	Wednesday 25 th July

5 days have been allocated for In-Service Training (INSET) Days when teachers will be working but school will be closed.

- INSET days are on 4th and 5th September, 8th January, 9th April and 4th June.
- 2 x 2pm closure days are set for Family Progress Conference meetings - 18th Oct & 7th Feb

National Holiday Dates:

- New Year's Day - Monday January 1st
- Good Friday - Friday March 30th
- Easter Monday - Monday March 30th
- May Bank holiday - Monday May 7th
- Spring Bank holiday - Monday May 28th
- Summer Bank holiday - Monday August 27th

Making Payments, Queries and Dinners



Queries...

We have increased our number of staff in the office to deal with parental issues and support. Within this office staff are available face to face throughout the morning only and via e-mail and telephone. Not forgetting our Children's Centre staff who are available for a more confidential chat without appointment. Class dojo can also be used to message our staff team about any personal issues or questions.

Payments...

We request that all payments for session fees, visits, lunch and wraparound care are made for the week ahead on a Monday. Older children can bring this money directly to the school office or parents can do this face to face or by using a sealed, named envelope or a money pocket. Cheques need to be made payable to Sefton MBC.

Some workplaces also support the school voucher scheme, where payments can be made directly from your salary before tax is deducted - this system is accepted at Hudson to support the payment of wrap around childcare in our breakfast club and willow den, and also for additional sessions within our Nursery. Please see Chris Cook or Gemma Fearnough in the school office for further information, the benefits of using this system can amount to savings of up to £1000 each year!

Dinners...

Please note that school dinner is now **£2.00 each day**, this money needs to be paid a week in advance (see above). Due to past problems with our catering service families need to commit to hot dinners for the whole half term (6 to 7 weeks) and complete full weeks of hot dinner (unless your child has flexible provision within our Nursery). Many children within our school are also entitled to a free school meal and do not currently take up this offer. ***You may be interested to know that even if your child does not wish to stay for a hot dinner, if you are entitled and apply, then the school and your child will still benefit as it results in increased funding for better resources and ultimately a better learning environment.*** There is a set criterion and a short application which needs to be completed our office staff would be happy to talk through this or answer any questions.

School Fund...

Like last year we are asking families to pay £1 per week per child to cover daily snack and fruit access and also build up reserves. These reserves supplement school visits and reduce overall costs for special events your child takes part in.



ICT and
Cookery
resources



The Willow Den

Breakfast Club & Afterschool Care

Our popular 'Rise and Dine' Breakfast club runs each morning between 7.45am and 8.50am in our Willow Suite. It is led by school staff who provide a variety of daily activities for all Hudson children aged 3-11 years. The cost is £2.25 daily and this provides children with a quality breakfast that includes variety and choice. Children may attend each day or on occasion by just dropping in when the need arises.

Daily Breakfast Menu

- Choice of cereals, Toast with a variety of toppings, Crumpets, Yogurts, Fruit choices
- **Special Friday** – Bacon sandwich or boiled egg and soldiers!
- Milk, water and fruit juices readily available

Circus
Skills

Cinema
night

Our 'Willow Den' After School Club is for all Hudson children aged 3-11 years. The club is open daily from 3.15 - 6.00pm and costs just £5.00 per session. Our After School Care workers plan a range of fun and stimulating daily activities and a varied snack menu for the children, who are well cared for in a bright, safe and clean environment. A variety of needs and ages are catered for in this childcare option for families, staff are even able to work through your child's homework if you request it.

Forest
School

Menu includes choices such as:

- Tasty Toasties with a choice of fillings, Scrumptious Soup and a bread roll, Perfect Pasta salad, Bonkers Beans or Slippy Spaghetti on toast, Hearty Home made pizza, Tantalizing Tortilla Wraps with crazy fillings to name but a few.
- Children have continuous access to water, milk and juices. There will always be a selection of fruit on offer.

