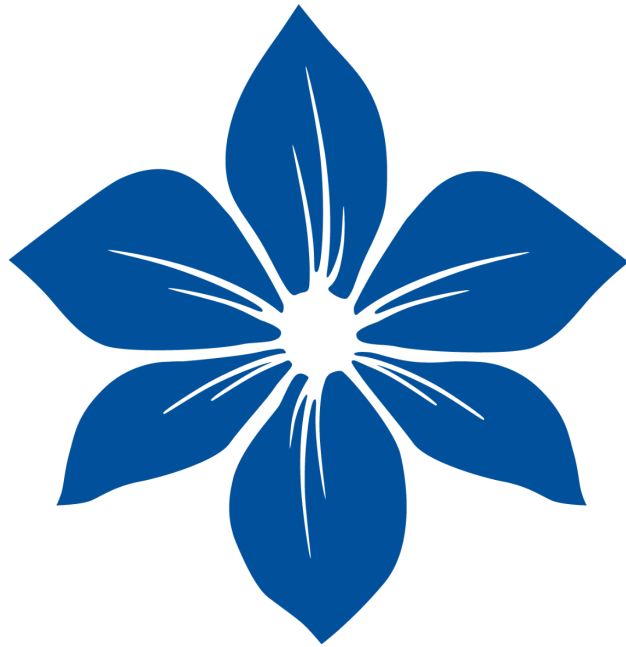




Hayes

Primary School

Parent Handbook

Welcome to Hayes Primary School

A Welcome from our Headteacher

I am delighted to welcome you to Hayes Primary School. I hope our handbook gives you a flavour of daily life here and a sense of the warmth, care and ambition that make our school such a special place for children to learn and grow.

Set on the edge of the countryside, in extensive and beautiful grounds, Hayes Primary enjoys all the advantages of a city school whilst keeping its strong village character. Respect is at the heart of all we do and we are proud to be a compassionate community where children feel safe, valued and inspired to achieve their very best.

At Hayes, we believe there are no boundaries to excellence. Our vision and values of ambition, collaboration and equity run through everything we do. We are ambitious for every pupil, striving for academic excellence whilst also nurturing creativity, sporting ability and a genuine love of learning. By working closely with families and with colleagues across The Spring Trust, we ensure that every child is supported, challenged and celebrated for who they are.

We are fortunate to have a dedicated and stable staff team, with very low turnover, who know our children well and go the extra mile every day. Specialist teaching in music, French and PE enriches our curriculum, while our Music Hub provides opportunities for all pupils to shine – whether through choirs, orchestras or performances.

Our enrichment offer is something we are especially proud of. From art, drama and science clubs to a wide range of sports – including football, gymnastics, hockey and cross-country – there is something for every interest. Educational visits, workshops and residential trips bring learning to life and create memorable experiences beyond the classroom.

We also place great importance on transition. From carefully planned induction into Reception to our strong links with local secondary schools in Year 6, we ensure smooth and supportive transitions so that children feel confident and well-prepared for the next stage of their education. This includes the important move from Year 2 to Year 3, where children transition from Key Stage 1 to Key Stage 2; as we are one school, this is a particularly smooth transition, with familiar surroundings, consistent routines and expectations and well-known adults helping children feel secure, confident and ready for the next stage.

Our pupils are rightly proud of Hayes. They show positive attitudes to learning, high standards of behaviour and excellent attainment across the curriculum. With the support of parents, carers and our Parent Council, they flourish in a caring environment that nurtures resilience, confidence and a lifelong love of learning.

I hope this handbook provides you with all of the information you need for different aspects of your child's journey through Hayes Primary School.



Our Ethos

At Hayes Primary School, we believe there are no boundaries to excellence. Respect is at the heart of all we do and we work together as a compassionate community to nurture and develop the whole child. We are ambitious for every pupil, striving for academic excellence while also fostering creativity, sporting ability and a love of learning. Through collaboration with families and one another, we ensure equity so that every child is valued, supported and equipped with the resilience, confidence and skills they need to achieve their personal best.

Our Vision

‘No Barriers to Excellence’

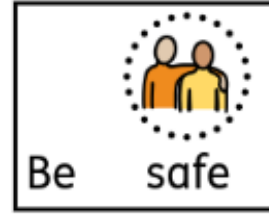
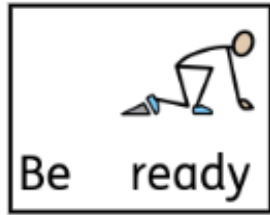
Our Values

Our School Values form the priorities that underpin our curriculum design. We believe that by focusing on our school values, our children will be prepared and ready to meet the challenges of the next steps of their education and life so that they can achieve their personal best. These are:

- **Ambition:** At Hayes Primary School, ambition means striving to be the very best we can be. We encourage children to aim high, embrace challenge and persevere when things feel difficult. It is not just about academic success, but also about developing confidence, creativity, kindness and resilience so that children believe there are no limits to what they can achieve.
 - **Collaboration:** At Hayes Primary School, collaboration means working together with respect and kindness. We encourage children to support one another, share ideas and celebrate success, developing strong teamwork, communication and problem-solving skills. By working in partnership with families, staff and the trust, we show that together we achieve more.
 - **Equity:** At Hayes Primary School, equity means ensuring every child gets the support and challenge they need to succeed. We recognise that all pupils are different and are committed to removing barriers so that every child can thrive. It is about fairness—giving each child what they need to achieve their best and feel valued.
-

Our School Rules

At Hayes Primary School we have three school rules, referred to in school as **"The 3 Bs"**:



1. **Be Ready**
2. **Be Respectful**
3. **Be Safe**

We feel all behaviour and choices fall within these three rules. Children will regularly be reminded of the 3 Bs and if children make the wrong choice, a discussion will be held with them about which of the 3 Bs they were not following.

Home School Partnership Agreement

We have a home school partnership agreement which is shared with families when they first join us in Reception or if you join us in-year. This document lays out how as a school we want to work together with families to ensure the best possible outcomes for every child.

- **View online:** <https://www.hayesprimary.co.uk/parents/home-school-agreement>

Key Information

Type	Details
Address	George Lane, Hayes, Bromley BR2 7LQ
Telephone	020 8462 1769
Website	www.hayes-pri.bromley.sch.uk
General Email	admin@hayes-pri.bromley.sch.uk
Absence Email	absence@hayes-pri.bromley.sch.uk

Instagram

@hayesprimaryschool

School Term Dates

2025-2026 and 2026-2027 (Note: Please refer to the specific academic calendar insert below or the [school website](#) for the detailed breakdown of term starts, half-terms, and INSET days.)

TERM DATES AND HOLIDAYS 2025-2026

Autumn Term 2025

Autumn 1 Pupils in school: **Wednesday 3 September – Friday 17 October**
(Monday 1 September and Tuesday 2 September Staff Inset Days - children not in school)
(Bank holiday Monday 25 August)

2 week Half Term Monday 20 October - Friday 31 October

Autumn 2 Pupils in school: **Monday 3 November – Friday 19 December**
(Friday 21 November Staff Inset Day - children not in school)

Christmas Break Monday 22 December up to and including Monday 5 January
(Monday 5 January Staff Inset Day - children not in school)

Spring Term 2026

Spring 1 Pupils in school: **Tuesday 6 January - Friday 13 February**

Half Term Monday 16 February to Friday 20 February

Spring 2 Pupils in school: **Monday 23 February – Friday 27 March**

Easter Break Monday 30 March to Friday 10 April
(Good Friday 3 April, Easter Monday 6 April)

Summer Term 2026

Summer 1 Pupils in school: **Monday 13 April - Friday 22 May**
(Bank holiday Monday 4 May)

Half Term Monday 25 May up to and including Monday 1 June
(Bank holiday Monday 25 May)
(Monday 1 June Staff Inset Day - children not in school)

Summer 2 Pupils in school: **Tuesday 2 June – Thursday 23 July**

Inset Days 2025-26 (Staff in school but children are not in school)

Monday 1st September 2025
Tuesday 2nd September 2025
Friday 21st November 2025
Monday 5th January 2026
Monday 1st June 2026

Bank Holidays 2025-26

Monday 25th August 2025 (Summer Bank Holiday)
Thursday 1st January 2026 (New Year's Day)
Friday 3rd April 2026 (Good Friday)
Monday 6th April 2026 (Easter Monday)
Monday 4th May 2026 (Early May Bank Holiday)
Monday 25th May 2026 (Spring Bank Holiday)

TERM DATES AND HOLIDAYS 2026-2027

Autumn Term 2026

Autumn 1 Pupils in school: **Thursday 3 September – Friday 16 October**
(Tuesday 1 September and Wednesday 2 September Staff Inset Days - children not in school)
(Bank holiday Monday 31 August)

2 week Half Term Monday 19 October - Friday 30 October

Autumn 2 Pupils in school: **Monday 2 November – Friday 18 December**
(Friday 20 November Staff Inset Day - children not in school)

Christmas Break Monday 21 December up to and including Monday 4 January
(Monday 4 January Staff Inset Day - children not in school)

