Himbleton CE Primary School and Nursery

Nurture, Nature, Knowledge:

Enabling inquisitive thinkers and inspired learners with kind hearts.

"Faith, Hope, Love…the greatest of these is Love." (Corinthians 13:13)

"So in everything, do unto others what you would have them do to you." (Matthew 7:12)

"Wise men and women are always learning, always listening for fresh insights." (Proverbs 18:15)

Parent and Carer Handbook 2026 – 2027



Information for Parents/Carers

This handbook contains information about Himbleton CE Primary School and Nursery which we hope you find useful. It reflects practice and procedures at our school which is constantly being reviewed and improved in order to provide our children with the best possible start to school life. We will ensure that any changes to these arrangements are communicated separately and encourage you to look at our website, www.himbleton.worcs.sch.uk for more information about our school.

Please note that any words in that are underlined and in blue font are hyperlinks which should take you straight to the page described.

Staffing and Structure at Himbleton CE Primary School and Nursery

			
Mrs Kirsty Shaw Headteacher Designated Safeguarding Lead (DSL)	Miss Ellie Jones Early Years' Teacher (Maternity cover)	Mrs Gemma Beattie SENCO Early Years' Teacher (P/T)	Mrs Sophie Wilcox Early Years' Teacher (P/T)
			
Miss Amy Henshaw Key Stage 1 Teacher	Mrs Vicki Rose Lower Key Stage 2 Teacher	Mrs Sara Hedges Upper Key Stage 2 Teacher Deputy Designated Safeguarding Lead (DDSL)	Mrs Kim Bailey Forest School Lead Teaching Assistant
			
Miss Carrie Ann Main Teaching Assistant Breakfast Club Supervisor	Mrs Annette Ford Teaching Assistant	Mrs Laura Phillips Teaching Assistant	Miss Amy Lindsay Teaching Assistant
			
Miss Caitlin Bishop Teaching Assistant	Miss Sue Woodward Teaching Assistant	Mrs Claire Marks Teaching Assistant (Emotional Wellbeing)	Mrs Chantal Stewart Office Administrator

School Organisation

Classes and Houses

Himbleton CE Primary School and Nursery is organised into 4 mixed-age classes;

- Early Years Foundation Stage (EYFS) – Nursery and Reception
- Key Stage 1 (KS1) – Year 1 and Year 2
- Lower Key Stage 2 (LKS2) – Year 3 and Year 4
- Upper Key Stage 2 (UKS2) – Year 5 and Year 6

On entry to the school, children are also allocated a house; Ash, Oak and Elm. Throughout the year, including Sports' Days, children take part in various inter-house events and activities.
The colours associated with these are:
Ash – Yellow
Oak – Green
Elm – Blue

The School Day

Mornings

Our Breakfast Club opens at 7.45am and children are welcomed into school to enjoy a healthy breakfast and engaging activities. The main school day starts at 8.50am, but at Himbleton we operate a 'soft start' to the day which means that parents and carers are welcome to bring their child to school from 8.35am until 8.50am. A member of staff, usually the Headteacher, is at the gate to welcome the children to school, with an additional member of staff available at the end of the building to support children's entrance to school. A member of the Reception team welcomes Early Years' children at the gate to the Early Years' outdoor classroom. The main gates to the school will close promptly at 8.50am and all children should be in the classroom by this point or they may be recorded as late. After 8.50am, parents and carers will need to ring the bell for the gate to be opened and should bring their child to the office to be registered and to complete a late form.



In the interests of safety, we ask that parents accompany Early Years' children to the gate of the Early Years' outdoor area to the right of the school where a member of staff will welcome them.

From 8.50am, children come into their classroom to prepare for the school day and to complete a small task, known as a 'Morning Mission', such as mindfulness, reasoning and thinking tasks or reflections on learning.

If a child comes to school on a bike or scooter, they can be stored in the bike rack down the left hand side of the school until the end of the day. However, bikes and scooters must not be ridden on any of the school grounds by anyone at any time and must be dismounted at the front gates to avoid accidents.

Dogs

We ask that no dogs are brought beyond the school gates, either on a lead or being carried. If a parent needs to tie up a dog up in order to enter the playground, it should be tied up away from the main entrance. Although the dog may be very friendly, many children are very frightened of dogs, particularly if they jump up to greet people.



During the Day

Children spend the school day learning in many different ways and in different areas of the school. Often, the children will learn outside the classroom in our outdoor areas, including Forest School sessions.
PE takes place outside on the playground, the school field or in Himbleton Village Hall, just a short walk away.



Playtimes

All children have a mid-morning break time of 15 minutes which takes place either on the playground or on the school playing field, depending on weather conditions. To ensure that all children have an enjoyable break time, only two classes will be out at any one time, supervised by school staff. Around this time,



children in Reception, Year 1 and Year 2 are offered a piece of fruit (provided by the school) and milk (if previously ordered by the parent or if the child is under the age of 5, in which case it is free). Children in Nursery and Key Stage 2 are asked to bring a healthy snack, such as a piece of fruit (i.e. no chocolate or crisps). School milk can be ordered at the website below: https://customers.coolmilk.com/v2/register/

More information about school milk can be found on the Parent Information - School Lunches page of the website. Unfortunately, School Milk do not provide alternatives to cows' milk; we are very happy for parents and carers to provide an alternative, such as soya milk, if required.

Children must bring a named water bottle which can be refilled during the day as needed. In line with the school food standards, we ask that these bottles contain water, rather than juice or squash. Cartons of juice are also not permitted. These water bottles are kept in the classroom and children are encouraged to drink regularly.