Arts &
Craft

Here at Hudson we recognise the need for supporting families and our community. With this in mind we have established our Nursery facilities to accommodate the Government's initiative to support families in providing free childcare for two year old children (15 hours) and the 30 hour offer working family offer for a limited number of 3 year olds.

Our Nursery is bright, spacious and welcoming, enabling children to learn while they safely explore, discover and create. Outdoors we have a purpose built Forest School, the only one in Maghull!



Our two year old nursery currently runs daily in five three hour sessions - from 8.50am until 11.50am, all children who are entitled to a free place will be offered all five sessions; however those paying for a place can choose how many days they would like to purchase at a daily morning session price of £10 per day. **These paid places again are limited and must be pre booked.**

Come and join us in September

Message from the Head Teacher

...We at Hudson school pride ourselves in helping you to help your child in getting off to the best start in their education journey, and I am thrilled that OFSTED recognised the hard work and professionalism that we offer.

Don't just take our word for it... Parental comments

...fantastic praise, this Nursery has come on leaps and bounds; they genuinely love their job and take pride in their teaching. The activities the children do are amazing and imaginative.

...From the moment you walk into the nursery it has a warm welcoming feel staff are true professionals

Additional sessions can be bought for just £13... So your two year old can stay, with us, for the full day for £13 per day if you receive a free place or £23 per day if you are fee paying.*

**A packed lunch from home required*

Hudson School and Children's Centre Nursery



Do you want to
give your child the
best?

Then let your child join our nursery for both two and three year old children from 8.45am until 3.15pm.

AM session: 8:45-11:45

Lunch: 11:45-12:15

PM session: 12:15-3:15



Graded 'Outstanding' Ofsted May 2014

Ofsted
raising standards
improving lives

Outstanding Nursery Provider

This Nursery is judged as 'outstanding' June 2014

It is outstanding because:

- The quality of teaching is outstanding because staff have an exceptional understanding of how children learn. They make thorough observations and use these to plan inspiring activities to meet the needs of all children. As a result, children are highly motivated and eager to learn.
- Children feel secure and make superb emotional attachments because staff know the children and their families very well and are loving, sensitive and attentive to individual needs.
- Children develop excellent early language skills because there is a very sharp focus on communication, physical, personal, social and emotional development. As a result, children are very well prepared for the next stage of learning.
- Highly effective partnerships with parents, carers and other professionals ensure that all children's individual needs are exceptionally well met.
- Staff have an in-depth knowledge and understanding of the welfare and safeguarding requirements. Consequently, children are kept exceptionally safe while in their care.
- Leadership is inspirational. Robust management systems are in place based on highly effective monitoring systems and staff development is sharply focussed on outcomes for children. As a result, all children make excellent progress from their starting points.

Uniform



We expect all of our children to wear their uniform correctly and with pride as a member of our community. I therefore ask for your support in making sure your child is properly dressed for school and adequately dressed and prepared for their PE and sports sessions.

Often parents get upset when clothing items are misplaced; please help us to relocate them by ensuring your child's name is clearly displayed on labels of all items including PE kit.

Please be aware that for health and safety reasons small plain studded earrings are allowed. These will need to be removed or covered with plasters with written adult consent for PE and swimming.

We also request that hair is tied back with dark coloured accessories, and is not a distraction or conflicting with our smart school appearance.

Nursery to Year 5 Girls

Red polo shirt

School navy sweatshirt / cardigan

Grey skirt or trousers (not leggings, joggers or fashion bootleg)

Low heeled, dark coloured footwear that is a full shoe with a back on

Dark coloured tights or socks

Red/white checked summer dress can be worn in the summer term with a full shoe.

Nursery to Year 5 Boys

Red polo shirt

School sweatshirt

Grey trousers or shorts

Dark coloured footwear - no trainers thank you

Year 6

Children in Year six are getting ready for high school, so in addition to the items above the red polo shirt is replaced with a white shirt and red tie. An adaptation to the navy jumper has been made with our school supplier; the sweatshirt now has a 'v-neck', but has not increased in cost.

