Welcome back to school guide - September 2025

We hope you have had a lovely summer break and are looking forward to returning to school on **Thursday 4th September**! We hope that this guide will help to prepare you and your child for their return to school, however if you have any further questions, please do not hesitate to contact the school office.

Return to school details

The beginning and end of the school day routine remains the same, with gates opening at 8.35am in the morning and closing at 8.55am in preparation for registration. Children will finish school at 3.25pm, with gates opening at 3.15pm for parents to enter the playground. Please see below for start and finish times and entry and exit points.

Year group	Drop off times and entry point	Collection Times and exit points
Reception	8.40am - 8.55am via the school gate and reception outdoor area.	3.25pm via the reception gate
Year 1 and 2	8.40am - 8.55am via the school gate. Year 1 children will use the fire exit near the hall. Year 2 children will go straight into the Y2 cloakroom.	3.25pm from the Y2 classrooms.
Year 3 and 4	8.40am - 8.55am via the school gate and stairwell to the year 3 and year 4 classrooms.	Year 3 will leave at 3.25pm from the reception Green Apples classroom. Year 4 will leave at 3.25pm from the fire exit near the hall.
Year 5 and 6	8.40am - 8.55am via the Vivacity fire exit next to the main entrance.	Free walkers will leave at 3.25pm via the Vivacity fire exit next to the main entrance. Children being collected will leave via the year 5 and 6 stairwell near the cycle sheds.

Preparation for school return

Please use this handy checklist to prepare your child for school **every morning**.

- If your child will be absent from school, please inform the absence line - **01733 246821** - before 8.30am leaving your child's name, their class and a reason for their absence.
- Children will need to wear their **full school uniform** every day, except for PE days. T-shirts, jumpers and cardigans with the HCP logo are available but are not compulsory.
- Please ensure that your child has black school shoes or boots on. Black trainers are **not** acceptable school footwear.

PE kit should be:

A plain, white t-shirt or House coloured t-shirt

Black, navy or grey jogging bottoms, leggings or shorts

Trainers or plimsolls

Navy jumper, plain hoodie or Hampton College PE hoodie for colder weather and outdoor PE

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- Children should bring their book bag to school or a rucksack for storing belongings. They should also have a clearly named water bottle. Drinking water will be available in every classroom.
- On their allocated PE days, children should come to school in their PE kit. One lesson will be indoor and one will be outdoor. These will be confirmed within the first full week of term.
- Reception and KS1 continue to benefit for the free school fruit scheme at school, however if your child is in KS2 (years 3 - 6) you may want to send your child with a healthy snack for their morning breaktime, for example a piece of fruit, vegetable sticks, a portion of cheese, yoghurt, a cereal bar. **Please do not send your child with any products containing nuts as we have a number of children and staff with severe nut allergies in school.**
- The primary phase car park will remain **closed** to ensure everybody's safety and ensure the risk of accidents is kept to a minimum. The car park gate will be opened for visitors, staff, taxis or parents with a disabled blue badge, or a parking permit issued by the school for exceptional circumstances.
- All children in years 1 to 6 should be 'dropped off' at the door or allocated gate, where they will then come into school independently.
- Adults will be available to meet and greet your child and pass on any messages to your child's class teacher.
- The school office will be open from 8.00am for any queries or concerns. Alternatively, please use the email address primary@hamptoncollege.org.uk.
- Please could we ask that all children store their bikes and scooters in the bike sheds on the playground. If Year 5 and 6 children bring a scooter to school these can be stored at the bottom of the Vivacity stairwell. Please note that bikes are stored at your own risk and should be locked for security. The school cannot be held responsible for any loss or damage to bikes stored here.

Behaviour

At Hampton College Primary we have translated the Hampton College Vision and Values into five aspirations which are collectively known as our **PROUD** approach. These five aspirations are embedded within school and set the ethos for our primary phase for children, staff, parents and visitors alike. We are **PROUD** of Hampton College and we are **PROUD** of our aspirations.

Rewards and Consequences

Children are rewarded throughout the school day with 'Proud Points'. These are awarded for positive behaviours in and around school, and also for positive learning behaviours and good work. Children will also be given 'Well Done' postcards and PROUD stickers to acknowledge consistently positive behaviour

Children follow a traffic light system where all children start the day on Green. Children will always be given a warning and the opportunity to change their behaviour before they are moved to Yellow or Amber. Some more serious behaviours may result in a child moving directly to Red. For details on examples of unacceptable behaviours, please visit the school website. Children who remain on green for the entire half term will be 'evergreen' and be part of a special event on the last day of each half term.

