



Baycroft School Information for Parents

School details

Baycroft School
Gosport Road
Stubbington
Hampshire
PO14 2AE
Tel: 01329664151
Fax: 01329 668601
Email: adminoffice@baycroft.hants.sch.uk

Hampshire County Council Information

[Contact the Council](#) | [About the Council](#) | [Hampshire County Council](#)

Other useful contact details

Transport Services: 01962 846924 | [Hampshire County Council - School Transport Enquiry](#)
SEN Services: 01329 316165 | SENhelpdesk@hants.gov.uk

Arrival at School & Playground Information

The School gates open at 8:50am. Students should not arrive at school before this time. Parents and taxi drivers/escorts are expected to stay with students until the gates are open and duty staff are in place from 8:50am

Timings of School Day - Before School: 8:50 - 8:55

| | | |
|-------|-------|-------|
| P1 | 08:55 | 09:15 |
| P2 | 09:15 | 10:00 |
| P3 | 10:00 | 10:45 |
| Break | 10:45 | 11:00 |
| P4 | 11:00 | 11:45 |
| P5 | 11:45 | 12:30 |
| Lunch | 12:30 | 13:00 |
| P6 | 13:00 | 13:50 |
| P7 | 13:50 | 14:35 |
| P8 | 14:35 | 14:55 |

SCHOOL UNIFORM

All students are required to wear the school uniform. This helps to instil a sense of pride and team spirit within our school.

School uniform consists of:

Plain black, navy or grey trousers/skirt
Plain white or pale blue polo shirt
Plain navy jumper or sweatshirt and/or school fleece
Black school shoes
Plain black trainers are also permitted

Items with the school logo are available to buy from the skoolkit, there may be a small amount of second hand stock available from the school's retail unit

Hair should be naturally coloured with **no** extreme hairstyles. Shaved patterns or tramlines are **not** permitted.

Piercings, other than ears, are **not** permitted
Students are **not** permitted to wear false nails

Please consider the changeable nature of weather conditions and provide your child with appropriate outerwear to suit on a daily basis.

PE Kit consists of:

T-shirt (an optional Baycroft t-shirt can be ordered)
Shorts/Tracksuit bottoms Trainers (if your child wears black trainers to school, they must have a separate pair for P.E)
Swimming costume and towel (when required)

Due to safety concerns, the wearing of jewellery is not permitted during PE lessons. If your child has pierced ears, please ensure they can remove and replace earrings by themselves.

Any child wearing earrings that cannot do this will be asked to put surgical tape over them for PE lessons.

Please ensure that all items of clothing are clearly labelled with your child's name.

Valuables

The wearing of jewellery is discouraged in school as it can get lost or could cause an injury. The wearing of a watch is acceptable. Students who have pierced ears must wear studs.

School Equipment

The school provides all of the books and equipment that your child will need to use in school, however many students like to bring their own pencil case and equipment.

We would suggest at least the following pencil case contents – pen(s), HB pencil(s), ruler (marked in centimetres) and a rubber.

Students will also require a school bag to carry their belongings and equipment to and from school.

Mobile Phones and Devices

Students are not permitted to use their phones or other devices in school. Students are therefore required to place their phones/devices in a lockable safe for the day.

There is a safe in every tutor room. Students are reunited with their devices end of the day for their journey home.

Medical services

If your child has an accident in school, they are to seek medical attention from a first aider in the medical room. We will notify you by telephone of any serious injuries.

(Please ensure that you keep the school updated of any change in your emergency contact details/new mobile phone number.) On occasion, this might be with limited information about the circumstances of the injury but will be followed up with contact from the form tutor or a member of the pastoral team.

Communicable/Infectious Diseases

When pupils are off school because of sickness or diarrhoea, they should not be sent back to school until 48 hours after symptoms have passed. Pupils must be kept off school for a period of time where they have an infectious or contagious disease. These include common ailments such as impetigo, conjunctivitis, chicken pox etc. Please contact your GP or local health centre for up-to-date advice if you believe your child may have a communicable disease or speak to our medical team who have access to Public Health England guidance. For further information regarding how long students need to be kept at home and not sent to school either contact the school office or go to www.hants.gov.uk/education exclusion policies for infectious diseases.

Head lice

Please check your child's head regularly and notify the school if you find head lice. Current advice on the treatment of head lice is available from your local pharmacist.

Asthma Inhalers

Parents of student who carry their own inhalers should supply a spare named inhaler just in case your child's inhaler is lost or misplaced. This will be kept in the school office in a locked cupboard with your child's details of when and how this inhaler should be administered.

Medicines in school

If your child is required to take any medication during the school day, the medicine should be brought into the school office in its original labelled box, a consent to give medication form will need to be completed confirming the detail of dose and timings.

The school day

During lunch/break times student will be expected to play outside unless the weather is excessively wet. When a 'wet lunch' is declared, by the ringing of a school-wide signal, students must stay inside and off playgrounds and outside areas as they will not be supervised.

Those who do not go home on school transport should be collected outside the main pupil entrance at dismissal

For health & safety reasons, dogs are not permitted in the school grounds unless they are Therapy or Assistance dogs.

