



Dear Parent/Guardian

I would like to take this opportunity to welcome you to Heathfield Junior School. Our federation with Heathfield Infant School means a smoother transition for both parents, and particularly children. One journey, one relationship and one ethos is key to the continual improvement in the outcomes for children.

Heathfield Schools are lively and exciting places in which children and their learning come first. We want our children to develop an attitude to school that is 'can do' and to take every opportunity on offer in order to attain their personal best. Your role as parent and supporter is crucial. The messages you give about readiness for school, punctuality, homework and reading, and how you engender your child's commitment to their learning will lay the foundations for a successful school experience. We recognise and value the contribution you make. That is why our partnership with you is so important and one we wish to do everything to build and maintain.

This Parent Handbook contains a range of information about our school that will be of interest to you and your family.

We want to ensure that the expectations of school are clear and understood by all members of our community. Please take the time to read the handbook carefully to familiarise yourself with the content. We also ask that you discuss this with your child, before signing the home school agreement that confirms our respective partnership responsibilities. When you have signed and dated this agreement, please tear along the dotted line and return the completed side to the class teacher and keep the agreement part for future reference.

We look forward to a productive, fulfilling and successful time together.

Yours sincerely

Paul Clayton
Executive Headteacher



A-Z OF HEATHFIELD

AFTER SCHOOL ACTIVITIES

A wide range of clubs and activities are available after school and at lunchtimes. Details are given to pupils and parents at the beginning of each term.

ASSESSMENT

High standards are at the core of school's vision. Regular teacher assessment, supported by written tests is used throughout the year to inform children, teachers and parents/carers of progress and provide information to set targets. Parents/carers are informed of their child's current levels of attainment at open evenings held in October and February and are provided with guidance on how to support their child in progressing to the next level.

ATTENDANCE/ABSENCE

Regular attendance at school helps children to develop security, maintain friendships and develop a growing sense of confidence and independence. Absences affect children's progress. Parents/carers are asked to telephone (option 1) or email (office@heathfield-jun.richmond.sch.uk) the school before 9.30am on the first day a child is absent, giving the reason and the anticipated day of return. If the reason for the absence is infectious or is classified as a contagious disease, medical clearance must be obtained before the pupil returns. It is a legal requirement that any unexplained absence is kept on record and reported.

Children should not be taken out of school during term time. If this is

necessary due to exceptional circumstances, parents must make an appointment to see the Assistant Headteacher before completing a Leave of Absence form. This form can be obtained from the school office.

Wherever possible, all medical appointments must be made outside of school hours. If this is not possible, a written note must be provided.

The school unauthorises all holidays in term time.

COMMUNICATION is key to a successful school/parent partnership. Staff are available at the beginning and end of each school day, in case you have any information to share or queries to raise. Or an appointment can be made through the administration team. Communication from the school is made via email and text through Parentmail. You can update any changes to your mobile phone or email address by logging on to your Parentmail account, but please also keep us informed of any changes to your emergency contact details. You can communicate with your child's class teacher via the red reading/homework journal.

CONTACT FORMS – Please ensure you have returned your completed contact form to the School office before your child starts school. Another copy is enclosed in this pack. It is essential that we keep this information up-to-date, so please inform the school immediately of any change of address, telephone number, contact or place of work.



GOVERNING BODY – The Governing Body oversees the direction of the school, working in partnership with the Headteacher and staff, and is responsible for the strategic direction and management of the school. The Governing Body includes representatives from the parents, staff and members of the local community. A list of the current members, along with contact details, is available from the school office or website. Governors may be contacted via the school if you wish to discuss any issues relating to their role. Further information is enclosed in this pack.

“THE HEATHFIELD WAY” – This provides all children and staff with a clear framework to ensure that the school is a safe and secure environment in which effective learning takes place. Visitors always comment on the working atmosphere in the school and the positive attitude the children have towards their work, their teachers and each other. The children are reminded of our agreed rules and expectations regularly and parents are notified by letter of any major changes. For further details please refer to the leaflet included in this pack.

HOME-SCHOOL PARTNERSHIP AGREEMENT – This explains how staff, children and parents work together to create a safe, supportive environment within which children can face the challenges of learning with confidence.

HOUSE TEAMS – All children are members of a house team (siblings are placed in the same house) and can earn house points towards individual badges and house rewards at the end of each half term. This is linked to “*The Heathfield Way*” and the children’s work supporting charities.

HOMEWORK – We ask parents/carers to read with their

children on a daily basis. This should be recorded in their reading/homework journals and we ask parents sign the journal at the end of each day. As children progress through the school the amount of homework set increases to include the learning of spellings, multiplication tables, researching topic areas and number work. Parents/carers are advised of the homework schedule for each year group at the beginning of the academic year. Homework is an opportunity to consolidate learning as well as providing a valuable link between home and school.

INTERNET USE – Pupils will have supervised access to the internet whilst at school. Please ensure you read the enclosed rules with your child. An agreement is included on the ‘*Contact Form*’ for you and your child to sign. Children are unable to access the internet unless this has been signed.

LOST PROPERTY – Please label your child’s school clothes. We will always make every effort to help locate lost property, however, the school cannot accept responsibility for ensuring the property is found nor for its replacement.