Spring Term 2027

Spring 1 Pupils in school: **Tuesday 5 January - Friday 12 February**

Half Term Monday 15 February to Friday 19 February

Spring 2 Pupils in school: **Monday 22 February – Thursday 25 March**

Easter Break Friday 26 March to Friday 9 April
(Good Friday 26 March, Easter Monday 26 March)

Summer Term 2027

Summer 1 Pupils in school: **Monday 12 April - Friday 28 May**
(Bank holiday Monday 3 May)

Half Term Monday 31 May up to Friday 4 June
(Bank holiday Monday 31 May)

Summer 2 Pupils in school: **Monday 7 June – Friday 23 July**
(Monday 14 June Staff Inset Day - children not in school)

Inset Days 2026-27 (Staff in school but children are not in school)

Tuesday 1st September 2026
Wednesday 2nd September 2026
Friday 20th November 2026
Monday 4th January 2027
Monday 14th June 2027

Bank Holidays 2026-27

Monday 31st August 2026 (Summer Bank Holiday)
Friday 25th December (Xmas Day)
Monday 25th December (in lieu of Boxing Day)
Friday 1st January 2027 (New Year's Day)
Friday 26th March 2027 (Good Friday)
Monday 29th March 2027 (Easter Monday)
Monday 3rd May 2027 (Early May Bank Holiday)
Monday 31st May 2027 (Spring Bank Holiday)

The School Day

Start of the day

Year Group	Doors Open	Entry into school	Day starts
Early Years Foundation Stage	8.35-8:45am	Children enter through the gate of the EYFS outdoor area.	8.45am
Year 1	8.35-8:45am	Children enter through the door by the small hall (Infant playground side)	8.45am
Year 2	8.35-8:45am	Children enter through their external classroom doors	8.45am
Year 3	8.35-8:45am	Children enter through the Year 3/4 corridor door	8.45am
Year 4	8.35-8:45am	Children enter through the Year 3/4 door	8.45am
Year 5	8.35-8:45am	Children enter through the Year 5/6 door or their classroom door	8.45am
Year 6	8.35-8:45am	Children enter through the Year 5/6 door or their classroom door	8.45am

Important: George Lane "School Street" Restrictions

George Lane operates as a **School Street** to ensure the safety of our pupils. The road is closed to all unauthorized vehicles during the following times:

- **Morning:** 8:15 am – 9:15 am
- **Afternoon:** 2:45 pm – 3:45 pm

Access & Safety Notes:

- Pupils may use either entrance on George Lane; both are equipped with pedestrian footpaths.
- **Strictly No Pedestrians in the staff car park:** Please do not walk across the staff car park at any time.
- **Vehicle Speed Limit:** For those with authorized vehicle access (a school street pass), a strict **5mph speed limit** applies across the entire school site.
- **Parking:** In the interests of safety, please keep the road and pavement immediately outside the school clear. Do not park on the yellow zigzag lines.

Arrival & Supervision

We ask that families arrive **no earlier than 8:25 am** unless children are attending a pre-arranged activity (e.g., a sports club or tutoring).

- **Supervision:** Please note that children who arrive before **8:35 am** cannot be supervised by school staff.

End of the day:

Year Group	Children dismissed at	Dismissal Place
Early Years Foundation Stage	3.10pm	Children collected from their outer classroom door
Year 1	3.15pm	Small playground next to the small hall
Years 2	3.15pm	Children collected from their outer classroom doors
Years 3 & 4	3.25pm	KS1 playground
Year 5	3.25pm	5G/5M classroom doors and 5K Year 5/6 corridor door
Year 6	3.25pm	6C classroom door and 6S/6V end of Year 5/6 corridor

Late Collection

If you anticipate being late to collect your child for any reason, please inform the school office as soon as possible (**020 8462 1769**) so that we can ensure your child is safe and make alternative arrangements until your arrival.

[A]

Adverse Weather Conditions (School Closures)

Hayes Primary School will stay open if at all possible during severe weather. Closing the school is a decision made with the health and safety of children and staff in mind.

Communication Channels

We endeavour to make a decision by **7:30 a.m.** and will communicate via:

- **School Website:** www.hayes-pri.bromley.sch.uk (Home Page)
- **Parentmail/Text:** Email or SMS message.
- **Instagram:** @hayesprimaryschool
- **Class Dojo**
- **Bromley Council Website:** www.bromley.gov.uk

Important: Please do not allow unaccompanied older children to set off without checking that the school is open. If the school is closed, **Breakfast club, after school club and other external clubs will also not operate.**

Procedures During the School Day

- **Early Closure:** If school closes during the day, parents will be informed by telephone/text. Staff will remain with children until they are collected.
- **Travel Safety:** Parents are responsible for deciding if the journey is safe. Please avoid collecting children early unless you feel their safety is at risk.

Arrangements When School Remains Open

- **Access:** Pathways will be cleared. Please "Park and Stride" from neighbouring roads (Hayes Lane/Hayes Farm) and use the crossing patrol.
- **Soft Start:** Doors remain open until **9:10 a.m.** to allow extra travel time.
- **Safety:** Paths are gritted from gates to entrances; please stick to these paths.
- **Winter Clothing:** Children must be adequately dressed (warm coat, hat, gloves, scarf). During severe weather, please provide **named boots** and a **change of shoes** in a plastic bag.

After School Enrichment (Clubs)

We offer a wide range of clubs held before school, at lunchtime, after school and on weekends.

- **Registration:** Each club has its own sign-up and payment process. Links are available on the school website.
- **Third-Party Providers:** Most clubs are run by external providers. The contract is between the parent and the provider.
- **GDPR & Medical Info:** The school **does not** pass medical information, allergies, or collection details to external clubs. **It is the parent's responsibility to provide this information directly to the club provider.**

Current Club Offerings Include:

- Allstarz Cheerleading, Awesome Artists, Brick Players Lego, Bromley Football Club, BYMT Music, Centre Stage Theatre, Charisma Gymnastics, Choir, Cross Country, Gardening, Jamcoding, Band, Karate, Korfbal, Netball (Girls), Orchestra, Spanish, Spectacular Science, Street Dance, Wellness Wednesday, Yoga.

You can find more information about each club, including the timetable and details on how to sign up, on our website <https://www.hayesprimary.co.uk/page/?title=External+Clubs&pid=301>

Assemblies

Assemblies are a central part of school life and play an important role in promoting our ethos and values. We come together each day for assembly and collective worship, giving pupils a shared sense of belonging while celebrating achievements and exploring important themes.

Our weekly assembly structure is as follows:

Monday – Headteacher assembly

Tuesday – Singing or themed assembly (linked to current themes and wider world issues)

Wednesday – Class assembly rehearsal or themed assembly

Thursday – Singing or themed assembly

Friday – Celebration assembly (including Star of the Week, Over and Above Champions and other achievements)

This regular rhythm helps to build a strong community, celebrate success, and reinforce the values that underpin life at our school.

Special Assemblies

- **Awards for Excellence:** Held half-termly for Sport, Learning Powers, English or Maths. Parents of recipients will be invited.
 - **Class Assemblies:** Each class leads one assembly each year, giving parents the opportunity to see and celebrate their learning.
 - **Performing Arts:** Includes Reception/KS1 Nativities, Christingle, Carol concerts and the Year 6 Summer production.
-

Absence, Attendance and Punctuality

"Every day counts!"

Regular attendance is essential to ensure children reach their potential both academically and socially. We strive for every child to be in school every day. Our Attendance Champion is **Mrs. Howell**.

Reporting an Absence

If your child is absent, please notify the school office by **8:45 AM**. You must contact us **every day** that your child is away; this is a mandatory safeguarding requirement.

- **Email:** attendance@hayes-pri.bromley.sch.uk
- **Telephone:** 020 8462 1769
- **The 48-Hour Rule:** If your child has suffered from vomiting or diarrhoea, they must be symptom-free for at least **48 hours** before returning to school.
- **Safeguarding Protocol:** If we do not hear from you, we will send a text message. If we still cannot confirm the child's safety, we will contact other listed family members. We may conduct a home visit or, in some cases, contact the police for a welfare check.

The School Day & Punctuality

	Doors Open	Doors Close	Unauthorised Late
EYFS	8:35	8:45	9:15
KS1	8:35	8:45	9:15
KS2	8:35	8:45	9:15

Children should arrive no earlier than **8:25 AM** (unless attending a pre-arranged club). Children will not be supervised before 8:35am.

- **Soft Start:** Doors open at **8:35 AM**.
- **Registration:** The school day starts at **8:45 AM**.
- **Collection Changes:** If a different adult is collecting your child, you must notify the office by **2:00 PM**.

Finish Times:

- **EYFS:** 3:10 PM
- **KS1:** 3:15 PM
- **KS2:** 3:25 PM

Late Arrivals: If your child arrives after the doors close, they must be signed in by an adult in the "Late Book" at the office. This is recorded as an unauthorised late mark. Arrivals after **9:15 AM** are recorded as an unauthorised attendance mark.

Monitoring and Rewards

We monitor attendance weekly. If attendance falls below expectations, we implement a staged intervention process to work in partnership with families. This may involve the Education Welfare Officer (EWO) or early help interventions.

- **Weekly Rewards:** The top attendance classes in EYFS, KS1, and KS2 receive "Attendance Champions" certificates in our Celebration Assembly.
- **Newsletters:** Attendance figures for each class are published in our regular school newsletters.

