



# Parent Handbook

Version: June 2024



Dear Parents,

We are delighted to welcome you to Hebrew Primary School.

A successful and thriving environment for our children is built on a strong partnership between home and school. We are grateful that you have entrusted us with your precious children and look forward to collaborating closely for their benefit.

The rules, processes, and procedures outlined here are designed with the best interests of the children in mind. Nevertheless, we value and welcome parental input through the appropriate channels and we are open to reviewing processes and procedures at the end of the academic year.

We are excited about the year ahead and look forward to seeing your children thrive and grow.

## What are the key values promoted at Hebrew Primary School

**Hebrew Primary School aims to provide an excellent primary school education founded upon Jewish Law and our community's heritage.**

Hebrew Primary School is a Jewish school providing Jewish children in Gibraltar a high-quality education that meets the requirements of the National Curriculum and provides a strong foundation in Kodesh. Alongside a broad and balanced curriculum, we encourage the children to strive for academic excellence. Additionally, HPS seeks to support the spiritual development of the children by imbuing each child with a love of Jewish practice and Torah values. The development of positive personality traits is integral to our ethos. Regular prayers, learning of Torah and a focus on Middot (positive character traits) are fundamental to our approach.

Our curriculum focuses on ensuring the children have very strong core skills whilst expanding their understanding of the world they live in. We support our children in becoming ready for life as citizens of Gibraltar. We aim for the children to be proud of their own identity as Jewish children and teach them to be respectful and considerate of those around them. Our school parent body are invested in their children's Kodesh and Secular education and provide examples of how to contribute to life in Gibraltarian society whilst maintaining age-old traditions and beliefs.

### **Our Ethos statement:**

To create a nurturing environment that fosters intellectual, emotional and spiritual growth, aligned with Torah values and to instil a love and respect for Torah and Mitzvot.

Through rigorous academic excellence in both religious and secular studies, we aim to develop ambassadors of *Talmud Torah im derech erez*-individuals who are well equipped to represent the values of Torah and make a positive impact on the wider community. Our warm, welcoming environment encourages mutual respect, kindness and compassion creating strong relationships between parents, staff and children.

## What are the school's contact details?

Hebrew Primary School  
10 Bomb House Lane  
Gibraltar

Phone number: +350 20040887/ 200 65906 / 200 78425

Email: [office@hps.edu.gi](mailto:office@hps.edu.gi)

## Who are the staff?

(Please note, these emails will work from September)

Senior Leadership Team	
Mrs Chaya Posen	Headteacher ( <a href="mailto:chaya.posen@hps.edu.gi">chaya.posen@hps.edu.gi</a> )
Mrs Simha Belilo	Head of Kodesh ( <a href="mailto:simha.belilo@hps.edu.gi">simha.belilo@hps.edu.gi</a> )
Mr Robert Azopardi	Deputy Headteacher ( <a href="mailto:robert.azopardi@hps.edu.gi">robert.azopardi@hps.edu.gi</a> )

SEN Team	
Ms Naomi Serfaty	SENCO ( <a href="mailto:senco@hps.edu.gi">senco@hps.edu.gi</a> )

TLR responsibilities/specialist staff	
Mrs Rivkah Garson	Teaching and learning-Kodesh ( <a href="mailto:Rivkah.garson@hps.edu.gi">Rivkah.garson@hps.edu.gi</a> )
Mrs Aideen Caruana	English ( <a href="mailto:aideen.caruana@hps.edu.gi">aideen.caruana@hps.edu.gi</a> )
Mrs Laura Birrell	Maths ( <a href="mailto:laura.birrell@hps.edu.gi">laura.birrell@hps.edu.gi</a> )
Mrs Emily Pile	Art teacher ( <a href="mailto:Emily.pile@hps.edu.gi">Emily.pile@hps.edu.gi</a> )

Admin Team	
TBC	School Business Manager ( <a href="mailto:sbm@hps.edu.gi">sbm@hps.edu.gi</a> )
Mrs Sari Chocron	Secretary ( <a href="mailto:office@hps.edu.gi">office@hps.edu.gi</a> )
Mr Joshua Attias	Security ( <a href="mailto:Security@hps.edu.gi">Security@hps.edu.gi</a> )

