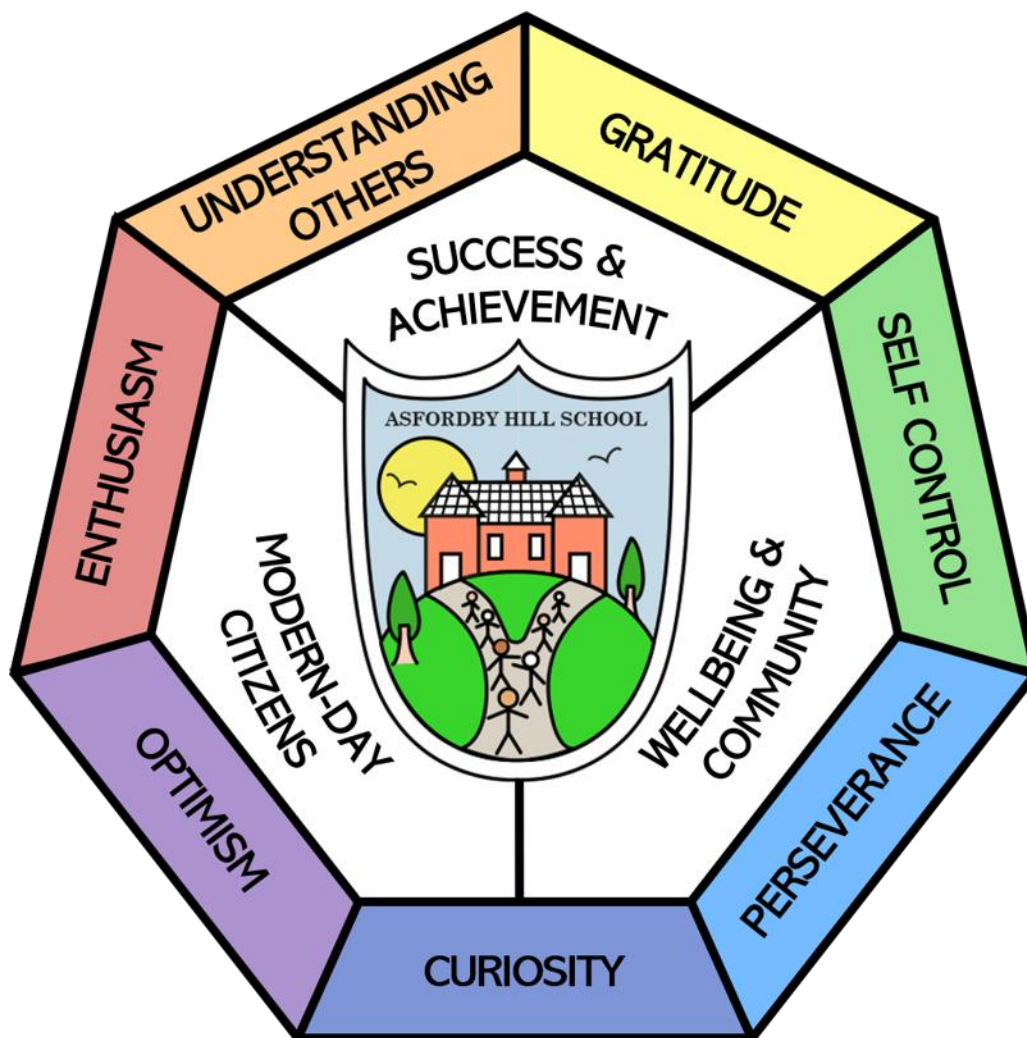


ASFORDBY HILL PRIMARY SCHOOL

Guidelines for Parents

2025-2026



Individual Value; Valuing Individuals

WELCOME TO ASFORDBY HILL SCHOOL

This booklet will give you an insight into the way our school works. It is hoped that it will enable you to make the transition to our school a smooth one for your child.

We are sure that your child will enjoy his/her time at Asfordby Hill School. If you wish to come and discuss any matter with us, you will always be very welcome.

Our address is	Asfordby Hill Primary School Melton Road Asfordby Hill Melton Mowbray Leicestershire LE14 3RB
Telephone	01664 812244
Email	admin@asfordbyhill.leics.sch.uk
Website	www.asfordbyhill.leics.sch.uk

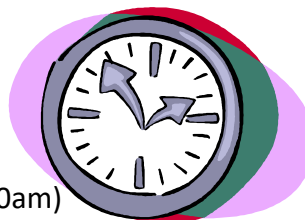


SCHOOL TIMETABLE

Our School Day.

