



**Parents' & Carers'
Handbook
2026**

Headteacher	Mrs Rachel Gourley
Admin Officer	Miss Jackie Lloyd
Site Maintenance	Andy Thelwell
Acorns Team (EYFS/KS1)	Miss Pemberton (class teacher) Mrs Dickens, Miss Jen, Miss Warhurst, Mr Lloyd-Evans (teaching assistants)
Oaks Team (Years 3/4)	Mrs Kelly White (class teacher) Mrs Laura McVicar, Mr Lloyd-Evans (teaching assistants)
Oaks Team (Years 5/6)	Mrs Bev Arrowsmith (class teacher) Mrs Haslam, Mrs Dickens and Miss Palin (teaching assistant)
SENDCo	Mrs Sarah Atkinson
Speech, Language and Communication	Mrs Diana Churchill-Evans

Introduction

Welcome to Huxley CE Primary School. This handbook aims to give you some useful information about the school, introducing the people involved with the school and our routines. Further information can be found on our school website www.huxleyprimary.cheshire.sch.uk which is constantly updated. The aim of this handbook is to provide a quick, easily accessible guide to parents and carers. We hope you find it useful.

Uniform

The school uniform is black shoes or trainers, grey or black skirt or trousers, royal blue polo shirt, and royal blue sweatshirt or cardigan. Branded polo shirts, sweatshirts and cardigans are available to be purchased by card on our Schoolmoney system (you will be set up on this system after enrolment in September), or can be ordered via the school office if payment is by cash or cheque. Children may choose to wear grey or black shorts or a blue checked dress in the summer months if they wish. We encourage comfort and therefore plain non-branded (no sports logo) joggers are permitted also.

Smart black trainers are permitted to encourage safe, active play at breaktimes.

The P.E. uniform is blue shorts, a blue T-shirt and trainers. A new Huxley branded kit has been added to our uniform last year. We have ordered some surplus stock of tshirts so that you can purchase these when you start should you wish to and then you can order the rest once your Schoolmoney account is up and running. Since COVID we have kept the rule of coming into school wearing PE kits on PE days (currently Monday and Thursdays) as we feel this is easier for the children and less time consuming (for changing etc) for staff. On Fridays the children are welcome to bring spare clothes for outdoor ed.

We also have a pre-loved stock in school should you wish to purchase these for a small donation to school.

Curriculum

We have written our own bespoke curriculum to inspire our children and to ensure that our children who are a flexi route have face to face hours with the teachers in every subject area each term. The afternoon lessons are taught on a rotational basis. All of these plans can be found on our website. Full time pupils experience a curriculum as they would in any other school, just on a rotation.

Detailed information about the EYFS curriculum and ethos is also on our website and shared with you via Showbie when you have access to this.

Timetable

Please see timetable below.

Acorns		Oaks and Mighty Oaks	
8.45-9.15 Register and worship			
9.15-9.45	Phonics	9.15-10.30	Guided Read and English
9.45-10.30	English or maths		
10.30-10.45 Break			
10.45-11.45	English or maths	10.45-11.45	Maths
11.45	Lunch	11.45-12.00	Class Novel
12.45	Class Story Time	12.00-1.00	Lunch
1.00-1.15- Reflection and Spirituality Session			
1.15-2.15	Afternoon Session 1	1.15-2.15	Afternoon Session 1
2.15-3.15	Afternoon Session 2	2.15-3.15	Afternoon Session 2

Our playground is open from 8.30 and staff collect the pupils at 8.40 to take them in.

Registration is 8.45.

At the end of the day, you can stand on the playground outside the children's entrance doors and the staff will allow children out once parents have been seen.

Breaktime Snack

Children are encouraged to eat a healthy snack at break which they can bring from home but we also have free fruit available for all EYFS and KS1 children. Sweets and fizzy drinks are not appropriate and should not be brought into school. There is also a fruit trolley available throughout the day for all children to access.