Classroom staff			
	Kodesh	National Curriculum	LSA
Nursery	Mrs BL Ibgui	Mrs Kellie Hassan	Mrs Miriam Benggio
Reception		Ms Ellie Walker	Mrs Reina Teller (am)
Year 1	Mrs Jessica Dolties	Miss Emma Lezano	Mrs Nechama Attias
Year 2	Mrs Ruthie Benady	Mr Eliyahu Benggio	Mrs Massias Mrs Yael Brenig
Year 3	Mrs Jessica Dolties	Ms Natalia Linares	Miss Emma Imossi
Year 4	Mrs Y Frazer	Mrs Aideen Caruana	
Year 5	Boys: Rabbi D Benggio	Mr Matthew Baker	Mrs Debbie Mahfoda
Year 6	Girls: Mrs R Garson Year 5 pm: Rabbi Z Bloom	Mrs Laura Birrell	
Years 5 and 6 4.15-5pm	Rebbi D Benggio Rabbi Z Bloom Mrs J Dolties		

## Who are the trustees and governors?

### Trustees

Mr HJM Levy	President of Managing Board of the Jewish Community
Mr ESV Beniso	Vice-President of Managing Board of the Jewish Community
Mr AS Belilo	Treasurer of Managing Board of the Jewish Community
Mr DJA Benaim	Secretary of Managing Board of the Jewish Community

### Governors

Mr J Wine	Chair of Governors
Ms M Noguera	Department of Education Governor
Mr S Borastero	Department of Education Governor
Mr E Osborne	Building / Health and Safety
Mr Y Levy	Legal / Government Liaison
Mrs E Benzecry	Education / SEND
Mrs K Ibgui	Safeguarding Governor
Mr D Benady	Finance
Mrs C Posen	Headteacher
Mr/s TBC	Staff Governor
Mr/s TBC	Parent Governor

## Who are the people you may need to contact?

Designated Safeguarding Lead:	Mrs C Posen
Deputy Designated Safeguarding Leads:	Mr R Azopardi / Mrs S Belilo
E-Safety Officer:	Mr D Benady / Mr R Azopardi
First Aiders:	Mrs S Chocron
SENDCo:	Mrs N Serfaty

## Who is the school Rabbi?

Rabbi Zvi Shmuel Levy

## Safeguarding

Hebrew Primary School is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy. The school also adheres to safer recruitment guidelines. We work in close partnership with other agencies including the Care Agency who share our commitment to protecting children.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about child are discussed with their parents first unless we have reason to believe that such a move would be contrary to the child's welfare.

Please do not hesitate to contact one of the Safeguarding team (see above) if you have any concerns.

## Communication Structure at HPS

At Hebrew Primary School we aim to have clear, effective communications with all parents and the wider community. We appreciate that parents have concerns about their children and we are available to help and support. Effective communication also enables us to share our aims and values and to keep parents well informed. This reinforces the important role that parents play in supporting the school.

Your child's Class Teacher is your first port of call should you have any issues or concerns relating to your child or school life. Please email both the Kodesh and Secular teachers to make them aware of your concern. If, having spoken with your child's class teacher, you wish to speak to someone on the Senior Leadership Team, please email or call through the school office. We will be introducing an app called BromCom which will allow for easy communication. Once this is set up, we will share further details.

We ask that no staff are contacted on WhatsApp, private email or phone numbers, or social media regarding school matters.

Staff will endeavour to answer all emails within two working days.

## Mobile Phones

While we would prefer parents not to use their mobile phones while on school premises, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times, for example at drop off and pick up.

We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. When you collect your child, please try not to be on your phone and to give your child your full attention. Your child is so happy to see you!

If you take photos of your child in a school production or at a school event, please do not post any pictures of other children on social media.

We actively discourage children from having phones, which we consider to be harmful to their development and that of their peers. If you feel it is crucial your child has a phone for communication during their journey to or from school, they will be asked to hand it in to the office when they arrive in the morning and to collect it when they leave at the end of the day. Under no circumstances can mobile phones be in children's possession during school hours.

