



F A Q

What should I do if...

My child has COVID-19 symptoms? / What are the COVID-19 symptoms?

The 3 main official symptoms of COVID-19 are:

- New continuous cough
- High temperature
- Change/loss of taste/smell

If your child has 1 (or more) of the above symptoms you will need to book and take them for a PCR test. You can book a PCR test by clicking here: <https://www.gov.uk/get-coronavirus-test>

Someone in our household has tested positive?

Close contacts (within the same household) of someone who has tested positive for COVID-19 should also go for a PCR test. The person who is positive should self-isolate for 10 days in accordance with track and trace.

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 or email parents@hardenprimaryacademy.co.uk

My child has been sick or has Diarrhea?

For any sickness or diarrhea children can only return to school 48 hours after their last episode of sickness/diarrhea.

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 in a sealed sachet or fast melt (for up to 3 days maximum). We cannot accept open bottles of medication that is not prescribed by a doctor.

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.

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. School is currently open for drop off between 8.30am and 8.45am allowing a 15 minute drop off window.



I am running late for pick up?

If you are running late for pick up by a few minutes late, you don't need to let us know, we will keep hold of your child however if you are running 10-15mins late or longer, please call the School Office to let us know. You will need to collect your child from the School Office (a late book will need to be signed).

This does not apply to children in Year 5 and 6 where consent for them to walk home has been given prior.

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. You do not need to let us know unless someone is collecting your child who has never done so before.

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) this is fine however 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).

Emails - 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

Holiday dates - 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 <https://harden.bradford.sch.uk/school-holiday-dates/>

Wrap around care - I want to sign up for Breakfast club and Afterschool Care Club?

A company called Springfield (which is part of Harden Pre School) offers Breakfast and Afterschool Care for children at Harden Primary. They can be contacted on Tel. 07831 447358

Milk - 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/>



Activity Clubs - When can I sign up my child for an after-school sports club?

We are only offering 3 After School Activity Clubs at the moment (with the ever-changing COVID-19 guidance).

In more normal times the clubs 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.

FSM - What do I need to do if I think I am entitled to Free School Meals?

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/>

Universal FSM - 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 you have a query about your child, your child's work, progress or homework, please email your child's class teacher and they will contact you to discuss:

reception@hardenprimaryacademy.co.uk

year1@hardenprimaryacademy.co.uk

year2@hardenprimaryacademy.co.uk

year3@hardenprimaryacademy.co.uk

year4@hardenprimaryacademy.co.uk

year5@hardenprimaryacademy.co.uk

year6@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 academic attainment. Bradford Council's policy is to only grant leave of absence in the most exceptional circumstances. If permission is given 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 issued with a Penalty 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			