More information about attendance can be found on our website - [here](#).

Arbor

Arbor is our primary online system for managing your child's information. It is essential for staying connected with school life.

Parents can use Arbor to:

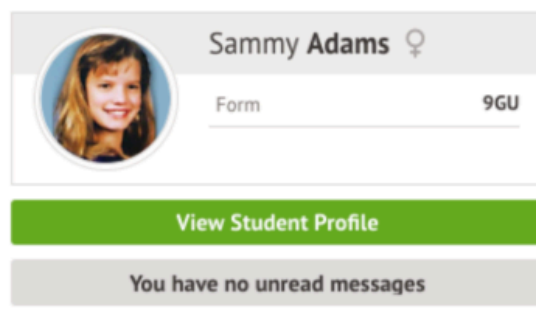
- Update contact details and emergency information.
- View attendance records.
- Receive notifications regarding First Aid incidents.
- Read school messages and key updates.

Action Required: We encourage all parents to download the Arbor app, keep accounts up to date and check them regularly to ensure no vital information is missed. If you have any issues with logging in, click [here](#) for the Arbor Help Centre

Your Homepage Dashboard

The dashboard is the first screen that you will see. This gives a quick glance of the student's daily timetable, behaviour points, meals, notices, current attendance and progress.

You can see your **in-app messages** by clicking this button under your child's photo.



Quick Actions ▾



Adam Allen

Form 6LJ

View Student Profile

You have no unread messages

Notices

You have not consented to Social media image publication for Adam Allen - click to correct ▶

Payments

Total outstanding

-£710.71

Click to review accounts and add a payment

Current lesson ▶

09:00 - 12:00
Tue, 19 Sep 2023
Year 6: Form 6LJ
Mr Johnson

Next lesson ▶

12:00 - 12:10
Tue, 19 Sep 2023
Year 6: Form 6LJ >
Mr Johnson

Statistics

Attendance (2023/2024)

73.3%

73.3%

73.1%

Year

Last 4 weeks

Golden Time - this term

0

This year: 0 points

Last term: 202 points

Summer - Grade Average

3

Summer: 3

Previous Term: 2

Summer - 'On Track' Progress

66.7%

66.7%

66.7%

Summer

Previous Term

Positive Behavioural Incidents - this term

3

This year: 3 incidents

Last term: 6 incidents

Negative Behavioural Incidents - this term

2

This year: 2 incidents

Last term: 0 incidents

Guardian Consultations

No guardian consultations for Adam Allen

Accounts

Adam Allen : Meals

Balance: -£502.71 ▶

Adam Allen : Donations

Balance: £0.00 ▶

Adam Allen : Uniforms

Balance: £0.00 ▶

Activities

Adam Allen: Clubs ▶

Adam Allen: Trips ▶

School Shop

Available data on your child

If your child's school has granted access, you will be able to click on different parts of the home page to view more data on your child.

For example, clicking the attendance percentage will bring up the attendance page which breaks down the attendance figures into present, late, or absent.

Statistics

Attendance (2017/2018)

90.7%

90.7%

100%

Year

Last 4 weeks

Summer Term - Grade Average

35

Summer Term: 34.7

Previous Term: 33.1

Behaviour Points - this term

Summer Term - 'On Track' Progress

Megan's page

Main Dashboard

Profile

Calendar

▼ Attendance

Summary

By Date

Progress

▶ Activities

Recent Attendance for Megan Hill

Statistics for Academic Year 2018/2019	
Possible sessions	404
Present	398 sessions (98.51%)
Late	12 sessions (3.02%)
Authorised absent	6 sessions (1.49%)
Unauthorised absent	0 sessions (0.00%)

Recent Attendance (12 Jun 2019 - 19 Jun 2019)	
Present	9 sessions (100.00%)

Being a guardian for multiple children - switching students

If you are the Primary Guardian for more than one child in the school, you can access and view each child through the same portal.

On the Parent Portal

On the left-hand side of your homepage, click the arrow next to the current child's name. Select the other child.

When doing this for the first time, you will need to enter your other child's date of birth.

Sonia Adams

▼

Patricia Adams

Sonia Adams



Form

View Student Profile

On the Parent App
Click the profile icon at the bottom right of your screen and click **Switch student**.

 Arbor

↔ Switch student

 Messages

 Gordon Baker

 Help

 Logout

[B]

Behaviour

At Hayes Primary School, we are committed to maintaining a calm, safe and respectful environment where everyone can thrive. We believe that positive behaviour is a shared responsibility between the school, our pupils, and our families. To support this, we have introduced our [Parent Behaviour Leaflet](#), which is available on the school website. This leaflet summarises our behaviour procedures. We thank you for your ongoing support in keeping Hayes Primary a positive space for all.

Behaviour at Hayes Primary School



No Barriers to Excellence



At Hayes Primary School, we create a calm, safe and respectful environment where every child feels they belong and that they matter. Through high expectations, clear routines and consistent adult support, children develop positive attitudes, behave well and achieve their personal best. Our approach is rooted in strong relationships and our values of ambition, collaboration and equity.

Our 3 Simple Rules

Everything we do is built around three clear expectations:

- Be Ready
- Be Respectful
- Be Safe

These rules are simple, consistent and used by all adults and children across the school. They help children understand what is expected of them in every situation – in lessons, at playtimes and around the school.

Our Approach

Our approach is based on consistency, strong relationships and high expectations.

- Calm, consistent adult behaviour
- Clear, consistent routines
- Positive relationships
- Build self-esteem
- Restorative conversations

We believe that children respond best when expectations are clear and adults are predictable, fair and supportive.

Promoting Positive Behaviour

We place a strong emphasis on recognising and encouraging positive behaviour. Children are regularly praised and celebrated. This includes:

- Verbal praise and encouragement
- 'Star of the Week' in celebration assembly
- Fantastic Friday Phone calls home to share positive moments
- 'Over and above' stickers and certificates
- Breakfast or hot chocolate with the Headteacher
- Whole-class rewards like 'Out of the World' points
- Dexter time
- Headteacher, Deputy Headteacher and Assistant Head stickers



By focusing on what children do well, we build confidence, motivation and a sense of belonging.

If Behaviour Falls Below Expectations

Like all schools, there are times when children make the wrong choice. When this happens, we respond in a calm, consistent and fair way.

1. A private reminder of expectations
2. A clear warning (privately given so as to not publicly shame)
3. A consequence to teach cause and effect (for example, 'give back' time at play or lunchtime)
4. Time out of class, if needed
5. A restorative conversation

Children are always given the opportunity to reflect on their behaviour, understand the impact of their actions and make better choices moving forward.

What is Give Back Time?

'Give back' time is when a child spends time (less than 5 minutes, with their teacher; more than 5 minutes with SLT) at play or lunchtime reflecting or completing missed learning. You will be notified by email if your child receives a 5 minute SLT 'Give Back'.

This helps children to understand that:

- Parents and school are working together
- Actions have consequences
- Learning time is important
- We take responsibility for our choices

If a child receives three or more SLT 'give back' times of five minutes or more within a half term, parents are invited to meet with the class teacher to discuss how we can work together to support improvement.

Persistent Low Level Behaviours

If low-level behaviours continue over time, we will work more closely with families through a stepped approach:

- Meeting with the class teacher
- Meeting with the Year Group Lead
- Meeting with a member of the Senior Leadership Team (SLT)
- Meeting with the Headteacher

This ensures that the right level of support is put in place, and that we are working together to help the child succeed.

Restorative Conversations

A key part of our approach is helping children to reflect and learn from their behaviour. After an incident, adults will talk with the child to explore:

- What happened and how they are feeling
- Who was affected
- How others might have felt
- What can be done to put things right
- How to make better choices next time

This helps children develop empathy, responsibility and self-awareness.

Serious Behaviour

In rare cases where behaviour is unsafe or significantly disrupts others, we will act quickly and decisively. This may involve:

- Immediate consequences
- Time out or removal from class
- Involvement of senior leaders
- Communication with parents

Working in Partnership with Parents

Strong partnerships with parents make a real difference. We ask parents to support us by:

- Reinforcing our school rules: Be Ready, Be Respectful, Be Safe
- Talking positively about behaviour expectations
- Supporting school decisions and consequences
- Letting us know about anything that may affect your child

When home and school work together, children receive clear, consistent messages and are more likely to succeed.

Bikes and Scooters

We encourage children to use bikes and scooters as a healthy way to travel. To ensure everyone's safety, please follow these site rules:

- **Dismount at the Gate:** All children must dismount and push their bikes or scooters once they enter the school gates.
 - **Storage:** Secure storage areas are located on the pedestrian path by **Forest School** and at the back of the **Music Hub** building.
 - **Staff Only:** Please note that the bike area in the car park is reserved for staff use only.
-

[C]

Calculation Policy

Our approach to teaching mathematics can be found in our Calculation Policy.