## How can I liaise with the Class Teacher?

In Nursery and Reception, children will have a Link book and parents can write any concerns, thoughts or anything they want staff to know. Do share if your child has had a bad night or is worried about something. The more information we have, the more we can support your child.

If your child achieves something for the first time, please share this with us as well. However, please note that messages from home will be checked by 9.30am each morning and not again throughout the day as spending time with the children is our priority.

For children in other classes, please email the class teacher or leave a message with the School Office which will share the message with the teachers. Please liaise with the School Office if you have any urgent messages that you need to communicate with your Class Teacher during the day.

The Class Teachers are always willing to discuss any concerns and will also share your child's achievements with you. During the year there will be several opportunities to meet with staff to review

and discuss your child's learning and progress. We aim to respond to any communication within two working days.

## Communicating with the School Office

Our School Office is managed by Mrs Chocron. Please advise her of any collection details for your children, absence details if your child is unable to attend school, photo requests and other such information.

Hebrew Primary School uses BromCom for a range of functions such as taking the register, collecting assessment data, storing children's details etc. It is also a cashless solution allowing parents to pay securely for school items online at a convenient time. For any specific queries please contact Mrs Chocron on the telephone or via email.

For any financial queries, please contact the school business manager at [sbm@hps.edu.gi](mailto:sbm@hps.edu.gi).

## What can I do if I am worried about my child?

At Hebrew Primary School, we operate an 'open door' policy and will do our best to ensure easy access to teachers and the Headteacher. This means that HPS is a place where teachers, administrators, and other staff members are available and approachable to students, parents, and colleagues for open communication. This policy encourages everyone within the school community to freely share their concerns, ideas, feedback, or seek guidance through the appropriate channels allowing everyone to feel valued and heard. If parents are concerned or have any queries they are asked to make an appointment with the Class Teacher. We would much rather you came to see us with any concerns or anxieties so they can be dealt with before they become more of a worry than they need to be.

## Why is attendance important?



Attendance in school is critical. When a child misses a day of school, it is challenging for them to catch up what has been missed and they feel out of sorts. Please ensure that all appointments are made out of school time. If this is not possible, or if your child is unwell, please contact the school office (phone or email) before 9.00 on the day of the absence.

The secretary will phone to follow up on your child's absence if your child is not in school and we have not heard from you.

We recognise that families have Semachot and that it is lovely for children to attend. Please do consider the impact of your child missing school and request permission via email ([chaya.posen@hps.edu.gi](mailto:chaya.posen@hps.edu.gi), [Robert.Azopardi@hps.edu.gi](mailto:Robert.Azopardi@hps.edu.gi) or [simha.belilo@hps.edu.gi](mailto:simha.belilo@hps.edu.gi)) at least a week before. Permission will be granted based on your child's attendance record and on a case-by-case basis. Do not assume permission will be granted and you will be asked to minimise any absence by bringing your child to school before or after the event/appointment.

The school calendar has been sent in advance allowing parents who wish to go away for the chagim or vacations to do so. Please consider the calendar carefully prior to booking tickets and ensure permission is granted before booking anything during term time.

Home life is busy, yet we respectfully request that children attend school punctually and are collected punctually. This gives children a sense of routine and security.

Children who arrive routinely late or are picked up late, are impacted and we will request a meeting to see how we can support parents, so children are given the security they need.

## Will my child get homework?

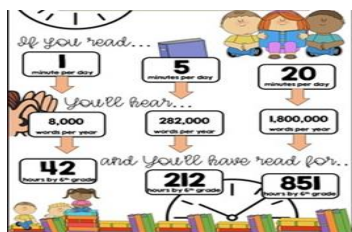
Homework for both Kodesh and Secular studies will be given routinely.

**Reception:** A few minutes of daily reading

**Year 1 and Year 2:** Up to 1 hour per week

**Year 3 to Year 6:** 1.5 hours per week excluding reading; reading, on their own or with others, should be encouraged in addition to homework.

Please read with your child as often as you can, both Kodesh and Secular.



## Photos

Photos will be taken regularly within school. On your child's entry into school, we will request your permission to use these photos for a variety of purposes such as local and social media. This will be requested once on entry, but you have the right to withdraw consent at any time by emailing the school office.



