



# Heathfield Nursery and Infant School Prospectus 2025-26



"Pupils' behaviour is exemplary."

"Pupils develop a strong sense of character. They are thoughtful and reflective."

**From our latest Ofsted Report, April 2025**

"The rich curriculum nurtures pupils' talents and prepares them well."

"The school's curriculum is highly ambitious."

[www.heathfieldschoolspartnership.org](http://www.heathfieldschoolspartnership.org)



# **The School**

Heathfield Schools' Partnership is made up of Heathfield Nursery and Infant School and Heathfield Junior School. The Co-Headteachers are Ms Helen Child (Infants) and Mr David Colenso (Juniors).

Heathfield Nursery and Infant School is a mixed, day school for children between the ages of three and seven years. There are approximately **300** children on roll across the Infant School and Nursery.

Children attend the Nursery for their allocated sessions (morning or afternoon) across the school day. The majority start in the September of the academic year in which they will be four years old, with a small number starting in the spring or summer term before this. Some children in Nursery attend for 30 hours. The option of lunch club is also available to the children in Nursery.

Children attend the Infant School at the beginning of the Autumn term in the academic year in which they are 5 years old. The children attend full time as soon as possible in September.

Within Heathfield Nursery and Infant School we have a specialist provision (The Willow Centre) for children who have social communication and learning needs. Children within the provision are allocated a mainstream class and are integrated as fully as possible, according to their individual needs, into the mainstream school.

Our aim is to enrich every child's experience through a broad, balanced and exciting curriculum in an atmosphere that makes them feel successful, safe and valued. Achieving success and developing self-esteem will enable our children to take a full and active part in school and adult life. Our approach to learning places the children at the heart of everything we do. We have high expectations of the children, a carefully designed curriculum and a belief in children's innate ability to learn and grow. We promote oracy, the use of concrete resources and first hand experiences which engage the children and encourage them to be curious and ask questions. We are an inclusive school; at the centre of our vision is our commitment to every child making the best progress they can. We strive to give our children the best start to a brilliant future.

We value:

**A respect for ourselves and others**

**A feeling of community**

**Enthusiasm for learning**

**Hard work and commitment**

**Confidence to try new things**

**Celebrating everyone's contribution**



# The School Day

## **Infant School**

The pedestrian gates in Cobbett Road and Powder Mill Lane are open by 8.30am. We operate a 'slow start' morning across the Infant School. Reception children can be brought straight to their classroom via Powder Mill Lane between 8.45am and 9.00am. Year 1 and Year 2 children can be brought to the appropriate door in the Infant Playground in Cobbett Road, between 8.45am and 9.00am. Parents must wait with their child until the teacher or teaching assistant are at the doors to greet them. Parents must not drop children at the gate or leave them unattended in the playground.

Registration closes at 9.10am. Children arriving after 9.00am must be signed in at the School Office in Cobbett Road.

## **Reception Day**

Morning	8.45am -11.30am
Lunchtime	11.30am -12.30pm
Afternoon	3.05pm

## **Year 1 Day**

Morning	8.45am -12.00pm
Lunchtime	12.00am -1.00pm
Afternoon	3.15pm

## **Year 2 Day**

Morning	8.45am -12.00pm
Lunchtime	12.00pm -1.00pm
Afternoon	3.20pm

Parents must collect their child at the end of the day from the designated collection door for their class. Only named adults are allowed to collect children from school.

## **Nursery**

Morning Session	8.45am - 11.45am - Drop off and collection is via the Nursery entrance in Longford Road. Children arriving late after 9.00am must go to the School Office in Cobbett Road.
30 Hours Session	8.45am - 2.45pm - Drop off and collection is via the Nursery entrance in Longford Road. Children arriving late after 9.00am must go to the School Office in Cobbett Road.
Nursery Lunch Club and Extended Day	11.45am – 12.45pm - we offer our Nursery children to attend our lunch club between 11.45am and 12.45pm for £8.00 per day. Packed lunch must be provided or school lunch for an additional cost. Collect at 12.45pm. Subject to availability, ad-hoc sessions of 3 hours (am or pm) are available to children attending Nursery at a cost of £8.00 per hour. See 'Nursery Admissions' for details.
Afternoon Session	12.30pm - 3.30pm - Drop off and collection is via the Nursery entrance in Longford Road. Children arriving late after 12.30pm must go to the School Office in Cobbett Road.