Lunchtime

At lunchtime, children eat their lunch in classrooms supervised by teaching staff and teaching assistants. Children in Reception, Year 1 and Year 2 are entitled to a free hot school meal which is cooked and brought to school by our caterers, Aspens Catering. There are plenty of choices, including vegetarian options, jacket potatoes and many parents choose this option for their children, although parents can also choose to send



their child with a healthy packed lunch. Lunches must be ordered by 9.00am daily, or bulk ordered for a longer period of time via the Swift Kitchen parent portal or via the link on our Parent Information – School Lunches' page of the website. Children are encouraged to use their knives and forks correctly and to display our Christian Values, as well as good manners while eating at the table, such as putting their hand up and asking to leave when they have finished their meal.

Lunchtimes at Himbleton are staggered, meaning that Early Years and KS1 eat their lunch at 12.00pm before going out to play at 12.30pm, whilst KS2 enjoy their playtime at 12.00pm before coming in to enjoy their midday meal. A range of playground toys are available for children to enjoy outside and when the grass is dry, the children can also play on the field, in addition to the playground, and can use the school's recently built adventure playground.

If children are unable to go outside due to wet or unpleasant weather, break times and lunch playtimes take place in classrooms where a range of activities are provided.

We politely ask that, if a lunch has been ordered for a child who is subsequently absent, parents and carers cancel the lunch before 9.00am to avoid incurring a cost to themselves or the school.

End of the Day

Early Years and Key Stage 1 children – 3.15pm
Key Stage 2 children - 3.20pm

At the end of the day, the school gates open at 3.10pm for parents to enter the playground to wait for their child to be dismissed; teachers or teaching assistants dismiss the children one-by-one and will only release a child when they have made eye-contact with the parent or carer collecting the child. If a child has not been collected on time, he or she will be taken back into the school to wait to be collected. Teachers will also phone parents of a child who has not been collected to check that collection arrangements are in place.

If parents know that they are going to be late collecting their child for any reason, we ask that they telephone or email to the school office so that the teachers can make arrangements for the child to be supervised and can reassure the child.

Staff will not allow children to be collected by adults other than parents unless they have had notification by the parent themselves, nominated adults who have been added to the child's records, or the parent has informed the school office. Children may not be brought to school or collected by anyone under the age of 16 years, including siblings. Where there is a question over whether a child should be allowed to leave with an adult other than the parent, school will phone the parent to confirm arrangements before allowing the child to leave the school premises.

Wrap Around Care

Breakfast Club

The school runs a Breakfast Club which is available for children from Nursery to Year 6. This is run by an experienced teaching assistant and children can attend from 7.45 am. During a Breakfast Club session children have the opportunity to have a healthy breakfast and enjoy a range of activities before school starts. Breakfast Club takes place in the conservatory which should accessed through the exterior door half way down the walkway to the left hand side of the school. Parents should ring the bell to request entry to the school setting and again to ask for the gates to be opened to leave. We ask that parents and carers do not leave the gates open whilst dropping their child off at Breakfast Club. The cost of a Breakfast Club session is currently £4.00.



After School Childcare

After school childcare is available until 6pm from Monday to Friday and is provided by an external company, Delta Sports and Coaching. Children from Nursery to Year 6 can attend this provision with 3 different time slots available to book:
Session 1 - 3.15pm/3.20pm - 4.15pm - £5.50
Session 2 - 4.15pm to 5.00pm - £5.00 (can be used after extra-curricular clubs)
Session 3 - 5.00pm to 6.00pm - £5.50 (includes a light tea)
Whole session - 3.15/3.20 to 6.00pm - £14.00
Children can also attend after school provision after extra-curricular clubs have finished at 4.15pm. Children enjoy a range of engaging activities such as arts and crafts, sporting activities and cooking during this time. If children stay after 5.00pm, they will be offered a light tea, such as crumpets, soup, wraps etc. Parents and carers should collect their child from the conservatory door to the left hand side of the school once they have been admitted into the school setting.

Booking for Breakfast Club and After School Care

Further details about wraparound care are available on the school website under the 'Parent Information – Wraparound Care' section. At present, all bookings must be made through the school office by completing a booking form. Places can be booked both on an ad-hoc basis or more regularly, depending on the needs of parents and carers. Providing there are spaces, bookings can be made right up until the start of the club by contacting the school office. Cancellations must be made before 9.00am on the day of the booking in order to be issued with a refund, after which the booking will not be refunded.



Extra-Curricular After School Clubs

The school offers a wide variety of after school clubs which are run by both school staff and external providers from 3.15pm/3.20pm to 4.15pm. There may be a small cost for some of these extra-curricular opportunities and some clubs have limited spaces. Bookings are made on our Management Information System, Arbor on a first-come-first-served basis. We ask that children make a commitment to these clubs; unfortunately, it is not possible to refund payment for a club once booked and paid for.



For sporting after school clubs, children are welcome to bring appropriate clothing, such as their PE kit or similar, to change into at the end of the school day.
More information about extra-curricular clubs can be found in the Our Learning – Extra Curricular Clubs section of the website.

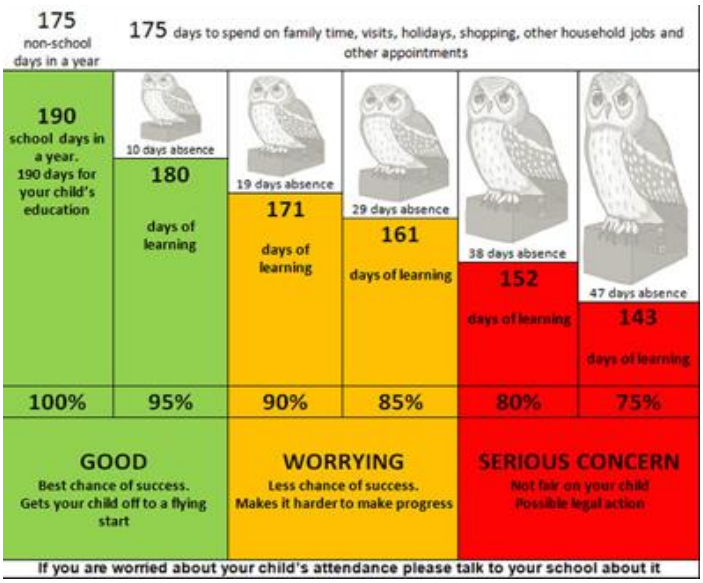
Planned Absences, Holidays, Lateness and Sickness Absence

Lateness and Absences



If a child arrives at school after the gates are closed at 8.50am, the child must be brought to the school office to be registered where they will be marked as 'late' in the register with the reason for the lateness. Parents are asked to complete an orange 'late form' detailing the reason for the lateness.