- **View Policy:** [Click Here](#)
-

Car Parking

While we do not have an official on-site car park for parents, we offer restricted access to the large playground at specific times:

- **Breakfast Club Drop-off:** Available until **8:10 am**.
 - **After School Club Collection:** Available after **3:45 pm**.
 - **Strict Rule:** Please do not drive into the school grounds outside of these designated windows.
-

Challenge and High Expectations

At Hayes Primary School, we ensure all children are appropriately challenged so they can achieve their personal best. Our teaching is rooted in a mastery approach, where pupils develop a deep and secure understanding before moving on.

In mathematics, we follow the White Rose scheme, using small, carefully sequenced steps. Teachers challenge pupils by asking them to explain their reasoning, justify answers, spot mistakes and apply their learning to new problems. Challenge is about thinking more deeply, not simply moving on more quickly.

In writing, our 'study, twist, create' approach encourages pupils to analyse high-quality models and apply these techniques independently, supported by clear feedback and opportunities to edit and improve.

Across the curriculum, teachers use questioning, discussion and strategies such as 'no hands up' to ensure all pupils are actively engaged and challenged.

Our aim is for every child to leave Hayes as a confident, resilient and independent learner.

Class Dojo

ClassDojo

ClassDojo is our primary tool for sharing classroom-level updates.

- **Stay informed:** Teachers use ClassDojo for timetable changes, material requests, uniform reminders and essential news.
- **Whole-school updates:** We also share information about enrichment days and school-wide events here.
- **Getting started:** We encourage all parents to download the ClassDojo app to stay up to date. You can download it from the App Store or Google Play and the class code provided by the school to set up your account or you can search for Hayes Primary School and your child's class teacher.
- **Important:** Parents cannot contact staff through ClassDojo. Please do not send messages via the platform, as these will not be read.

The whole school page will look like this:

The screenshot shows the ClassDojo interface for Hayes Primary School. On the left is a sidebar with navigation options: Story, Calendar, Chats, Points (marked with a 'NEW' badge), Directory, Schoolwide Centre, Insights, Sidekick, Your Classes, and New Class. The main content area is titled 'Hayes Primary School' and features a header with a school icon and a search bar. Below the header, there's a section for 'What's happening at Hayes Primary School?' with buttons for 'Photo/Video', 'Event', and 'File'. A 'All stories' dropdown is visible. The main feed shows a post from 'Mrs. Moreton' (3M Eagle) posted '2 minutes ago'. The post text reads: 'We are having a great first day back! This half term we are reading 'The Iron Man' by Ted Hughes. We ideally need each child to have their own copy and we are a few short in our class. If you are able to, it would be great if you could purchase a copy for your child to be able to use in their reading and English lessons over the next half term. Thank you!'. It has 6 views. To the right of the main feed, there are two sidebars. The top one is 'Upcoming Events' showing 'No upcoming events' and buttons for 'View all events' and 'Create Event'. The bottom one is 'School Insights' showing 'Messages sent to families' with a count of 0 for 'Last week' and a count of 8 for the current period.

Class Mixing

At Hayes Primary School, we mix classes at three key points: at the end of Reception, Year 2 and Year 4. This is a carefully planned process that supports children both socially and academically, helping them to build confidence, develop resilience and form new friendships, while continuing to feel secure within their wider year group.

We approach class mixing positively, as an opportunity for a fresh start and continued growth. By learning alongside different classmates, children benefit from a wider range of friendships, experiences and perspectives. This helps to develop their social skills and prepares them well for future transitions, including secondary school.

The process is thoughtful and thorough. Teachers use their detailed knowledge of each child to create balanced classes, considering a range of factors including:

- friendships and social dynamics
- academic needs and attainment
- behaviour and wellbeing
- SEND and any additional needs
- gender balance, ethnicity and personalities

Throughout the summer term, children take part in a range of activities where classes are mixed. This allows teachers to observe how children interact with others across the year group and helps to ensure the best possible class groupings.

Children are also given the opportunity to share their views. They are asked to name five classmates (in no particular order) they would like to be with, and we make every effort to ensure that each child is placed with at least one of these friends, so they feel happy and secure in their new class. Class lists are then carefully reviewed by the Senior Leadership Team to ensure that all classes are balanced, inclusive and supportive for every child.

We do not take requests for specific classes from parents, as this helps us to ensure fairness for all children. However, we will always prioritise children's wellbeing.

Before the end of term, children find out their new class and teacher and take part in a transition day, where they spend time in their new classroom. This helps them to feel confident, reassured and excited about the year ahead.

Communication

At Hayes Primary School, we value strong relationships with our families and operate an open-door approach. We encourage regular communication and are always happy to support you.

There are a number of ways to stay in touch and keep informed:

- **Daily contact:** Senior leaders are available at the school doors each morning and at the gates at the end of the day for quick messages or queries.
- **Contacting your child's teacher:** If you would like to speak to your child's teacher, please email the school office at admin@hayes-pri.bromley.sch.uk. Your message will be passed on, and the teacher will respond by email or arrange a phone call.
- **Urgent matters:** For anything urgent, please call the school office directly so we can ensure the message is dealt with promptly.
- **ClassDojo:** Teachers use ClassDojo to keep parents informed about day-to-day school life. This includes timetable changes, reminders about materials or uniform, and essential class news. We also share whole-school updates here, such as enrichment days and key events.
 - *Important:* Parents cannot contact staff through ClassDojo. Please do not send messages via the platform, as these will not be read.
- **Weekly Parent Bulletin:** Our weekly bulletin, which is sent out on a Friday, is the main way we share key information with families. This includes important reminders, upcoming events, messages for specific year groups or classes, and our 'Plan Your Uniform' section to help you prepare for themed days or special events.
- **Curriculum information:** Each half term, year groups share a curriculum newsletter outlining what children will be learning, along with key dates and any important information (such as PE days or Forest School sessions).

We aim to respond to emails within three working days.

To support staff wellbeing, teachers are not expected to monitor or respond to emails outside of school hours (evenings, weekends or holidays). We appreciate your understanding in helping us maintain a healthy work-life balance for our staff.

Concerns & Complaints

We aim to resolve any concerns promptly and fairly:

1. **First Step:** Speak to your child's class teacher.
 2. **Escalation:** If unresolved, contact a member of the Senior Leadership Team via the school office or email.
- Our full **Complaints Policy** is available upon request.

Curriculum

At Hayes Primary School, we believe there are no boundaries to excellence. Our curriculum is designed to nurture and develop the whole child so that every pupil can achieve their personal best. Rooted in our values of ambition, collaboration and equity, we deliver an ambitious, knowledge-rich curriculum that is accessible to all learners, particularly those who are disadvantaged and those with special educational needs and/or disabilities (SEND).

Our curriculum is carefully sequenced and taught through distinct subjects, each valued in its own right. This ensures that pupils build deep knowledge and understanding over time, while also developing creativity, confidence and a love of learning.

Through strong collaboration with families and our wider community, and a commitment to equity, we ensure that every child is supported to succeed and prepared for the next stage of their education and life.

If you would like to find out more about our curriculum, please visit our [website](#).

[D]

Data Protection

Our school takes data protection very seriously and is fully committed to complying with the UK General Data Protection Regulation (UK GDPR).

- **Our Commitment:** We only collect necessary personal information, keep it secure, and use it responsibly and transparently.
 - **Storage & Sharing:** Information about pupils, parents, and staff is stored safely, shared only when appropriate, and retained for no longer than required.
 - **Privacy:** By following GDPR principles, we ensure that personal data is protected and that families can feel confident their information is handled with care and respect.
-

Detentions (Year 6 Only)

Detentions are used exclusively for our Year 6 children as part of their preparation for the transition to secondary school.

- **Supervision:** These sessions take place with the child's class teacher or a member of the Senior Leadership Team (SLT).
 - **Communication:** Parents will be contacted by phone to discuss the reason for the detention and to ensure children can be collected or dismissed from school safely.
-

[E]

EDI (Equality, Diversity, and Inclusion)

At Hayes, we are committed to promoting Equality, Diversity, and Inclusion (EDI) throughout all aspects of school life.

- **Curriculum:** Our learning reflects and celebrates a wide range of cultures, backgrounds, and perspectives, helping pupils to develop respect, empathy, and an understanding of others.
 - **Fair Access:** We believe every child should have fair access to opportunities. Our dedicated **Inclusion Team** works closely with teachers to identify and remove barriers to learning.
 - **Safe Environment:** We strive to ensure every child feels valued regardless of their race, religion, gender, ability, or family background. By focusing on positive relationships, we create a safe and welcoming environment where all pupils can thrive.
-

Emergency Evacuation Procedures and Lockdown

The safety of our pupils and staff is our top priority. We have clear fire evacuation and lockdown procedures in place, which are practiced regularly throughout the year.

- **Practice Drills:** Some practices are planned so children know what to expect, while others are unannounced to prepare for real-life situations.
 - **Parental Cooperation:** In the unlikely event of a lockdown, we ask parents and carers to **remain away from the school site** until it is officially safe to return. We understand this may be difficult, but following these protocols is essential to keep everyone safe.
-

E-Safety

Keeping children safe online is a priority at Hayes Primary School. We teach pupils how to use the internet responsibly and safely, with dedicated e-safety lessons taught at the start of every half term to reinforce key messages and address current online risks. Staff also monitor online activity during school hours to ensure it is appropriate.

