Hurst Primary School Parents' Handbook 2026/2027

'Inspiring Learners for Life'

Welcome to Hurst Primary School

We hope you will find this handbook useful.

It covers most of the general questions that parents usually ask us about:

- Mission Statement, safeguarding and security, wellbeing
- Term dates, school times, attendance and punctuality
- The start and end of the school day, collection arrangements, absences and holidays
- Keeping each other informed
- Meals, allergy management
- Accidents and supporting pupils with medical conditions and administering medicine
- Uniform, personal belongings, jewellery and make-up, lost property, water bottles and healthy snacks
- Starting in reception
- Parental Involvement, home/school partnership and Home School Agreement

However, if there is other information you need, please contact us.

We look forward to working with you and making sure that together, we do the best for your child during their time at Hurst Primary School.

If you need to contact us:

Hurst Primary School, Dorchester Avenue, Bexley, Kent, DA5 3AJ

Telephone: 020 8303 2688

email: contact@hurst.bexley.sch.uk

www.hurst.bexley.sch.uk

Key Contacts:

Head Teacher	**Ms C Longley**
Deputy Head Teacher	**Mrs C Mortimer (Designated Safeguarding Lead)**
Assistant Head Teacher	**Mr E Bisley**
Assistant Head Teacher	**Mr A Cawthorne**
SENDCo	**Mrs L Hudson**
Family Liaison Officer	**Miss L Morris**
Chair of Governors	**Mrs C Sharp**
Vice Chair of Governors	**Mr W Valentine**

Mission Statement

"Inspiring Learners for Life"

We have high expectations for all our children at Hurst Primary School. We want our pupils to be happy and successful and we are committed to giving every individual child a chance to develop their talents, whatever they may be. We believe that learning should be fun and children are happy when gaining success in a secure and reassuring environment. We endeavour to provide a curriculum that is engaging and offers more than the conventional minimum.

We recognise and value the important role that parents play and see effective education as a partnership between home and school.

Our aim is to help the children in our care become self-confident and independent individuals who respect all members of our school community and recognise their growing responsibilities as citizens.

Safeguarding and Security

At Hurst Primary School, we are fully committed to safeguarding the children and young people in our care and we expect everyone who works in our school to share this commitment. Staff, governors and volunteers accept and are fully committed to, practice which protects children from harm.

The adults in our school establish and maintain an environment where children feel secure, are confident to talk, and are listened to, thus ensuring children know they can approach adults employed in the school if they are worried about anything. Adults in the school take all welfare concerns seriously and encourage children to talk to us about anything that worries them. In addition, there are many opportunities provided through our PSHREE (Personal, Social, Health, Relationships and Economic Education) curriculum for children to develop the skills they need to recognise and stay safe from harm or abuse.

Our school approach is child-centred, which ensures that we will always act in the best interests of the child. Safeguarding and promoting the welfare of children is everybody's responsibility, no single professional can have a full picture of a child's needs and circumstances. We recognise that, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Wellbeing

At Hurst, we set our reputation on the strength of our pastoral care. Maintaining the health and wellbeing of our pupils is extremely important to us. Our staff work with parents and carers and welcome active support and involvement.

Term Dates

2026 to 2027

Autumn term

Wednesday 2 September – Friday 16 October 2026

and

Monday 2 November – Friday 18 December 2026

Spring term

Monday 4 January– Friday 12 February 2027

and

Monday 22 February – Thursday 25 March 2027

Summer term

Monday 12 April – Friday 28 May 2027

and

Monday 7 June – Friday 23 July 2027

Bank Holiday

Monday 31 August 2026
Monday 3 May 2027

Training Days

Friday 28 August 2026
Tuesday 1 September 2026
Friday 9 April 2027
Friday 9 July 2027
Monday 26 July 2027

School finishes at 1.15 pm / 1.20 pm (year group dependent)
at the end of each full term, ie Christmas, Easter and summer

NB: Reception and Nursery parents will be advised of their child's September start date as we operate staggered intakes.

A typical day at Hurst Primary School

The below is a general breakdown of the school day. Each class and Key Stage has a slightly different timetable according to their individual requirements.

