Hobletts Manor Junior School



Inspiring Proud Confident Life Long Learners

Parent/Carer Handbook

Taking you step-by-step through starting school



Mrs S Short, Headteacher, says...

Welcome to Hobletts Manor Junior School

It is a pleasure to welcome you and your child/children to our school. At Hobletts Manor Junior School we value highly the relationship we have with our families and we look forward to building a close partnership with yourselves as your child/children embark on their next step hesitate to contact the school office by calling 01442

Answering your questions

We appreciate that as a parent/carer you may have a number of questions as you look to join us. This handbook contains our key information. Of course, if you have any questions that are not answered here, please do not 251805 or emailing admin@hoblettsjm.herts.sch.uk; the team are here for you!

STEP 1: COMMUNICATION AND PAYMENT INFORMATION

Hobletts Manor Junior School

Payments, Correspondence, School Clubs and Family Consultations

We use Arbor for all payments, correspondence, booking clubs and family consultations.

You can register for ARBOR via the App store on your phone / tablet using the email and telephone number we have on record for your child.

School Website

This is regularly updated and contains lots of news and information for families including key information, policies and letters. Team Pages provide a further insight into what your child/ren is/are learning each week. Please see more at www.hoblettsjm.herts.sch.uk

STEP 2: PERMISSIONS

Hobletts Manor Junior School

Local Visits Permission

From time to time your child will be given the opportunity to participate in local excursions for routine sporting fixtures, environmental studies, visits to other schools etc and you are asked to give your permission. Permissions can be granted using the Parent Portal on ARBOR.

Watching TV Programmes

Occasionally we use DVD's and TV programmes as part of the visual learning that are classed as PG. Permission requests will be emailed to you via ARBOR at first sign in.

Photographs/Filming

Activities at school are often recorded as photographs or films. To comply with data protection we seek your permission to use these in school publications and on the internet. All photographs will involve individuals or groups of children and their full names will not be published. Photo permissions can be granted on the Parent Portal on ARBOR.

STEP 3: PARTNERSHIP DOCUMENT

Hobletts Manor Junior School Happy, Motivated, Successful

At Hobletts Manor Junior School all staff, governors, children and parents/carers are committed to working in partnership.

Our Vision: to inspire proud, confident life long learners to achieve success for all

Our mission: Together create opportunity and challenge expectation to develop successful, resilient and aspirational children within an inclusive and supportive environment

As a School we will do our best to:

- Encourage and support your child to do their best and work hard to reach their full potential.
- Look after your child's social emotional and physical wellbeing and promote an environment where everybody feels safe and cared for.
- Work in partnership with you as a family and keep you fully informed of your child's progress.
- Set regular home learning activities including reading.
- Offer a broad, balanced and carefully planned curriculum which meets the needs of your child.
- Encourage and support your child to reflect the three key behaviour principles by showing friendship and respect for others and taking responsibility for their behaviour choices.
- Organise regular opportunities for families to join us in school.
- · Work with, and gain the views of the school community as we continue to develop and improve.

We ask that all our families do their best to: to do their best to:

- Encourage their child to work hard and do their best.
- Ensure that their child attends school regularly, on time and with everything they need.
- Support the school uniform and PE uniform policy of the school.
- Contact the school by phone or in writing, if their child is absent by 9am.
- have a query or concern about any aspect of school life.
- · Listen to their child read and support them to complete all home learning activities.
- Encourage and support their child to reflect the three key behaviour principles by showing friendship and respect for others and taking responsibility for their behaviour choices.
- Attend events for parents/ carers whenever possible.
- Support the school's approach to online safety and not upload or add any text, image, sound or videos that could upset or offend any member of the school community or bring the school into disrepute.

We ask our children

- Be proud of themselves and their school.
- Be respectful and friendly towards others and take responsibility for their behaviour choices.
- Work hard and respond positively to the challenge of new learning.
- Arrive at school on time and with everything they need.
- Contact the school if ever they
 Talk at home about what they learn at school.
 - Complete all home learning tasks to the best of their ability.
 - Wear the school and PE uniform.
 - Enjoy school and help others to do the same.
 - Talk to an adult if they are worried or need help.
 - Stay SMART on the internet.

