Hamer Community Primary School Parent Handbook

2026-2027

The fundamental aim of Hamer Community Primary School is to develop happy, confident and independent learners doing the best they can in all that they undertake.

We strive to develop a happy and secure environment in which the individual needs of all members of the school community are met in order that they realise their potential to the full.

CARE, CHALLENGE and FUN!

HAMER COMMUNITY PRIMARY SCHOOL

Albert Royd's Street
Rochdale

Tel: (01706) 655756
E-mail: office@hamer.rochdale.sch.uk

Headteacher: **Mrs. Victoria Terry**

Deputy Headteacher: **Mr. Tom Nadin**

Assistant Headteacher: **Mrs. Jenny Hoyle**

Chair of Governors: **Mrs. Gillian Lowe**

Education for Opportunity

General Information

Springside with Hamer Learning Community was established in September 2007 comprising of:

Hamer Community Primary School
Springside Primary School
M6 Theatre in Education

Hamer school is a mainstream community primary school with a nursery and is co-located with Springside School, who provide education for pupils with special educational needs.

Both schools are housed in a purpose built single storey building with high quality indoor and outdoor teaching and learning spaces, both shared and separate.

The 'M6 Theatre in Education' work with our children and families as well as visiting schools, in and out of school time. They provide opportunities for children and young people to experience live theatre and develop understanding through drama.

HAMER COMMUNITY PRIMARY SCHOOL – Care, Challenge and FUN!

Hamer is a school that is based very much on valuing and working with all members of our school community - our children, parents, staff and our governors. We also value our partnership with our local communities and the local authority.

We welcome ALL children to our school. We have high expectations of achievement in learning which includes personal and social development, both in school and in the wider community for all of our children.

We wish to provide education for opportunity - developing the skills and knowledge for our children to responsibly control their own lives and make their own choices, both now and in the future.



Our Vision

We want all our children to feel happy and secure in school so that they can learn, develop and achieve. We aim to help our children develop self-confidence, the desire to do their very best in all they do and to develop basic skills and a love of learning that will stay with them for life.

Organisation

Children spend seven years at Hamer. Classes in school are mostly grouped by age though we have some mixed age classrooms due to our intake being 45. Within each class each child is seen as an individual person. Children will often work on their own, but they will also have many opportunities to work in small groups, or as a class, depending upon the nature of the task.

AGE	YEAR GROUP	KEY STAGE
3 - 4	Nursery	Foundation Stage
4 - 5	Reception	Foundation Stage
5 - 6	Year 1	Key Stage 1
6 - 7	Year 2	Key Stage 1
7 - 8	Year 3	Lower Key Stage 2
8 - 9	Year 4	Lower Key Stage 2
9 - 10	Year 5	Upper Key Stage 2
10 - 11	Year 6	Upper Key Stage 2

Children may be organised in either single or mixed age classes.

Hamer Staffing 2026-27

Key Stage/Year Group	Teacher/s	Support Staff
Foundation Stage (Nursery & Reception)	Ms. Beech (TLR) Mrs. Wazir Ms. Burke	Mrs. Kershaw (HLTA) Mr. Smart Miss Thomas (Rainbow Room)
Key Stage 1 (Year 1 & Year 2)	Mrs. Casey (TLR) Miss. Nicholson Miss Saleem	Mrs. Scott (HLTA) Miss Williamson
Lower Key Stage 2 (Year 3 & Year 4)	Mrs. Booth (TLR) Mrs. Bearpark (TLR) Mr. Knowles	Miss. Mullane (HLTA) Mrs. Howarth Mrs. Vandries-Shaw
Upper Key Stage 2 (Year 5 & Year 6)	Mr. Barraclough (TLR) Mrs. Elliott Mrs. Hoyle (Assistant Head) Mr. Nadin (Deputy Head)	Mrs. Salter (HLTA) Mrs. Reader

TLR – Teaching & Learning responsibility/Unit Leader
HLTA: Higher Level Teaching Assistant

In addition, we also have the following support staff who work with specific children both individually and in groups throughout the school day under the direction of the Senior Leadership Team and SENDCo – Miss Duggan - coordinating Special Needs.