Reception

8.45 am – 8.55 am	Gates open and Early Morning Work
8.55 am	Registration
9.00 am	Morning Session
12.00 pm	Lunchtime
1.00 pm	Afternoon Session
3.15 pm	Home Time

Key Stage 1

8.45 am – 8.55 am	Gates open and Early Morning Work
8.55 am	Registration
9.00 am	Assembly
9.30 am	Session 1
10.30 am	KS1 Morning Break
10.45 am	Session 2
12.00 pm	Lunchtime
1.00 pm	Session 3
2.00 pm	KS1 Afternoon Break
2.10 pm	Session 4
3.15 pm	Home Time

Lower Key Stage 2

8.45 am – 8.55 am	Gates open and Early Morning Work
8.55 am	Registration
9.00 am	Session 1
10.00 am	Morning Break
10.15 am	Session 2
11.00 am	Session 3
12.15 pm	Lunchtime
1.15 pm	Session 4
2.40 pm	Assembly
3.20 pm	Home Time

Upper Key Stage 2

8.45 am – 8.55 am	Gates open and Early Morning Work
8.55 am	Registration
9.00 am	Session 1
10.00 am	Session 2
11.00 am	Morning Break
11.15 am	Session 3
12.15 pm	Lunchtime
1.15 pm	Session 4
2.40 pm	Assembly
3.20 pm	Home Time

Attendance and Punctuality

Attendance Matters

We expect children to be at school when they are fit and well. There is a direct link between attendance and academic achievement. Every school day counts towards your child's future. Days off school add up to lost learning.

Punctuality

We expect pupils to arrive at school in good time. To ensure that the school is secure we close the gates at the start of the school day. If you are running a little late and arrive after this time, you **must** sign your child in at the entrance foyer (Dorchester Avenue). If you are collecting your child late, after end of the day dismissal, you will be required to sign your child out at the entrance foyer.

The Start and End of the School Day

Starting the School Day

Reception - Parents and children can arrive between 8.45 and 8.55 am in time for registration at 8.55 am each day and go to the classroom via the playground gate. The class teacher will see the children in and then parents can leave back via the playground. After Easter we support and encourage children to come into class independently ready for KS1.

Key Stage 1 and Key Stage 2 - Children may arrive at school between 8.45 and 8.55 am. Parents are asked to leave their children at the school gate to allow them to walk around to their playground where a member of staff will be on duty.

At Hurst, every day between 8.45 and 8.55 am, children complete 'Early Morning Work' which focuses on the key skills that children need in order to succeed. This includes work on number bonds, times tables, mental arithmetic and formal written methods of calculations within Mathematics. In English work this includes; phonics, spellings, handwriting, grammar, key vocabulary and reading comprehension.

Ending the School Day

Reception and Key Stage 1– Parents are invited onto the playground to wait in designated areas. When the gate is opened Reception parents can collect directly from the classroom door.
Key Stage 2 – Parents are invited onto the playground to wait in designated areas.

Important Points:

- **If there is a change to collection arrangements please telephone the school office. It is helpful if you can advise of any change by midday. If you know of a change to collection arrangements prior to the day please send a note into school with your child advising the class teacher.**
- **All children are dismissed to adults except those in Year 6 who may walk home alone, if parental permission has been provided in advance.**

Wraparound@Hurst Extended Services

The school runs its own breakfast club and after school club – Wraparound@Hurst. Children engage in games and activities, inside and outside and are provided with a breakfast or an after-school snack. Please see our school website for further details. Breakfast club runs from 7.30am every day, After school club runs from 3.15 pm to 6.00pm.

Clubs and Activities

Children can take part in a variety of activities some of which are before and others take place directly after school, including football, cricket, multi skills, gymnastics and dance. You will be contacted by email with details of extra-curricular activities relevant to your child's year group throughout the school year.

Collecting Pupils During the School Day

We encourage parents not to take children out of school during the normal school day. However, if for any reason you need to collect your child outside of normal school finishing times please report to the school office. You will be asked to check your child out via the e-Reception iPad whilst a member of the office staff collects them from the classroom. It is important that you notify the office or the class teacher, in advance, of the date, time and reason you will be collecting your child.