If the child is poorly and is not well enough to attend school, we ask that parents contact the school office first thing in the morning to let the school know. The school will telephone any parents who have not informed the school that their child will be absent that day. An answerphone service is available for parents to leave a message if the office staff are unavailable to answer the phone. Absence messages must not be sent via Class Dojo or via the member of staff on duty at the gate as these may not be seen or relayed by school staff.



Children's absence is monitored as part of our school procedures. If a child's absence falls below 95% it will become a cause for concern and parents may be contacted to discuss ways to improve attendance and how the school can support.

If a parent needs to bring anything to school during the day, they should ring the bell at the main gate and wait to be admitted to the setting, going directly to the school office rather than the classroom doors. This also applies to parents who need to collect children for any reason during the day.

Holidays

Holidays or planned absences (other than illness) in school time are not authorised unless they are for exceptional circumstances. In all cases, parents must complete and submit an Application for Planned Absence form, available from the school office or to download from the school's website on the Parent Information – Attendance and Absence page. These are sent to the Headteacher for consideration.



Planned absence request forms should also be used for any external exams, such as ballet or dance, or for other circumstances where an absence is known in advance, such as medical appointments. It is the school's policy that teachers will not set work for children during the time that they are absent from school on holiday.

Wherever possible, we ask that medical appointments, such as routine dental appointments, are avoided during school day although we recognise that sometimes this is unavoidable, such as absences for paediatrician appointments. In such instances, children should attend school before and after medical appointments wherever possible to minimise disruption to their learning.

Pupil Premium Funding and Benefits-Related Free School Meals

There are three types of Free School Meals: Universal Infant Freer School Meals (UIFSM), Targeted Free School Meals and Expanded Free School Meals.

Universal Infant Free School Meals

- All children who are in Reception, Year 1 and Year 2 are entitled to a free meal in the middle of the day. These still have to be chosen by the parent/carer.
- Parents and carers of these children do not need to make an application in order to apply for UIFSM.

Targeted Free School Meals

Eligible children receive:

- free school meals during term time
- access to the Holiday Activities and Food (HAF) Programme
- possible travel assistance - Mainstream school and college travel assistance (subject to additional eligibility criteria)
- Pupil Premium funding for their school

Expanded Free School Meals

Eligible children receive:

- free school meals during term time only

Who can apply?

Parents and carers should apply for Targeted or Expanded Free School Meals if they fall into either of the following categories:

Families receiving certain benefits

This includes families receiving:

- Universal Credit
- Guaranteed Pension Credit
- Income-based Employment and Support Allowance (ESA)
- support under Part VI of the Immigration and Asylum Act 1999

Targeted Free School Meals

Parents and Carers qualify if:

- they receive Universal Credit and your earned household income is **less than £7,400 per year** (or **less than £616 per month**) after tax and excluding benefits; or
- they receive Guaranteed Pension Credit, Income-based ESA, or support under Part VI of the Immigration and Asylum Act 1999.
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Expanded Free School Meals

Parents and carers qualify if:

- they receive Universal Credit and their earned household income is **more than £7,400 per year** (or **more than £616 per month**) after tax and excluding benefits.

If parents think they may be eligible, they should complete the application on the Worcestershire County Council website or by clicking on the link on the Parent Information – School Lunches page on the school's website.

Opportunities at Himbleton

Swimming

Children in Key Stage 1 and Lower Key Stage 2 will have timetabled swimming sessions during the school year at Perdiswell Leisure Centre. Children in Upper Key Stage 2 who do not yet meet the expected standard of swimming at the end of Year 6 will attend swimming lessons with Year 3 and Year 4 to reduce associated costs and to provide value for money.



Productions and Special Collective Worships

Throughout the year, there are opportunities for children to share their learning and to perform for parents and carers, usually in St Mary Madalene Church, Himbleton. All children lead a special service at Christmas and Easter. In order to accommodate visitors, there are two performances; children in Early Years, Year 1 and Year 2 perform together and children in Key Stage 2 perform together.
Currently, KS2 perform an end of year production in the Village Hall in July.



Creativity, Performing Arts and Worcester Musical Theatre Company (WMTC)

Every opportunity is taken to develop children's talents and interests, including holding an in-school Arts' Week and Art Gallery, entering Art showcases externally, such as Worcester Cathedral's Voices and Visions' exhibition and providing opportunities for children to sing at competitions and events, such as Young Voices and The Big Sing.
From Year 4 onwards, children are also able to be part of the WMTC's annual production which takes place at the Swan Theatre, Worcester. Children spend time rehearsing at an after school club before learning stage-craft and performing alongside the adult cast of WMTC on the stage at the theatre.



Forest School

All children from Nursery to Year 6 have a session of Forest School each week, regardless of the weather (unless to do so is assessed as unsafe, such as during a storm). Parents and carers are asked to provide their child with a named long-sleeved top, outdoor coat and wellies which stay in school all year round. The school provides waterproof trousers for children to wear. Our well-resourced and extensive forest school area is situated on the school field, at the entrance to the playing field, and usually led by our qualified and experienced Forest School Leader, Mrs Bailey.



