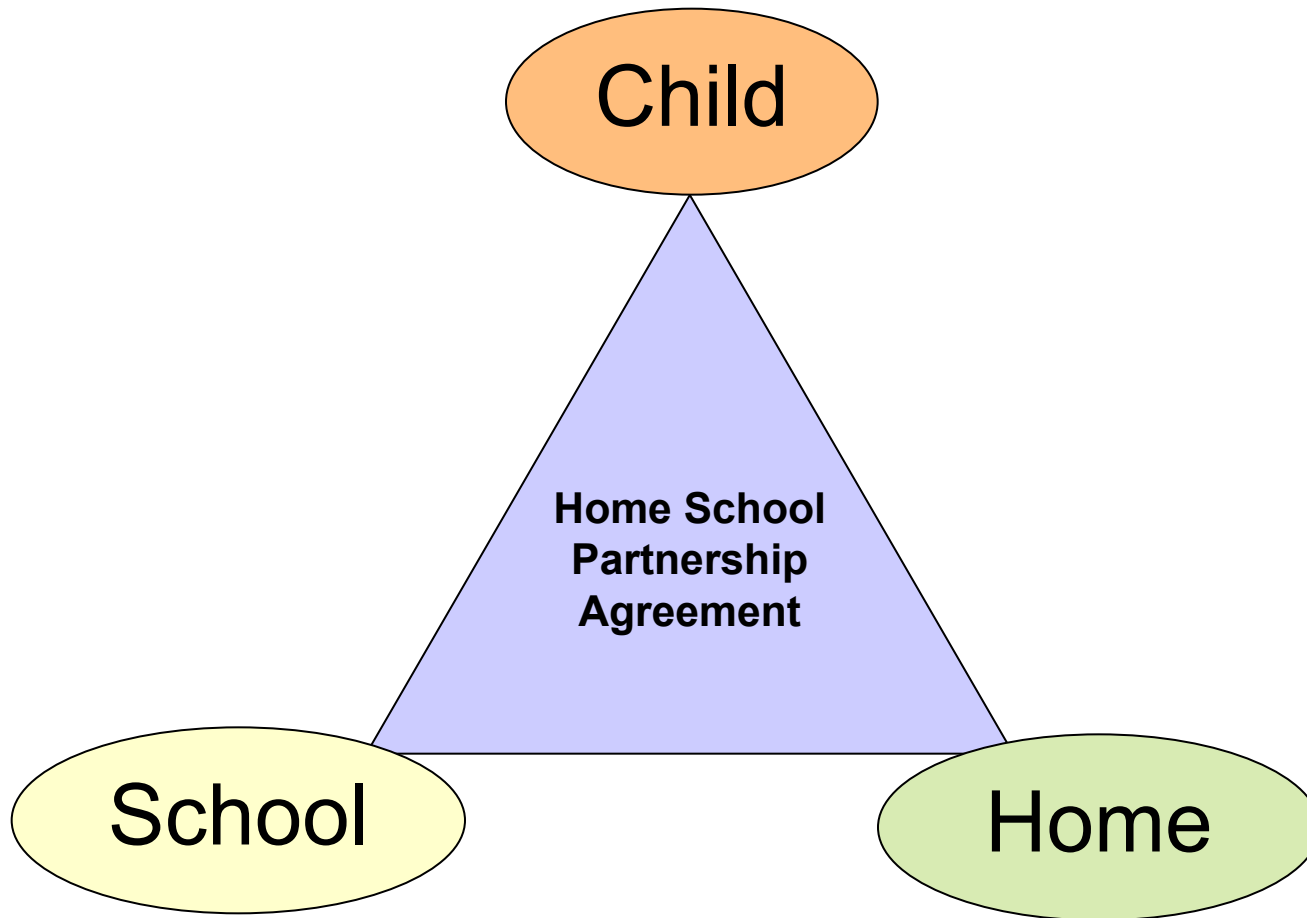


# Welcome to Hillingdon Primary School



Joining Reception in  
September 2026 -  
information for parents.

