



Tower Hill Primary School Prospectus 2023

Welcome to Tower Hill Primary School

On behalf of Tower Hill Primary School, I would like to welcome you. I hope this prospectus gives you a taste of what life is like at our outstanding school. Situated in the Ancient Village of Cove (mentioned in the Domesday Book) in the Western part of Farnborough, we are a two-form entry, inclusive Primary School that sits at the heart of a vibrant and diverse local community.

At Tower Hill Primary School our core vision is that ALL children will be equipped with the skills, knowledge, understanding and empathy that will lead to them being able to make their own choices in life, successfully. We strive for all to be actively engaged in their own learning, to be motivated and eager, to achieve and attain to their own full potential - thus making them proud of themselves and of being a member of the 'Tower Hill Team'. Our relationships between all members of Tower Hill are held as key to our success. We value each member of the school community as an individual and interact with them honestly, respectfully and politely.

We have an ethos of 'no ceiling to learning and achievement' for our children irrespective of their ability, and the school's outstanding record of achievement including both its impressive academic results and most significantly in the progress pupils make as they pass through the school, highlight the success of this approach.

Our key values of **Respect, Friendliness, Achievement, High Expectations, Fairness and Confidence** pervade through our curriculum and ensure that our children's spiritual, moral, social and cultural development in this ever changing world as well as their physical well-being enables them to thrive in a supportive, highly cohesive learning community.

We are very proud of our school and are very happy to welcome visitors at any time to look round, please don't hesitate to contact us.

Miss Laura Ovenden

Headteacher



The School Environment

We know how important the school environment is in creating a warm, welcoming place for children to learn and with that in mind, we have ensured that our school environment gives children a safe space in which to achieve. Tower Hill has a number of dedicated areas to promote learning in different ways including our Music and Drama Room, Outdoor Classroom (Foxes' Hollow) and Eco-Hub as well as our dedicated Food Technology Room, Sensory Room and Music Garden.

All classrooms are fully equipped with all of the resources that the children need including fully interactive whiteboards and PCs, not to mention the availability of iPads, Laptops and Chrome Books for each class.

Our pond in Foxes' Hollow



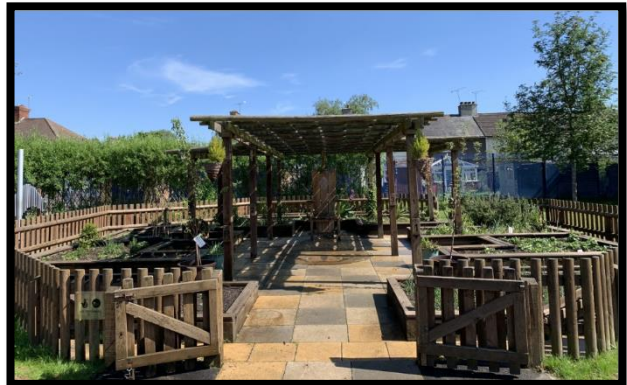
The Family Room



The Sensory Room



The Eco-Hub



The Outdoor Classroom



The Music Garden



School Hours

The School Office is open between 8.00am and 4.30pm. However, out-of-school hours or during busy periods, messages should be left in order for calls to be returned at the first available opportunity. The school office team will also respond to emails sent to adminoffice@towerhill.hants.sch.uk

We conform to the legal requirements for the school day and our hours are as follows:

9.00 a.m.	School Starts *
10.30/10.45	EY, Y1 & Y2/Y3, Y4, Y5 & Y6 Breaktime
11.45am - 12.45pm	Lunch time YR, Y1 & Y2
12.15pm - 1.05pm	Lunch time Y6
12.25pm - 1.15pm	Lunch time Y3, Y4 & Y5
2.00 - 2.10 p.m.	Break time EY & Key Stage 1
3.20 p.m.	Home time

*Pupils may arrive from 8.50am, at which time there will be staff on duty in the playground. At this time, the classroom doors are open for the children to go straight into school. For reasons of safety we would be grateful if children did not arrive at school before 8.50am unless attending Breakfast Club. Parents must supervise children until they go into their classroom.

The School Governors

The Governing Body oversees the work of the school and acts as a 'critical friend' to ensure that the school continues to make good progress. Being a Governor requires commitment and time but the work is kept in perspective and meetings and working parties are conducted in a good positive spirit. There are sometimes vacancies and if you would be interested in serving please do not hesitate to contact the Headteacher or the Clerk to the Governors. All Governors are elected to serve a four-year term.