- **Parent Support:** Parents receive guidance through our termly E-Safety Newsletters, which provide updates and tips on current online safety issues.
 - **Home-School Link:** If the school identifies any important or contextual information regarding a child's online activity, this will be shared with parents to help reinforce safe internet use at home.
-

[F]



First-Aid

Hayes Primary School has a team of trained first-aiders stationed across the school to ensure a qualified adult is always available. We follow rigorous procedures to record all incidents, allowing us to monitor our provision and make improvements where necessary.

- **Arbor Notifications:** If your child receives first aid for a minor incident, the details will be recorded on **Arbor**, and you will receive a notification. This will list actions taken, such as the use of a plaster, wipe, or ice pack.
- **Direct Contact:** For more serious injuries—including **head bumps**, significant trips or falls, or any injury to the head or face—the school will contact you directly by telephone.

For more information about our first aid procedures, please visit our website, [here](#).

Note: Our full first-aid recording process is outlined in the diagram below:

First Aid Recording Process

	Minor injury with no first aid treatment required No action to be taken	
	Minor injury (with first aid treatment given) (Cuts/scratch/graze/bruise/bite/sting etc) First aid slip or Arbor Comms to parent/carer A yellow wristband will be given to anyone with a bite/sting. Record at school level	  
	Minor head bumps You <u>may</u> receive a phone call home if deemed necessary First aid slip or Arbor Comms to parent/carer A red wristband will be given to all pupils with a head bump. Record at school level	   
	Serious injury / more serious head injury A phone call home - parent/carer to collect AR3 form to be completed and forwarded to Trust Support Manager Record at school level	 AR3 form 



Forest School

Every child at Hayes Primary participates in Forest School for one half-term each year, led by our specialist teachers. These sessions foster confidence, resilience, and a deep respect for the natural world through activities like den building, nature art, and team challenges.

Forest School Schedule:

- **Autumn 1:** Year 3
- **Autumn 2:** Year 1
- **Spring 1:** Year 4
- **Spring 2:** Year 5
- **Summer 1:** Year 2
- **Summer 2:** Year 6

Important Curricular and Clothing Notes:

- **PE Timetable:** During their Forest School half-term, children will have one indoor PE session replaced by Forest School.
 - **Required Dress:** On their Forest School day, children must arrive in **PE kit** with the following additions:
 - Long sleeves (to protect arms).
 - Waterproof shoes and outerwear.
 - A **clean change of clothes** and a separate bag for wet/muddy belongings.
-

[G]

Gate Walkers and Walking Home

We offer different dismissal options for older pupils to encourage independence while ensuring safety. Permissions will **need to be granted on Arbor by a parent before** children will be dismissed in the below manners.

- **Gate Walkers (Years 4, 5, and 6):** Children are dismissed by their teacher to be met on school site, at the gate at the corner of the school field (not on George Lane). Parents must wait on the grass/pedestrian path inside the gate. We will not allow children to walk through the gate without an adult present. A member of staff will always be on the gate at the end of the day to ensure children can find their adult.
- **Unaccompanied Walking (Year 6 Only):** Year 6 pupils may walk home alone or meet parents at the George Lane gate if parents believe they are mature and confident enough.

Safety Assessment for Parents:

Before giving permission for your child to walk alone, please consider:

- Do you trust them to walk straight home and behave sensibly with friends?
- Are they road safety aware?
- Do they know what to do if approached by a stranger or if they need help?

If you are confident they are ready, please inform the school office via admin@hayes-pri.bromley.sch.uk and update your consents on the **Arbor App**.

[H]

Hardship Fund

Our Hardship Fund provides discreet support for families experiencing difficult circumstances. It helps cover costs for uniforms, essential equipment, or school trips to ensure no child misses out. If families are experiencing financial difficulties, they should contact Mrs Griffin who can support with essentials for the family, not just the child at school etc

- **Donations:** We are incredibly grateful for the community's generosity. Donations can be made via the "Hardship Fund" item on **ParentPay**. Even small contributions make a meaningful difference.
-

Homework

Homework consolidates learning and builds positive study habits. Tasks are set every **Friday** and should be returned by the following **Wednesday**.

Year Group	Homework Format
EYFS	<i>Read, Write, Inc</i> phonics books and a storybook daily. Weekly tasks may include handwriting, simple maths, or creative activities.
Years 1–6	A dedicated homework book containing tasks that practice or revisit curriculum areas.

Home Reading:

- **Daily Reading:** All pupils should read daily with an adult or independently as appropriate.
 - **Reading Records:** Please record daily reading here.
 - **Rewards:** Children who fill their records receive a **Golden Bookworm badge** in the Friday Celebration Assembly.
-

[I]



Instagram

Follow us **@hayesprimaryschool** for a daily "window into the school."

- **Privacy:** Participation is optional. We strictly follow the digital consent preferences you provide at the start of the year.
-

[L]

Leadership for Pupils

We provide numerous roles that help pupils develop confidence, teamwork, and responsibility:

- **Anti-Bullying Ambassadors:** Trained "friendly faces" (Years 3-5) who support peers in the playground. Look for their **green badges or high-vis vests**.
- **Prefects:** Year 6 pupils who act as role models, support lunchtime behaviour, lead school tours, and run charity events.
- **Playground Pals (Year 5):** Support younger pupils during playtimes to promote inclusion and friendship.
- **Librarians:** Help organize the library and guide younger children in choosing books.
- **English & Maths Champions:** Ambassadors who model positive attitudes and work with staff to improve the curriculum.
- **School Council:** The "student voice" of the school, sharing peer feedback with staff to drive improvements.
- **Eco Council:** Promotes sustainability through litter picks, energy saving, and recycling awareness.

More information about pupil leadership can be found on our website, [here](#).

Library

Our library is a hub for developing a lifelong love of reading. It offers a wide range of high-quality fiction and non-fiction, supported by staff and pupil librarians to help children make inspired reading choices. Children can ask to visit the library anytime they would like to discover a new book and our classes all visit in small groups once a half term.

Alongside our school library we also have year group corridor libraries which contain up to date, popular books for children to discover and share with their peers. Children can use these library spaces as often as they would like. In these spaces we also display recommended reads and new books for children to discover.

Lost Property

- **Label Everything:** The best way to ensure items are returned is to have them **clearly named** (including hats, trainers, and coats).
- **Location:** Unnamed items are kept in the lost property box outside the school office.
- **Unclaimed items:** Items are displayed once a half-term. Unclaimed items are given to the PTA, recycled, or donated to charity.

[M]

Maths Mastery

All pupils learn mathematics through a "mastery" approach. We believe that deep, sustainable learning is achievable for all children. Our curriculum focuses on three forms of knowledge:

1. **Factual:** "I know that..."
2. **Procedural:** "I know how..."
3. **Conceptual:** "I know why..."

We take children on a "small step" journey through the National Curriculum, ensuring they are fluent in concepts before applying them to varied problem-solving and reasoning questions.

Medication

At Hayes Primary School, the health, safety and wellbeing of all pupils is our highest priority. To ensure medication is managed safely and consistently, the following arrangements apply:

- **General guidance:** Wherever possible, medication should be given before or after the school day.
- **Prescription medication:** We will continue to support pupils who require prescribed medication during the school day. Medication must be brought to the school office by an adult, clearly labelled and in its original packaging.
- **Antibiotics:** Antibiotics prescribed **three times a day** should be given at home, as doses can usually be given before school, after school and at bedtime. Where antibiotics are prescribed **four times a day**, the school can administer the required dose during the school day.
- **Non-prescription medication:** School staff will not administer non-prescription medication, such as Calpol or antihistamines. If your child requires this during the school day, a parent/carer or nominated adult may come into school to administer it.
- **Long-term medical needs:** Children with individual healthcare plans, prescribed medication or long-term medical conditions will continue to be fully supported. Please inform the school office if your child's medical needs change.
- **Asthma:** Inhalers are kept readily accessible and children are encouraged to administer these themselves, where appropriate, under adult supervision.
- **Emergency inhaler:** The school holds an emergency inhaler for pupils for whom parental consent has been provided.
- **Cough and throat sweets:** These should not be brought into school.

If you have any questions about your child's medication or medical needs, please contact the school office.

Medical Conditions (Supporting Individual Pupils)

The above rules do not apply to children with chronic medical conditions requiring regular management.

- **More Info:** Please see the "Supporting Pupils with Medical Conditions" section under the **Spring Trust Statutory Policies** on our [website](#).

Music Lessons & Tuition

Music is a real strength at Hayes. All pupils (Year 1–6) receive a term of specialist lessons in our purpose-built **Music Hub**, taught by a specialist music teacher.

Instrument Curriculum:

- **Year 1:** Untuned percussion
- **Year 2:** PBuzz
- **Year 3:** Ukulele
- **Year 4:** Recorder
- **Year 5:** Glockenspiel
- **Year 6:** Project based music

Individual Tuition: Individual instrumental lessons with **BYMT** specialist teachers are available during the school day. Available instruments include; woodwind, brass, guitar, piano, voice and percussion.

- **To Sign Up:** Visit www.bymt.co.uk and select Hayes Primary School.
-

[P]

ParentPay

We use ParentPay for all school trips, residentials, and activities. When you join our school you will be given your own personal log in details and you can also access through the website www.parentpay.com.