Mrs Ashraf
Mrs Barrett
Mrs Ahmed
Mrs Maher
Mrs Iqbal
Miss Mulleeney
Miss Akhtar
Miss Hussain
Mrs Haider

This year we will continue to work closely in the four Unit Groups as above. For each Unit Group one member of staff has been appointed as a TLR – this means that they have additional leadership and management responsibilities for teaching and learning in their Unit Group. They have a responsibility to work with the Senior Leadership Team of the school to accelerate pupil progress and raise standards.
Class teachers within the unit still have their own responsibility linked to teacher's standards, the TLR is responsible for driving the learning in the unit forward.

The Senior Leadership Team is as follows:

Mrs. Terry – Headteacher
Mr. Nadin – Deputy Headteacher
Mrs. Hoyle – Assistant Headteacher
Mrs. Haworth – Business Manager
Mrs. Smith – Children's Welfare Officer

The role of the Senior Leadership Team is to provide the strategic leadership of the school under the direction of the Headteacher. Our aim at Hamer is to ensure that all stakeholders fully realise their potential and develop a thirst for life-long learning. By attending Hamer Community Primary School, we aim to ensure that our children become global citizens who are empowered to make positive life choices both now and in the future.

Admissions
Since September 2010, up to 45 children have been admitted into our Reception class. Children are admitted to school at the beginning of the academic year in which they are 5. If numbers applying exceed the numbers of places, priority is given to children who have a medical reason, then if they already have brothers or sisters in school and then distance to school. Since September 2010, all Reception place admissions have been dealt with directly by the Local Authority. Parents have a right to appeal to the Local Authority about their child's Reception place. If places are available, children are admitted to nursery when they are three years old. Parents can collect an application form from the school office.



School Hours

Year Group	Drop off	Pick Up
Nursery AM	8:30am	11:30am
Nursery PM	12:30pm	3.30pm
Reception	8:45am	3:15pm
Key Stage 1 (1 and 2)	8:45am	3:15pm
Lower Key Stage 2 (3 and 4)	8:45am	3:15pm
Upper Key Stage 2 (5 and 6)	8:45am	3:15pm

It is essential that your child arrives in school on time as teaching begins straight away. Children, who arrive late, will need to be taken to the front entrance and signed in by the adult dropping them off.

At Hamer we need your support to ensure that your child realises their full potential. To do this they need to be on time and in school **every day**. The school works very closely with the Educational Welfare Service to ensure that we reach our aspirational target of at least 98% attendance across school. Over the past years, parents have worked incredibly hard with us to improve our attendance significantly - we look forward to continuing to make further improvements this year!

Term Dates

A list of holiday dates is re-sent at the beginning of the school year. Additional copies are available from the school office.

All of this information is also available on the school website at: https://www.hamerprimary.co.uk/term-dates-2/.



School Meals

Children are encouraged to stay for a school dinner, however, they may bring a packed lunch or go home. To ensure that the administration of school meals is as effective as possible, all meal choices must be made at the start of the term. Occasionally, changes to this arrangement may be needed – the school meal provider require 2 weeks' notice for this.

Our school meals are cooked on the premises and offer a good choice. **All our meat is halal.** Most other dietary requirements can be met (some may require further information from a doctor or health professional). Should you need to discuss your child's specific medical dietary requirements, please contact the school office to arrange a meeting with Mrs Smith.

Packed lunches must be brought into school with your child. They must contain a balanced and nutritious cold meal. To avoid interrupting learning, no packed lunches will be accepted through the course of the school day. If you want your child to have a hot meal at lunchtime, they will need to have a school dinner.