Meet our Governors:

Miss Laura Ovenden	Headteacher/Co-opted Governor
Miss Camilla Collins	Chair of Governors
Mrs Agnieszka Sasiela	Vice-Chair of Governors
Mr Nick Brown	Vice-Chair of Governors
Mr Mark Whitehead	Chair of Finance and Personnel
Mr Terry Genis	Chair of Premises
Mr Owen Gardner	LA Governor
Mrs Helen Kinal	Parent Governor
Mrs Laura Mace	Parent Governor
Mrs Nicola Ward	Deputy Headteacher/Co-opted Governor
Mr Kieran Collins	Assistant Headteacher/Co-opted Governor
Miss Emma Dinsdale	Assistant Headteacher/Staff Governor

Safeguarding Personnel

Our highest priority at Tower Hill is to keep our children safe. We have a dedicated Pastoral Care Team who offer support and advice around a wide range of family matters. When dealing with safeguarding concerns, we follow the Hampshire Safeguarding Children's Partnership guidelines. We work with Hampshire Children's Services Department in a multi-agency approach to try and ensure the best outcomes for children and their families. All safeguarding concerns are recorded using My Concern secure software.

All staff at Tower Hill receive annual safeguarding training. Mrs Cartlidge is the Designated Safeguarding Lead (DSL) and we also have five Deputy DSLs. With six DSLs, we can ensure that there is always a trained member of staff able to respond to any concerns raised.

Meet the team:



Mrs Cartlidge
Lead DSL & SENCo



Mrs Meaney
Deputy DSL &
Family School Link Worker



Miss Ovenden
Deputy DSL &
Headteacher



Mrs Ward
Deputy DSL &
Deputy Headteacher



Mr Collins
Deputy DSL &
Assistant Headteacher



Miss Dinsdale
Deputy DSL &
Assistant Headteacher

Classes at Tower Hill

We are a two form entry school with fourteen classes across Early Years, Key Stage One and Key Stage Two. All of our classes are named after famous towers from around the world. The names, year groups and ages of the children in each class are as follows:

Early Years Foundation Stage – Year R – ages 4 – 5 years

Sears Class



Pisa Class



Key Stage One

Year 1 – ages 5 – 6 years

Spinnaker Class



Blackpool Class



Year 2 – ages 6 – 7 years

Petronas Class



Canton Class



Key Stage Two

Year 3 – ages 7 – 8 years

Alloa Class



Macau Class



Petrin Class



Skylon Class



Year 5 – ages 9 – 10 years

Eiffel Class



Aspire Class



Year 6 – ages 10 – 11 years

Wainhouse Class



Stratosphere Class



Curriculum

The curriculum at Tower Hill includes the core subjects: English, Mathematics and Computing/Information Technology. Science, History, Geography, Design Technology, Music, French, Art, Personal, Social & Emotional Education and Physical Education, are also taught. In addition, the curriculum includes Religious Education, taught in line with the Local Authority agreed syllabus.

Within the Tower Hill Curriculum, knowledge and skills are intrinsically linked. We believe that an outstanding curriculum needs to focus on both of these elements so that the children learn the theory (the what) but that they also know how to achieve this ie: they have the skills 'to do' and to apply their knowledge.



Within our curriculum, there are two types of skills - generic skills which apply to all areas of the curriculum and learning and subject specific skills. We believe that being an effective learner means being able to apply these skills within and beyond the classroom - we want to develop lifelong learners who are able to think for themselves.



Our curriculum is skills based and knowledge rich. We believe that our children should have the opportunity to study areas of the curriculum in greater depth. We strive to give our children the opportunities to produce exceptional outcomes whilst also developing their independence and creativity. We want to produce young people who are ready to take the next step in their learning - young people who are ready to make their own choices in life.

Our curriculum takes a cross-curricular approach and follows our RING (**Relevant, Interesting, Naughty** and a bit of a **Giggle**) approach. We believe that children learn best when they understand how what they are learning relates to them in the wider context ie: beyond the school. **All of our children participate in a wide range of experiences including visits, visitors and residential journeys to challenge and enrich learning.** These have included visiting Butser Hill Ancient Farm, visits to the seaside in Southsea, The Great Fire Monument in London, working in-school with Theatre Exchange to bring alive both embalming the Pharaohs and marching into the Battle of Marathon with the Ancient Greeks, fossil hunting in Charmouth, not to mention a residential visit to Weymouth to take part in outdoor and adventurous learning opportunities. These are carefully planned to support the learning taking place in school in order to build language rich opportunities and the cultural capital of our pupils to further develop their knowledge and understanding.