Additional Items

1. A school bag is necessary for taking home school communications, reading books and homework - school book bags can be purchased, but a small holdall is all that is required.
2. We also request that children have access to water throughout the day. This needs to be in a sports topped bottle container, clearly labelled with your child's name that is taken home to be sterilised daily. School bottles can be purchased through our local school wear supplier.

All school uniform can be organised through school order forms obtained from the school office, our supplier also has a shop on Dover Road in Maghull; 'Sefton Schoolwear' where you can purchase uniform directly.



2017-2018



Hudson Primary School

Positive Behaviour Leadership Policy



Reviewed by staff September 2017

Central to our Positive Behaviour Leadership Policy is the schools Behaviour Charter.

Behaviour Charter

At Hudson Everyone Experiences Excellence as we...

Work together to reach our full potential

I can work with others to achieve something together with success

Value uniqueness, welcoming everyone

I understand people are different and I treat everyone equally with care

Aim high and share successes on our way

I want to do my best at all times and encourage others as they achieve

Nurture and develop citizens for the future

I am responsible and can always be relied upon

Enjoy our learning journey together

I love to learn and be a part of our school family

We use a clear system of rewards and sanctions, linked to the charter that are based upon the principles of assertive discipline where children are encouraged to take responsibility for their own behaviour.

Hudson Behaviour Leadership Steps - Positive Behaviour

Step one - A verbal word or sentence of praise for charter behaviour being demonstrated or positive comment of feedback for demonstrating success in learning/work produced.

Step two - A personal sticker or Class Dojo point for public awareness of praise for charter behaviour being demonstrated or for demonstrating success in learning/work produced. Children may have sticker charts on display in class to exchange for recognition/reward within their class.

Step three - Team recognition

- a) In class and in assembly Class Dojo points can be achieved. These points are awarded in assembly or around school. Points would be awarded for thoughtful contribution or for without reminder or prompt demonstrating the school charter expectations. The class at the end of the term with the most points on average receive a 'Blue Sky' additional playtime.
- b) At the end of the school year sports day allows for additional sporting success points to be collected. The winning team has the school Olympic cup displayed for the whole year in its team colours.

Step four – Public recognition

Friday assembly - children will be nominated by their class teacher for demonstrating an aspect of the behaviour charter, this will be explained in the weekly assembly and a special certificate will be given. The child's name will appear in the weekly newsletter. They will get a special sticker to wear on their uniform.

Friday assembly - children will be nominated by their class teacher for Experiencing Excellence within their work. They will present their work to the school, a copy will go on display and these children will also come and share their success after assembly for treats with the Headteacher. The child's name will appear in the weekly newsletter.

Friday assembly - Kindness nominations will be collected together from the nomination book outside of the headteachers office. One will be chosen by the assembly leader to receive public acclaim. They will proudly display the cup within their classroom until the next assembly.

Friday assembly - class dojo team points are collated by each class and announced and added to the class hall display board.

Our Time - Once a week the children will be entitled to 'Our Time' for a maximum of 30 minutes. This time can be used for RRR but for most children this will be an opportunity to develop social and emotional skills, confidences and build on relationships.

Hudson Behaviour Leadership Steps – Challenging Behaviour

Step one – A non verbal or single word cue is given as an alert/prompt.

Step two – A second short verbal warning is given. This should not disrupt the teaching and learning.

Step three

a) **Place the child's name in the warning circle to signify that they have received a second warning.** A verbal cue may be given - please make a different choice in your behaviour.

b) If the behaviours continue the child will lose 3 minutes of their playtime shadowing an adult on duty. If the child shows a high level behaviour challenge then they will also use 5 minutes of 'Our time' for Reflection, Repairing and Rebuilding (RRR).

c) Some children may need an adult to intervene for a short period of time in another classroom, or given a distraction errand/activity to complete in order for them to change their choice behaviour. This should happen for no more than ten minutes.