STEP 4: ACCEPTABLE USER AGREEMENTS

Hobletts Manor Junior Schoo

Dear Parent/Carer,

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all our children to be safe and responsible when using any Information Technology. It is essential that children are aware of online risk, know how to keep themselves safe and know where to go to report problems or to get help. Could we please ask you to take a little time to read through these online safety rules with your child/ren and talk with them to ensure they understand their importance and what it means for them (and for you). When you have done this, please sign this Agreement to say that you, and your child, agree to follow the rules. Any concerns or explanation can be discussed with your child's class teacher or Mrs Sally Short, Headteacher.

Copies of agreements will be sent out at the start of the year. Examples of these agreements are below which will be kept on record at the school.

My Online Safety Rules

| I | wy Offinie Safety Rules |
|--------|--|
| | please place a tick in the box to confirm your understanding and what it means for you |
| L |] I will only use school IT equipment for activities agreed by school staff. |
| r L |] I will not use my personal email address or other personal accounts in school |
| L |] I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher. |
| L |] I will only open email attachments unless it has been approved by a teacher when I am in school or a parent/carer when I am out of school. |
| r L | In school I will only open or delete my files when told to by a member of staff. |
| L |] I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online. |
| L |] I will make sure that all online contact that I make is responsible, polite and sensible. I will be kind and respectful at all times. |
| L | If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell an adult in school or my parent/carer immediately. |
| L | If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately. |
| L |] I will not give out my own or others personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will tell an adult in school or my parent/carer if anyone asks me online for personal information. |
| L | I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet anyone Lonly know on the internet. If someone asks to meet me, I will not reply to them and will tell an adult in school or my parent/carer immediately. |
| r L | Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parents'/carers' permission. |
| L | Even if I have permission, I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying. |
| L | I understand that some people on the Internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will no reply to them and I will tell a teacher or a parent/carer immediately |

STEP 4: ACCEPTABLE USER AGREEMENTS

Hobletts Manor Junior School

| [] I understand that everything I do or receive online can | be traced now and in the future. I know it is important to build | |
|---|--|--|
| a good online reputation. | · | |
| [] I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission. | | |
| [] I will not lie about my age in order to access games, a me at risk. | apps or social networks that are for older people as this will put | |
| I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action. | | |
| Child's Name: | Class: | |
| I understand that this agreement is to keep me safe. I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities. | | |
| Child's signature: | | |
| please place a tick box in the box to confirm your under | rstanding and what it means for you | |
| | | |
| Parent/s Carer/s Agreement | | |
| Parent/s Carer/s name/s: | | |
| [] I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child. I/we agree to support them in following the terms of this agreement. | | |
| [] I/we also agree not share school related information of any individual within it into disrepute. | r images online or post material that may bring the school or | |
| should make immediate contact with a member of sta | ept, distressed or concerned about an aspect of school aff. Negative postings about the school would impact on the e encouraged to report breaches so that we can protect the | |
| informed, e.g. for specific events and activities. I/we utaken at any time on school premises of anyone other | nd devices in designated areas of the school unless otherwise inderstand that under no circumstance should images be than our own child/ren, unless there is a pre-specified mises, but not in a designated area where phones can be | |
| $\sqrt{\ }$ please place a tick box in the box to confirm your under | rstanding and what it means for you | |
| Parent/carer name (s) | | |
| Parent/carer signature | | |
| Date | | |
| | | |

Hobletts Manor Junior School Acceptable User Agreement

STEP 6: KEY INFORMATION

Hobletts Manor Junior School

Hobletts Manor Junior School Breakfast Club.

What time is the Club Open?

The club opens daily at 7.30am and runs to the start of school at 8.45 am. Children will be escorted to their classrooms by Ms Pyke and Miss Blackwell, our Breakfast Club team in time for registration.

Do I need to prebook?

Yes all sessions must be booked and paid for in advance via the parent portal on Arbor.