The daily routine is:

Children enter school	8.45 am (Morning register closes at 9:00am)
Morning Session	8:45am – 12.00 noon
Lunch Time	12 noon - 1.00 pm
Afternoon Session	1.00 pm – 3.15 pm



First Full Day

School opens for children at 8.45am. From the first day we encourage children to enter the classroom on their own. We understand that they may feel anxious and unsure but we find that goodbyes are often harder from inside the classroom. Look out for the bubbles and music on their first day which will lead you to our Chestnut classroom door!

If you have not already done so, please hand in your completed admission forms to either the staff in the class, or hand them in to the office.

It is not uncommon for a child to be anxious and upset on the first few days of starting school. The staff in your child's classroom will be used to dealing with children in this situation and will settle and comfort your child and focus his/her attention.

Starting a new school can be very exhausting. Don't be surprised if your child comes home very tired. Try not to ask them what they did at school today as soon as you see them. The immediate response to this is more often than not 'Nothing much!' Children need time to relax and unwind after school, and given time, will undoubtedly share their news and stories with you. Remember, you can see what your child has been doing on Seesaw (school/class communication system) to guide the conversation.



HOME SCHOOL COMMUNICATION

As the success and progress of each pupil depends to a great extent on interest and encouragement from both home and school, it is important to develop a good relationship between us.

Three times a year you have the opportunity to discuss your child's progress with the teacher. However you may wish to speak to us at other times and we welcome this. Many matters can be dealt with quickly and easily, by a personal visit or by phone. Sometimes you may need to arrange an appointment to speak to your child's teacher, please use your discretion on deciding what is appropriate.

At Asfordby Hill School we place great importance on discussions with parents. We will contact parents when we feel there is a need for discussion on schoolwork or your child's school day.

Absences

Absences: The school must be informed about any absences, either by personal contact, phone, email or letter, **on the first day of that absence**. Please give as much information as possible so we can support your child's return to school.

The school office is available for messages between 8.30am and 3.30pm.

DO NOT contact your class teacher about absences on Seesaw as they will not have time to look or answer them during the school day.

Parking

Please use the school car park off the roundabout and cross the road with the School Crossing Patrol. You **must not** park on the yellow Zig-Zag lines outside the school gates or turn your car around in the area outside school. This is a small area with many children present – we need to keep all children safe.

Home time

If there are to be any changes in who is collecting your child from school, **please inform the school office as soon as possible**. Staff **will not** send children home with another adult unless we have your permission, either in writing or by phone. Children are only allowed to leave school with a parent/carer who is **inside** the school gates unless previous arrangements have been made.

Holidays

If it is absolutely unavoidable to take your children out of school for a particular reason, you must first get the Head Teacher's permission. Leave of Absence request forms can be obtained from the school office. However holidays in term time are not encouraged, and therefore not usually authorised, as they disadvantage your child in so many ways – socially and academically.

INFORMATION FOR PARENTS



Behaviour

At Asfordby Hill Primary School, we foster a culture of personal responsibility and empower our students to effectively manage and comprehend their actions. We place great emphasis on cultivating empathy, encouraging our students to consider the perspectives of others and the broader global community. Through numerous collaborative opportunities, we aim to promote tolerance, acceptance of diverse opinions, and a strong sense of belonging within our school community.

We hold high standards for our students and encourage them to strive for excellence. It is the shared responsibility of staff, parents and students to maintain our school expectations. Through proactive restorative practice, we build close class communities where all students feel valued and have a sense of belonging.

We prioritise positive language and behaviour, fostering meaningful relationships. When unwanted behaviours arise, we use restorative approaches to teach students the impact of their actions. By embracing this approach, we empower students to make responsible choices. Students are accountable for their behaviour and accept challenges and logical consequences.

We work very closely with parents to help children make the right choices.

Early Club/ After school LCub

At present, Asfordby Hill School has an Early Club which runs from 8.00am each school day and an After School Club which runs until 5pm. Here the children can have breakfast/ afterschool snack before they join in social activities. There is a cost for these clubs.

Money payments

The majority of payments should be made via Arbor.

Help in the Classroom

At Asfordby Hill we welcome parents as volunteers, either on a regular or irregular basis, depending on how much time they are able to give. Our volunteers do a variety of activities with the children depending on their interests and abilities. This includes listening to readers, sewing, cooking, gardening, craft, music etc. ALL volunteers need a DBS check before they can volunteer, along with a reference. This is a simple process and can be arranged by the school. We are very grateful for the help that parents offer. Please let us know if you'd like to volunteer.