We value the importance of music and performance and encourage all of our children to take part in class assemblies, musical performances and shows. We understand that some children may find this daunting so offer them the opportunity to take a 'backstage' role if this makes them more comfortable. We have an amazing lighting bar and costume and prop department to support our children to achieve their very best.



Our curriculum is structured around a termly or half-termly specific subject focus, for example History, Science or Geography, and much of the work for the term or half-term is then linked

to that unit theme. Each child creates a Big Book to take home to share with their parents demonstrating their achievement. These have been most favourably received by parents - and are loved by the children.



Physical Education

The school fully subscribes to the Government's aim of high quality P.E. and sport provision for all its children and children from across the school work with the external provider *Premier Sport* to deliver quality games skills experiences which also support school staff development as made possible this year through the *Sports Premium funding*. We believe in catering for excellence through competition for some, as well as enjoyment for all. The

spirit in which all take part is a vital part of their learning and our overriding wish remains to produce players as generous in victory as they are in defeat! Physical Education lessons include gymnastics, games, dance, athletics, orienteering and an intensive swimming programme for all pupils in Year 5 and, where possible, through the *Sports Premium*, additional swimming programmes for Year 4. We are also very lucky to have a large playing field on site.

After School Clubs

Extra-curricular activities depend upon the interest, time and goodwill of the staff and parents involved. A recent selection has included football, netball, baking, ICT, Tag Rugby, Street Dance, Judo, Gardening, Science and Multi-skills clubs. Competitive sports fixtures against other schools are arranged.



Collective Worship

Each school day has an act of collective worship where the children may meet as a whole school, key stage or year group. Acts of collective worship may explore festivals, celebrations, morals, cultures other than those that are Christian based and other traditions. They also celebrate the children's own achievements. Children sing together to build bonds of community, promote empathy and sensitivity and engender pride in being part of the Tower Hill Team.

Withdrawal - Parents, who on grounds of conscience, wish to withdraw their children from religious education or from Collective Worship are asked to discuss circumstances with the Headteacher.

Sex and Relationships Education

The DfE Guidance 2019 (p.23) recommends that all primary schools 'have a sex education programme tailored to the age and the physical and emotional maturity of the pupils. However, 'Sex Education is not compulsory in primary schools'. (p. 23)

At Tower Hill we believe that sex and relationship education does not stand as a subject on its own, but as an integral part of a 'balanced and broadly based' curriculum, that promotes pupil wellbeing. We also believe that our children deserve the highest quality of education and to provide this Tower Hill will maintain contact with local health promotion agencies, the school medical service and specialist services. While we use sex education to inform children about sexual issues, we do this with regard to matters of morality and individual responsibility, and in a way that allows children to ask and explore moral questions.

Parents' right to request their child be excused from Sex Education

'Parents have the right to request that their child be withdrawn from some or all of sex education delivered as part of statutory Relationships and Sex Education' DfE Guidance p.17

Homework

Children across the school are encouraged to read regularly at home as well as complete weekly handwriting. The children are given homework tasks in the style of a Homework Menu.

Homework Menus are given at the start of each half term in order that the children can choose and work through tasks at their own pace. Homework is part of school life for children and at Tower Hill we recognise the benefits for children. We hope that you will be able to spend some time with your child supporting them with their tasks at home. We do not seek to dominate evening and weekend time - for your child or you! - or cause your child anxiety. However we do feel that regular weekly homework reinforces the learning in which they have been engaged at school.

Golden Thread

Our **Golden Thread of Aspirations** weaves throughout our curriculum. We believe that it is vital to children's development that they have aspirations for the future - that they have something to aim for, something they would like to achieve. At Tower Hill, we believe that it is our responsibility to give children experiences and opportunities to help them 'figure out' and decide what they aspire to do or to be. This Golden Thread is embedded across all subjects in all phases.