Educational Visits

Children take part in a variety of educational visits linked to the curriculum and have many opportunities to learn outside the classroom throughout the school year. These range from a walk to our local church for a whole school service to a trip on a coach to a museum or location connected to their Unit of Enquiry. Many of these trips or opportunities have no cost. However, where a cost is involved, parents are asked to make a voluntary contribution to enable the trip to take place.



Although payment for educational visits is voluntary, please be aware that educational visits may not be viable and may not be able to go ahead if the school does not receive sufficient funds to cover the cost of these. If parents and carers wish to discuss payment, an appointment should be made with the Headteacher, Mrs Shaw, to discuss this.

As children move through the school, there are opportunities for them to go on educational visits a little further afield, such as the Staffordshire Regiment Museum. On alternate years in Upper Key Stage 2, children also have the opportunity to enjoy a residential visit, during which time they take part in a range of team building activities and develop their independence ahead of the next stage in their educational journey.



Charities and Fundraising and Curriculum Enrichment Days

From the very start of school, children are encouraged to recognise that there are others in the world who are not as fortunate as themselves and over the course of the year, all children in the school take part in fundraising and charity events. Examples of these include BBC's Children in Need, Comic Relief, Sport Relief and Christmas Jumper Day. On many of these occasions, children are invited to wear their home clothes, or a particular theme of clothes, for a donation towards charity.



In addition to charity events, children also enjoy various enrichment activities throughout the year, such as days which focus on British Values or the school's Christian Values.



Musical Instrument Lessons

We are currently able to offer children in Year 3 and above the opportunity to learn the piano and violin through a partnership with Severn Arts Music. Children are taught violin in small groups of similar ability and piano is taught on a 1:1 basis. If children are interested, parents and carers should speak to the school office. Once signed up, children are expected to show a commitment to their learning. A term's notice is required if parents and carers wish these to cease for any reason.

Sports Day



The school's sports day takes place in the summer term and is an opportunity for children from Nursery to Year 6 to compete as House groups. Parents are invited to watch their children take part in athletic type activities and more traditional races and are also invited to join the school for a picnic on the field at lunchtime.

Cluster and Sporting Opportunities

Himbleton Primary School and Nursery is part of a local cluster of schools who meet for different events throughout the school year. These include sporting fixtures as well as non-sporting fixtures, such as spelling competitions and singing.

As a school, we are very keen to provide children with opportunities to compete in sporting events so that they begin to develop their understanding of teamwork, as well as to develop personal strengths and talents. Himbleton's local cluster of schools are also currently working together to provide older children in the school with sporting events with opportunities for children to represent their schools in local competitions.

Pupil Voice and Responsibilities

Pupil Voice

Pupil Voice allows children to contribute to the way their school is run and managed through being part of opportunities such as Pupil Parliament, CREW (Collective Worship Around RE) and the Eco Team. In 2026 – 2027, children will also be continuing to focus on ensuring that the school is working towards sustainability goals, aiming to become net-zero by 2030.



Positions of Responsibility

In addition to Pupil Parliament and CREW, as children move into their last few years at Himbleton, they are encouraged to apply for positions of responsibility and to represent the school at various events and celebrations. These include the positions of Head Girl and Head Boy, Sustainability Lead and Mental Health Ambassador, as well as House Captains for each House. These positions are filled following a formal application process, including an interview with the Headteacher and a member of the Governing Body.

Pencil Cases



In Key Stage 2, children are invited to bring their own pencil case and stationery, although some resources are also available in school for children to use.
In EYFS and KS1, all stationery is provided by the school and children should not bring in pencil cases from home to use.

UKS2 Lockers

In order to prepare children for the next stage of their education, children in UKS2 have lockers in their classroom in which they can store their belongings during the school day and are invited to bring an easily identifiable keyring for their locker on the first day of the Autumn Term.

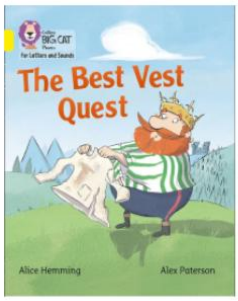
Homework, Reading and Phonics

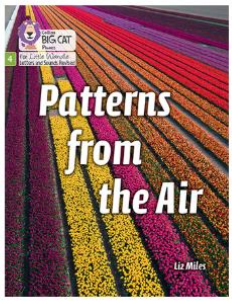


A love of books and fluency in reading is a high priority in our school and throughout their time at Himbleton, children have planned and targeted lessons which help them to learn the skills needed to enjoy books.

At our school, children in Reception, Year 1 and Year 2 will learn the building blocks of reading, known as phonics, through the 'Little Wandle' phonics scheme.

When children have learnt a number of sounds, they will spend time in school reading a fully decodable book as a group, practicing how to segment and blend letters and sounds within words, learning how to read a text aloud and using the book to answer comprehension questions. Only when a child has read their reading book 3 times will they bring home their book to 'show off' their reading to parents and carers over the weekend. Prompts for parents and carers are also contained within the books.
Children in these year groups will also bring home a 'home reading book' which may have more challenging words; these books should be read and shared together and there is no expectation for children to be able to read these independently as they may contain words that cannot be decoded or sounds that they have not yet learnt.





As children develop their reading skills, books are less-structured and become more challenging and it may not be possible to read a whole book in one night! Older children have access to 'free readers' when they are confident readers and are able to choose these independently. It is essential, however, that children continue to talk about what they have read, answer questions and find clues to support their answers as well as reading aloud. We ask that parents make a comment in the reading record books and sign to say that they have read with their child.

As well as reading, children from Reception to Year 6 will have activities to complete at home based on their learning at school, some of which may be set on the school's digital learning platform, Class Dojo. These range from practising newly-learnt sounds in phonics to written homework in maths or English and are designed to strengthen children's understanding and for them to share this with parents. The frequency of homework and the types of tasks set depends on the year group, but will be explained clearly by the class teacher. Children also have access to online learning through apps, such as Numbots and Times Tables' Rockstars (TTRS).