## Dropping children off and picking them up

### Drop off

In the mornings, there will be a member of staff at the front door to greet your child and welcome them into school. The school doors open at 8.30 and close at 8.45. After 8.45, a child is considered to be late.

Children in Nursery should be brought into school by parents for the first term so they can settle in between 8.30 and 8.45. From the second term, there will be a member of the Nursery Team there to collect your child from the front entrance so they too can be dropped off. Only one entrance will be open in the mornings.

### Lunch times

Only children from Years 2-6 may go home for lunch (children in Year 2 must be collected, unless going home with an older sibling) as it is too disruptive for the younger children.

Lunch times are between **12.45 and 1.45**. Afternoon lessons resume at 1.45 so all children in Years 2-6 going home for lunch are expected to be back in school by 1.40.

We are encouraging children to stay in school for lunch, which will be well supervised by the daily school staff such as teachers, LSAs, SLT etc. If you would like your child (in Years 2-6) to go home for lunch, please collect them from the front entrance of the school. If you have informed us that your child walks home on their own and have signed a consent form, we will dismiss them. Lunchtime clubs will be exclusively for children staying in school for lunch. On Fridays, all children will eat lunch in school.

Lunch registration will be on a termly basis and children in Years 2-6 either eat in school every day, or go home for lunch every day (excluding Fridays).

### Pick up at the end of the day:

**(Please note, gates will be labelled)**

Nursery and Reception children are to be collected from their classrooms by parents from 4.05. We will not hand children over to another child, unless this child is walking their sibling home and consent has been given. Please use gate 4.

From 4.10, children in Years 1 and 2 will be dismissed from gate 1 (nearest the museum). Years 3 and 4 will be dismissed from gate 2 (the next entrance of the TT synagogue). Please collect your child and leave immediately for security purposes. Mr J Attias is employed to help keep staff, parents and children safe. We respectfully request that his instructions are followed.

If children are walking home alone, a form must be completed at the beginning of the year.

Children from Year 3 upwards can walk home alone and take younger siblings but a form must be completed at the beginning of each term. Children in Years 5 and 6 will have additional lessons until 5.00 and will be in the hall from 4.55 for dismissal. On Fridays, the same process will be in place but Years 5 and 6 will leave from gate 3.

If an adult, other than parents, siblings or grandparents are collecting your child, please inform the school office via email.

## What do I do if my child is unwell?

We have to keep detailed records of each individual child's attendance and punctuality, which are monitored by the school. If your child is unwell, please contact the School Office by 9.00 in the morning



on the day of your child's absence informing us that they will not be at school and the expected date of return.

## What happens if my child is ill at school?

Please inform staff of any health problem that your child may have, e.g. allergies, eczema, and asthma on the enrollment form. If your child complains of feeling unwell at school we will notify you at home or work to see if there were any concerns that morning. Depending on the time of day and how unwell your child actually is, you may be asked to come and collect your child from school. It is essential that parents keep the School Office up to date on any changes in phone numbers.

## What happens if my child needs to take medicine at school?

If your child is on a course of antibiotics, or needs daily medication prescribed by a Doctor, please contact Mrs Chocron and she will be responsible for the administration of these. All medication must have a prescription label showing the child's name and providing instructions for administration.

## What happens if my child has an accident?

From time to time your child may have a minor accident such as a grazed knee. We record all such incidents known to us. Should your child hurt themselves seriously we shall make every attempt to contact you. Bumps to the head are always reported to parents.

## Lone walkers:

Parents of children who wish them to walk to school or home from school unescorted by an adult, must adhere to the following guidelines:

- Parents should have registered with the school that they are prepared for their children to arrive at school and leave school on their own and have signed a Consent Form.
- Children must be in Year 3 or above.
- Children who walk to school in the morning must arrive no later than 8:45am.

Parents should be certain that children have an awareness and understanding of stranger danger. It is parent's responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely. Parents should discuss the route with their child.

During winter months and/or inclement weather, children should be dressed appropriately. Children should know their home phone number (plus one other emergency contact).