Absence

If your child is absent from school for any reason please report the absence via the Arbor app, email (absence@hurst.bexley.sch.uk) or telephone (020 8303 2688) by 9.30 am. There is a dedicated absence option on the school telephone system. It is the school's policy to contact parents if we have not heard from you by 9.30 am on the first day of absence.

Also, if your child has a medical appointment at the start of the school day please report the appointment via our app, email (absence@hurst.bexley.sch.uk) or telephone (020 8303 2688) by 9.30 am. Appointments of this kind should be made out of school hours when possible.

For safeguarding purposes, the school is required to keep a record of all absences and the reasons for them. It is essential that when your child returns to school after an absence you provide a written note explaining their reason for absence - unless you have reported the absence via the app. If we do not receive a note the absence will be treated as unauthorised.

Holidays During Term Time

It is school policy not to authorise absences for the purpose of a holiday in term time.
Any parents who feel that they want to apply for special leave of absence during term time for any reason whatsoever, will be required to write in person, preferably two weeks in advance of the absence, to the Head Teacher giving detailed reasons for their request.

Keeping Each Other Informed

Please complete all the forms sent/given to you when your child is first admitted to school. We ask for an address and telephone number in case we need to contact you in an emergency. We also ask for at least **two** other named contacts which we can telephone if we are unable to get hold of parents.

The school also asks you to complete a variety of other forms, for example permission for your child to be photographed. These details will be kept on your child's record for the duration of their time at Hurst and it is therefore important for you to let us know if circumstances change.

We know that changes of address and telephone numbers can happen at any time during the year and it is the responsibility of parents to keep the school fully informed (especially for telephone numbers—home, work and mobile) via the Arbor app.

We try very hard to keep parents regularly informed about what's going on at the school. However, sending paper letters home can be rather 'hit and miss' with letters often going astray on the way! So, to overcome this we communicate with parents via the Arbor app/portal and/or email . The majority of letters are posted on the school website, as are our fortnightly newsletters—the Hurst Informer.

Meals

There are two lunchtime options—a hot school meal or a packed lunch. For the academic year 2026-2027 ALL children will be entitled to a free school meal under the Universal Infant Free School Meal Scheme or the Mayor of London's Free School Meal Programme.

We ask that when you choose packed lunch or hot school meals you continue with that option for the half term. Our catering providers Nourish publish termly menus, which you can use at home to discuss what options your child may wish to choose. Pupils who choose to have a packed lunch should bring their food and drink in an appropriate, named lunch box / bag. We encourage the contents of the lunch box to be healthy (ie no chocolate bars) and drinks not to be fizzy or in glass bottles.

Allergy Management

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

If a pupil brings these foods into school, staff will speak to parents to remind them of the expectations.

Accidents

If your child has an accident in school, basic first aid is administered by staff as necessary and recorded in an accident book. If your child has bumped their head during the school day, they will be given a 'bumped head' notification letter. You will be notified by telephone if we are concerned or your child has a visible injury. If your child has an operation or incurs an injury which results in hospital treatment, you must contact the school office before your child returns to school so that a risk assessment can be completed and agreed.

Supporting Pupils with Medical Conditions and Administering Medicines in School

If your child is well enough for school but needs prescribed medication during the normal school day, an adult must bring the medicine to the school office and complete a *Parental Agreement for School to Administer Medicine* form. All medicines must be clearly labelled with the child's name, dosage and contents must be in the original packaging.

The school SENDCo maintains overall responsibility for children with medical conditions and creation of individual health care plans. It is the parents' responsibility to keep the school informed of medical information about their child. Long-term medication, for example asthma inhalers, should be clearly labelled with your child's name and kept in the school first aid room. Adrenaline auto injectors for anaphylaxis are kept in the school's first aid room. It is the responsibility of the parents to ensure that they are in date and replaced when necessary.

Every school has a named school nurse (not on site) who advises on health related issues. The school nurse can be contacted at any time during your child's school life if there are health concerns. Please ask the school office for the contact telephone number. A defibrillator is kept in the school's first aid room.

Uniform

All children attending the school are expected to adhere to the school policy on uniform.

Winter Uniform

Grey skirts, pinafore dresses or trousers

White polo shirts (with logo available from the school shop, online or alternatively plain from any retailer), white shirts or white blouses

Green school sweatshirt jumpers or cardigans with logo (available from the school shop, online or alternatively plain from any retailer)

Socks and Tights

Grey, green, black or white.