- **Action:** Please check your account regularly to ensure payments are made on time.
- **Homepage:** Once activated, your homepage will allow you to view balances and pay for items securely.

[Attendance, meals & clubs](#)
[Payment items](#)
[Communication](#)
[People](#)
[Finance](#)
[Settings](#)

Attendance, meals & clubs

Payment items

Communication

People

Finance

Help

My notifications

Settlement in Progress – Refund Option Temporarily Unavailable

Please note that the refund option is unavailable every Wednesday morning while settlement is being processed.

You can find out more [here](#)

We're proud to once again be supporting Comic Relief for Red Nose Day 2026!

If your school is raising money to support this important cause, why not apply for a [free ParentPay Donations Page](#) and remove the hassle of counting coins and notes.

Applications close 5pm 13th March 2026

[Register for your free Donations Page.](#)

Congratulations, 94% of your pupils have activated accounts!
30 of your pupils' accounts still need to be activated
546 of your pupils' accounts have been activated

Parent Council

The Parent Council is a collaborative forum designed to ensure the "Parent Voice" is integrated into school life.

- **Role:** Consults on current practice (homework, school meals) and acts as a sounding board for new initiatives.
- **Structure:** One parent volunteer represents each year group.
- **Meetings:** Three formal meetings per year, chaired by the Headteacher.

More information about the parent council can be found on our website, [here](#).

Parents' Evenings

At Hayes Primary School, we hold parents' evenings twice a year, once in October and again in March. Parents can book a 10-minute appointment to meet with their child's class teacher to discuss progress and attainment. During these meetings, parents are also welcome to look through their child's books to see the work they have produced in school.

Booking information is shared via email and Class Dojo and appointments are allocated on a first-come, first-served basis.

To book you will need to log into your child's arbor page and follow the below steps:

[Booking Guardian Consultations \(Parent's Evenings\) on the Parent Portal or Parent App – Arbor Help Centre](#)

Parents' evenings are held on Wednesday and Thursday evenings, with appointments running from 3:30 pm to 6:50 pm on Wednesday and 3:30 pm to 5:50 pm on Thursday. If you feel you need more than 10 minutes, we encourage you to arrange a separate appointment on another day.

In the summer term, parents receive their child's end-of-year report instead of a formal meeting.

Formal meetings are held in **October** and **March**.

- **Format:** 10-minute appointments booked via the **Arbor Parent Portal**.
 - **Times:** Tuesdays (3:30 pm – 6:50 pm) and Wednesdays (3:30 pm – 5:50 pm).
 - **Summer Term:** Instead of a formal evening you will receive your child's end of year report.
-

Parking & "School Street" Rules

George Lane is a **School Street**. It is closed to vehicles:

- **8:15 am – 9:15 am**
- **2:45 pm – 3:45 pm**

Strict Rules:

- Do not walk across the staff car park.
 - Do not park on yellow zigzag lines.
 - Staff car park use is permitted **only** for Breakfast Club drop-off (until 8:10 am) or with a permit/Blue Badge.
 - **Speed Limit:** 5mph at all times on site.
-

Pastoral Care

Pastoral support is coordinated by our Pupil Support Lead, **Mrs. Griffin**. If you have concerns about your child's wellbeing, please contact her via the school office or the admin email.

Pencil Cases (Key Stage 2 only)

To help maintain a calm, organised learning environment, pupils who choose to bring a pencil case to school should use a clear pencil case. This helps to reduce the number of large or novelty pencil cases that can become distracting and often do not fit neatly into trays.

Children should only bring the basic equipment needed for learning. The PTA uniform shop stocks clear pencil cases and the recommended items, although these can also be purchased from local shops or online.

Please ensure that your child's pencil case includes:

- Pencil
- Sharpener
- Blue pen (biro, handwriting pen or fountain pen)
- Rubber
- Highlighters
- Ruler
- Dry wipe black pen
- Green pen

Please note that pupils are not required to bring a pencil case, as the school will provide all necessary equipment for any child who does not have one.

Physical Education (PE)

- **EYFS:** One 45-minute lesson per week.
 - **Years 1–6:** Two hours per week (1 hour indoor, 1 hour outdoor).
 - **Kit:** Children must be dressed in correct uniform/footwear.
 - Plain T-shirt of house colour (red, yellow, blue or green - children stay in the same house as they move from year to year)
 - Plain shorts/tracksuit bottoms/sport leggings/skins/skorts - plain black or navy blue
 - Plain sweatshirt/tracksuit top/jumper – navy blue (no tops with hoods)
 - Trainers (waterproof) – white or black
 - No jewellery including watches and earrings (plain studs that have been in less than 6 weeks must be covered with tape)
 - PE bag* (for swimming in Year 4)
-

Photo Permissions

On Arbor you will be asked to give your permission for different uses of your child's photographs. There are 4 categories as listed below:

Photo Consent External (e.g. Website/Social Media)
Photo Consent Internal (e.g. School Display/Newsletter/School Photo)
Photo Consent On Leaving School (School/TSPT consented to use images after your child has left)
Photo Consent Other (e.g. Marketing/Press)

External use includes our school Instagram account and school website/ marketing. Internal includes in school displays, newsletters shared with just the school community and school photographs.

On leaving school is a permission for your child's pictures to remain on displays/ websites once they have left the school.

The other category is for the use of your child's picture in any press or external marketing materials.

Play-Based Learning

At Hayes Primary School, we recognise the important role that play has in children's development, particularly in the Early Years. In Reception, children learn through a carefully planned balance of adult-led teaching and purposeful play, which supports their communication, independence, creativity, problem-solving and social development.

As children move into Year 1, we support them to make a smooth and successful transition from the Early Years Foundation Stage into the National Curriculum. Formal teaching is introduced gradually, with particular care taken during the first half of the autumn term to help children settle into new routines and expectations.

We do not follow a fully play-based curriculum in Year 1. However, our approach remains flexible and responsive to the needs of each cohort. Where teachers feel that children would benefit from additional opportunities for practical, exploratory or play-based learning, these will be incorporated into provision.

Our aim is to ensure that children experience an appropriate balance of structure, challenge and developmentally suitable learning as they progress through the school.

PTA

When your child joins the school you automatically become a member of the school PTA but how involved you are is completely up to you. The PTA exists as a committee to co-ordinate and build a social community amongst parents/carers, children and staff - we hope that you decide to get involved as much as you are able.

We organise and run a number of social and fund-raising activities throughout the year and the proceeds from that enable us to support and fund a number of school initiatives which enhance our children's learning experience and which they would otherwise not be able to enjoy. Additionally, we have an active Gardening Team who help to look after the Bee & Butterfly Gardens, newly planted trees and outdoor areas and the Uniform Team who run the School Uniform Hut (opening hours and details of which can be found on our Uniform Hut page). If you would like to find out more about what we do or if you'd like to get involved as a committee member, event organiser or as an event volunteer then please do get in touch:

- By email, to hayespspta@gmail.com
- On Facebook [Hayes Primary School Facebook Account](#)
- Instagram [Hayes Primary School Instagram Account](#)
- Via your class rep in your WhatsApp group

[R]



Reading Records

At Hayes Primary School, we value regular reading at home as an important part of developing pupils' fluency, confidence and enjoyment of reading.

- **EYFS and Key Stage 1:** All children are provided with a reading record, which should be brought to school each day.
- **Home reading:** Parents/carers are asked to record a comment each time their child reads at home. Ideally, children should read every day.
- **Teacher review:** Teachers will check, initial and, where appropriate, comment in reading records once each week.
- **Key Stage 2:** Reading records are optional. Pupils are still expected and encouraged to read regularly at home, but teachers will not routinely monitor or check reading records.

- **Communication:** Reading records should not be used to send general messages to teachers. Please use the school's usual communication channels for any messages or queries.
-

Rewards

At Hayes Primary School, positive behaviour and achievement are recognised consistently by all adults. Our approach is based on the principle that **first attention goes to best conduct**, helping children to feel valued, recognised and motivated to achieve their personal best.

- **Meet and Greet:** Children are welcomed by staff at the classroom door each morning, providing a positive and consistent start to the day.
 - **Positive Praise:** Adults actively notice children making positive choices and recognise this through public or individual praise.
 - **Out of this World Points:** Classes can earn points when they are noticed working together to be **Ready, Respectful and Safe**. Once a class collects 20 points, they are rewarded with an own-clothes day.
 - **Star of the Week:** Each Friday, one child from every class is selected as Star of the Week and receives a certificate in Celebration Assembly.
 - **Fantastic Friday:** Each week, the parent/carer of one child from every class receives a positive phone call home to celebrate an example of fantastic behaviour.
 - **Over and Above Points:** Children who demonstrate behaviour that goes above and beyond our usual expectations can earn points on an individual reward postcard. Once they have collected 20 points, they receive a certificate and are invited to enjoy breakfast, hot chocolate or extra playtime with the Headteacher.
 - **SLT Awards:** Children may be nominated to receive a special award sticker from the Headteacher, Deputy Headteacher or Assistant Headteacher for exceptional behaviour, effort or learning.
 - **Deserved Dexter Time:** Children who demonstrate the school's character strength for the half term may be recognised and rewarded with Dexter Time.
 - **Awards for Excellence:** At the end of each half term, teachers nominate children for Awards for Excellence in **Maths/English, Connected Curriculum, Sport and Power of Learning**. Award recipients are celebrated in our school 'Hall of Fame'.
-

[S]

Safeguarding & The DSL Team

The safety of our children and community is our absolute priority.

