

Heathfield Primary School



School Brochure



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www.heathfieldprimary.com

School Organisation

The school is for pupils aged from 3-11 years. There are approximately 420 pupils attending the school, arranged in Early Years, KS1 and KS2 classes. There are 2 parallel classes which form the intake for the school, followed by 2 parallel classes leading up through all 7 years groups.

Our Vision

To provide a happy, stimulating and respectful environment in which pupils achieve well and make memories which will last throughout their lives. We see our school as being at the centre of the community it serves and providing support to children and families in an ever changing world. We want all children to leave our school as confident, independent, resilient individuals with high aspirations and a positive attitude.

The Curriculum

www.heathfieldprimary.com/curriculum

The Early Years curriculum (for pupils in Nursery and Reception) consists of prime areas (communication and language development, physical development and personal, social and emotional development) and specific areas (Literacy, Mathematics, Understanding of the world and expressive Arts and Design). We provide a good balance of focused, adult-led work and child initiated learning, as well as indoor and outdoor learning.

From Year 1 onwards we aim to provide a broad, balanced and relevant curriculum matched to each child's needs. Emphasis is placed upon helping you child to speak and listen, read and write and to work with numbers. English, Mathematics and Science are the core subjects. The curriculum also includes History, Geography, DT, IT, Art, RE and PSHE. French is also taught in Key Stage 2.



Marvellous Me

We use the 'Marvellous Me' app to give staff the chance to recognise when children do the right things. Badges are sent through the app to parents, who can then 'high five' the teacher back when they have read it.



Special Educational Needs

www.heathfieldprimary.com/send

We make every effort to be a fully inclusive school. We welcome all children into our school community and aim to support every child to reach his/her full potential both academically and socially. Facilities are available to enable access to school for children with a disability. We recognise that some children have special talents which need nurturing and that some may need additional support occasionally, or even continuously, in order to help them make progress.

All teachers differentiate classroom work to meet the needs and abilities of individual children within their class. If a child requires additional support or programmes to aid their learning or physical needs, they will, after close consultation with parents, be placed on the School's Special Educational Needs Register. This allows school to work in close partnership with a wide range of services, including health and social care and outside educational professionals, to devise programmes and support packages so every child at Heathfield Primary reaches their full potential.

The School Day

School starts at 8.55am and finishes at 3.15pm. The children in Key Stage 1 and Key Stage 2 have a 15 minute break during the morning.

Children can arrive 10 minutes before school starts and go into their classroom. Once a child has entered the playground they must not leave the school grounds without a teacher's permission. In the event of severe weather conditions, a member of staff will bring the children into school earlier. When collecting children, parents are requested to meet their children in the playgrounds in order to avoid congestion in the cloakrooms and corridors and the resultant risk of accidents.



Charging

We provide opportunities for all pupils to participate in such event which enrich the curriculum we provide. Some opportunities can be provided free of charge, but on other occasions we have to ask parents and carers for a voluntary contribution. If, however, parental contributions are insufficient to cover the cost of an activity, then unfortunately it may not take place.

We do not prevent any pupil from participating in any event due to a family's inability to pay. We ask that when families are experiencing difficulties, parents or carers speak confidentially to the Head of School.

School Uniform

www.heathfieldprimary.com/uniform

The school colours are Royal Blue and Grey. Royal Blue sweatshirts and white polo shirts marked with the school logo can be ordered through the school's chosen uniform provider, My Clothing, which has been selected based on quality and affordability. You can follow the link above to order your uniform, however if you don't have internet access please notify the school office and we will be happy to assist you. Alternatively, a plain royal blue sweatshirt or plain white polo shirt can be worn which are available from most supermarkets and appropriate retailers.



It is essential that each child's clothing and possessions are clearly labelled with his/her name. For their own safety, children are asked not to wear jewellery but if ears are pierced, one pair of studs may be worn. During PE, earrings must be removed or covered by plasters or micropore tape which must be provided by parents. False nails/nail varnish are not allowed to be worn for school.

PE Kit

All children are expected to change into plain white t-shirts and navy or black shorts for PE. Black plimsols should be worn for indoors PE and trainers should be brought in for outdoor games lessons and should be different from the shoes the child has worn for school. Pupils should bring in extra layers (e.g. sweatshirt and tracksuit bottoms) for outdoor lessons during cold weather. Plain colours are preferable. We recommend that children keep all named PE clothing in a clearly named bag. PE is part of the National Curriculum, and all children must participate. If your child is well enough to be in school, they should be able to participate in PE, but if there is any medical reason that they shouldn't please let us know in writing.