Summer Uniform

Dresses in any shade of green (patterned)

Short grey trousers

White polo shirts

Shoes

All children should wear sensible flat-heeled shoes (not trainers) in dark colours. If boots are worn in cold or wet weather, they must be replaced by shoes in school. In summer, lightweight practical shoes with covered toes and a strap around the heel may be worn. For younger children, we would prefer that shoes with laces are avoided.

PE Kits

Round necked, white t-shirt (with logo available from the school shop, online or alternatively plain from any retailer)

Shorts – in house colour

Trainers

Grey round necked sweatshirt only, no hoods or zips, (with logo available from the school shop or plain)

Grey jogging bottoms

Children should come to school in their PE kits on their designated PE days.

All items of school uniform can be obtained from either JK Clothing Limited in Blackfen (or on-line from their website) or on-line through Myclothing.com. There is also a nearly new rail of school uniform located outside the first aid room, where uniform can be purchased for a small donation.

Forest School (Reception and Year 1)

Children will be required to wear old clothes, wellington boots and rain/waterproof jacket, trousers or waterproof all in one suit. Further information will be provided when your child has started school. Children in older year groups may take part in Forest School sessions but parents/carers will be advised at the time.

Please label all garments worn (both indoors and outdoors).

Bags

Pupils in Foundation Stage and KS1 should have a school book bag. School book bags are available from the school office or school shop. Children are given a complimentary book bag on admission to the school. A replacement book bag may be purchased from the school office when needed.

In KS2, pupils can choose to keep the school book bag or use a suitable bag – appropriate for school and for hanging on a peg or in a locker.

Coats

Weather appropriate school-style jackets/coats, ideally ones that could be visible when it is dark going home.

A school fleece may be worn as an optional item, in addition to a coat, but a fleece does not replace a sweatshirt or cardigan.

Hair

Long hair must be tied back for PE

Jewellery and Make-up

Watches may be worn in Key Stage 2. Children with pierced ears are allowed to wear small stud earrings only and these must be removed or covered for PE and games, and removed for swimming. Teachers are not allowed to help with removing or replacing earrings. No other jewellery is permitted. Make-up and nail polish are not allowed in school.

Lost Property

If clothing is named it makes the task of returning such items to the rightful owner much easier. Lost property that is not named will be kept for one week only and if not claimed by that time such items will be disposed of or sold with the school's nearly new uniform.

Nearly New School Uniform

Nearly new school uniform with logos are available for sale in school at very reasonable prices.

Water bottles

We advise children to bring a labelled, filled bottle of water into school every day. This will be available for your child to drink throughout the day and can be replenished at the water fountains. No juice or flavoured water is allowed.

Healthy Snacks

Children from Nursery to Year 2 receive free fruit at morning breaktime. Children in Years 3 to 6 are welcome to bring in fruit from home. No other snacks are allowed.

Children Starting in a Reception Class

We are often asked what a child is expected to know and do when he or she starts school.

The following lines of thought are for your information.

1. If children can dress themselves, do up buttons, change shoes and recognise their own clothes they will feel more secure in school.

2. Be able to zip up and unzip their coats.

3. Be able to speak in clear, simple sentences appropriate for their age to communicate their needs.

4. Recognise own name (first and last)

5. It helps if children are able to indicate when they need to go to the toilet and be able to use the toilet independently.

6. At school every child is expected to be generally tidy and put away their things.

7. Cultivate the ability to listen through listening to stories told and read by adults or audio books.

8. The most valuable help that parents can give is to encourage their children to enjoy books; read to them and talk to them about the pictures.

9. If your child wants to write encourage them to hold a pencil correctly and use lower case rather then capital letters. It is extremely helpful for your child to be able to write their own name independently, so that they can name their work on their own.

10. A development of fine motor skills is very beneficial in younger children and can help them in many ways—with handwriting, the use of tools such as scissors and knives and forks. Playing with malleable materials such as playdough and sand really help to develop the muscle strength needed for fine motor development.

Parental Involvement

Parents and grandparents are very welcome to help in school.