- **The Team:** Any member of the Senior Leadership Team (SLT) can be spoken to confidentially as they comprise our Safeguarding Team.
- **Direct Contact:** Email dsl@hayes-pri.bromley.sch.uk.
- **Out of Hours:** If you have an immediate concern for a child's safety, contact the **Multi-Agency Safeguarding Hub (MASH)** in the child's borough of residence, or call **999** in an emergency.

Safeguarding

Hayes Primary School is committed to the safety and the well being of our children and staff

Creating a Safe and Inclusive Environment

If you have any concerns please contact the designated people with responsibility for safeguarding and child protection in this school. You can contact the team by calling 0208 462 1769 or by emailing dsl@hayes-pri.bromley.sch.uk



Mrs Howell
Designated Safeguarding Lead



Miss Hughes
Deputy Safeguarding Officer



Mrs Field
Deputy Safeguarding Officer



Mrs Griffin
Deputy Safeguarding Officer



Mrs Larkman
Deputy Safeguarding Officer

Mrs Gyimah
Safeguarding Trustee
egyimah@springpartnership.co.uk

Children and Families Hub:
Bromley - 0208 461 7373/7390 (Out of Hours - 0300 303 8071)
Croydon - 0208 255 2883 (Out of Hours - 0208 728 6400)
Lewisham - 0208 314 6900 (Out of Hours - 020 8314 6000)
LADO - 0208 461 7778
Prevent Police - prevent@bromley.gov.uk



Smartphone Free School

Hayes Primary is a **smartphone-free environment** to ensure focus and safety.

- **General Rule:** No smart devices are permitted in school.
 - **Year 6:** Pupils walking home alone may bring a **non-smart (basic) phone**. It must be handed to staff upon arrival and will be returned at the end of the day. A mobile phone agreement must be signed by both parent and pupil.
-

Snacks

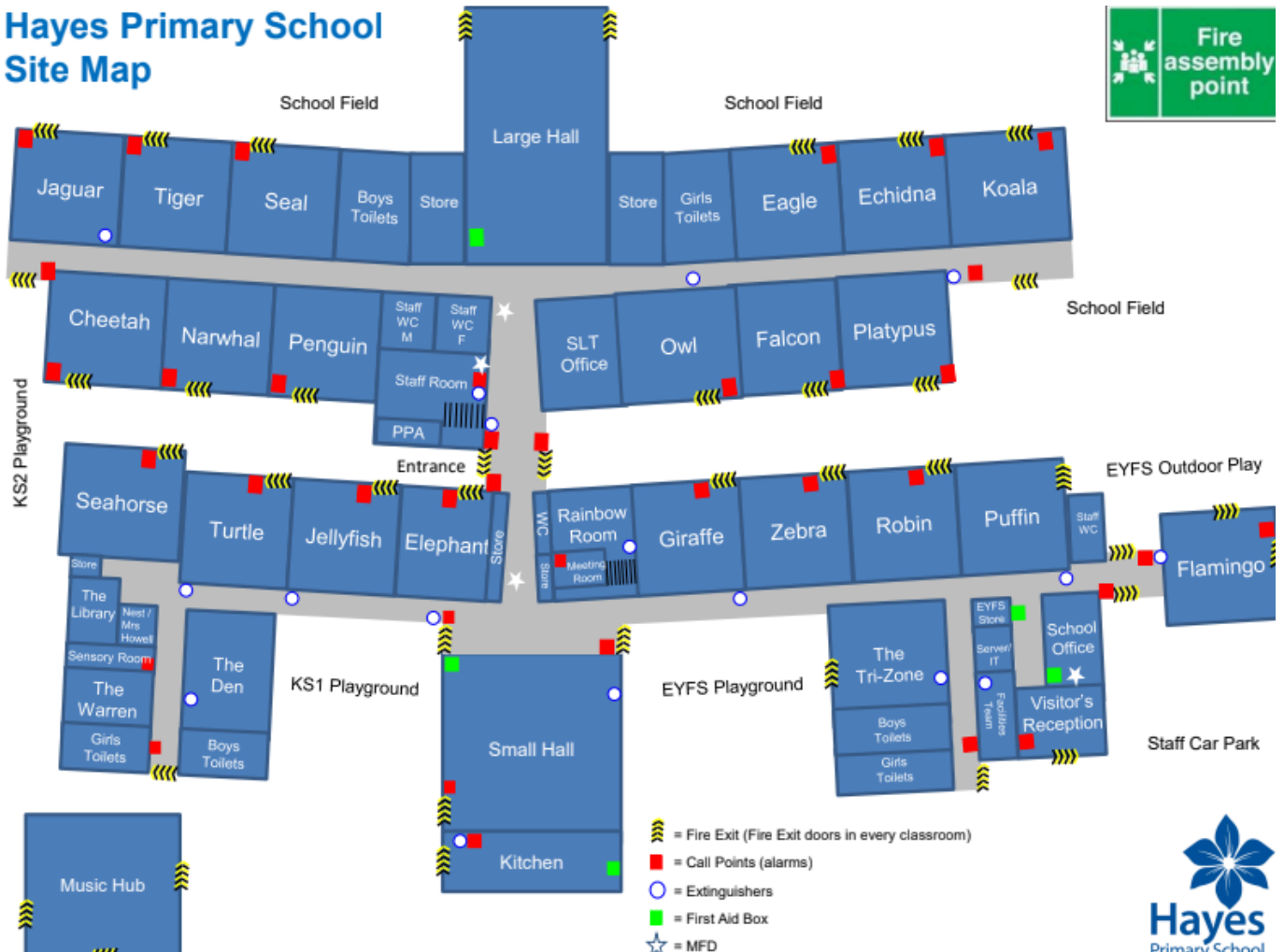
We are a **strictly nut-free school**.

- **EYFS/KS1:** Daily fruit is provided, but children may also bring their own fruit-based snack.

- **KS2 (Years 3–6):** Children are invited to bring a healthy, fruit-based morning snack. Crisps and chocolate are not permitted.

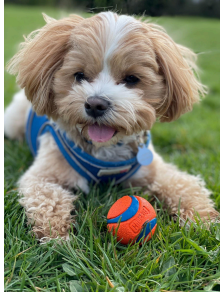
School Map

Hayes Primary School Site Map



School Pets

We believe animals nurture empathy, responsibility and wellbeing.



- **Dexter (Therapy Dog):** A certified Maltipoo (Mrs. Griffin's family dog) who is in school Mondays, Thursdays, and Fridays. He supports reading skills and academic confidence.
 - **Cheese & Pickle:** Our friendly guinea pigs.
 - **Aquarium:** Our fish provide a calming environment for pupils.
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School Meals

Meals are provided by **Olive Dining**, cooked fresh on-site with meat, vegetarian, and salad options daily. Children select their meal choice each morning during the register. Menus are available on the school website and we strongly encourage parents to discuss their child choice before they come to school as changes cannot be made.

<https://www.hayesprimary.co.uk/page/?title=School+Meals&pid=338>

- **Free School Meals (Mayor of London):** Currently, all primary children in state schools receive free meals.
- **Statutory Free School Meals:** If you meet specific benefit criteria (Universal Credit, Income Support, etc.), it is **vital** that you still apply. This provides the school with an extra **£1,300 per year** in "Pupil Premium" funding to support your child's enrichment.
- **Allergies:** A Health Declaration Form must be completed via the office for any food intolerances.
- **Packed Lunches:** No glass, cans or nut-based products (including peanut butter).

Special Educational Needs and Disabilities (SEND)

We provide a fully inclusive education led by **Mrs. Larkman** (SENCo).

- **Identification:** We identify needs early and create termly support plans shared with parents.
- **Reasonable Adjustments:** We utilize tools such as "Zones of Regulation," movement breaks, ear defenders, visual timetables, and Chromebooks to support learning.
- **Communication:** If you have concerns about your child's progress, your first point of contact is the class teacher.

More information about SEND at Hayes Primary School can be found on our website, [here](#).



Spring Trust

We are proud members of **The Spring Trust**, collaborating with Midfield, St Mary's Cray, Elmstead Woods, and Leeson's Primary to share a vision of educational excellence. Our Spring Curriculum is planned and developed by subject experts from across the trust.

[T]

Transition

We recognise that some transition points during primary school can feel particularly significant for children, especially the move from Reception to Year 1, Year 2 to Year 3 and Year 6 to secondary school.

At the end of each academic year, we support all children with the transition to a new teacher, new year group and, where appropriate, newly mixed classes (Reception, Year 2 and Year 4).

For some children, additional support may be provided through enhanced transition groups. These sessions give children the opportunity to share any worries, talk about what will stay the same and what will be different, and spend time becoming familiar with new classrooms, areas of the school and routines to help them feel confident and prepared for the change ahead.