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Points of Contact

For classroom issues, please see your child's class teacher in the first instance or contact the school office and they will pass a message on. If you wish to discuss the matter further, please contact the below Team Leaders:

EYFS - Mrs Tuley (Assistant Head of School)

Key Stage One - Mrs Hodgson

Lower Key Stage Two - Mrs Quigley

Upper Key Stage Two - Mrs Lynes (formerly Miss Lemin)

Our School Houses

Our **PROUD** teams are as follows:

Partnership

Respect

Ownership

Understanding

Determination

Children will participate in activities across the school year to work as part of their **PROUD** team to earn points, work towards the weekly House Cup and win events.

Our Clubs

Premier Sport and Kick-Off Soccer will run after school clubs at Hampton College Primary each term Monday - Friday, information regarding these will be sent via Bromcom, detailing how to book spaces.

Teacher led clubs will be shared in September to begin after October half term and will run until February half term. Clubs will then be changed and resume from after February half term until May half term. Teacher led clubs will not run in the second part of the summer term.

Reading

At Hampton College Primary Phase, we believe that all children should be encouraged to develop a love of reading to lead them onto a path of 'lifelong reading'. It is a core educational entitlement in our curriculum that every child at our school is exposed to a wide range of texts and experiences to ensure that the application of reading skills are embedded, that they 'know themselves' as readers and can make informed decisions about what they enjoy reading. Ultimately, we want the children to be ready for the next step in their learning journey and promoting a love of reading is a step to achieve this.

We ask for your support in promoting reading at home and recording this in your child's reading diary. A simple initial or small comment just to acknowledge that your child has read at home is adequate. When children read four or more times a week they receive a raffle ticket which goes into a prize draw at the end of each half term.

TT Rockstars and Numbots

Your child will be issued with logins for TT Rockstars (KS2) or Numbots (KS1). Both of these resources are extremely valuable in supporting the development of your child's mathematical knowledge. There are incentives for both of these programmes at the end of each half term.

Feedback and marking

In 2023, we changed our approach to feedback and marking in school. This has been in line with the very latest educational research from the Education Endowment Foundation (EEF). If you wish to read the full policy, please see the school website.

You will still see some simple marking in books such as ticks or spelling errors highlighted, missing punctuation and brief comments, but it may be reduced in nature. This is because we now place a much greater emphasis on the verbal feedback which happens 'live' in the lesson. Children are given feedback throughout every lesson by their teachers and TAs. This means that they can respond quickly and 'in the moment' to what they are being asked to do or edit. You will always see your child's response in purple pen. The children also have the opportunity to self-mark their work which, will be in purple pen and they will also mark each other's work. You may see them leave a moving on comment for a peer - again always in purple pen.

Our feedback and marking in practice - Taken from our Feedback and Marking policy 2025

Feedback and marking should move learning forward and close learning gaps. Its primary purpose is to encourage pupil progress. Any form of feedback, whether written or verbal, should be purposeful and time-efficient.

Staff at Hampton College Primary Phase have agreed that the following methods of feedback and marking will be used:

Any use of **green pen** indicates good work and correct answers. For year 1 this is a 'Green for go'

Any use of **pink pen** indicates a correction or edit needed. This is used in year 1 and is a 'pink for think'

Any use of **purple pen** indicates that the children have edited their work or self-corrected.

Immediate feedback – This is usually on the spot 'live feedback' during a lesson. It can be issued to individuals, small groups and whole class through mini plenaries. If this form of feedback is given, children will check their work on the spot and edit with their purple pens. Make use of your class visualisers.

Responsive teaching - From your immediate feedback, if there are common misconceptions – stop, re teach or guide and continue.

Quick marks – Through the use of ticks ✓ and double ticks ✓✓ for good work – marked in green pen. Use of a dot ● for a correction needed, particularly in maths. Still model correct spellings in the margin (live feedback).

Whole class feedback booklets – To be used at the discretion of the teacher. Consider if it is an appropriate lesson or series of lessons. For example, an extended piece of writing or a series of maths lessons.

Self-assessment – Children can mark their own work in purple pen. This is useful for structured tasks, questions and answers, reading sessions and maths tasks. The teacher should scan books during a walk around to inform the next lesson.

Peer assessment – Children can exchange books and mark in purple pen. They can offer a short moving on comment if necessary.

Summary feedback – This is given at the end of a lesson or task to inform the next day's learning.

Review feedback – This is given away from the point of teaching and can take the form of reading, writing or maths conferences/discussions. This is useful at the draft stage of writing or in 1:1 reading sessions.

Summative feedback – This is issued at the end of a test or for a unit or topic review. It may identify key objectives or gaps in learning.

Our contact details

If you have any remaining questions, please contact the school by **phoning 01733 246821** or by **emailing the school office using the primary@hamptoncollege.org.uk email address.**

Thank you for taking the time to read this information and we look forward to seeing you tomorrow!