From Year 1, children are also set weekly spellings to learn. These are based on phonic sounds and letter patterns that children are learning in school, combined with the more 'tricky' words that they are required to know how to read and write independently. We ask parents to help support their child by practising these spellings every night so that they become secure and can be used in independent writing.

Behaviour and Christian Values

Behaviour

The school's philosophy is to encourage and praise achievement in work or behaviour rather than to use sanctions or retribution and our behaviour policy is based on our Christian Values and a restorative justice approach. There are many opportunities for children to be recognised for their achievements and progress, including through daily Dojo points and whole school Celebration Golden Worship on a Friday.



During Golden Worship, children from each class is chosen to be awarded a certificate for both academic progress and achievements, and for consistently demonstrating the school's Christian values. Children are also welcome to bring in and share awards achieved at home during this assembly. Parents and carers should complete a 'green slip', available from the school office, if their child has an out-of-school award that they would like to share at Golden Worship.

Class Dojo points are also counted each Friday; the House with the highest number of Class Dojo points are awarded the House Cup.

Christian Values

Six carefully chosen core Christian Values help bring the school's vision of 'Nurture, Nature, Knowledge' to life in school. These are: **Respect, Friendship, Perseverance, Truthfulness, Forgiveness and Courage**. Each value provides a focus for our Collective Worship on a half-termly basis across the course of a school year and are referred to throughout the school day.



These values provide a working framework and ongoing point of reference for behaviour, decision-making and reflection at all levels. They help children to ensure that every member of the school community is happy, nurtured and know that they are cared for as part of the school family and that the environment is valued and respected. The school's Christian Values help enable children to develop a lifelong love of learning and a positive attitude to all that they do.

Every half term, children nominate a child in their class who has consistently demonstrated the school's Christian Values. These children are awarded a special medal in a Collective Worship at St Mary Magdalene Church, Himbleton, to which parents and carers are invited.

St Mary Magdalene Church

As a Church of England school, Himbleton has strong links with St Mary Magdalene Church and children visit this beautiful building regularly for special services, such as Values collective worship, Harvest Festival, Christmas and Easter. These services are led by the CREW team or children in key stages. For the majority of these services, parents and carers are also invited to attend.

We are also very fortunate that our local vicar, Reverend Richard Sandland, regularly leads collective worship sessions in school as well as the 'Open the Book' team. The children very much look forward to these sessions, which are both engaging and thought-provoking.

Inclusion and Special Educational Needs

We recognise that pupils have a wide and varying range of individual needs and that at least one in five pupils will have an additional need of some sort during part of, or for their entire school career. At Himbleton, we believe pupils can be supported to overcome any barriers to learning. As recommended in the SEN Code of Practice 2014, our school adopts a graduated approach to match provision to children's SEN (Special Educational Need) so that, where necessary, we can draw upon specialist expertise in order to respond to a child's individual needs if they do not make adequate progress. All the teachers in our school are teachers of SEN and as such, they provide quality first teaching to all pupils in their class through adaptive teaching, scaffolding learning and a variety of learning arrangements.

Where a pupil is receiving SEN support, staff talk to parents regularly to set clear targets and review progress towards them, discuss the activities and support that will help achieve them, and identify the responsibilities of the parent, the pupil and the school. We regularly give feedback to all parents, both formally and informally.

Our school SENCo is Mrs Gemma Beattie and we would encourage parents and carers to contact her regarding any queries they may have by emailing the school office to arrange an appointment.

Safeguarding and Child Protection

Children's safety and welfare is always our priority and all our staff and volunteers are committed to this. All our staff and volunteers receive training and guidance to follow when they suspect a child may be experiencing abuse or harm, and the school has a Child Protection and Safeguarding policy in place which is available for parents to read, in addition to further information, on the Safeguarding and Child Protection page of our website.

Himbleton Primary School and Nursery's Designated Safeguarding Lead (DSL) is the Headteacher, Mrs Kirsty Shaw and the Deputy Designated Safeguarding Lead (DDSL) is Mrs Sara Hedges, class teacher in UKS2. All parents and carers are encouraged to discuss any child welfare concerns they have with any of these members of staff, no matter how small. In addition to this, concerns of a safeguarding or child protection nature can be made via the NSPCC website or through Worcestershire County Council social services reporting, known as the Worcestershire Family Front Door. The school's Link Safeguarding Governor is Mrs Lisa Wilkinson.

Sometimes, staff need to share information and work in partnership with other agencies where there are concerns about a child's welfare. We will ensure that our concerns are discussed with the child's parents first unless we have reason to believe that such a move would be contrary to the child's welfare.

At Himbleton, we are also an 'Operation Encompass' school. Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has experienced domestic abuse, something which enables staff to be able to support such children.

Health, Safety, Illness and Accidents

Hygiene in school

In order to maintain high standards of hygiene, we teach children the importance of regular handwashing throughout the school day.
Our school setting, including the playground and playing field, is a no-smoking area. This includes electronic cigarettes or 'vapes'.

Accidents



Children often have minor bumps and scrapes at school during the day. These are dealt with and recorded by our qualified first aiders. However, if a child has a bump on the head, a phone call will be made to the primary telephone number provided to the school and a 'head bump' letter sent home to alert them to the fact that their child has had a head bump, with information regarding signs of concussion.

If a child has a more serious accident, the school will telephone parents immediately to ask them to collect their child and to take him or her to be checked by a doctor. It is vital that the school holds at least two emergency contact details and that any changes to parental contact details e.g a new mobile number, are given to the school office in case of any emergency.

In any emergency, the school will call an ambulance before contacting parents.

Medicines in school



We ask that parents and carers inform the school if they have administered any medication before school by completing a form at the school office when they drop their child off at the start of the school day. This is so that the school is aware of what medication has already been administered, if further medication is required at any point later in the day.