# Working Together



# Senior Staff

- **Co-Principal** : Ms Sabrina Kelly (*Overseeing Early Years and Key Stage 1*)
- **Co-Principal**: Ms Samina Saidiya (*Overseeing Curriculum and Key Stage 2*)
- **Vice Principal**: Ms Laura Mitchell
- **Assistant Headteacher for Inclusion and SENCo**: Mr Roy Mitchell
- **Pastoral Care Manager**: Mrs Laura Chaplin

# Class Teachers

- **Class 1 Teacher:** Ms Kirsty Dodds  
*(Year group leader)*
- **Class 2 Teacher:** Mr Sam McMahon
- **Class 3 Teacher:** Ms Holly Archer

# Teachers in EYFS

|                                             |                                                                       |                                            |                                                   |
|---------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------|
| <b>Mr McMahon</b><br><br>Class teacher (RM) | <b>Ms Dodds</b><br><br>Class teacher (RD)<br>and Year group<br>leader | <b>Ms Archer</b><br><br>Class teacher (RA) | <b>Ms Foley</b><br><br>EYFS specialist<br>teacher |
|---------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------|

# Teaching Support Staff

Ms Shannon Gill  
(*Senior Nursery Nurse*)

Ms Samia Mahmood  
(*Learning support assistant*)

Ms Hannah French  
(*Learning support assistant*)

# Other Staff:

- **Admissions Officer and Business Support:**  
Ms Maria Pleasant
- **Receptionist and Business Support Assistant:**  
Ms Lianne Fox
- **Receptionist:** Ms Ashleigh Heavens
- **Welfare and Attendance Officer:**  
Ms Susan Childs

# Information Pack

- School website
- Term dates for 2026/2027
- School uniform policy and on-line ordering instructions
- Dolce catering information - school lunches
- Welcome pack for your child
- Staggered start information letter – please read carefully. This is in your pack.

# Breakfast Club

- Organised by the school.
- 7.30am to start of the school day.
- Pre booked places are £5.00 per day.
- Breakfast included.

# After School Club- Special Treasures

- Special Treasures – outside provider.
- Childcare for children from Hillingdon Primary School.
- 3.15pm - 6.00pm.
- You may choose your collection time.
- Please speak to the school office for further information.

# After School Club - 4.15pm Club

- Organised by the school.
- From the end of the school day until 4.15pm.
- Places must be pre booked and are charged at £5.00 per day.

# September staggered start

- Please refer to the letter regarding your child's staggered start in September.
- Children will be welcomed on **Thursday 3rd September at 8.45am**. The session will last until 11.30am.
- Children will have a hot lunch or packed lunch starting on Monday 7th September.
- The children will be in school full time (8.45am-3.15pm) from Thursday 10th September.

# Why a staggered start?

- Staggered start during the first week to allows children to 'find their feet'
- Our aim is to get all children into school as quickly as possible without overwhelming them.

We will always work with families to settle their children. **The staggered start will be amended for your child if they find it difficult.**

- You will be able to drop off your child at the class door. There will be space outside the classroom, should your child need reassurance - staff will be on hand to guide and support.
- Communication - keep talking with us.

# School 'readiness'

- How can I support my child in their readiness for starting primary school?
- It is important to note that your child is not expected to be able to read, write or do mathematical calculations before they start school.
- This [School Readiness information sheet](#) is a helpful guide from 'Starting Reception' - but all children have different starting points and it should not be used as a checklist!
- Please do not worry if you feel your child may not yet be able to do some of the things listed - every child is unique and develops and learns differently
- Their [Potty Training Guide](#) is also a useful resource if this is relevant to your child.
- Our nearest Children's Centre is [Colham Manor](#).

# School 'readiness'

Words and phrases we commonly use in school:

- *peg*
- *tidy up*
- *toilet*
- *share*
- *kind hands*
- *carpet time*
- *line up*
- *lunchtime*
- *playtime*
- *draw*
- *bag*
- *walking*
- *please/thank you*

# Behaviour

- We support all children to behave positively.
- We aim to work in partnership with you to support and guide the children in their behaviour
- The school's [behaviour policy](#) supports us to support the children
- We do this to support the children to manage school life and beyond
- School staff will communicate with you regularly about how they are getting on in school.

# Lunch times

## **School Meals:**

A menu will be sent home during your child's first week. Booking information from 'Dolce' is included on the information letter in the pack.

All pupils in Reception upwards are eligible for Universal Free School Meals.