School Meals

www.heathfieldprimary.com/school-meals

School meals are prepared on the premises. This ensures that only food of the highest quality is served to the children and includes as few additives as possible. It is the policy of the school that no child will be compelled to eat anything that they do not like, but we do encourage children to try new things. Menus are reviewed regularly according to the children's preferences and updates sent out to parents and published on our website. We operate a 'family dining' approach in the dinner hall, so children are allocated a seat in the seating plan. Each child on the table is given a responsibility, e.g. handing out trays or cups, and children are encouraged to adopt good table manners.

If your child has special dietary needs these can usually be catered for. Please discuss these special dietary needs with the School Office before sending your child for school meals. A letter from a medical practitioner is required for any child with special dietary requirements or food allergies.

The school uses the dedicated online 'Parent Pay' system for the collection of Dinner, Trips and breakfast club monies. Please click the link below, or speak to a member of our school office team for more information



Children in Reception and Key Stage 1 are entitled to the Government's Universal Free School Meals. However, if you are in receipt of benefits, your child may be entitled to free school meals as they move right through the school. Please speak to staff in the School Office if you think this may be the case for you.

Additional funding is provided to the school for pupils in receipt of free school meals due to parents' benefits status, which helps us to ensure that all children achieve well in our school. All information is treated confidentially.

If you wish your child to change from school meals to packed lunches (or vice versa), you need to provide half a term's notice. Children must stay on the same meal pattern and not change daily.

Please do not send nuts or peanut butter into school. This is for safety reasons as we do have children in school with severe nut allergies.



Pastoral Care and Medicine

Please don't send an unwell child to school; he/she will be unhappy and unable to cope with school work. If the illness is infectious, other children and staff may be affected. Any child suffering from sickness or diarrhoea should be kept at home and have 48 hours clear of illness before returning to school. All children are usually offered health screening during their first year of school. The school nurse is available at any time for advice.

In the event of a child needing to have prescribed medication while in school, an 'Administration of Medication' form should be completed by the parent/carer and state if the child has had the medication before this episode. The medication supplied must be in the original container bearing the prescription label clearly detailing the pupil's name, name of medication, dosage, frequency of administration, date of dispensing, storage requirements and expiry date.

Should your child be well enough to be in school and require other forms of medication, you will be welcome to call in at lunchtime to administer it. Any medications which are required to be taken by your child should be handed by a parent/carer to the appropriate member of staff in the main school office and collected at the end of the school day. We can only accept medication that has been prescribed to be taken at least four times a day, or that has to be taken at a specific time of day as stated on the pharmacy label.

Attendance and Punctuality

It is essential that children arrive on time each morning (school starts at 8:55am), as a good start sets them up for effective learning throughout the day. Children enter and leave the buildings via the playgrounds. Children arriving after school starts should be brought to the main entrance to ensure that the registration system can be updated accordingly. In the event of your child being absent from school, please inform us by telephone. The school does operate a first day calling system, which means that we will call to find out why a child isn't in school if no reason has been provided. If we cannot make contact with a parent/carer/relative and have received no information as to why a child is away from school, a member of staff may be sent out to visit the home to check that all is ok. This is in accordance with national safeguarding guidelines (please see the next page for more information on how we monitor ongoing attendance)