Inclusion

SEND

We value the fact that all children are individual and unique and develop at their own rate. This may mean that at some point on their journey at Tower Hill some children may need extra support or consideration. Pupils with special educational needs are supported in a wide variety of ways, some of this will be in the classroom and at other times it will be in small group sessions. Our teachers are highly skilled in planning lessons to interest and challenge children at an appropriate level for their individual needs. Each class has at least 1 full time Learning Support Assistant (LSA) with most having additional part-time LSAs to work with the teacher in supporting all the children in the class. All children work with their class teacher and an LSA during a week. In addition to this we have LSAs who are in class to support specific children with planned interventions or to work 1:1 with children who have an EHCP (Education, Health & Care Plan).

All pupils are fully integrated within the school and follow the National Curriculum and Religious Education at the appropriate level. We pride ourselves on offering all our children the opportunity to participate in all activities within school including trips/visits, clubs and other whole school events.

All children receiving additional support are placed on our Special Educational Needs Register and parents are informed through their child's Individual Plan (IP). Working in partnership with parents/carers is extremely important to help children make as much progress in learning as possible. We operate an 'open door' policy and encourage parents/carers to make contact with their child's class teacher or the SENCo if they have any concerns or worries about their child's development.

Tower Hill work with a range of external agencies to access specialist support and advice around

SEND (Special Educational Needs &/or Disabilities). Further details around this are available in our SEND Information Report on our school website.

Our aim at Tower Hill is to nurture and build on the talents and abilities of all our children. This includes any areas of the curriculum where a child may be demonstrating a high level of skill or ability.

Attaining Highly

At Tower Hill, we are passionate about recognising, celebrating and challenging our Attaining Highly Learners. We must allow them to consistently thrive and access different learning opportunities, whilst maintaining and boosting learning. Our Attaining Highly Leader works closely with class teachers to ensure that these children have access to a wide range of opportunities. Individual and group interventions are designed to enable Attaining Highly Children time to develop their knowledge in a focused, smaller environment, with dedicated teacher time.



Equal Opportunities and Accessibility

We strive to develop the potential of each child, regardless of gender, race or ability. We believe that, from an early age, children need to acquire and develop a wide range of skills involving problem solving & the use of different tools and materials. We give children equal opportunities to participate in all school activities.

There is a great emphasis on security at Tower Hill and creating a safe environment for the children. All parents and visitors should enter the school via the main entrance at the Fowler Road side of the school. The school is fully accessible for wheelchair users. All teaching rooms are situated at ground level and there are no stairs to negotiate. Accessible toilets are available in both buildings on the site. Disabled visitors driving themselves are recommended to telephone the school office in advance to organise the most convenient & accessible parking arrangements prior to arrival: priority when parking in line with our Equalities Plan.

Pupil Premium Funding

The school receives a Pupil Premium grant from Central Government each year. Tower Hill's grant for 2022/23 was **£182,480**. We have deployed high quality Qualified Teachers to maximise learning opportunities for children to benefit from extra support and to increase levels of learning support assistance within all classes which has proved highly effective. Additionally we have employed a Pre-School Link Worker to support the development of language for our youngest children, and a Family School Link Worker to support families in challenging circumstances: economic, domestic and emotional. The school tracks the progress of all children including those eligible for Free School Meals. Children eligible for Free School Meals make outstanding progress.

Looked After Children

The SENCo is responsible for Looked After Children. As with all children, our vision is to support these children with all aspects of their education, monitor their achievements and support them in overcoming any barriers to success, ensuring that they achieve their full potential.

Pastoral Care

Each member of the Tower Hill team has a responsibility for the pastoral care of the children that they work with. Tower Hill is a nurturing and caring school with a very experienced team

including a Mental Health and Well-being Leader, a dedicated ELSA and A Family School Link Worker who are always available to support the children and parents with any issues. We believe it is vital to foster excellent relationships for all stakeholders and will endeavour to ensure that you are given every opportunity to discuss concerns or worries.

Parents and School

Parents and teachers are partners in the education of our children. We keep you informed about school activities through:

- The School Prospectus
- General letters
- Weekly Newsletters from the Headteacher
- Tapestry - for children in Early Years
- The school website www.towerhill@hants.gov.uk
- Arbor



We hold meetings to discuss a variety of issues, including:

- Starting school
- National tests
- Transfer to secondary school
- Residential visits
- Sex & Relationships Education
- What is taught in school



We discuss children's progress through:

- Parent Consultation Evening in the Autumn Term
- Performance Cards (P.C.) in the Autumn Term
- 'Come and See My Learning' afternoon in the Spring Term
- Report of Achievement - annually at the end of the Summer Term;
- Parent conferences for Special Educational Needs.