We strongly urge that you teach your child to:

- Pay attention to traffic at all times when crossing the street.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). And if that person tries to convince him to go with him or tries to physically get close to him, then

scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.

IF AT ANY TIME YOU DECIDE TO WITHDRAW YOUR CONSENT, PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.

## Does the school teach my child about safety?

The school will teach your child about all aspects of safety such as e-safety, stranger danger and personal safety. This will always be done in an age-appropriate way and under the supervision of the school Rav. Any materials or workshops will be shared with parents so these important messages can be reinforced in school and at home.

## Food

Children can bring in their own food into school from home. All packaged food should have a Kosher seal or be on the KLBD Kosher list or similar lists. The children may bring in individually wrapped cakes or biscuits on their birthdays to be shared with the class at a time which is convenient to the class teacher.

Since families sending to our school have varying levels of stringency at home with respect to Kashrut, we require that if parents wish to send food to be shared with others (for example, birthday cakes). That this should be in a sealed package (not homemade) with a Kosher, recognised seal. If the products to be shared are Chalavi, they should be Chalav Yisrael.

Please encourage your child not to share their food or snacks.

Children should have a re-usable water bottle. No fizzy drinks. Only water during the lessons. A carton of fruit juice is fine for lunch time.

Please send in a piece of bread (or half a piece) for lunch (as an addition to whatever you wish for your child to have for lunch) as all children will be washing and saying Hamotzi before eating and doing Bircat Hamazon after lunch with the class. If a child is Gluten Free, they are obviously not required to eat bread.

Please see our Healthy Food Policy below.

Please note: Nuts and sesame seeds may be eaten, so long as there are no children or staff members with allergies. Please assume these are allowed unless we inform you otherwise.

The pictures below are examples of types of foods that are suitable. Any similar foods are fine.

**We can eat:**

**Morning break:**



RAISINS



PLAIN PRETZELS



PLAIN BREADSTICKS



PLAIN CRACKERS



PLAIN BISCUITS

**LUNCH TIME:**



SANDWICHES COULD INCLUDE TUNA, CHEESE, EGG MAYO, CREAM CHEESE OR SMOKED SALMON (MATZO, BREAD, ROLLS, PITA)

FRESH SALAD    FISH BALLS    SOYA PRODUCTS    YOGURT    FRESH FRUIT/VEG

FRUIT JUICE (NO SUGAR)    CARTON OF JUICE    YOYO BEARS    HUMZINGERS    SCHOOL BARS

Meaty products, thermos flasks with warm food, pasta etc are all fine for lunch. No Pot Noodles.

**Afternoon break:**



FRESH FRUIT    FRESH VEGETABLES

**We cannot eat:**



NUTS    SESAME SEEDS    CAKE    CHOCOLATE    SWEETS    CRISPS

BISSILI    PEANUT BUTTER    CHOCOLATE SPREAD    CHOCOLATE BISCUITS    FIZZY DRINK    INSTANT POT NOODLE    SOUR STICKS

**For Rosh Chodesh, a Siyum and outings we can eat:**



CRISPS    BISSILI    WAFERS    PLAIN POPCORN    CAKE    CHOCOLATE    CHOCOLATE BISCUITS

## Term dates and Early finish times

Please note: Sunday school will begin after the Chagim and a separate schedule will be sent.

Autumn Term: Wednesday 4 September to Friday 20 December 2024	
<b>Inset</b>	<b>Monday 2 September and Tuesday 3 September</b>
Term starts (Reception-Year 6)	Wednesday 4 September
Term Starts for Nursery (Preschool)	Thursday 5 September
National Day-school closed	Tuesday 10 September
<b>Twilight Inset (after school)</b>	<b>Wednesday 11 September</b>
ערב ראש השנה - <b>school finishes at 2.50</b>	Wednesday 2 October
ראש השנה (New Year)-School closed	Thursday 3 October- Friday 4 October
ערב יום כיפור (Yom Kippur eve)- School closed	Friday 11 October
<b>School finishes 12.45</b> for (Succot) סוכות	Tuesday 15 October ( <i>lunch in school</i> )
סוכות-School closed	Wednesday 16 October - Friday 25 October incl. <i>School Re-opens- Monday 28<sup>th</sup> October</i>
Open Day- <b>school finishes 2.50</b>	Wednesday 13 November Tuesday 19 November
Mid-term- School closed	Friday 22 November and Monday 25 November
Last day of term- <b>school finishes 3.15</b>	Friday 20 December
<b>Fridays: 3.15pm finish</b>	