Starting school:

- Stay and play sessions
- Visits to pre schools/ nurseries and child minders
- Transition afternoon in classes
- Home visits
- Staggered/ shorter days for the first week
- Family picnic
- My new school booklet
- Social stories

Reception to year 1:

- Mixed class for some carpet sessions in the summer term
- Enhanced transition group for those identified by teachers as needing it
- Extended carpet sessions

Year 2 to 3

- Visiting new areas of the school
- Enhanced transition group for those identified by teachers as needing it

Year 6 to secondary

- Visits to their new schools for transition days
- Meeting in school with key adults from the new school
- Handover meetings with classteachers and SENCO
- Additional visits with key adults if needed
- Enhanced transition group for those identified by teachers as needing it - looking at timetables, how to pack your bag for the next day, looking at the website to familiarise themselves, talking about their worries, unpicking what is changing and what stays the same etc

All year groups

All year groups take part in a transition day to help children feel confident and prepared for the year ahead. On this day, children enter school through the entrance they will use in their new year group, spend the day with their new class teacher and classmates in their new classroom,

and follow the routines they will experience from September, including breaktimes, lunchtime arrangements and end-of-day procedures. This helps children become familiar with new expectations and build positive relationships before the new school year begins.

For children who may need additional support with transition, we provide enhanced transition plans, which may include social stories, extra classroom visits and additional opportunities to become familiar with key adults, routines and areas of the school.



Times Tables Rock Stars (TTRS)

At Hayes Primary School, we use Times Tables Rock Stars (which is an online webpage and app) to help children develop speed and accuracy in their times tables. Children can access the program both in school and at home, allowing them to practise regularly in a fun and engaging way. Children will each have their own log in username and password and we suggest you write this down somewhere safe as this will remain the same throughout their time at school.

By using Times Tables Rock Stars, pupils build confidence and fluency in their multiplication facts, which is a key skill that supports learning in many areas of mathematics. Teachers monitor progress and encourage children to set personal goals, making it a valuable tool in developing strong numeracy skills. Teachers will share your child's heatmap with you at parents evenings but you can also keep an eye on this yourself in the app.

Timestables rockstars also support the children in sitting the year four multiplication check.

- **Logins:** Your child's username and password will remain the same throughout their time at Hayes.
 - **Progress:** Teachers monitor "heatmaps" to track speed and accuracy, which are shared during parents' evenings.
-

The School Office

The school office is open Monday to Friday from 8.15am to 4.00pm. Members of staff can normally be contacted via the school office during this time. However please be mindful that teachers are unable to read emails during school hours so will usually respond at the end of the school day or the next working day.

NB - Emails/voicemails received after 3.45pm may not be answered until the following working day.

Please do not visit classrooms before school. You can book an appointment to see a teacher via the school office. Please email admin@hayes-pri.bromley.sch.uk

- **Hours:** 8:30 am – 4:00 pm (Mon–Fri).
 - **Communication:** Teachers cannot check emails during teaching hours. Responses will usually be sent at the end of the day or the next working day.
 - **Appointments:** Please book teacher meetings via the office; do not visit classrooms before school.
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Trips and Educational Visits

At Hayes Primary School, we are committed to learning beyond the classroom. Each class typically takes part in two trips or experiences per term, making good use of our local environment, the rich resources of our city, and excellent local transport links. Occasionally, trips may take place further afield, including residential trips for Year 4 and 6.

Consent from parents is only requested if a trip takes place outside normal school hours, is a long distance from school, is residential, or involves adventurous physical activity. For other trips during the school day, permission is not required, but you will always be informed in advance, unless the trip is in the immediate vicinity.

If a cost is involved, payments must be made securely online using parentpay (see section above). From time to time, we may invite parents to volunteer on school trips, teachers will draw names at random to ensure that support on trips is fairly decided.

With residential trips where there is a significant cost to parents we will break this down into installments. If you need additional support with paying for a residential trip please speak to the trip coordinator as they can arrange a personal payment plan for you.

Year 4 will visit Hindleap Warren and the usual cost for this is around £320

Year 6 will visit a PGL site and the usual cost for this is around £450

Year 4 residential lead- Mrs Field

Year 6 residential lead- Miss Hughes

- **Consent:** Only required for residential, adventurous, or long-distance trips. You will be informed of all local trips in advance.
- **Volunteers:** Helpers are drawn at random to ensure fairness.
- **Residentials:** Year 4 (Hindleap Warren - approx. £320) and Year 6 (PGL - approx. £450). Payment plans are available via ParentPay.

[U]

School Uniform – EYFS

Winter (Autumn and Spring Terms)

- Navy pinafore dress, skirt, or navy/dark grey tailored trousers.
- White polo shirt*.
- Navy school sweatshirt or cardigan*.
- White/grey/navy socks or navy-blue tights.
- **Footwear:** Plain black, closed-toe shoes; low ankle boots; or plain black trainers. Velcro fastening is preferred.
- **Outdoor Gear:** Wellies and a waterproof coat (essential for Forest School/play).
- **Accessories:** Book bag* and Winter hat*.

Summer (Summer Term & Autumn 1st Half Term)

- Dark blue and white gingham check or striped dress.
- Navy skirt or dark grey tailored shorts.
- White polo shirt* and Sunhat*.

School Uniform – Years 1 to 6



Winter (Autumn and Spring Terms)

- Navy pinafore, skirt, culottes, or navy/dark grey tailored trousers.
- **Collared white shirt** (No polo shirts).
- **School tie:** Blue/white diagonal stripes (Elasticated for Y1-2; Self-tie for Y3-6).
- Navy school V-neck jumper or cardigan*.
- Plain white, navy, or grey socks or navy-blue tights.
- **Footwear:** Plain black, closed-toe shoes or low ankle boots. **(No trainers).**
- **Outdoor Gear:** Wellies and a waterproof coat to be kept in school.

Summer (Summer Term & Autumn 1st Half Term)

- Blue and white gingham check or striped dress/playsuit.
- Dark grey or navy tailored shorts or skirt.
- White polo shirt*.
- **Footwear:** Plain black, closed-toe shoes (No trainers).

PE Kit – All Terms

- **Top:** Plain T-shirt of **House Colour** (Red, Yellow, Blue, or Green).
- **Bottoms:** Plain shorts, tracksuit bottoms, or sports leggings/skins (Black or Navy).
- **Outerwear:** Plain sweatshirt or jumper (Navy or Black). **No hoods.**
- **Footwear:** Trainers (Waterproof) in White or Black.
- **Jewellery:** Strictly none. Plain studs (in less than 6 weeks) must be taped.
- **Bag:** PE Bag*.

Jewellery, Hair, and Accessories

- **Watches:** Discreet, functional watches only, no smart watches (must be removed for PE).
- **Earrings:** Small, plain gold/silver studs only (must be removed/taped for PE). No other jewellery is permitted.
- **Nails:** No nail polish allowed.
- **Hair:** Small, discreet accessories in school colours (Blue or Blue/White). No unnatural hair colours. Holiday braids must be hidden discreetly.
- **Expectations:** These rules apply to "Own Clothes" days as well.

School Bags

Due to corridor space, please strictly adhere to:

- **EYFS, Year 1, & Year 2:** Book Bag only (No rucksacks or handbags).
- **Years 3–6:** Small rucksack only (for pencil case and books), no handbags.
- **Year 6:** Leavers' Hoodies are **not** to be worn in school.

[V]

Volunteers

We greatly value the skills and time parents bring to our community. There are many ways in which families can support and enrich our school community.

Volunteer Readers

We are always delighted to welcome volunteer readers into school. Volunteers are invited to come in for one afternoon each week to read on a one-to-one basis with children. This dedicated time helps to build confidence, fluency, and enjoyment in reading.

Volunteers will be assigned to a specific year group and will work with the same small group of children each week, allowing positive relationships to develop over time. Parents will not be working with their own child's year group but we will ensure the year group in which you are placed you feel comfortable with.

To ensure the safety and wellbeing of all pupils, all volunteers are required to complete a DBS check and read the volunteer handbook before starting.

If you are interested in becoming a volunteer reader, please contact the school office at admin@hayes-pri.bromley.sch.uk at any time.

Volunteers for School Trips

Educational visits are an important part of school life, and we are grateful for parental support in helping to make these experiences possible. Teachers will invite volunteers when organising trips, and names will be selected at random to ensure fairness.

Volunteers will be responsible for supporting a small group of children, which will not include their own child. This approach helps adults to remain focused on the whole group and ensures the safety and wellbeing of all pupils throughout the trip.

Volunteers for In-School Activities

There are also opportunities to support within the classroom during special activities such as cooking, sewing, and other practical sessions.

During these activities, parents and carers may work within their own child's class while supporting a range of children to complete tasks. This provides valuable assistance to teachers and enriches the learning experience for all pupils.

- **Volunteer Readers:** We welcome volunteers for one afternoon a week to read one-to-one with children. This requires a **DBS check** and reading our Volunteer Handbook. Contact admin@hayes-pri.bromley.sch.uk to apply.
- **School Trips:** Teachers invite volunteers for trips, and names are selected at random. To ensure safety, volunteers are responsible for a small group that **does not** include their own child.
- **In-School Activities:** You may be invited to help with practical sessions like cooking or sewing. In these cases, you may work within your own child's class supporting a range of pupils.