The school will only administer medication which is prescribed by a doctor and which has the child's name, clear dosage and original packaging. Parents and carers are asked to administer medicine at home as much as possible.

If a child has been diagnosed with asthma, a prescribed 'reliever' inhaler must be kept in school with the child's name and correct dosage clearly visible, including spacer if required. These are sent home during the holidays and need to be returned on the first day of each term. We are unable to send these home daily. A Healthcare plan will be written with parents and carers with our first aid lead if an inhaler needs to be in school.

It is very important that the school is made aware of any allergies that a child has as soon as possible. For children with severe allergies, an auto-injector (sometimes called 'epipen', prescribed by a doctor and provided by the parent) is kept in school for emergency use. All staff undergo annual training to be able to administer these in the case of an emergency. Again, a Healthcare plan will be written with parents and carers with our first aid lead if an inhaler needs to be in school.

Sickness and Common Infectious Ailments

We would encourage parents and carers to send their child to school unless they are genuinely not well enough to attend. If a child is taken poorly in school, the office will attempt to contact parents to arrange for the child to go home. This is done using the prioritised list of numbers given to the office when a child starts school. It is essential that these numbers are updated immediately if there are any changes.

Common Colds – Children can attend school if they have a cold, providing they do not have a temperature.

Sickness and diarrhoea - If a child has sickness or diarrhoea at home, they should not return to school for a minimum of 48 hours after their last episode. Parents should use their discretion as to whether or not their child is ready to return after this time.

Head Lice - A common issue in schools and are passed on easily in young children whose heads are often close together as they learn. If a parent finds head lice (the insects) or nits (little white eggs) in their child's hair, they should treat their child's hair immediately, seeking the advice from a pharmacist as to the best treatment to use. Once treated, the child can return to school. However, the parent should then inform the class teacher so that other parents can be advised to check their child's hair to prevent further cases in the class.

Chickenpox – This is a common virus in children of primary school age. It appears as a blister-like rash, often on the trunk of the body, and may also be accompanied by cold-like symptoms. A child is infectious for a few days before the spots appear and for about 6 days afterwards. A child may return to school only when the spots have formed a scab and dried up and the child is well enough.

Impetigo – This is a very infectious virus which commonly affects the face, particularly around the mouth and nose. If impetigo is suspected, a child will need to see a doctor for a prescription of antibiotic cream and may return to school 48 hours after starting treatment with antibiotics.

Conjunctivitis – This is an infectious virus which often causes sticky and gritty eyes which often look pink and sore. There is sometimes a yellow or white discharge from the eye. If conjunctivitis is suspected, a doctor or pharmacist should be consulted and antibiotic cream or eye drops used. The child can return to school when the eye is treated successfully or appears normal again and the child is not in any discomfort.

Covid-19 and Flu – These are infectious viruses with symptoms which can make children feel very under the weather. However, children may continue to attend school unless they have a temperature or are not well enough to do so.

Sustainability and Recycling



Sustainability and recycling at Himbleton are very important and the school is aiming to become net zero by 2030. Children are taught to reduce waste, conserve resources, recycle responsibly and to contribute towards lowering carbon emissions and are proud of their Green Flag award achieved in 2026. Implementing sustainable practices not only supports climate goals, but also provides valuable learning opportunities that prepare students to be environmentally conscious citizens.

We ask that parents and carers support our mission by:

- ensuring that engines are not left idling or running whilst waiting to bring children to school or to collect them
- providing recyclable and reusable wrappings for packed lunches
- encouraging children to walk or cycle to school, if at all possible
- reinforcing the rules and regulations around recycling at home.

Extra Support and Help for Families

We recognise that on occasion, families and parents may need extra support, advice and guidance. Parents and carers are encouraged to look at the school's Family Support offer on the website which provides links to supportive services and groups which may be able to support with any challenges that parents and carers may be facing. School staff are also available to chat about any concerns or support which may needed and are encouraged to do so, so that early help can be provided so that problems do not escalate. Our Early Help Offer for parents and carers is available on the school's website under the Parent Information – Support for Parents and Families tab.

Himbleton School Uniform

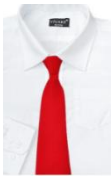
At Himbleton, we believe that a consistent school uniform policy is vital to promote the ethos of the school and provides a sense of belonging and identity for all children, regardless of their protected characteristics or socio-economic circumstances. Children from Nursery to Year 6 are expected to be wearing the full, correct school uniform every day, including the school tie and correct black, school style shoes and are expected to wear shirts with the top button fastened. Children may choose from the items listed in the full list of uniform; uniform is not gender-specific.

School uniform items with the Himbleton logo are available to purchase both from Ace Essentials in Droitwich or online from www.schooltrends.co.uk

Himbleton Winter Uniform



- White formal style long or short sleeved shirt (not polo shirt)
- Royal blue jumper **OR** royal blue cardigan with school logo
- Elasticated red tie (Nursery to Year 4) – available to purchase from the school office
- Traditional self-tied tie (Year 5 and Year 6) – available to purchase from the school office
- Grey trousers (worn with grey socks)
- Stewart tartan pinafore dress (Nursery to Year 4) worn with red tights or white knee length socks (not over the knee socks)
- Stewart tartan skirt (Year 5 and Year 6) worn with red tights or white knee length socks (not over the knee socks)
- Black school type shoes



Himbleton Summer Uniform



- Royal blue jumper **OR** royal blue cardigan with school logo
- Royal blue polo shirt with school logo
- Grey shorts (worn with grey socks)
- Red and white gingham dress (worn with white ankle or knee length socks, not tights)
- Black school type shoes
- Optional – school cap with logo (sun hat must be provided for all children) - available to purchase from the school office

Himbleton PE Kit





- Red crew neck t-shirt with school logo **OR** red crew neck t-shirt (no logo)
- *Summer* – plain navy shorts (jersey/jogger type fabric) or plain navy 'skorts' (a combination of a skirt and shorts)
- *Winter* – plain navy joggers
- Red crew neck sweatshirt with school logo **OR** red crew neck sweatshirt (no logo)
- Navy blue socks
- Trainers