Assisting with reading, forest school and on school trips is particularly welcome. Should you wish to volunteer, please contact the school office by email, where you will be asked to complete a Google Form expressing your interest. All volunteers have a safeguarding induction with the Designated Safeguarding Lead and note that this is subject to a DBS check through the Disclosure and Barring Service. Please ask in the school office for details.

There is a thriving Parents' Association to which all parents are automatically members.

Open evenings are normally held in the autumn and spring terms. Class teachers are willing to discuss the progress and development of a child or any aspect of school life in general at other times. Sometimes it may be necessary to make an appointment. A written report is sent to parents at the end of the school year. In Reception, parents are able to bring their children to the classroom door, which allows for plenty of informal contact with your child's teacher.

We endeavour to maintain close contact with parents so that we can work in co-operation. To this end, we ask you to read our Home School Agreement with your child.

In Nursery and Reception we use the online learning journey 'Tapestry'. Information will be provided as part of the admission process. This platform will allow you to share photographs and videos of home achievements, as well as the opportunity to see what your child is learning at school.

Home/School Partnership in Conjunction with Home School Agreement

Parents are a child's first and most important teachers. Effective education is achieved when there is a positive partnership between home and school.

Who should I speak to if I have information to share, or a question or concern about my child?

If you wish to speak to someone about your child, please go to your child's class teacher in the first instance, they will be at their classroom door at the end of the day and you may also see your class teacher by arranging an appointment through the school office for longer conversations.

Beyond the class teacher, we have the supportive structure of Year Group Leader, Assistant Head Teachers, Mr A Cawthorne and Mr E Bisley and Deputy Head Teacher and Designated Safeguarding Lead, Mrs C Mortimer.

Our Family Liaison Officer, Miss L Morris, supports children and families across the school and can be contacted in person at the beginning or end of the day, or via telephone or email. Our SENDCO, Mrs L Hudson, similarly supports children with SEND across the school and can be contacted via telephone or email.

Home School Agreement

Parents/Carers

I/we will

· Ensure my child is prepared for school each day

· Ensure my child attends school regularly, on time and in the correct school uniform

· Support the school's policies and guidelines for behaviour, accepting school rules, rewards and sanctions

· Contact the school to discuss any matters which might affect my child's progress or behaviour

· Attend parents' evenings and discussions about pupil progress

· Support the school's homework policy and encourage other opportunities for home learning eg reading

· Accept the school's ethos and positively support all members of staff

· Contact the school about absence by telephone initially and by letter on return to school

· Avoid taking family holidays during term time

School

We will:

· Value the child as an individual

· Encourage children to do their best at all times and to achieve their full potential

· Achieve high standards of work, behaviour and discipline

· Care for the child's safety

· Encourage children to respect adults and children

· Keep parents informed about general school matters and individual pupil progress

· Encourage children to take care of their surroundings

· Set homework as appropriate

· Teach every child the full range of subjects in the National Curriculum

Pupil

I will:

· Keep the school rules, and treat the school environment with respect

· Treat other children as I would like to be treated myself

· Always do my best

· Be polite, kind and respectful to everyone

· Do all my class work and homework to the best of my ability

Miscellaneous

- Your child will be given a book bag when they first join the school. If this becomes lost or you wish to replace it new bags can be purchased from the school office. Currently priced at £4 but subject to change.
- Toys, trinkets, umbrellas etc are not to be brought to school.
- If you come to school by car you must never park on the school entrance markings as this can cause a safety hazard for children who have to cross the road. Parents are **not** allowed to drive into school to drop off their children. If parking in surrounding roads, please park legally and never across residential driveways.
- Our school is a smoke free school in which the use of tobacco, vapes or any other product that simulates smoking is banned. We ask that this consideration is also respected in close vicinity to the school gates.
- Children are discouraged from bringing mobile phones to school. If a child travels to/from school alone and their parent wants them to have a phone with them for their journey, the phone will be collected in by their class teacher, once they have been turned off, and kept securely until the end of the school day. Phones must not remain in the child's possession during the school day.
- Please do not bring dogs, other then guide dogs, on to school grounds.

Do not hesitate to contact us if anything is unclear or if you have any concerns.

Thank you for reading this information.

We hope that you have found it helpful and that your child will be happy at Hurst Primary School.

By following the routines in this handbook, you will be working with us to keep everything running smoothly.