Dinner money should be sent to school each Monday in an envelope marked with your child's name and the amount enclosed. The current fee is **£16.00** per week. Dinner money envelopes are provided and must be clearly marked before your child arrives at school. It is expected that no payment arrears are allowed to build and if you fall even a week behind with payments, you will be expected to provide a packed lunch until any arrears are cleared.

You may be entitled to a free school meal for your child. Please ensure that you provide your National Insurance details on your contact form so this can be checked on your behalf. Please contact school for further information. Please do ensure that you claim your entitlement as this has a direct impact on funding for school through 'Pupil Premium' and allows us to further support your child.

We are trying to ensure our children develop healthy eating habits; therefore, school meals are based on National guidelines for healthy food. As part of health

education and science, children also learn about nutrition and healthy eating choices.

Sweets, chewing gum, juice and fizzy drinks are not allowed in school and should not be included in any packed lunch. It is expected that packed lunches will be made with healthy foods and this will be monitored. **We ask that no products containing nuts are brought into school in packed lunches, as we have a number of children with allergies**. For safety reasons, glass bottles should not be put in packed lunch boxes. Insulated flasks are also not allowed in school as per Rochdale Local Authority guidance.

All children need to bring a labelled bottle to school to ensure they have access to water at any time throughout the day. Children in the Foundation Stage receive milk and fruit free of charge. In KS1, children receive fruit free of charge.

Due to health and safety and cultural reasons, we ask that parents do not send sweets, cakes etc. to school for birthdays etc. as ingredients may not be suitable for all children to eat. If you would like to mark your child's birthday, then a donation of a book for the class library would be very much welcomed or alternatives such as stickers may be distributed.

Uniform

All children are expected to wear a school uniform.
This consists of:

- a red jumper, cardigan or fleece
- white shirt or polo shirt
- grey or black trousers, skirt or pinafore.
- red school dresses can also be worn.

School jumpers (with the Hamer logo on) can be purchased from Moses on Drake Street, though logos are not stipulated.

If your child chooses to wear a headscarf, this needs to be red, black or white and be fastened with a simple grip only.

Tights should be plain red, grey, white or black.

Black sensible shoes/boots should be worn - **not trainers**.

At Hamer we believe that it is important that we are recognised as a school community with a common identity. Our school uniform is our way of showing that we belong to the Hamer Community. Uniforms are monitored and you will be contacted if your child does not come to school in their uniform.

Please ensure that all clothes are labelled with your child's name. In addition, if your child is accessing the Forest School curriculum, you are welcome to send in their own wellies.

The Governors have decided that children may wear a plain, simple stud earring but parents must sign a disclaimer beforehand. A simple watch is acceptable. All jewellery must be removed for PE sessions.

In addition, it is expected that all children have sensible haircuts which **does not** include shapes and patterns shaved into children's heads. Children with long hair should wear simple headbands, bobbles and hairclips only and should avoid wearing anything too decorative or flamboyant.

In line with our commitment at Hamer to provide stimulating, hands-on and skills-based learning opportunities for our children, teaching will often take place outside. Wherever necessary, waterproofs and wellington boots will be provided by the school.

With the exception of bad weather, all children will play outside at playtimes and lunchtimes. We feel it is important that the children have some fresh air, the opportunity to run and play and to develop their social skills alongside their peers. Please provide warm outdoor clothing when necessary during the winter and hats/sunscreen during the summer.

Clothing for PE

Children will have PE each week. The days this occurs will be shared with children at the start of term.

Children should be provided with clothes for games and PE from the following list:

- plain black shorts or plain black jogging bottoms
- plain white t-shirt
- black pumps (trainers for outside)

All items of PE clothes should be plain and free from any logos.

Children need to attend school in their PE kit when it is their allocated day for PE. This is to maximise the amount of learning time the children have.

Children who choose to wear a headscarf in PE must wear a sports hijab as opposed to a tied headscarf and pin. These are made of tighter fitting, lightweight material to reduce risk of injury and help keep children cool during exercise.