It is essential that all uniform, including ties, coats and shoes, is named very clearly and that parents regularly check that names do not disappear in the washing machine!
Nail varnish and tattoos should be removed before school. For health and safety reasons, long hair should always be tied back at school and hair accessories, such as slides, ribbons and hair bobbles should be simple in nature and ideally be in school colours. Any earrings should be simple studs, not hoops, and must be removed at home on PE days. Any earrings which cannot be removed will be covered with micropore tape to avoid accidents.
Children will also need a swimming costume/trunks/shorts/swimming hat (if required) and a towel when timetabled for swimming lessons.
In order to maximise curriculum time, children are currently invited to come to school dressed in their PE kits on days when they are timetabled to have PE.

Book Bags and Rucksacks



The Friends of Himbleton provide children with their first book bags when they start at the school. These should be clearly named. School rucksacks are also available to purchase from our uniform suppliers and can be used to bring items to school. However, it is important to note that space on coat pegs is limited in most classes and therefore we ask that children do not bring large bags to school.



Suncream

In the summer months, children should come to school having had a high factor, long lasting sun cream applied at home. Sun cream must not be sent into school for children to apply themselves and staff are unable to re-apply sun cream to children during the day.

More information can be found on the school's website under Parent Information – School Uniform.

Pre-loved Uniform

The school also has pre-loved items of uniform for sale which are available by contacting the Friends of Himbleton. All proceeds go towards resources for school.

Communication with Parents and Carers

Positive partnerships between home and school are vital and we know that children learn best when warm and purposeful relationships are developed between home and school and parents engage in their child's learning. We very much appreciate the opportunity to work as a team with parents and carers so that children are able to achieve their potential and to flourish as individuals.

We always endeavour to communicate effectively with our families and are here to listen! We want children to feel happy and safe in school so we ask that parents and carers talk to us about any concerns or

queries they have as soon as possible. A face-to-face conversation is always our preferred method of communication as talking things over is by far the most effective way to address and find a solution for any worries. However, we are also aware that this is not always possible, so we have established a range of ways to communicate with parents and carers:

School Office - messages, telephone calls and email

Mrs Stewart, our school administrator, is always available in the school office at the drop off and pick up time and will answer any questions or pass on important messages. We ask that verbal messages are not given to staff members on the gate as these can easily be forgotten and therefore not passed on. Mrs Stewart is also contactable by telephone during the school day and an answering service allows messages to be left if she is unavailable.

Parents and carers are also able to email the school via office@himbleton.worcs.sch.uk and we ask that, whenever possible, non-emergency emails are sent during normal working hours. We are keen to receive emergency emails out of hours, for example to notify of a bereavement, safeguarding concern or significant event as in an emergency, we want to be able to support our families at any time. Our committed staff check emails out of hours in case of emergencies, but it is important that they are able to switch off and be with their families at weekends and evenings so we ask that any non-urgent emails and messages are drafted at parents and carers' convenience and then scheduled or sent during working hours.

We ask that parents and carers notify the school first thing in the morning of any absence via telephone if possible, or alternatively by email. Class Dojo should not be used to report absences of any kind.

Weekly newsletter

Our newsletter is produced on Microsoft Sway weekly on a Friday and shared with parents and carers via Class Dojo and contains information and news about children's learning, upcoming dates and events, celebrations of achievement, Friends of Himbleton news and much more! This is also available on the school's website on the Parent Information – Newsletters' page.

Letters

As a school who is working towards sustainability goals and reducing our carbon footprint, we will share letters with parents and carers digitally via Class Dojo unless a response is necessary. We are, however, working towards paperless communication and will share details of this with parents and carers in due course.

Home/school diary



Every child has a home/school diary or reading record which comes home daily in book bags. We ask that parents use these to indicate that their child has read at home with any comments regarding how well they have read or any words or aspects of reading they found tricky.

Class Dojo

When children join Himbleton, parents/carers will be invited to join Class Dojo by invitation sent to the email provided on entrance to the school. Class Dojo is used to share information, such as key messages, newsletters and to celebrate children's learning. In addition, it can be used by class teachers to message parents and carers directly or the class as a whole.

Parent Consultation Meetings

These meetings are held every term and offer a chance to discuss children's progress and achievements, as well as to share any next steps. We strongly encourage parents and carers to attend every parent consultation meeting so that they feel fully engaged and involved in their child's learning and can continue to support them at home. Booking for parent consultation meetings is via Arbor.

Link and Learn sessions

Informal Link and Learn sessions are held termly and provide an opportunity for parents and carers to come into the classroom, usually just before the end of the school day, and engage in a learning activity with their

child. Often, this is linked to a particular curricular area and enables parents and carers to have a deeper understanding of the curriculum here at Himbleton.



Website, Text Messages and Emails

The school has a detailed and informative website, https://www.himbleton.worcs.sch.ukwhich is continually updated. It contains a wealth of information regarding school life, including important policies, parent information and school news. Copies of previous newsletters, letters to parents and clubs' information are also available on the website.

The school currently uses Class Dojo to send important messages and reminders to parents, but is in the process of reviewing communication strategies and channels and will also soon be using Arbor to communicate with parents and carers. We are aiming to reduce the amount of paper sent home in line with the sustainability goals and will endeavour to use email as a method of correspondence in order to achieve this.

School Closures



The rural location of Himbleton Primary School and Nursery means that it can sometimes be difficult to access the school as a result of flooding or heavy snowfall. This also means that, very occasionally, the school has to close unexpectedly. We



advise that parents and carers should make themselves aware of alternative routes to school in case If we become aware of flooding or the school has to close, parents and carers will be notified by message on Class Dojo and via Arbor. Local radio and the Worcestershire County Council website will also provide an updated list of school closures. Remote learning will be available to pupils from the 2nd day of any school closure.