Bumped Head Letters

Your child is supervised at all times and we endeavour to ensure their safety. Should your child bump their head, however minor, we always send them home with a letter to that effect. This is for your attention and for you to be aware of any possible developments that may occur after leaving school.



All accidents are treated promptly and recorded in an accident book.

On the subject of heads.....

Head Lice is an occasional problem in all school and Asfordby Hill children are not immune. Please could you follow these procedures.

1. Keep long hair tied back.
2. Use conditioner and a nit comb on your child's hair regularly.
3. Tell the class teacher immediately if you think your child has head lice.



This is always confidential. Names are never disclosed.

Arrangements may be made for a letter to go to parents of children in the class, so they can check and treat their children.

4. Treat your child's hair by shampooing, conditioning and combing.
5. Talk about it to other parents – head lice can only be controlled if we are all vigilant.

School Uniform

Sweatshirts, hoodies, fleeces and polo shirts with the AHS logo are on sale in school and at Kidzone, Leicester Street. They can also be bought from the major supermarkets but without the logo.

School colours are red and navy blue. The majority of children wear red sweat shirts and navy blue fleeces, with dark trousers/skirts, with red, navy blue or white polo shirts. Children wear black school shoes. Jewellery is **not** permitted with the exception of small stud earrings.

Outdoor Learning

Much of the Foundation Stage learning now takes place out of doors. To help our children access learning in all weather conditions, please provide a pair of named Wellingtons to be kept in school.



P.E.

On PE days children can come to school in their PE Kit (Trainers, dark coloured tracksuit bottoms, white T Shirt, Plain red or navy blue Hoodie) All long hair must be tied back and no earrings or jewellery can be worn when we doing P.E. You will be told your child's PE days at the beginning of the term.



Labelling Clothes

Please ensure that ALL CLOTHES AND SHOES are LABELLED or MARKED with the child's name. Wellingtons, shoes, plimsolls can be marked on the inside with a biro or permanent marker and may need to be redone during the year. Other items – scarves, gloves, lunch boxes etc can also go missing and should also be labelled. Your child will most probably misplace their sweatshirt/hoodie/jumper etc and it is much easier to search for it if it has a name inside.

Break Time

When your child comes to school he/she will have free milk (one third of a pint) during the school day until their fifth birthday. You must register on the **Cool Milk** website to claim this. Fruit is also provided until they are 7. KS2 children can bring a piece of fruit for their break.



COMMON FEARS AND WORRIES

We hope that the following statements will alleviate some of the common fears and worries experienced by many new children and parents.

- 1 The Foundation Stage Children can go to the toilet as often as they need to, and the teacher will not be cross if there is an 'accident'. Please put spare underwear in their school bag just in case. If a child soils themselves during the day, school will contact you to come and change your child. The older children are encouraged to go to the toilet at breaktime, although if a child needs to go, they will always be allowed.
- 2 The children will not get lost going around the school. There will always be someone to show them the way - either a teacher or older child.

If you have any concerns

If there is any aspect of school activity that concerns you whether specific to your child or school life in general, please let us know. The order of approach is normally to contact:

1. The class teacher concerned
2. The Co-Head Teachers
3. The Governors

The Co-Head Teachers and staff welcome contact with parents and will always try to make time to see you. To ensure that they are available please first contact the school office.



**We look forward to
helping your child flourish!**



Asfordby Hill Term dates

Autumn Term

**Teacher Days
(School closed to Children)** Thursday 21st August 2025
Friday 22nd August 2025

August Bank Holiday: School Closed Monday 25th August 2025

Schools open: Tuesday 26th August 2025

Half term break: Monday 20th to Friday 24th October 2025

Schools close: Friday 19th December 2025

Spring Term

Schools open: Monday 5th January 2026

Half term break: Monday 16th to Friday 20th February 2026

Schools close: Friday 27th March 2026

Summer Term

Schools open: Monday 13th April 2026

May Day Bank Holiday: School Closed Monday 4th May 2026

**Teacher Day
(School closed to Children)** Friday 22nd May 2026

Half term break: Monday 25th May to Friday 29th May 2026

Schools close: Wednesday 8th July 2026

**Teacher Days
(School closed to Children)** Thursday 9th July 2026
Friday 10th July 2026