Please see the Uniform Policy on our website for further clarification.

Swimming

Year 4 children will commence swimming lessons in the Autumn Term. Additional information for the classes involved has been/will be shared. Children in Year 3 will start swimming in the Spring Term.

The Curriculum

Our school curriculum covers all aspects of the educational and social needs of primary-aged children.

Wherever possible, learning is built around real life situations and first hand experiences. There is strong emphasis placed on creating a stimulating and challenging environment and a balanced and relevant curriculum for our children.

This is an exciting time for us at Hamer as we continue to develop our curriculum to ensure that all children achieve personal and academic success. We want our children to become global citizens who are empowered to make positive life choices now and in the future.

Through the curriculum your child will become immersed within a skills and knowledge-based curriculum and where all children will be supported to fully realise their potential. We aim to give our children ownership of their learning and instill in them a thirst for more knowledge.

The core subjects of English, Maths and Science will still be taught discreetly, however, we continue to develop a curriculum where the foundation subjects play an equally important role in your child's development. Your child's teacher/s will communicate with you throughout the year to ensure that you are fully aware of the unit of work your child is currently engaged in. The progress of your child in all areas of the curriculum is monitored and developed and this will be shared with you at parent consultation meetings. This year we continue to teach discrete 'Basic Skills' sessions across school. They occur throughout the school day and include: mental maths/arithmetic, phonics, spelling, punctuation and grammar and handwriting.

Children across Key Stage 2 will be taught Latin as their additional language.

Religious Education is taught in line with the Rochdale Agreed Syllabus.

Parents do have the right to withdraw their child from religious education and assemblies if they wish. We would encourage an open dialogue with parents around any concerns.

Celebrations

Assemblies are held throughout the week which allow children to celebrate achievements and to reflect on spiritual and moral issues. Whole school assemblies are held each week, where we come together as a school community. On Friday mornings we have our whole school celebration assembly at 9.00am.

Extra- Curricular Activities

School runs a range of clubs before and after school and at lunchtime, these include sports, creative, music and social clubs. Information about specific clubs will be sent out at the time that they are being arranged.

Children's Involvement in School Life

Children are involved in and out of classrooms in organising and making decisions. We have a School Council that meets regularly to give children a voice in decisions. We also have a small team of House Captains who assist the wider leadership team in their role.

In addition to the School Council, Teaching and Learning sessions take place across school, allowing our children to feedback on how we can further improve teaching and learning. This feedback is also included in subsequent development and improvement plans.

Children in school help out in a range of different ways, and they have an opportunity to be Subject Ambassadors and Sport Leaders.

We regularly consult children about their opinions and are proud of the suggestions and subsequent improvements that have been made.

Meeting Children's Needs

We welcome all children to our school. We believe that all children should take part as fully as possible in all that school offers. All children have different needs and we do our very best to meet these. When children have special educational needs and/or disabilities or they are making less progress in learning, we might give them additional support, differentiated activities or support programmes. We work in partnership with parents, support staff and outside agencies (e.g. educational psychologist) as necessary. We work hard to identify and meet all children's needs and this also applies to any very able or talented children.

Educational Visits

At Hamer we are committed to our children learning through real life experiences to develop and consolidate their learning. School therefore invites relevant learning opportunities into school and we often take children out of school to learn.

Sometimes a contribution to the cost of these trips is requested.

We are always extremely appreciative of your support volunteering to join some of our visits. In fact, many of these would not be possible without your support.

Charging Policy

In accordance with the 1988 Education Act, all activities which fall within the school day are free of charge. Normally, contributions will be invited to fund

such activities and visits out of school, but no child will be excluded from such activities on the basis of failing to make a contribution.

When there are insufficient voluntary contributions to make an activity possible however, and when there is no way to make up the shortfall, it will be cancelled.