MEDICATION – An agreement may be made between parents/carers, office staff and pupils when medication is required during school hours, by completing a medication consent form available from the office. It is most important that medical information on the personal information sheet is clearly stated. If pupils need regular medication, the office staff must receive details and written permission beforehand. Please mark any medicine container with the name of the child and the child’s class. All medicines must be left by an adult with the school office at the start of the school day. Asthma pumps should be



clearly labelled with the child's name and should be kept in the office where the children can have access. During trips the pump will be taken.

MUSIC TUITION

A wide range of music tuition is available. Many children take the opportunity to learn to play instruments, for which a charge is made. Further details are available through the school office.

NEWSLETTERS are sent out regularly and are numbered to enable you to check in case you may have missed important information. Please keep these for reference.

PARENTS' VIEWS

The school is committed to continually developing the quality of its work. An important part of this process is seeking the views of our parents. We would encourage you to make any suggestion by contacting the school by email, meeting with senior staff or feedback via parent governors. 'Parent View' is the main route for parents and carers to give their views to Ofsted during school inspection and at any time of the year.
<http://parentview.ofsted.gov.uk>.

PARTNERSHIPS WITH PARENTS

We are always pleased to see parents/carers in school. If the partnership of child, parent and school is to work properly then sufficient time must be given to parent/teacher communication. Parents/carers are invited on a number of occasions during the year, to share our assemblies and performances and to discuss any concerns with the headteacher and staff.

Parent/teacher consultations are organised during the Autumn and Spring terms. A full national curriculum report is completed during the Summer term.

Regular newsletters are sent home with the children. We have developed a home school agreement which sets out our aims and new parents are requested to sign this. Please see the Home School Agreement in this pack and sign and return your agreement form. We believe that parents have a vital role to play in the education of their children and are warmly welcomed in school.

Parents/carers can also support the school in a range of other ways for example listening to children read, helping in the library or accompanying school trips. If you are able to spare time to help in this way it would be most welcome.

POLICIES are available on the school website or on request from the school office.

PERSONAL PROPERTY - Please do not let your child bring money or valuables to school. We cannot accept responsibility for lost, missing or stolen property. Musical instruments should be given to the class teacher when not required for a lesson. Mobile phones should not be brought into school by children. If occasionally circumstances make this unavoidable a letter is required to explain why and the phone should be handed in to the school office for safe keeping during the day.

PUNCTUALITY – Parents/carers are responsible for ensuring that pupils leave home on time in order to arrive at school punctually. The first part of the day is a very important time when much of the outline of the day is discussed. Children who arrive late often miss out on this valuable time. Children arriving after registration must report to the school office.

School day: 8.55am –3.25pm



Children should not be on the school premises before 8.45am. We are unable to accept responsibility for their safety before this time. Similarly the school can only be responsible for the children ten minutes after the afternoon session or following after school extra-curricular activities.

SAFETY

Whenever possible, please walk your children to school. If it is necessary to come by car please ensure you park in a way that does not endanger children and other pedestrians. Cobbett Road is one-way and very narrow, we therefore ask you:

- Do not park on pavements or block residents' driveways
- Stay clear of the entrances to the school
- Stay clear of the zig-zag road markings
- Stay clear of the double gates in Cobbett Road to maintain a clear access for emergency vehicles.

Please note that the school site is a no smoking area. We also ask that you do not bring dogs inside the school gates.

These rules are for the health and safety of our children and I am sure that you will help us by following them.

SCHOOL COUNCIL – We have an active school council that encourages the children to develop a sense of responsibility towards their community and at the same time develops a sense of understanding about the democratic process. This is supported by Class Councils.

SEX EDUCATION – As part of the school's science policy, birth education is taught on a progressive scale from Year 3 to 6. Reproduction of plants and animals is placed in its biological setting across the living world. In years 5 and 6 the school human birth/sex education is approached in a

sensitive but frank manner. Biological aspects are discussed openly, but are put in the moral context of family life. A variety of teaching materials is used including video and anatomical models. Parents/carers are consulted about the content and presentation materials. Any parent/carer wishing to discuss the matter in greater detail is asked to contact the headteacher.

SPECIAL EDUCATIONAL NEEDS -

About 20% of children will experience special educational needs at some time in their school lives. Of these, only a small percentage will require additional support to enable them to experience success. We are aware of children who come to us with an identified educational need. Diagnostic testing in the first year enables us to identify the needs of other children.

If a child is diagnosed as having a special educational need, the class teacher seeks advice from our Special Needs Co-ordinator, and a special programme of work is arranged. We also have close co-operation with the Authority's Special Educational Advisory Team, the Educational Psychological Service, the Language Support Unit and the Educational Welfare Service.

If you are concerned that your child may have special educational needs, and may need extra help at school, then please contact the school and ask for advice.

UNIFORM/PE KIT – The school has a uniform policy and we ask that you ensure your child has the appropriate uniform. Items with the Heathfield logo can be purchased from, www.yourschooluniform.com, School Days, 94 High Street, Whitton. Sweatshirts and PE t-shirts can be ordered from school, an order form is included in this pack. Their first PE t-



shirt is supplied by the school free of charge.

Only the following jewellery is allowed – a watch and small, plain stud earrings to be taken out or taped for all PE and games. Other body piercings are not allowed.

WELLBEING AT OUR SCHOOL

Every member of our community is valued at Heathfield Junior School. Every child has the right to feel safe and secure in school. We want to ensure that our environment is conducive to learning and that our school and community are respected. We do this by respecting each other at all times and respecting the physical environment in which we learn and play.