Water

Children are encouraged to bring water to drink throughout the school day in a clearly labelled bottle. These should be taken home each day for cleaning.

Clubs

Clubs are usually on Tuesday, Wednesdays and Thursdays. We will communicate with you any clubs that are available via our weekly newsletter. Reception children can struggle to attend after school clubs due to the long day so please speak to the staff if you have any concerns about this.

Homework/Home education support

Children are encouraged to read at home and suggested activities to support your child's learning will be provided via Showbie. Teachers will share their plans for Monday/Fridays via our online platform Showbie. You will be provided with a log in once you have started with us in September and Mrs Gourley will run a coffee morning to go through how Showbie works.

We do ask that you evidence the work that you embark on on home education days if you are flexi- just so we know that the offer is working for you and your child and that they are receiving a full education.

Reading

Children will bring home a selection of books - some to read to you which will be at their current level (phonics practice) and other books for you to read with them- these are their Read for Pleasure books. We would encourage you to read with your child as often as possible, making sure it is an enjoyable experience.

Dinners

Hot school dinners are available daily- we are currently moving to a new provider and further details will be sent out to you regarding this in a separate email. If a child requires a school dinner, they can order it each morning when the register is being taken (other than the first week where it is packed lunches only whilst the new catering firm takes over- apologies for this inconvenience)

Children who choose to bring their own packed lunch should bring it in a clearly named box or bag. We request that parents/carers provide a healthy and balanced diet.

Pupils may be eligible to claim for free school meals. Further details can be found here - <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/free-school-meals>

Please note that we are a NUT free school.

Visits

At the start of each school year, parents/carers will be asked for consent for their child to be taken off site to visit local places of interest e.g. our church, our village etc. We like to make the most of our minibus to benefit the children's learning.

Any further trips that are not in our local area, we will send out additional permissions slips usually via a Google Forms link.

Lost Property

Please ensure all children's clothes are clearly labelled with their names. We will endeavour to return items to their rightful owners.

Mobile Phones/Toys

We ask that children do not bring mobile phones or toys into school unless pre-arranged. If phones have to be brought in for any reason e.g. medical or family visits after school etc, a form will need to be signed - please speak to the school office. We also have a mobile phone policy that needs to be adhered to. This will be shared with you via our website at the start of term.

Medicines

Any child needing prescribed medicine (including inhalers) must have a permission slip completed by a parent or guardian. The permission slip is available from the school office or on the Forms section of our website, and is kept in the Pupil Medication Records file. Medication should be in a clearly labelled and named bottle/container from the pharmacy. The Headteacher can agree to administer non-prescribed medicine providing a permission slip has been completed.

All medical incidents are recorded on our in house MedicalTracker.

If your child has any allergies, a member of our team will be in contact to discuss allergy plans and school support.

Drop off/Collection

The school gates open at 8.30am. Please bring your child into the school yard. The class teacher will take pupils into the classroom. We ask that parents/carers do not enter the classroom or cloakrooms to help safeguard our pupils. At the end of the day the school gate will open at 3pm, ready for a 3.15 collection, please make your way around to the children's entrance. A member of staff will be on the doors to help support you with all of these new transitions.

Absence

If your child is away from school due to illness, medical appointment, etc. you should contact school as soon as possible on the morning, stating the name of the caller, the name of the child, the reason for the absence and their probable return date (if known).

Alternatively, you may send an email to our absence inbox via Compass. Our Compass App information will be shared with you once enrolled.

A member of staff will contact parents/carers after 9.15am if no reason for absence has been communicated. If your child has suffered from sickness or diarrhoea, please allow a minimum of 48 hours following their last bout before returning to school to minimise the risk of passing the illness to another class member.

Attendance is monitored termly by an external EWO (Educational Welfare Officer) and the Flexi offer is reviewed termly by the headteacher and class teachers- attendance is one of the elements which form this offer review

Communication

Wherever possible, we will send short messages/reminders home using our text and email service Teachers2Parents or email service Compass to which parents/carers can reply. Our website outlines the communication flowchart so you know who to contact and when.