Where will the Breakfast Club be?

The Breakfast Club will be based in the school hall with access via the hall door (facing the school field). For the safety of your children, a family member is required to sign their child/children in with a member of the team for each session.

Breakfast Club Charges and when to pay

7.30 session with breakfast - £6 7.45 session with breakfast - £4

Sibling rate - £2.50

Payment should be made at the time of booking, but MUST be cleared by the last day on each calendar month.

Breakfast club runs as an extension of Hobletts Manor Junior School and all School policies and procedures apply in the same way.

HUBletts - Hobletts Manor Junior School After School Club

What time is the Club open?

HUBletts runs daily from the end of the school day to 4.30pm with an extension to 5.30pm if required.

Do I need to pre-book?

Yes all sessions must be booked and paid for in advance via the parent portal on Arbor.

Where will HUBletts be?

The Club runs from the school hall and all children should be collected from the entrance facing the school field. If your child is booked in for the extended finish time of 5.30pm, you will need to pre register by collecting a form from our admin team. Collection for the late session is from the Infant School and children will be walked over by HUBletts staff.

What are our school times?

Our school day starts at 8:45 and finishes at 15:15

Daily times that you may also find helpful to know are:

- 8.40 class teachers will be available on the school playground to answer any questions parent/carers may have, receive information and greet the children
- 8.45am children will be taken into the school by their teachers. (Parent Partners will remain available for families until 8.55 if you need them).
- 10:40 break time for 15 minutes.
- 12:10 1:05 Lunchtime.
- 3:15 End of the school day. Teachers will bring children out onto the playground. Parent partners are again also available.

Site access

For the health and safety of all members of the school community we ask that parents/carers do not use the driveway between 7.45am and 4.15pm to drop off or collect their children. This includes for school clubs or sports matches. We appreciate that there may be times when driveway access is needed in exceptional circumstances, Please do let us know and we will arrange a pass for you.

Safeguarding

For the safety of all members of our school community, we ask that all visitors come to the front entrance of the school before signing in. A visitor's badge will be given to you which we ask be visible at all times. We also ask that parent/carers provide us with details of who will be collecting their child/children at the end of the school day. Please do ensure that you notify us of any changes.

School + PE Uniform

As a school we are committed to the principle of smart uniform which we believe reflects a positive attitude to learning and acts to support our high expectations. We ask that all families ensure all items are clearly named.

Uniform

- Hobletts Manor School royal blue sweatshirt or cardigan with logo.
- Black/grey tailored trousers/skirt/pinafore.
- In warmer weather blue school summer dress, black/grey school (tailored school shorts).
- Hobletts Manor School white polo shirt or plain white polo shirt/ cotton tailored shirt/blouse.
- Plain black/grey or white socks/tights.
- Black school shoes no trainers, boots or heels please
- Non decorative slides, Alice bands or hair ties blue, yellow.

Small stud earnings only (for safety reasons these will be need to be removed or taped up for PE).

At Hobletts we ask all our children to **wear PE Uniform to school on their PE days.** We therefore follow a strict policy on the sportswear permitted and we follow the same smart principles as the School Uniform days.

PE: Indoor and Summer Uniform

- Plain blue or black shorts or black leggings.
- School PE Top with school logo.
- (Optional) Round neck plain t shirt in your child's house colour (for competitions and sports days).

PE: Outdoor and Winter Uniform

- Sweatshirt Navy or Black plain crew neck sweatshirt or School Jumper (Plain no brands)
- Jogging Bottoms Navy or Black (plain no brands please)

Makeup and nail varnish are not part of our school uniform.

Where can I buy uniform?

The arrangements for purchasing uniform are listed below.

Online Purchasing – Beat School Uniform

Please visit www.beatschooluniforms.co.uk Orders can be placed online or in store. We do not stock any items of new uniform at school.

Sustainable uniform

We hold a stock of good quality pre-loved uniform. Any enquires can be made to the school office who will be able to assist you.