The Governors have agreed that a contribution towards costs may be made for other items e.g. damaged or lost books, damaged school property and late pick-ups after school hours.

Breakfast Club

The school operates a breakfast club that runs from 8am to 8:45am. Children are provided with a breakfast and have access to a range of activities led by school staff. Should you wish your child to attend, please contact the school office to enquire about current charges and waiting lists.

Home Reading Books

School has well stocked library trollies and your child will have the opportunity to bring a library book home often. Children may be taken to local public libraries and are encouraged to borrow books for reading in school.

This is to further support the school's reading policy to encourage an interest and enjoyment in reading.

Parental Involvement

At Hamer it is extremely important to us to ensure that we have a strong partnership between home and school. By developing successful relationships, we can work together to give your child the very best education possible.

Parents are always welcome in school - to talk to a class teacher, the Headteacher, Children's Welfare Officer (Danielle Smith) or Office staff. We are also happy to speak to you on the telephone or to make an appointment for you to come in if necessary. If you do enter the school building, you will be required to sign in in case of an emergency incident.

We like to keep all our parents well informed about school life and send out newsletters to all of our parents every week. Please also keep up to date with what happens at Hamer on our school website. www.hamerprimary.co.uk.

Parent Consultations

Each year we have meetings with parents to talk about children's progress and share targets and assessment data.

We hold meetings for parents during the year. In the autumn term, we hold individual parent consultations with you and your child, so you can meet teachers, see the kind of work your child is doing and how they have settled. Your child's targets and the progress expected through the year will be discussed at this meeting and again in spring.

During the summer term, a written report will be sent to parents with full details of your child's attainment and achievements. You will have the opportunity to discuss your child's progress and attainment with the class teacher if you wish to make an appointment to do so.

We endeavour to keep all parents informed of what children are doing in school and how you can help so that we can work together to provide the best possible education for your child.

Should you wish to discuss your child's progress or targets further, you are very welcome to make an appointment to speak with your child's class teacher.

Please ensure that you make time to attend these parent consultations to allow us to share targets, achievement and attainment data with you.

Homework

Throughout the year all children will be set homework – this includes reading books, spellings and practicing multiplying.
We need your support to ensure your child can work somewhere quiet and complete their work. It is important your child does their homework and brings it back to school on time. The focus of homework will always be around learning that has taken place at school, supporting your child with retrieving the knowledge they have been taught.

Attendance

In order for your child to do their very best, it is important that attendance and punctuality is excellent.

Lost time cannot be made up and school expects the support of parents and carers in ensuring that children always attend school.
There will, of course, be rare times when children are unwell or have health appointments and therefore won't be in school. However, school **must** be told of the reason for these absences, either in writing or by phone on 01706 655756. The school office is open from 8.00am to receive phone calls. If your child is not in school and we have not had prior notification of the reason for their absence, you will be contacted that morning by Mrs. Salter (our attendance officer) to provide a reason. As you know, we work very closely with the Education Welfare Service to strive for attendance of at least 98% across school. Where children and/or families are identified as causing concern for attendance or punctuality, the support of the Education Welfare Service will be sought.

We are aware that some families have made requests in the past for children to go on holidays and visits during school time. The school is working extremely hard to ensure that children are in school on time and every day. Whilst we do realise the very positive contribution that these visits make to children's lives, the Governors have decided that requests for extended visits during term time **will not be authorised by the school**. In addition, if parents do take their children out of school and, therefore, have an unauthorised absence, the school will refer this immediately to the Education Welfare Service. This could result in a child being removed from the school register and/or the parent/carer being subject to a fixed penalty notice fine for poor attendance. See our Attendance Policy for more details.

Secondary Transfer

Children will leave Hamer when they finish year 6. They will have a wide choice of secondary schools and parents will receive school brochures and information so that they can choose a school which is appropriate for their child. All applications are completed online. Full details will be sent to Y6 parents/carers at the start of the school year and we will support parents to complete online applications where needed.