Spring Term: Tuesday 7 January to Tuesday 8 April 2025	
<b>Inset</b>	<b>Monday 6 January</b>
Term starts	Tuesday 7 January
Early Spring Bank Holiday-school closed	Monday 17 February
Mid- term-School closed	Tuesday 18 February-Friday 21 February incl.
World Book Day	Thursday 6 March
תענית אסתר (Fast of Esther)- <b>school finishes 2.50</b>	Thursday 13 March
פורים (Purim)-school closed	Friday 14 March
Open Day- <b>school finishes 2.50</b>	Wednesday 19 March Tuesday 25 March
Last day of term- <b>school finishes 2.50</b>	Tuesday 8 April
<b>Fridays: 3.15pm finish</b>	

Summer Term: Tuesday 22 April to Wednesday 16 July 2025	
Term starts	Tuesday 22 April
Workers' Memorial Day-School closed	Monday 28 <sup>th</sup> April
<b>Twilight Inset (after school)</b>	<b>Tuesday 29 April</b>
May Day Bank Holiday-School closed	Thursday 1 May
Spring Bank holiday-school closed	Monday 26 May
שבועות (Shavuot)-school closed	Monday 2 June-Tuesday 3 June incl
School starts at 10.20	Wednesday 4 June
King's Birthday-school closed	Monday 16 June
Summer hours- <b>School finishes 2.30</b>	Tuesday 17 June until Wednesday 16 July
Last day of term- <b>School finishes 12.45</b>	Wednesday 16 July ( <i>lunch in school for all children</i> )
<b>Inset 12.45-4.00</b>	<b>Wednesday 16 July</b>
<b>Inset</b>	<b>Thursday 17 July</b>
<b>Fridays: 3.15pm finish</b>	

## How is the school day organised?

### Early Years (Nursery and Reception):

In Early Years, children learn through play.

They will have some short, teaching sessions during the day for Tefilla, Parasha, Early Maths etc. The rest of the day is spent learning through immersive play, activities and games. They will have access to the outdoor area dedicated to the Early Years only. In Nursery, children will be introduced to the Aleph Bet letters in a relaxed and fun manner. In Reception, the children will learn to read and write in English and Hebrew through dedicated schemes to support the progress of every child. As this year, the Reception class is small, the children will have a session in the afternoons during which they can play and learn together.

Please note that **Reception** will start on **WEDNESDAY 4<sup>th</sup> SEPTEMBER at 9.45am** so that they can enter a calm, settled school and be given the support they need on their first day.

**Nursery** will start on **THURSDAY 5<sup>th</sup> SEPTEMBER**. Half the class will come into school in the morning and half in the afternoon on Thursday and Friday to allow children to have a relaxed and calm start to school life! We will email parents with a list of which session your child will attend.

From Monday 9<sup>th</sup> September, Nursery will have a full day of school. If you feel this is too much for your child, please discuss with the class teachers. Children must be fully toilet trained when attending Nursery.

**8.30-8.45** Children arrive in school.

**12.30-1.20** Lunch and break

**4.05** End of the day-children collected from classrooms

*Please note: Nursery refers to preschool. We will now be referring to it as Nursery!*

### Years 1, 2 and 3

Children will engage in a range of educational activities designed to develop their basic skills in literacy, numeracy, and understanding of the world around them. They learn to read and write, often through phonics, and work on basic arithmetic such as addition, subtraction, and understanding shapes and measurements. Science lessons introduce them to simple concepts about living things, materials, and seasonal changes. Additionally, children participate in creative activities like art, music, and physical education to promote their overall development and well-being. The curriculum also includes subjects like history and geography, tailored to be age-appropriate and engaging. The children will be introduced to Chumash, the beauty of Tefilla, Yediot, Chagim and other key Kodesh subjects. There will be integration between some Kodesh and National Curriculum subjects. There will be two Kodesh lessons per day (one in the morning and one in the afternoon) and three National Curriculum lessons per day (two in the morning and one in the afternoon).