## **Packed lunch:**

Please make sure that lunch boxes are labelled with both your child's name and class. We encourage healthy eating– no fizzy drinks/chocolate bars.

**We aim to be a nut-free / nut-aware school**

# Welfare

- Inform welfare of any medical conditions and supply medicines where needed, eg asthma or allergies.
- Referrals to hospital.
- Nurse visits the school.
- Head lice – combs and advice are available.
- Support for parents – please use us.
- Sickness – please use your judgement – parents will be telephoned if a child is ill.
- Phone numbers for emergencies - three contacts is ideal
- Medicines – prescribed.
- Regular training – First Aid trained staff.

# Welfare

- In addition to Mrs Childs, there are several members of staff who are paediatric first aid trained in Reception.
- If your child is unwell during the school day, we will contact you.
- If your child is hurt during the school day and we feel they may need further medical assistance, we will contact you.
- If they have been hurt during the school day, but have had first aid attention and no further medical assistance is needed, the class staff will make you aware of this at dismissal time, either in person or via a green slip.

# Attendance

- **Attendance Champions** - Sabrina Kelly and Samina Saidiya
- **Attendance Officer** - Susan Childs
- *The law:*
- All Headteachers must follow the [national statutory guidance on attendance](#), and can only authorise leave for exceptional circumstances. Authorisation by the school must be given before booking flights etc.
- We cannot authorise any holidays during term time.
- We monitor all children's attendance, including those who are not yet statutory school age in Reception.
- Any queries should be discussed with the school's attendance officer (Mrs Childs)
- Please refer to our [website](#) for further information

# Attendance

The law:

- All absences have to be authorised by the headteacher via an 'Exceptional Leave Form'.
- The school attendance target is 96% - as a minimum.
- Less than 90% attendance is deemed 'persistent absence' by the Government.
- **90% attendance equates to 19.5 days (almost 4 weeks) absence from school in one year. If continued throughout a child's primary school education, he / she will miss nearly two and a half-terms (7 months) of school in a seven-year period. An absence of this magnitude will have a significant impact on the child's education.**

# Absence - impact on a child's education

| Attendance during one school year | Approximate number of days absence this is equal to | Equivalent number of weeks |
|-----------------------------------|-----------------------------------------------------|----------------------------|
| 95%                               | 10 days                                             | 2 weeks                    |
| 90%                               | 20 days                                             | 4 weeks                    |
| 85%                               | 30 days                                             | 6 weeks                    |
| 80%                               | 35 days                                             | 7 weeks                    |
| 75%                               | 45 days                                             | 9 weeks                    |

There are 175 days a year when children are not in school for holidays, days out, family events and appointments.

# Rationale for good attendance:

- No missing gaps in learning basic skills and to support academic learning and progress
- Supports children create, develop and enjoy good social bonds with friends and staff
- Secures a consistent daily routine that will stand children in good stead for their school careers and adult life

# Pupil Premium

The government gives an additional amount of money known as Pupil Premium for any families who fall in the following categories:

- Service Children - **£300**
- Children under Local Authority care - **£2,300**
- Children adopted from care, under special guardianship order or a residence order - **£2,300**
- Families in receipt of some state benefits **£1,320**

*If any of the above applies to your family please contact the school – all information is treated as confidential.*

# More about our school

- School Website:  
[www.hillingdon.hillingdon.sch.uk](http://www.hillingdon.hillingdon.sch.uk)
- The Elliot Foundation Website:  
[www.elliottfoundation.co.uk](http://www.elliottfoundation.co.uk)
- Our school **Twitter** account ([@Hillingdon\\_PS](https://twitter.com/Hillingdon_PS))
  - i. [Ofsted Report – April 2024](#)
  - ii. Policy Documents
  - iii. Pupil Premium Report
  - iv. Use of PE Funding Report

# Communication

- The school office will be open until Friday 17th July and will be open again from Tuesday 1st September (our staff training day).

## **Office hours during term time:**

8.45am to 4pm

- You can also email the school with any general questions to:  
[hillprimary@hillingdonprimaryschool.org.uk](mailto:hillprimary@hillingdonprimaryschool.org.uk)
- Please allow 3-5 school days for a response.

*If you have any queries, please speak to us; we are here to help!*