You are always welcome to visit the school to discuss matters concerning your child. Please call in before 8.45am or after 3.25pm if something is urgent. However, if you need a longer time to talk or see your child's work, please arrange a mutually convenient time with your child's teacher, or with the Headteacher.

Please remember - it's best to talk about problems while they are still small!

Helping In School

We promote close links with parents and value greatly any support that can be offered. When your child knows that we work together, their perception of learning is greatly enhanced. Your help encourages the children and the teachers and makes the school a more active place. Please talk to your child's teacher or the Headteacher if you would like to help. You do not need to have special skills - just some spare time! For obvious reasons, we ask ALL volunteers at the school to undergo clearance from the Disclosure Barring Service (DBS) and we adhere to the strongest safeguarding checks.

Reporting to Parents

As a school we know that communication with parents is vital and we endeavour to keep parents informed about their children both formally and informally. In the Autumn Term, all parents are invited to attend a parents evening meeting with their child's class teacher and will also receive

a Performance Card allowing teachers to report to parents on how their child has settled in and on progress made. During the Spring Term, parents will be invited in to a 'Come and See My Learning' afternoon which gives parents an opportunity to look at work and to meet with the class teacher on a more informal basis. Annual reports are then given out in the Summer Term as a summation of the year.

At Tower Hill, we have an 'open door' policy which allows parents to meet with teachers as and when required throughout the year.

Home/School Agreement

Each year, we ask that class teachers, parents and children to read and adhere to our Home/School Agreement. This sets out the expectations for all stakeholders and ensures that the children know that we are all working together to ensure the best possible outcomes.

Parents/Carers will:	Tower Hill will:	The pupil will:
<ul style="list-style-type: none"> ✓ ensure my child goes to school regularly, on time, wearing correct uniform and is ready to learn ✓ inform the school by phone or via Parent Mail on each day that my child will be absent and avoid holiday absence during term-time ✓ make the school aware of any concerns or problems that might affect my child's work or behaviour ✓ fully support the school's policies and guidelines for behaviour and work together to resolve any issues or problems ✓ encourage positive behaviour and respect at all times towards all members of the school community. ✓ support and encourage my child in homework and other opportunities for learning ✓ attend Parents' Evenings and discussions about my child's progress and support school events whenever possible ✓ get to know what my child's life is like at school 	<ul style="list-style-type: none"> ✓ treat all children fairly and care for your child's safety and happiness whilst encouraging them to become confident and independent learners ✓ ensure that your child achieves his/her full potential as a valued member of the school and wider community ✓ promote an ethos which encourages pupils' spiritual, moral, cultural and social development ✓ provide a broad and balanced curriculum, including homework as appropriate, which meets the individual needs of your child ✓ achieve high standards of work and behaviour developing good relationships and a sense of responsibility ✓ keep you informed about general school matters and in particular your child's progress ✓ arrange Parents' Evenings and other opportunities during which your child's progress will be discussed ✓ be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school 	<ul style="list-style-type: none"> ✓ attend school every day and on time to start their learning and always try their best ✓ be polite, helpful and kind to others and demonstrate the Key Values at all times ✓ remember that they represent Tower Hill both at school and outside and demonstrate Respect to all at all times ✓ follow the school rules and Tower Hill's Relationships Policy at all times ✓ show respect for their own and other people's property and opinions ✓ treat the school with respect by keeping it tidy and caring for it ✓ do all their classwork and homework absolutely to the best of their ability ✓ wear correct school uniform and be smart in appearance including having appropriate hairstyles ✓ remember that everyone is as important as each other and make everyone feel welcome. ✓ ask if they need any support with their learning

Our staff take their responsibilities for the welfare of children at school very seriously. If there is anything that you feel we should know which might affect your child at school, or if you have any concerns, please contact the class teacher or Headteacher. Similarly, if the teachers have a concern, they will contact parents at an early stage.

Caring for Your Children at Tower Hill

First Aid

If children have an accident at school, our staff will administer first aid according to LA guidelines. If hospital treatment is needed, we shall contact you to collect your child. The school has many qualified first-aiders, including paediatric first-aiders, on the staff, however in the event of a significant emergency, 999 would be called.