Lost property

Any property that we have been unable to find the owner of will be placed in our Lost Property boxes. These can be found inside the right hand door facing onto the Hobletts Road playground. Please do let us know if you need our help in locating any lost items.

Lunchtime Arrangements

School meals

Our school meals are cooked by Hertfordshire Catering on the Infants School site and transported to the Junior School via a mobile servery. If ordering a school meal, there are four options available each day.:- a Meat/fish dish, Vegetarian, Jacket potato with a choice of fillings or a packed lunch (cold). There is also a choice of desserts. Children can choose to have a school meal any day of the week by simply picking their daily option at the start of the day in their classroom. We ask that payments be made daily, weekly or half-termly in advance via ARBOR. Children also have the option to bring in their own

packed lunch and these are eaten in our school hall. For the health and safety of all our children, we are a nut free school. We thank parent/carers in advance for supporting our healthy eating message. If you are struggling with ideas for a healthy packed lunch, please contact Ms Pyke in school who will be happy to help you.

Free school meals

Your child may qualify for a free school meal, please refer to the following website: www.gov.uk/apply-free-school-meals.

To find out more or apply you can ask at the school office

Snacks at morning break

Children have the opportunity to bring in a healthy fresh or dried fruit or fresh vegetable snack to eat at playtime. We thank our parent/carers for supporting us by ensuring that playtime snacks are limited to fruit (fresh or dried) or raw vegetables, i.e. carrot or cucumber sticks.

Please do remember we are a nut free school.





Attendance

At Hobletts Manor Junior School we believe that every school day counts! Regular school attendance and punctuality is vital in ensuring your child/children is able to take advantage of all the educational opportunities and experiences on offer.

If your child is poorly please phone the School Office before 9am to let us know that they will not be attending school on each day of absence. Any child who has had an illness that includes sickness or diarrhoea must always remain absent from school for a full 24 hours afterwards.

Holidays

Headteachers are unable to authorise absence for holidays in term time. The Headteacher will only grant leave of absence on compassionate or other exceptional circumstances. To help parents/ carers plan ahead, a list of term and holiday dates are included in this booklet and are available on our website.

Request for absence

Requests for leave of absence during term time should be made on the form available from outside the Office or from the website. We ask that full details of the compassionate or other exceptional circumstances be given.

Medical appointments

If a child's absence relates to a medical appointment, we do ask that we see confirmation of the appointment card or letter in order that we may accurately code any absence. We thank parent/carers in advance for arranging these appointments outside school time where possible.

Jewellery and other valuables

For the Health and Safety of our children, we are grateful to our parent/carers for supporting us in ensuring that no jewellery is worn to school. If a child has pierced ears, we ask that small studs be worn. For PE sessions, earrings will need to be removed or covered in tape. Plain wrist watches, may be worn to school with children responsible for their safekeeping. I watches are not permitted. Children in Years 3 and 4 are not allowed to bring mobile phones to school. We appreciate that parents/carers of children in Year 5 and 6 who walk home on their own, often like them to have a phone with them. In such cases, phones should always be handed in to a member of the class team at the start of the school day.

Houses

We have a house group that operates across all year groups. Children belong to house and enjoy activities competition to raise points for their house teams.

Sport

We aim to provide a wide range of experiences and opportunity for our children to become physically confident in a way that supports their health and wellbeing. All children have access to two hours of curriculum PE each week, enriched with opportunities to attend a variety of after school clubs. We promote competition in sports and other activities so as to build character and help to embed key values such as fairness and respect. As a school we teach our children skills which they can continue to apply, broaden and develop through participation in a variety of inta and intra school activities and competition. Children have the opportunity to attend swimming lessons as part of national curriculum.

Music

As a school we aim to encourage our children's interest and love of music by giving opportunities to listen to a broad range of musical genres branching across the globe and from varying time periods. Our links with the Hertfordshire Music Service create further musical opportunities, including learning to play a musical instrument and perform within the local community.

Clubs

There are a wide variety of clubs that children can join that take place at Hobletts Manor Junior School after school. Clubs offered change regularly but include:

- Dodgeball
- Rounders
- Football Netball
- Art Cricket
- Gymnastics
- Drama

under review and is responsive to local and national guidance.