Concerns and Feedback

If parents have any concerns regarding their child, or issues that relate to school, they should talk to their child's class teacher in the first instance. If the incident is more serious or a parent feels that the issue has not been resolved, they should make an appointment to see the Headteacher, Mrs Shaw. The school's complaints' procedure and form is also available on the school's website on the Parent Information – Parent Feedback page.

Photography

Currently we have no restrictions on parents taking photographs and videos at school events. We do, however, ask parents that they only take these of their own children and that they do not post photos or videos of other children online or on social media without the permission of their parents. We ask that parents and carers consider photograph permissions when their child joins the school, indicating whether children's photographs can be included on the website, newsletter and promotional material.

School Photographs

Official school photographs are taken twice a year with parents and carers given the opportunity to order and purchase these at a reasonable cost. In the Autumn Term children are photographed individually and with their siblings, including younger or older siblings before school for a family portrait. These photographs can be ordered in time for Christmas. In the Summer Term, children are photographed in their class groups and leavers' group, often in informally posed friendship groups. Again, these photographs are available for purchase.

General Data Protection Regulations (GDPR)

At Himbleton CE Primary School and Nursery, we are fully compliant with GDPR regulation requirements and full details of our data protection policy and privacy notice are available on our website. Parents/Carers are asked to 'opt-in' in order for us to take, store and use a child's photograph for the purpose of educating students, providing educational evidence, promoting educational achievements and celebrating events.

Volunteers

At Himbleton, we very much welcome volunteer support from parents and carers who have a wealth of skills and talents to offer our children. All our volunteers are fully DBS checked and support and support the curriculum with a range of activities, such as swimming, reading with children, cooking, educational visits and more.

Friends of Himbleton

The school has a very active Friends of Himbleton PTA group who are incredibly supportive and proactive and who organise a wide range of events to raise money to provide further opportunities and resources for the children at the school. Funds raised support educational visits, resources in school and improvements to the learning environments, to name but a few. Please consider volunteering!



School Governors

There are seven School Governors who make up the school Governing Body which is composed of representatives from the Church, local community, school and parents who set targets for the school and ensure the implementation of these targets. These Governors visit the school regularly and act as a link between parents, the Church and the school. The Governors have regular half-termly meetings and have also formed Working Groups/Committees to focus on specific areas.
Our Chair of Governors is Mr Mark Roberts. Details of all school governors, including contact details, can be found on the Governors' page on the school website.

Parking

Parking is very limited on Neight Hill and there is a 1 hour parking restriction in place which is regularly policed by traffic wardens. We therefore ask that:

- When parking to drop off or collect their children, parents are considerate towards our neighbours and do not obstruct driveways or dropped curbs.
- Where possible, parents park in Himbleton Cricket Club car park at the bottom of Neight Hill. In order to maximise parking space, we ask that cars are parked considerately without large gaps in between vehicles.
- Parents do not park on the double yellow or zig zag yellow lines immediately outside school as these are there to allow a clear and unrestricted view for drivers or children and parents wanting to cross the road, or park on the double yellow lines around the setting.

Our local policing team often carry out checks of parking outside school and have been known to issue tickets to parents who are parked illegally, unsafely or inconsiderately.



Himbleton CE Primary School and Nursery
Parent and Carer Home/School Charter

Nurture, Nature, Knowledge

As a Church of England school, we are rooted in Christian values and the belief that every child is a unique creation, deserving of love, respect, and the opportunity to flourish. We recognise that purposeful, warm and effective partnerships between home and school contribute positively towards a child's education to ensure that every child feels safe and valued. This charter outlines how we, as a school community, will work together to nurture each child's spiritual, emotional, and academic growth to create a positive, supportive, and respectful learning environment on their journey through early years and primary education.

Our Commitments to You and Your Child

As a school and nursery, we will:

- Provide a safe, inclusive, and nurturing environment where your child can learn and grow;
- Provide a broad and balanced curriculum that fosters curiosity, creativity, and a love of learning;
- Uphold and promote Christian values, including those of Friendship, Truthfulness, Perseverance, Forgiveness, Courage and Respect, in all aspects of school life;
- Support your child's emotional, social and academic development through high-quality teaching and care;
- Promote positive behaviour, kindness, and respect across our school and nursery community;
- Communicate regularly, respectfully and openly with you about your child's well-being, progress, needs and achievements;
- Support children in developing resilience, responsibility, and a sense of belonging;
- Treat every child and family with respect, fairness, and compassion;
- Address concerns promptly and professionally.

Parents' and Carers' Commitment

We ask that parents and carers:

- Ensure their child attends school regularly, on time and in the correct school uniform;
- Communicate promptly with the school about necessary absence, such as illness, in line with the school's Attendance Policy which is available on the school website;
- Supports the school's Christian ethos and values, reinforcing them at home.
- Inform relevant staff of any issues or incidents which may affect the behaviour, well-being or of their child;
- Support their child to be independent, have self-discipline, an open mindset and reflective about their actions and behaviour;
- Take an interest in their child's learning, supporting academic progress through homework tasks and activities, opportunities for informal home learning and attendance at parental consultation meetings;
- Celebrate their child's successes and encourage them to do their best;
- Support children to develop a sense of responsibility towards the school and wider community by not tolerating violence, bullying, swearing or dishonesty;
- Model respectful and supportive behaviour and communication, fostering a positive relationship with the school community.
- Use social media responsibly, avoiding negative or damaging posts about the school or its community.

Working Together

We believe in positive partnerships; in order to support your child, we ask that all communication is respectful, honest, and focused on what is best for your child. Together, we will:

- Celebrate your child's achievements and milestones;
- Identify and overcome challenges early through open, polite and respectful dialogue;
- Build a community where every family feels welcome and included.