It is very important that emergency contact telephone numbers are up-to-date. Please let us know immediately of any changes.

Medication

Occasionally children have to take some sort of medicine in school. Please help us by clearly labelling the medicine with your child's name. When bringing the medicine into school, you will be asked to complete a form explaining the dosage. Only in such cases where the illness is prolonged or recurring but not contagious, or when a course of antibiotics has been prescribed, will medicine be accepted. We strictly adhere to our *Supporting Children with Medical Needs Policy* which is available on the school's website for all stakeholders.

Attendance

Absence and Illness

It is very important that your child is at school on time every day. It is equally important for all children to attend school every day in order to progress and reach their full potential. Obviously we do not expect your child to come to school when they are too ill but their illness should be balanced against the important work they are missing whilst they are away. If your child is not going to be at school, please inform the school office either by leaving a telephone message or using the absence section on Arbor by 9am. If we do not receive a reason for absence, it is counted as unauthorised. We are required to account for every child's absence and late arrival so your co-operation is essential. Any child who is late for school must be signed in at the school office before proceeding to class. Please try to organise routine dental and medical appointments outside school hours whenever possible. Children must be collected for 'school day' appointments and signed out at the school's reception.

Holiday

We do recognise that there may be exceptional circumstances when families cannot organise their holidays to coincide with the school holidays. If this is the case, a '*request for term time absence*' form needs to be completed and returned to the school office before you book your holiday.

Term-time holiday is completely at the discretion of the Headteacher in unique circumstances and not an automatic right.

Tower Hill's *Attendance Policy* is available on our website for parents to check what are NOT considered to be exceptional circumstances - unfortunately, this does include financial reasons. Absence without authorisation can lead to prosecution and Penalty Fines being levied by the Legal Executive.

Behaviour

At Tower Hill, we pride ourselves on our high standard of behaviour, which is expected of all children. This includes respect, thought and consideration for other people, and the care of personal and school property. School rules are kept as few and as simple as possible through the

School and Class Charters. They are made to ensure that the school is a safe place, a happy place, and that it has an atmosphere in which children are able to learn.

The Behaviour Policy operates a traffic light system which was devised by the children to assess levels of 'inappropriateness.' We promote praise and positive recognition of good behaviour and work whilst also realising that at times sanctions, including missed personal time at break or lunchtimes, do need to be taken for unacceptable behaviour. If there are serious or persistent problems we will contact you depending on which stage of the Traffic Lights your child has reached and ask for - and expect - your full support.

Children need to be very clear that home and school work in partnership. At the end of each week there is a whole school Celebration Assembly where children's good work and good manners are recognised and rewarded. A weekly newsletter is written by the Headteacher and sent home to inform parents of that week's recipients.

School Uniform

The uniform for Tower Hill is smart and practical. We expect all pupils to wear uniform as we feel that it is important for all children to develop a sense of pride and a feeling of belonging to our school community. The 'Smart Award' is awarded weekly to children as part of our Celebration Assembly and we would ask you to support the children in pursuing the goal of being 'Super Smart'.

School sweatshirts, cardigans and fleeces with the Tower Hill name and logo are available directly from school.



Boys

- Blue sweatshirt and/or fleece with school name and logo
- White sports shirt or shirt
- Black or grey trousers or shorts
- Black shoes
- Grey or black socks.



Girls

- Blue sweatshirt, fleece or cardigan with school name and logo
- White sports shirt or shirt
- Grey skirt or pinafore or a blue and white gingham dress
- Black shoes
- White socks or grey tights



Year 6

- When our children start Year 6, they wear a different coloured sweatshirt to the rest of the school

PE and Games

It is essential that children have appropriate clothing for PE.

- Black sweatshirt with school logo - these are available directly from school.
- White T-shirt & black/navy shorts
- Plimsolls or trainers - black or white
- Black jogging bottoms for cold weather

Please ensure that before starting school that ALL items of clothing are clearly named. Unfortunately, children tend to lose things and if they are named, we can ensure that they are returned to the correct person. Children will be expected to wear their PE Kit to school on the days that they have PE.



Jewellery and Personal Property

Jewellery should not be worn at school, and parents should be aware of the dangers involved. Sleepers and drop earrings in pierced ears are a real hazard, particularly in the playground and PE lessons. The Education Authority cannot be responsible for any injury caused or exacerbated by the wearing of jewellery. Children with pierced ears must remove their earrings for PE lessons or in the case of newly pierced ears, tape brought in from home to cover the earrings.