Step four – **Some** children may need an adult to interrupt their behaviour to prevent it escalating further. In this case a senior member of staff should be called to undertake this role if a child needs to be removed from their class for the remainder of the session. Parents will be informed at this level. A serious incident log will be completed.

The headteacher has the right to exclude a child if their, or others safety is significantly compromised.

Children who reach step four three times in one term need to be considered for exclusion. A behaviour plan will be drawn up for children who reach step four and face exclusion or appear in the serious incident log on three occasions in a term.



Acceptable Behaviour of Adults on School Premises

Reviewed by staff September 2017

Introduction

At Hudson School and Children's Centre we pride ourselves on having a positive and supportive atmosphere where students learn. We have this ethos for the whole school and encourage parents to be part of our whole school community. This policy outlines how we can work together to ensure students, staff, parents and visitors are able to feel safe and valued in a positive learning community.

Open door policy

We have an open door policy where we welcome parents to come into school if they need to discuss any issues or concerns. For the benefit of the whole community we prefer to deal with any issues as quickly and effectively as possible. If relevant staff are unable to meet with parents we will make an appointment for a convenient time as quickly as possible.

Parental involvement

It is really important that parents are involved in their child's learning and so we strongly encourage parents to attend meetings including: parents' consultations, information evenings, Annual reviews, celebration assemblies, IEP meetings, Sports day and Christmas productions.

As valued members of our community we ask parents to consider joining the parents group and PTFA as well as becoming parent helpers. Parental support and help in school is greatly valued by staff and students.

Expectations of parents while on school premises

As role models and for the safety and well being of our staff, students and parents we expect Parents to behave appropriately when on school premises.

1. We ask parents and visitors to sign in at the school office and not wander around the school without a member of staff. This is for the students' safety and in line with safeguarding procedures.

(Staff will challenge parents and visitors that are walking around school without permission)

2. We ask parents to treat staff, visitors and other parents:

- In a manner that is respectful that they like to be treated
- In a calm and friendly way
- With respect

3. We ask parents to report any issues to staff and not deal with students directly.

Expectations of staff

In return staff will:

1. Treat parents:

- In a manner that is respectful that they like to be treated
- In a calm, professional and friendly way
- With respect

2. Listen and respond to parental concerns.

3. Organise a meeting as soon as possible to discuss issues

Expectations of all adults

The overall expectation is that adults behave appropriately and act as role models on school premises. Where this does not happen we will:

1. Discuss concerns with individuals and outline expectations.
2. Send a letter or organise a meeting with a senior member of staff setting out expectations.
3. If there are further concerns following step 2 organise a meeting with the governing body.

Serious disturbance and threatening or aggressive behaviour

It is an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. In the unlikely event of a serious disturbance or act of threatening or aggressive behaviour we will:

1. Ask the parent to come somewhere quiet to discuss the issue
2. Outline expectations and request that the parent discusses the issue calmly so that it can be dealt with effectively.
3. Report the incident to the Local Authority in line with Sefton's policy and procedures.
4. Remind the parent of our Acceptable Behaviour Policy (either given or posted) and request that further concerns are discussed calmly and appropriately.

Where there are further incidents of aggressive and threatening behaviour we will:

1. Report the incident to the Local Authority
2. Contact the police (if necessary)
3. Organise a meeting with the Governing body
4. In extreme circumstance parents may be banned from school premises

Conclusion

Hudson is a positive and supportive school where all members of the community are valued. We are extremely grateful for the support and positive attitudes of all involved in making the community a success. We ask all parties to abide with the above in order to maintain a happy and safe environment for all.

If you have a grievance about anything in this policy or about a specific incident that you have been involved with, please contact our Chair of Governors, at the school address.

Reviewed by Staff and Governors - September 2017