School Office

The school office is open from 8am until 4pm Monday – Thursday and until 3:30 on Fridays. The school has an answering machine for leaving messages. Where a response is required, we aim to do this on the day the message is received, and certainly within 24 hours. You are also welcome to send an email to the School Admin account email: adminoffice@baycroft.hants.sch.uk

The school grounds are gated and any visits to the school are through the school office. All visitors to school will be asked to sign in, read and take note of the school's health & safety and safeguarding procedures and wear a visitor's pass badge. Visitors may be asked to provide proof of identity, especially if they are collecting a child.

School Meals

It is the Authority's policy to provide meals and facilities for the consumption of packed lunches in all schools where these are required.

The school menu can be found by following the link below.

[Food Choices - Baycroft School](#)

School Meal charges are currently £3.20 per meal, all dinner monies must be paid by cash or online using the Tucasi account system (ScoPay). If paying by cash, please ensure it is given into reception in a sealed envelope with the students' name. We prefer payments in advance to keep your child's school meal account in credit.

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support

- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit.

You can check if you are entitled to receive free school meals on the following web link

[Free school meals | Education and learning | Hampshire County Council](#)

Where students bring a packed lunch to school, parents are responsible for ensuring that lunch box contents are stored at the correct temperature, by including an ice pack where necessary. We are a **NO NUTS** school due to having children with severe allergies so **please ensure there are no nut containing products in packed lunches.**

Parents should be aware that they can request a special diet for their student if there are medical or religious reasons for doing so.

Students who require Medically Prescribed or Modified Diets, with parental/guardian assistance, should be identified during the admission process.

The school aims to encourage young people to enjoy food which is both attractive to them and nutritionally sound whether this is a school meal, a packed lunch or a snack. We would appreciate your support in achieving this aim.

Some pupils may be entitled to free school meals.

School Tuck Shops

The cold tuck shop operates daily. We also have a Hot Tuck shop which operates on Tuesdays & Thursdays. The range of snacks provided are at various costs.

We **do not** have a breakfast club, however, if students are not able to have breakfast before leaving for school, toast can be provided during tutor time. Please contact your child's tutor to make arrangements for this.

Cakes/Treats

We request that cakes/treats etc for birthdays are not sent to school for sharing as this can cause difficulties where there are students in class with food allergies /intolerances or other dietary circumstances.

PUPIL ABSENCE PROCEDURES

Attendance and Absence Procedures

Parents are responsible for ensuring that their student attend school regularly and arrive on time.

Regular and punctual attendance is linked closely to achievement and school staff wishes to work with parents to ensure that student can reach their full potential. The school is required by law to maintain an accurate record of the attendance and absence of each pupil

and parents are requested to assist in this process by keeping the school informed if their child is to be absent for any reason.

Unplanned Absence

If a child does not arrive at school and there is no reasonable explanation provided for his/her absence, then members of staff will be required to ascertain the whereabouts and safety of the individual child. To avoid causing unnecessary concern for staff and parents the importance of good communication between home and school cannot be over-emphasised.

Parents are asked to assist school staff in the manner detailed below:

- If your child is unable to attend school through illness/other reason, please telephone the school **before 9:00am** on **each day of his/her absence**.
- When you contact the school, it would be helpful if an indication could be given as to the child's expected length of absence from school.
- Where the call goes to voicemail please leave a message with your child's name, tutor, reason for absence and expected length of absence.

Planned Absences

As part of Government Regulations, we are required to record all absences as "authorised" or "unauthorised". Authorised absences are due to illness or family bereavement and can also include time off to attend, e.g. sporting events or music exams. Hampshire County Council has deemed that holidays taken during term time should be recorded as unauthorised absence unless there are special exceptional circumstances. Should you wish to remove your child from school to attend a family holiday you must request permission from the Head Teacher. On most occasions this will be recorded as unauthorised absence. Parents are asked to limit the number of holidays taken during term time, to minimise disruption to your child's education. For **annual holiday dates** for Hampshire schools contact the school office **or** go to [School holiday dates | Education and learning | Hampshire County Council](#)

- For medical or dental appointments, the school office and teacher should be informed beforehand. As far as possible such appointments should take place outside of the school day.
- Students should always be collected and returned by an adult on these occasions at the school office. We operate a signing out/in procedure to ensure your child's personal safety and to meet fire safety regulations.

School Closure Due to Bad Weather or Other Emergency

Parental Role

We would like you to:

- Ensure your child wears appropriate outdoor clothes throughout the winter.

- Decide whether it is safe for your child to travel to school in bad weather, either by school transport or on foot.
- Provide the school with information about emergency contacts to whom your child can be sent at short notice if you are not available.

Also:

- If school transport is not running, please don't take your child – or other student – to school yourself unless it is safe for you to do so. You will be responsible for ensuring that the student you took to school are transported home again and therefore need to be available in the event that the school has to close early due to deteriorating weather conditions.
- In difficult weather conditions school transported pupils should not wait any longer than 15 minutes past the normal pick-up time before returning home. In case the transport doesn't arrive please make sure you have made alternative arrangements for your child.
- If your child travels by school transport you are responsible for their safety to and from the pick-up/drop off point whether they use school transport or a public service vehicle.

When will schools be closed?

The Headteacher will decide if and when schools should close due to bad weather or another emergency. In bad weather they will decide this after receiving information about local weather conditions. This decision can be made during any time, day or night. Information around school closure will be available from 7am on both the School Closure System on the school website and Hampshire website. You may also receive a text or email.

During bad weather some staff may not be able to get to school – so the school may have to close because there are too few teachers present. Sometimes only part of the school will be closed or only some of the pupils will be dismissed early.