



F A Q

What should I do...

If my child is ill and not well enough to attend school?

Please call the School Office before 8.45am to advise the reason of absence Tel. 01535 273847

If my child requires medication in school?

School can administer medication that has been prescribed by a doctor (with a pharmacy label on) that requires administering 4 times a day or more or that should be taken with food. If the medication states 3 times a day, then this should be given at home (before school, after school and before bed).

School can also administer Calpol/Paracetamol if it is provided to us a sealed sachet or fast melt (for up to 3 days maximum).

For all medication in school a medication form (see attached below) must be completed by the parent/carer and both the medicine and the form must be handed to the School Office in the morning and collected from the School Office at the end of the day.

If my child is late for school?

You will need to drop your child off at the School Office if you are late for school, as the classroom doors will be closed. A reason for lateness should be given.

If I am running late for pick up?

Unless your child is Year 5 or 6 and you have consented for them to walk home, if you are running late by a few minutes late, you don't need to let us know, however if you are running 10-15mins late or longer, please call the School Office to let us know and collect your child from the School Office (a late book will need to be signed).

If I need someone else to collect my child?

You chose a password when you completed your child's admission form with us, please give this password to the person who will be collecting your child.



If my child has a medical appointment in school time?

Please notify us in advance of any medical appointments and where possible by providing a medical letter or appointment card.

If I need to take my child out of school?

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

If I am not receiving emails?

Check your junk or spam folder first, then email school to advise that you are not receiving emails, we will check that we have the right email address and let you know:

parents@hardenprimaryacademy.co.uk

We are a paperless school and all communication is sent out by email. The information we send out is also uploaded to our website (Latest News section if it is for the whole school or your child's year group page if it is class specific). www.harden.bradford.sch.uk

Where can I find school holiday dates?

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

How do I sign up to Breakfast club and Afterschool Care Club?

A company called JSC Care Club offers Breakfast and Afterschool Care for children at Harden Primary. They can be contacted on Tel. 07941 708535



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

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

When can my Reception child access the after school activity clubs?

After School Sports Clubs are not running at the moment due to COVID-19 however when they are running, they are open to children in Year 1 to Year 6. Reception children usually join in when they reach the summer term. An Activity Clubs Newsletter is sent out giving details of the upcoming activities on offer, dates, times costs etc. (under usual circumstances).

What do I need to do if I think I am entitled to FSM?

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

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

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

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

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



If I have a query about my child, my child's work, their progress or homework?

Email your child's class teacher and they will contact you to discuss:

reception@hardenprimaryacademy.co.uk

year4@hardenprimaryacademy.co.uk

year1@hardenprimaryacademy.co.uk

year5@hardenprimaryacademy.co.uk

year2@hardenprimaryacademy.co.uk

year6@hardenprimaryacademy.co.uk

year3@hardenprimaryacademy.co.uk

parents@hardenprimaryacademy.co.uk

Medication Authority Form

I request that my child _____ in Year _____ is

given the medication/s as detailed below:

Medicine _____

Dose / Amount _____

Time/s to be given _____

Reason for medication _____

Signed by Parent/Carer _____ Date _____



APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name of School - Harden Primary School 2114

Date of Request

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



Taking 'Leave of Absence' without the schools permission could result in you being fined a Notice fine of £60. Penalty Notices are issued, per parent per child.

Where permission has been given for 'Leave of Absence', if you fail to return your child within 10 schools days of the agreed return date, your child may be removed from the school roll.

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

PARENTS SECTION

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

SCHOOLS SECTION

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