Holidays during Term Time

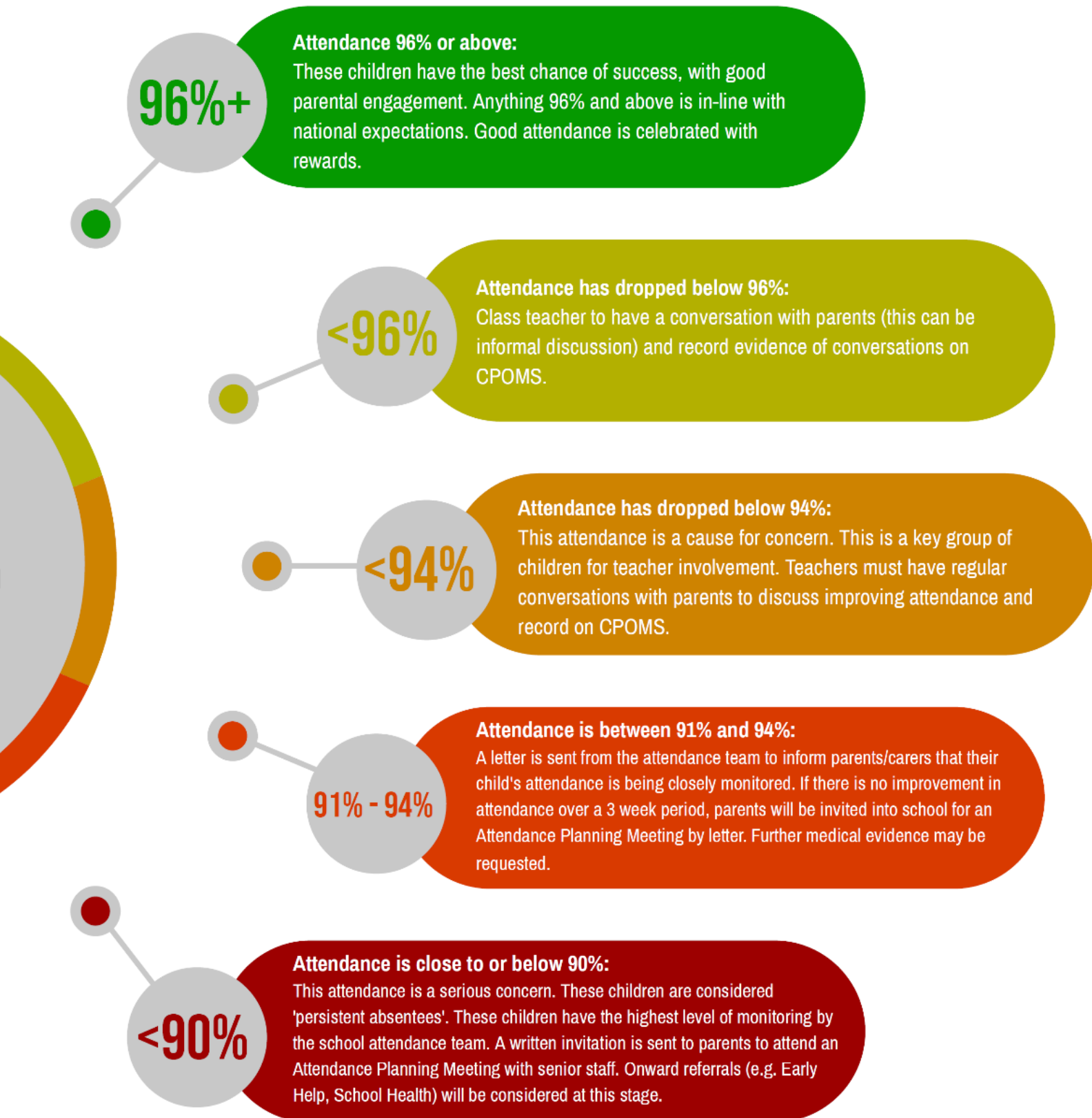
Government issued guidance states that permission should only be granted in exceptional circumstances to parents/carers who wish to take their children out of school during term time. In line with this guidance, any requests for holidays during term time will not be authorised unless there are exceptional circumstances. Unauthorised absences may lead to parents/carers being fined.

Permission for any absence must be requested in writing from the Head of School prior to any holidays being booked. Leave of Absence Request forms are available from the school office.



Attendance Monitoring Steps

The diagram below outlines the school expectations in regards to attendance levels, as well as more information our attendance monitoring procedures.



Security when Visiting the School

Our children's safety and wellbeing is always our number one priority. As a consequence, anyone coming on to the premises during the school day (Parents and Visitors) must report to the school office. A lanyard and badge will always be provided for unaccompanied visitors around school. Children leaving with parents for unavoidable medical appointments during the school day are required to be signed out and back in upon their return.

Furthermore, in the interests of the health and safety of our pupils/staff/visitors etc, will parent please note the following points:

- Dogs, both on and off the lead, are not allowed in the school grounds without the specific permission of the Head of School. The only exception will be assistance dogs.
- Bikes, scooters, motorised toys etc, must not be ridden within the school grounds.
- Once children have settled into Reception classes, children should come into school on their own. We request that parents do not wait in the cloakroom areas as this causes congestion and contravenes health and safety regulations.
- Smoking is not allowed anywhere on the school premises.
- For the safety and wellbeing of our children, please refrain from using your mobile phone when on the school premises.

School Parking

We encourage families to walk or cycle to school to help alleviate congestion around the school at the start and end of the day. We also aim to reduce the pollution from cars on the school run. We believe children learn more effectively after the light exercise of a relaxed journey to school. If parking your car, please do not stop on any yellow lines or block the driveways of any local residents. If dropping children off or picking them up before and after school, please be aware that there will be other children moving about and extra care should be taken. Parents should not park in the school car park. There is a drop-off area in the car park which can be used by parents/carers but there should be no parking in the drop off bays. Equally, in the interests of safety, pedestrians should keep to the paths as they move through the car park.



Complaints Procedure

Despite the best endeavours of everyone at the school, situations may occasionally arise which cause parents/carers concern. It is hoped that these will be dealt with quickly, efficiently and as informally as possible.

In the first instance, please refer any complaints or concerns to the class teacher. An appointment can also be made with the Head of School to discuss more serious issues. If the matter cannot be dealt with in this manner, Lingfield Education Trust has procedures for the consideration of complaints. Copies of these procedures may be obtained from the school office or from the school website.



Contact Us

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Disclaimer:

Heathfield Primary School reserves the right to change or amend the arrangements in the school brochure should circumstances make it necessary. We will, of course, make every effort to inform you of any change before they occur.