Please note that our club offer remains

Trips and visits

To further enrich our curriculum we offer many trips and activities. Previous trips have included:

- London Zoo.
- O2.
- Bhaktivendanta Temple.
- · Waddesdon Manor.
- Tring Museum.
- Knebworth House
- PGL Liddington (Year 6 Residential). Curriculum theme days and weeks also offer further enrichment opportunities for our

children. Recent examples include: Online Safety Day, World Book Day, Cool To Be Kind Week, Sports Week, Curriculum Week and themed Festival days. In addition, Mrs Pyke provides regular opportunities for the children to cook within school, both as

Behaviour

teams and in smaller groups.

We believe that everyone at Hobletts Manor Junior School has a part to play in the preparation of our children for life beyond school by providing them with a good model of positive citizenship.

Our behaviour strategy is aimed at improving educational outcomes for all children by promoting and supporting their engagement with learning and in developing a positive focus on motivation and wellbeing. All aspects of our behaviour management are built on the foundations of the shared values of our school, which include British Values.

Our School Code

We have an agreed Code (RFR), agreed by the children, which helps us to work together for excellence and meet the aims of our policy. It is based on three key values and behaviours. We expect members of our school community, Children, Staff, Parents and Carers and our visitors to be Respectful, Friendly and Responsible. Regular opportunities are provided for children to explore the above to ensure understanding and awareness.



Celebration and rewards

We look to recognise and celebrate our children's achievements on a regular basis We have whole school systems in place to reward children which include:

- · House points.
- Weekly Celebration Assembly including the presentation of certificates for Values, English Curriculum, Mathematics and Cooking.
- Attendance Certificates.
- · Friendly Leaves.
- · Ask Me Why stickers and wristbands.
- Marvellous Me an app we use to communicate with parents great work or achievements accomplished by their child during the day

Individual Needs

We recognise that all children are individuals with their own specific needs, gifts and talents. As a school we look towards offering challenge for all or our learners in a timely manner. We offer further opportunities for enrichment through our partnerships with other schools

We believe in equality of educational opportunity and aim to provide an inclusive curriculum and environment that meets the needs of all our children by:

- Ensuring pupils' Special Educational Needs and disabilities are identified
- Making appropriate provision to help overcome any barriers to learning and ensure children have full access to a broad and balanced curriculum and school activities
- Communicating and working with parents/carers to gain a better understanding of their child, involving them in all stages of their child's education.
- Encouraging and supporting children to be involved in their education.

Working with outside agencies when more specialist help is needed.

- Regularly monitoring the progress of all
- Supporting pupils to make a successful transition to and from other educational establishments.

Additional Support

As a school we work hard to target support that is tailored to a child's needs. This may be in the form of in class support or through additional support or targeted intervention. This support could be extra group or individual support led by a member of the

Regular assessments take place which draws on the teacher's knowledge and experience of every child, their previous progress and attainment and the views of parents/carers and the child. This ensures that barriers to learning are accurately identified and tailored provision put in place. Children are consulted as part of the process and are key to decisions about what support is needed and what they think will work best.

Some children may have social, emotional or mental health needs which may form barriers to their learning, confidence or well-being. A range of individual and group support is used to support children experiencing difficulties in these areas. 'Sunshine Club' is a supportive, welcoming group which runs at break and lunch daily to offer children shared activities and the opportunity to talk through any worries, develop social skills and make new friends. Other provision which may be used includes Protective Behaviours, Social Stories, 'Drawing and Talking,' 'Positive People,' Achievement Books, Social Skills and Friendship Groups.

Parent Partners

Parent Partners work to support communication between home and school and are available at the beginning of every day. They are available to support our families whenever needed. This could include supporting any anxious or upset children or taking and passing on messages. If they are unable to help, they will look to find someone who can.

Accessibility

We aim to ensure our school is fully accessible to anyone with disabilities.