Before children leave Hamer they will receive visits from staff from their new school and will be invited to attend meetings/open days at their new school. There are specific transition arrangements in place for those children with additional and/or special needs.

Late Collection

At Hamer the school hours are as follows:

SCHOOL HOURS	8:45am-3:15pm
NURSERY	8:30am-11:30am / 12:30pm – 3:30pm

It is expected that parents/carers collect children in a timely fashion. This is in order that:

- Children do not become distressed and worried about why parents are late.
- Staff can undertake their other responsibilities linked to training and can leave on time as per their contract of employment.

In order to promote collection on time, school operates a Late Collection Policy, the details of which can be found on the school website.
In the event of an emergency, please contact school as soon as possible to inform staff that you may be late.

Behaviour and Attitudes

We have high expectations of behaviour and attitudes for all our children in order to ensure the safety and happiness of everyone. Children are expected to respect and take care of each other, their property and surroundings. Once at school no child may leave without the permission of the Headteacher or a member of SLT.

We encourage children to develop self-discipline, which will provide a calm atmosphere in which learning can take place.
Together with our staff, parents and governors, we have developed a behaviour and attitude code. At Hamer we believe in systems of positive reinforcement and our 'Good to be Green' and Class Dojo system. In addition, Miss. Mullane has a specific responsibility as an HLTA in school to support the successful implementation of any behavior and attitude systems. If at any time your child's behaviour in school gives us cause for concern, we will invite you in to school to

discuss the situation and agree ways in which we can work together to resolve the issue. Please see the separate Behaviour Policy.

Child Protection

School's responsibility is to ensure the safety and wellbeing of the children in our care. Because of the day-to-day contact with children, schools are particularly well-placed to notice outward signs of neglect and/or abuse. Parents should be aware that where it appears to school staff that a child is at risk we are required by Child Protection legislation to report our concern to Childcare Services.

Health

Children have their height and weight measured in their first and last year of school via the School Nurse team.

Bumps and grazes will happen in school and we will make sure these are dealt with and recorded. Bumps on the head will always be reported to you in writing.

More serious injuries rarely happen. If your child does have an accident in school, they will be assessed by a first aider and, if necessary, we will get in touch with you immediately. If the injury requires emergency treatment, we will take the appropriate action and contact you as soon as possible. We do keep details in school of where you may be contacted in the case of emergency or illness and it is therefore **essential that you inform school of any changes of address or telephone number immediately.**

Children needing medication at school can be catered for. We ask all parents of children who use an inhaler for asthma to provide one (including spacer) for school use which can be kept in school at all times. It is the responsibility of the parent to provide school with inhalers and ensure that their child knows how to use it. In addition, any inhaler needs your child's name clearly displayed on it. Asthma Health Care Plans will be reviewed yearly or sooner if appropriate.

Administration of medicine needs a signed consent form from the parent or guardian and needs to have been prescribed by a Doctor.
Children who have medical conditions will have a personalised health plan. This will be agreed with parents, Headteacher, School Health/Health Visitor, Pastoral Manager/Sendco. If your child has complex needs, the Plan will need to be shared with the named professional working in a hospital/medical centre and the plan will need to be signed by them.

Please see Administration of Medicines Policy and Asthma Policy.

Access to Documents and Information

The following are available for inspection in school:

1. School Policies and schemes of work.
2. Individual child's records. Dependent on the request, this may take up 30 days in line with our GDPR policy.
3. Latest inspection report.

Complaints

We hope that all our children, parents, staff and governors are able to co-operatively work together.

However, if you are concerned about any aspect of our school the following procedure will be followed to try to resolve the difficulty.

Complaints should, at first, be dealt with by the class teacher and/or Unit Leader. If a parent has concerns still, then a member of SLT will aim to resolve the problem. If a parent wishes to continue the complaint, the complaints policy can be found on the policy section of the school website.