Hair and Make-up

Hair should be tidy and smart at all times. We would ask that the children do not have any 'outlandish' hairstyles. In the event of head lice being detected, we will contact you to treat your child's hair straight away in order to stop the spread as soon as possible. We would expect children not to wear make-up for school unless as part of a costume for a theme day. Nail varnish should not be worn at any time.

Lunchtimes at Tower Hill

School Meals

School meals are cooked on the premises, to a high nutritional standard and children eat their meals in the school hall. Menus are displayed outside both Reception Classes, at the school office and on the school website. The cost of a school meal at present is **£3.00**. To pay for school meals, please use the payment system on the Arbor app. Alternatively, pop into the school office if you would prefer to pay in cash.

Packed Lunches

If you wish, your child can bring a packed lunch to school. This needs to be clearly labelled with your child's name and class. We encourage the children to bring healthy food to maintain a well-balanced diet. We are a **NUT FREE** school so packed lunches must not contain foods with any nut products in them.

Wrap Around Care

Breakfast Club

We run a Breakfast Club every morning where children can enjoy a nutritious breakfast including cereals, toast, fruit & fruit juice in the company of their friends. All of this for **£3.00** per day! **CHILDREN WHO ARE ELIGIBLE FOR FREE SCHOOL MEALS ARE ENTITLED TO FREE BREAKFAST CLUB - BUT WE MUST HAVE PROOF OF YOUR ELIGIBILITY. PLEASE LET THE SCHOOL OFFICE KNOW.**

Children can attend Breakfast Club from 8.00am and are then supervised by members of our Breakfast Club Team until the start of the school day. Breakfast Club is held in the ATC.

S4K - After School Care

We also provide wrap around care at the end of the school day until 6.00pm using the care provider S4K. This is a paid for care club and must be booked directly through S4K. Any child attending the club will be dropped off by a member of Tower Hill staff at the end of the school day with the club leader.

Compliments and Complaints

We love to hear about positive experiences however, if you have any areas of concern please contact your child's class teacher who will be happy to work with you to resolve any issues as soon as possible.

Policies

All policies can be found on the school website or can be obtained by requesting them from the school office team.

How to Apply

If you wish to consider Tower Hill as the school for your child, please contact the school to arrange a visit. We are always very happy to show people around. If you decide to apply for a place, this must be done through Admissions at the following website:

<https://www.hants.gov.uk/educationandlearning/admissions>

All applications must be considered according to the priorities of the school's *Admissions Policy*. The school can advise you whether places are available however **the Local Authority** will inform you if a place has been allocated to your child(ren).

To begin school in September 2024:

For children

born between 1st September 2019 and 31st August 2020

parents will be required to apply for places

by midnight on Monday 15th January 2024

**Parents are strongly recommended to apply on-line
from Tuesday 1st November 2023 for places for the 2024 intake**

**Notification of your child's allocated school will be issued on
Tuesday 16th April 2024**

Parents moving into the area *after the deadline* should apply for a place for their children as soon as possible. The school office team is always happy to help with the completion of forms and give advice regarding admission procedures.

Induction for Children Starting Year R

We offer the following induction to children new to the Early Years Foundation Stage:

- **Nursery Visits** - our Pre-School Link Worker will begin working with your children before they start at Tower Hill. We have close links with our local pre-schools and work with them throughout the year to ensure a smooth transition for your child.
- **Stay and Play Sessions at Tower Hill** - we offer six stay and play sessions so that both you and your child can visit school and become familiar with the teachers and the environment before September.
- **A Home Visit** - We feel that it is important to meet your child in their own environment in order to learn more about them. This also gives us the opportunity to discuss any concerns and answer any questions.
- **'Happy' Film** - we have created a film to show your child what life at Tower Hill is like and would encourage you to share this with your child regularly in the build up to their first day. This is available on the school website.
- **Induction Pack** -we will send all of the information that you need home and will also make it available on the school website.

Local Education Authority

Hampshire Education Authority maintains the school. Further information about the Education Authority can be obtained from:

HIAS Local Office

Local Education and Inclusion Office

Alton Health Centre

Anstey Road

Alton GU34 2QX

Tel: 023 9244 1471

School Term Dates for 2022.23 and 2023.24

<https://www.hants.gov.uk/educationandlearning/schoolholidays>