School Closures

We will always endeavour to open the school, but in certain cases for example severe bad weather that may affect access to our essential services, closure may be unavoidable. During severe weather please check the school website for messages, if the school will remain closed these details will be broadcast from approximately 7.00am onwards, we will also send you a text message.

If a school closure is announced during the day, we know that all our parent/carers will make every effort to collect their child as soon as possible. If you personally cannot get to school, or you work out of the local area, please do ensure you let us know who will collect your child on your behalf.

Health and welfare

Medicines

A member of the school team can administer prescribed medicines, such as antibiotics, to your child providing the school has a signed permission form from yourselves as parents/carers. We request that parent/carers come in and administer any non-prescription medicines themselves as in line with our policy we are only permitted to administer, Paracetamol, Nurofen and Allergy Medicines age appropriate.

A permission form should be signed for inhalers to be used in school. If your child requires the use of an inhaler in school, please ensure that one is kept in school at all times, together with a spacer. If your child carries an epipen, we ask that parents/ carers provide two to keep in school; one with them and one to be kept in the School Office as a spare. With any significant medical conditions, we ask parents/ carers to complete a a Protocol Form, outlining symptoms, signs and treatments. For children with asthma we request that parents/carers share their astham plan with the school.



STEP 8: POLICIES AND TERM DATES

Hobletts Manor Junior School

Home Learning

Reading and home learning activities are an important part of our partnership. Such activities provide additional opportunities for children to consolidate what they have learnt beyond the classroom environment. In addition we ask each family to spend time enjoying books together. We ask that this be recorded in your child's reading record and Marvelous me five times each week, seven if completing the reading challenge.

Who do I speak to if I have a question or query?

Communication between home and school is key. Do please come and speak to us if you have a question or query. The Office team can help with any questions related to:

- Dinners and Dinner Money Payments
- Swimming permission and Payments
- Uniform
- Administering Medicines
- Contact Details
- End of Day Arrangements

The Office team is available between the hours of 8.30 and 4pm daily. Alternatively you can email admin@hoblettsjm.herts.sch. uk or call (01442) 251805.

Our PE lead, Mr Wallis can help you with any questions related to:

- Swimming lessons Sporting Fixtures
- PE
- Sports Clubs

Our Safeguarding Team, Mrs S Short, Mrs Boulder, Mrs C Short, Miss Palmer can help if you have any questions relating to any aspect regarding children's safety and well being, including e safety.

Mrs Buck, our Off Sites Visits Co-Coordinator, can answer any questions you may have in relation to a trip, including PGL.

Our Teaching Team can help with any questions related to your child's learning or behaviour.

All teachers are on the playground at the start and end of the day. Alternatively you can call (01442) 251805. A member of the Office Team will then be able to help you by contacting the teacher, taking a message or making an appointment.

Mrs C Short Our inclusion co-ordinator and mental health lead can answer questions you may have related to additional support for your child or concerns regarding your child's wellbeing.

Please pop in and see us or call (01442) 251805

Our Parent Partners, Mrs Archer and Mrs Sides, are available to support families with any aspect of school life or, pass on messages or.

Parent Partners are available at the start and end of the day. Alternatively call (01442) 251805

What to do if you have a concern/complaint

If ever as a parent/carer, you have a concern about any aspect or school life please do come and talk to us. Most concerns can be resolved informally. However, in the event that a parent/carer remains dissatisfied having spoken to the school, the complaints procedure should be followed. This is available on the school's website or a paper copy can be requested from the school office.

Getting involved in Hobletts

Parent Volunteers

There are many ways that parents/carers can provide help in the classroom, e.g.. hearing children read, supporting a small number of children with their work, helping on school trips, etc. Help can be within your child's class or with another age group. As well as supporting us, parents/carers find that helping in class also helps them to learn more about what goes on in school and the learning process. If you have some time available and are willing to help, please contact the School Office. You will be required to obtain a DBS certificate which we can do on your behalf.