**8.30-8.45** Children arrive at school

**8.45-9.10** Tefilla

**9.10-10.20** lesson 1

**10.20-10.40** Break

**10.40-12.45** Lessons 2 and 3

**12.45-1.15** Eating lunch in the classroom

**1.15-1.45** Break in the playground

**1.45-2.50** Lesson 4

**2.50-3.05** Break

**3.05-4.10** Lesson 5

### **Years 4,5 and 6**

Children delve deeper into subjects such as English, where they enhance their reading comprehension, writing, and grammar skills, and mathematics, where they tackle more complex concepts like multiplication, division, fractions, and geometry. Science education becomes more detailed, covering topics like biology, physics, and chemistry through hands-on experiments and observations. Alongside the national curriculum subjects, children have two Jewish Studies/Kodesh lessons a day. The subjects covered include: Tefillah (prayer), Chagim and customs, Chumash, Nach, Mishna, Yediot and Dikduk. Some of these subjects are integrated to provide a well-rounded education that fosters both academic and spiritual growth. Creative arts, physical education, and social studies also play vital roles, ensuring a holistic educational experience that prepares students for the transition to secondary school. Children's progress throughout the school is carefully tracked to ensure every child is progressing.

**8.30-8.45** Children arrive at school

**8.45-9.10** Tefilla

**9.10-11.20** lesson 1 and 2

**11.20-11.40** Break

**11.40-12.45** Lesson 3

**12.45-1.15** Break in the playground

**1.15-1.45** Eating lunch in the classroom

**1.45-2.50** Lesson 4

**2.50-4.00** Lesson 5 (Year 4 go home at 4.15)






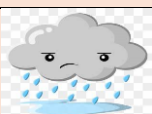

**4.00-4.15** Break

**4.15-5.00** Lesson 6 for years 5 and 6 (this is compulsory but if you feel it is challenging for your child, please contact [simha.belilo@hps.edu.gi](mailto:simha.belilo@hps.edu.gi) to discuss).

## **Behaviour**

We have high expectations of children's behaviour. We support children in making good behaviour choices that help to make everybody safe and happy so that each can make the most of their learning potential. We aspire to children making great choices without needing to be told – doing the right thing even when no-one is looking. Through our well planned and integrated Jewish Studies curriculum, together with our PSHE program, pupils are encouraged to develop positive relationships. Pupils are well supported to resolve conflicts intelligently and seek consensus while accepting the right of others to hold different opinions. Our behaviour policy celebrates making the right choices and supports children in understanding when they are not doing so.



	Behaviour	Reward/Consequence
 3.SUN	Outstanding effort. Outstanding behaviour, kindness, care, concern, respect and tolerance.	Sent to a member of SLT-name inscribed in Sun Book. Certificate in assembly. Name in newsletter. Given a lanyard to wear for the week.
 2.MARBLE JAR	Continued star pupil behaviour such as: continued effort, kindness, respect, concentration etc	A marble is placed in the jar. A collective reward to be decided with the class.
 1.STAR	General positive classroom behaviour and effort Helping friends/sharing Following instructions / Concentrating Respect and tolerance	Children who reach this will be given a sticker. KS2-10 House points. <i>(House Points can still be used for any other good behaviour/effort across the school.)</i>
 PALM TREE	All children's names are on the Palm Tree. Maintaining steady, positive behaviour and remaining on the Palm Tree is praiseworthy.	
 1.CLOUD	Calling out/ Minor disruptions in class/assembly Interfering with others' work Delaying beginning of a task Rolling eyes, answering back Low level teasing Playing/ not lining up after the bell / Playing in toilets Taking others' property Misuse of school property Being unkind to other pupils	Verbal warning. Adult to reinforce what is appropriate behaviour Miss 5 minutes of break. Record on CPOMS.
 2. RAIN CLOUD	Persistent cloud behaviour Offensive language Deliberately annoying other children Defiance/lying/stealing Pushing or jumping on the stairs/corridors Inappropriate behaviour in toilets Ignoring adult's instructions Deliberately interfering with another child's play Deliberate minor aggression	Teacher warns child and reinforces expected behaviour. Teacher contacts parents via email, phone call or letter home. Miss 10 minutes of break. Written apology expected to be handed to teacher the next morning. If this is not done, child to be kept in at break until done. Recorded on CPOMS
 3. STORM CLOUD	Persistent raincloud misbehaviour Deliberately leaving the classroom without permission Persistent misuse of toilets Persistent behaviour that disrupts the learning of the class Any form of harassment or child on child abuse Verbal abuse/swearing at teachers or other children Deliberately damaging school property Persistent bullying Fighting /Harming other children Dangerous behaviour, e.g., throwing objects	SLT involvement. Child to write an apology. Contact with parents. Record incident in Storm cloud book and write up incident on CPOMS. Pupil behaviour plan/ Risk assessment may be required. If a child is judged to be a danger to him/herself or others or there is significant cause for concern such as child on child abuse, exclusion is at the discretion of the Headteacher. This may take the form of: 1. Exclusion of 1 – 5 days 2. Fixed term exclusion up to 45 days 3. Permanent exclusion



