



F A Q

What should I do if...

My child is ill and not well enough to attend school?

Please call/email the School Office before 8:30am to advise the reason of absence Tel. 01535 273847 or email parents@hardenprimaryacademy.co.uk

My child requires medication in school?

School can administer medication that has been prescribed by a doctor (with a pharmacy label on) that requires administering 4 times a day or more or that should be taken with food. If the medication states 3 times a day, then this should be given at home (before school, after school and before bed). School can also administer Calpol/Paracetamol if it is provided to us in an unopened bottle, sealed sachet or fast melt (for up to 3 days maximum). We cannot accept open bottles of medication that is not prescribed by a doctor. For all medication in school a medication form (see attached below) must be completed by the parent/carer and both the medicine, and the form must be handed to the School Office in the morning and collected from the School Office at the end of the day.

My child is late for school?

Our School's start time is 08:30am. You will need to drop your child off at the School Office if you are late for school, as the classroom doors will be closed and the gates locked. As per the attendance policy, you will need to sign your child in on the electronic system.

I am running late for pick up?

If you are running late for pick up by a few minutes late, you don't need to let us know, we will keep hold of your child however if you are running 10 mins late or longer, please call the School Office to let us know. You will need to collect your child from the School Office.

I need someone else to collect my child?

You chose a password when you completed your child's admission form with us, please give this password to the person who will be collecting your child. You do not need to let us know unless someone is collecting your child who has never done so before.

I need to take my child out of school?

To take your child out of school for any reason (holiday, weekend away, music/dance exam, funeral, religious observation) a 'Leave of Absence' form must be completed two weeks prior (where possible) and handed to the school office. (Form attached to the bottom of this document).

Holiday dates - Where can I find school holiday dates?

We keep our website as up to date as possible and amend it daily. There is all sorts of useful information on there, such as school holiday dates.



Wrap around care - I want to sign up for Breakfast club and Afterschool Care Club?

A company called Springfield (which is part of Harden Pre School) offers Breakfast and Afterschool Care for children at Harden Primary. They can be contacted on Tel. 01535 275019

Milk - How do I sign my child up to receive school milk?

Children under 5 receive milk free under a government scheme. If your child is 5 or over and they would like them to have milk in school, please sign them up by visiting <https://customers.coolmilk.com/v2/register/>

Activity Clubs - When can I sign up my child for an after-school sports club?

An Activity Clubs Timetable is sent out giving details of the upcoming activities on offer, dates, times costs etc. before the end of each half term. Clubs are open to children in Year 1 to Year 6. Reception children usually join in when they reach the summer term.

FSM - What do I need to do if I think I am entitled to Free School Meals?

Check the Bradford Council website, if you think you qualify for FSM you will need to apply via the council website (below) and register for FSM, then speak to the Head of School or the Office Manager in the School Office. <https://www.bradford.gov.uk/benefits/applying-for-benefits/free-school-meals/>

Universal FSM - My child is in Reception, Year 1 or Year 2, do I need to do anything to received Universal Free School Meals?

No, all children in Reception, Year 1 and Year 2 get free school meals unless you choose to provide them with a packed lunch and receive a piece of fruit or veg for snack.

Do I need to claim FSM even though my child is in KS1 (Reception, Year or Year 2) and will receive Universal Free School Meals?

Yes, if you are entitled to FSM and your child is in KS1 and gets Universal FSM, you will still need to register with Bradford Council for the FSM entitlement. Please speak to the Head of School or the Office Manager in the School Office.

If you have a query about your child, your child's work, progress or homework, please email your child's class teacher and they will contact you to discuss:

reception@hardenprimaryacademy.co.uk
year1@hardenprimaryacademy.co.uk
year2@hardenprimaryacademy.co.uk
year3@hardenprimaryacademy.co.uk

year4@hardenprimaryacademy.co.uk
year5@hardenprimaryacademy.co.uk
year6@hardenprimaryacademy.co.uk
parents@hardenprimaryacademy.co.uk



REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Head of School has agreed that school staff can administer the medicine.

Details of Pupil:

Surname Forename(s): _____

Class: _____

Condition or illness: _____

Medication : 1 _____

 2 _____

Is there a care plan in place? **YES/NO**

Parents must ensure that in date properly labelled medication is supplied.

Full Directions for use: 1 _____

 2 _____

Dosage can only be changed on a doctor's instructions

Timing: 1 _____

 2 _____

In the event of an emergency: _____

Are there any side effects that the School needs to know about?: _____

Self-Administration **Yes/No** (delete as appropriate)

Name of Parent/Carer: _____

Signature: _____

Date: _____



APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name of School: Harden Primary School 2114

Date of Request.....

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Bradford Council expects all parents/guardians to ensure that their children attend school regularly. Absences due to holidays, taken during term time can seriously impact on a pupil's academic attainment. Bradford Council's policy is to only grant leave of absence in the most exceptional circumstances. If permission is given for Leave of Absence the Headteacher will determine the number of days of absence.

Taking 'Leave of Absence' without the school's permission could result in you being issued with a Penalty Notice fine of £60. Penalty Notices are issued, per parent per child. Where permission has been given for 'Leave of Absence', if you fail to return your child within 10 schools days of the agreed return date, your child may be removed from the school roll.

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure. Thank you.

PARENTS SECTION

Surname of child		First name	
Date of birth		Year Group	
Surname of parent/guardian		First name of parent/guardian	
Address of child			
Postcode		Telephone number	
Reason for absence			
Length of absence applied for (number of school days)		Destination	
Date of departure		Date due back in school	
Emergency telephone contact in the Bradford district	Emergency telephone contact abroad		
Parent's/guardian's signature			Date

SCHOOLS SECTION

Date of meeting with parent/s		Headteacher's signature	Date
Leave of Absence	Approved for		School days
	Not approved for		School days
Reason for refusing Leave of Absence			

Please contact school should you have any queries or concerns.
 Email: parents@hardenprimaryacademy.co.uk

Tel: 01535 273847