Friends of Hobletts Manor School (FoHMS)

FoHMS is the parent/carer/teacher association for both Hobletts Manor Junior School and Hobletts Manor Infant and Nursery School. As a parent/carer of a child attending a Hobletts School you are automatically a member of FoHMS and we warmly welcome you to join us at meetings and events. Regular activities are organised by Friends of Hobletts Manor School (FOHMS) to raise funds for school and support curriculum initiatives. Your help and support of these events is greatly appreciated. If you are interested in joining FOHMS, please contact us on fohms@outlook.com

Governing Body

We have a Governing Body, which includes Parent Governors as well as representatives from staff, the local authority and the local community. The Governing Body has a range of duties and powers and a general responsibility for the conduct of the school. Vacancies for Parent Governors are advertised as they arise. your own child's Assessment.

Every child's progress is regularly evaluated and recorded through a mixture of ongoing teacher assessments and more formal testing. Year 6 children are formally tested in May. These tests are externally set and marked and children receive their results in July. As a Parent/Carer, information on your child's achievements is discussed with you at consultations and shared in your child's annual report. We are more than happy to meet and share this information at other times if you would find this helpful.

Family Consultation Evenings

Family Consultation Evenings are held twice a year, typically in October and March.

Family Maths Challenges

We run a family maths challenge each year: do get involved.

News

Keeping In Touch

At Hobletts Manor Junior School we strive to ensure our parents/carers are well informed about their child's learning and about what is going on in school. Our website (www. hoblettsjm.herts.sch.uk) contains lots of useful information including news, term dates and copies of any letters that are sent out. Please see the 'News and Dates' section.

Newsletter

A weekly newsletter is sent home on a Friday via ARBOR, a paper copy is not sent home. Copies are available from outside the school office and it also be found on our website.

Letters Home

Letters are sent home on a regular basis via email. Please check the school website and your child's bag (if receiving paper copies) to make sure you haven't missed anything.

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define consistency in terms of practice, procedures and protocols.

Parents need policies

Policies are also useful to parents and carers. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies that parent/carers have parent/carers may find useful are:

- Child Protection.
- Accessibility.
- School Equality Scheme.
- · Charging and Remissions.
- SEND.
- Behaviour.
- Complaints.
- Attendance.

These policies can be located on our website: www.hoblettsjm.herts.sch.uk Click on the Statutory Information tab.



Term dates 2024/25



Inset days: 2nd September 2024 - 3rd September 2024

Start of term: 4th September 2024

Half term holiday: 28th October 2024 - 1st November 2024

Occasional Day: 29th November 2024

Christmas holiday: 23rd December 2024 - 3rd January 2025

Inset Day: 6th January 2025

Half term holiday: 17th February 2025 - 21st February 2025

Easter holiday: 7th April 2025 - 21st April 2025

Bank Holiday: 5th May 2025

Half term holiday: 26th May 2025 – 30th May 2025

Inset Day: 2nd June 2025
Inset Day: 23rd July 2025

Summer holiday: 24th July 2025 - 3rd September 2025

'Inspiring Proud Confident Life Long Learners'

At Hobletts Manor Junior School all staff, governors, children and parents/carers are committed to working in partnership.

Our Vision

 To Inspiring proud confident life long learners.

Our Mission

 Together create opportunity and challenge expectation to develop successful, resilient and aspirational children within an inclusive and supportive environment.

We are

- An all inclusive school where all members of the school community have equal access to learning opportunities and enjoy growing, learning and achieving together.
- A caring school that welcomes everybody and recognises and celebrates British Values and diversity, tolerance and respect.
- A school with high expectations committed to supporting and challenging each learner to be the best they can be.

- A school that aims to inspire, through the delivery of an engaging and enriched curriculum.
- A school where all learners believe in themselves and each other, view challenge as an opportunity and learning as limitless.

To support our vision, we have our RFR code, written by the children. We expect all our children to be:

- Responsible
- Friendly
- Respectful



Hobletts Manor Junior School Adeyfield Road Hemel Hempstead Herts HP2 5JS

Tel: 01442 251805

Email: admin@hoblettsjm.herts.sch.uk Web: www.hoblettsjm.herts.sch.uk



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