## Parent Teacher Consultations

You will be invited to meet individually with your child's Class Teacher and Jewish Studies Teacher on two occasions during the year to discuss your child's progress. Written reports are sent at the end of the year. There will be a 'MEET THE TEACHER' session on 24<sup>th</sup> September. More details to follow.

## What is the school uniform?

### Daily uniform

- Navy school trousers or shorts (boys)/ Navy knee-length skirt (girls). In the Summer term, blue and white gingham (not stripes) dress (girls) or navy shorts (boys).
- Navy cardigan or jumper. No hoodies.
- Light blue polo shirt
- Black or navy tights or black, navy or white socks.
- Black or navy school shoes only. Sandals permitted in the summer term.
- Simple watches only. No Fitbits or electronic watches of any kind are permitted.
- Shoulder length hair to be worn with a navy or black hairband or clips. Longer hair to be tied back with black or navy accessories. No dyed hair.
- Children can wear their own tops on their birthdays. These must have sleeves and cannot be football shirts.
- On Rosh Chodesh (the first day of the Jewish calendar month), children can wear white shirts. No T-shirts.
- Kippah required for all boys. Tsitsit preferred as this is in keeping with ethos of the school.

### PE

#### *Reception-Year 2 incl*

White T-shirt

shorts or leggings/cycling shorts under skirts

Trainers

#### *Years 3-6*

- White T Shirt
- Leggings/track suit bottoms
- Trainers (black or white)

On PE days, children can wear a white T-shirt throughout the day. Leggings can be worn under school skirts. Boys can wear joggers on PE days. Trainers may be worn on PE days ONLY.

For the safety of our children **no jewellery** may be worn to school with the exception of earrings, which must be **plain studs only**.

No nail varnish allowed.

This uniform applies to all children from Reception-Year 6. There is no required uniform for children in Nursery.

## Is there a lost property box?

All items of clothing must be named before a child starts school.

The lost property box is in the school office. If something is lost, please check the lost property box and school pegs. Lost items are kept for a limited period. At the end of each term coat areas and classrooms will be cleared of all lost property.

## What can I do if I am not happy?

We want you to know that your concerns can be expressed in an open and honest way. We need to know when you are concerned. Any concerns you may have can usually be discussed informally with your child's teacher. If you are still concerned, please contact a member of SLT. Where it is not possible to resolve a concern by way of informal discussion, the concern must be set out in writing to the Headteacher, outlining the precise nature of the problem. Should you continue to feel dissatisfied, you must then write to the Chair of Governors. Confidentiality will be respected at all times. Copies of our complaints procedures are available from the School Office or via the website.

*We sincerely hope that this parent handbook has provided you with valuable insights and information to help guide your child's educational journey. Our ultimate goal is to foster a strong partnership between home and school, ensuring that every child thrives in a supportive and nurturing environment. Together, we can celebrate each milestone and overcome any challenges, seeing our children flourish and achieve their full potential. We are excited to work alongside you, and we look forward to witnessing the remarkable growth and success of your children. Thank you for your continued support.*