Unless a family has indicated that they wish to be sent paper copies, all letters are sent out via our email service- Compass.

Our school website www.huxleyprimary.cheshire.sch.uk is constantly updated with information.

Concerns

If you have any concerns or worries, please speak to a member of staff. We are here to help.

Photographs

We take photographs of the children at our school for many different reasons:

- as evidence/records of their work/activities;
- to put on our school's website;
- in the school prospectus or in other printed publications.

Before we take a photograph, we need written consent in order to comply with the GDPR regulations. We will send you a Google Form giving you the opportunity to give consent or withdraw consent for any of the above uses at the start of each year. If your preferences change at any point during the year, please just contact Miss Lloyd.

Money

Where possible, payments are made online. If this is not possible, then cash or cheques should be brought into school in a named envelope (with the amount and what it is for) and handed in at the school office.

You will be provided with logins for Compass, which is also a payment system, in September or whenever your child starts at Huxley.

Safeguarding

Our Safeguarding Lead is Rachel Gourley and her Deputy is Bev Arrowsmith. Our safeguarding Governor is Laura Rhodes. If you have any questions about safety in regard to your own children or have any concerns about another child in the school, please pass these on to either Mrs Gourley or Mrs Arrowsmith so that they can help. If you have a safeguarding concern about a child whilst the school is closed please call the Integrated Access and Referral Team (iART) or the Emergency Duty Team (EDT) for help and advice-Telephone iART- 03001237047

The team can be contacted 8.30am-5pm from Monday to Thursday and 8.30am- 4.30am on Friday. If you have an urgent concern outside of these hours, or over a bank holiday, please call the Emergency Duty Team (out of hours) on 01244977277

Please can parents note that mobiles are not allowed to be used on site. If you urgently need to take a call please do so outside the school gates or ask a member of staff to allow you to use a staff area to take a call.

Our Local Governance Committee

The governing body consists of-

The headteacher

Emily Dickinson (chair)

Lisa Fielding

Claire Garner

Laura Rhodes

Sarah Atkinson

Clerk to Governors- Provided by Second2None School Support

Key responsibilities of the governors of Huxley CE Primary School

- To provide a strategic framework, within which the Headteacher and staff run the school, by setting visions and aims, establishing structures, setting priorities and targets for school improvement and agreeing policies.
- To support and challenge the work of the school through appropriate monitoring, and evaluating the impact of agreed plans and policies.
- To hold the Headteacher and staff to account for the performance of the school, and explain decisions made/ actions taken by the LGC to parents and other stakeholders in order to account for the school's overall performance.

The Headteacher is committed to involving the LGC in the life of the school, however the day-to-day management of the school remains the responsibility of the Headteacher.

PROVISIONAL TERM DATES -

TERM DATES 2026-2027

Autumn 2026

- Tuesday 1st September INSET
- School Opens 2nd September
- Tuesday 2 September - Friday 23 October (38 days)
- Half Term: Monday 26 October - Friday 30 October
- Monday 2 November - Friday 18 December (35 days)
- Christmas Holiday: Monday 21 December - Friday 1 January

Spring 2027

- Monday 4th and 5th January INSET
- Wednesday 6th January - Friday 12 February (28 days)
- Half Term: Monday 15 February - Friday 19 February
- Monday 22 February - Thursday 25 March (24 days)
- Spring Break: Friday 26 March - Friday 9 April (Bank Holiday - Good Friday 26 March)

Summer 2027

- Monday 12 April - Friday 28 May (34 days) (Including Monday 3 May Bank Holiday)
- Half Term: Monday 31 May - Friday 4 June (Including Monday 31 May Bank Holiday)
- Monday 7th and Tuesday 8th June - INSET
- Wednesday 9th June return to school -Wednesday 21 July (31 days)
- Summer holidays: Thursday 22 July - Tuesday 31 August