We operate wraparound care for the whole Federation. The Club provision is open to all children from Reception to Year 6, including children within our Willow Centre. A small number of spaces are also available for Nursery children. Details can be obtained from the School Office.

## **Breakfast Club**

From 7.30am

## **After School Club**

Until 6.00pm

### **Attendance/Lateness/Punctuality**

By accepting a place for your child at the school, you are accepting the school's policy that all children including those in the Nursery must attend school every day in term time regardless of their age, unless they are unwell. It is important that children arrive at school or nursery on time, as this is when the outline of the day is discussed and those that miss this time can feel unsure about what is happening for the rest of the day.

**We expect all children to have an attendance percentage of at least 96% every term and regularly look for ways to reward children who achieve 100% attendance.** As a school we require children to attend school daily and this becomes a legal requirement from the term after their 5<sup>th</sup> birthday.

We work closely with the Education Welfare Officer to monitor the attendance and punctuality of all our children. We will contact parents of children whose attendance and/or lateness are a concern and will meet with them if an improvement is not seen.

If your child is absent please contact the school either by:

- **Telephoning 020 8894 4074 option 1, on the first day of the absence before 9.00am**
- **Emailing the school via [attendance@heathfield-inf.richmond.sch.uk](mailto:attendance@heathfield-inf.richmond.sch.uk)**

All absence and lateness is recorded and any unauthorised absence will be investigated.

We run a rewards system for pupil attendance and punctuality. Previous rewards have included:

- Special privileges such as sitting on special benches during assemblies, leading out first and looking after the year group cuddly super hero.
- On occasions there will be a special prize for the class with the best attendance. This may be an additional playtime or a class party – details will be given as appropriate.
- Attendance Week – all children will win a medal if they attend school and arrive on time every day.
- Best Attendance where children can win a different coloured wristband each week if they achieve 100% attendance in a selected half term.

Please follow these guidelines to help your child and their class win awards:

- Do not take holidays in term time. Holidays taken are recorded as unauthorised and we reserve the right to issue Fixed Penalty Notices to parents who take term time holidays.
- Make dental or GP appointments outside of school hours whenever possible. If appointments cannot be changed, you will need to bring the appointment card/letter to the School Office.
- Ensure that your child arrives at school by 9.00am and collect them on time at the end of the day.
- Complete a Leave of Absence Form, a week in advance, if you need to request time off for your child that is not sickness or a medical appointment. You will be asked to discuss this with a senior member of staff.
- Always update the School Office immediately if you have new details, such as telephone number, email address or home address. **If your child is ill or has an accident whilst in school, we must be able to contact you.**



### **Sickness/illness at School**

Our Welfare Assistant is available throughout the school day to assist and support any child who is taken ill or may have injured themselves.

If your child has a chronic condition such as asthma and requires medication to be taken during the day or has any severe allergies that require an epipen, these must be provided by you and handed in by an adult to the School Office along with the completed medical consent form for the school to administer as requested. A careplan will be created with you for your child, if necessary. If a doctor has prescribed medicine/medicated creams for any other short-term condition that needs to be administered during the school day, the same procedure applies. Please do not send medication in with your child or in their bag. Throat lozenges, cough sweets, sun creams or lip balms **are not** allowed. If your child's health needs change during their time with us, please inform us in writing with any updates.

### **Playtimes**

It is only in exceptional circumstances that parents should request that their child be kept indoors at playtimes. Studies show that children respond more positively to learning following an opportunity to play outside. On occasion, a child's risk assessment for an injury (eg.broken bones) may require them to stay indoors.

### **Headlice**

Parents must take responsibility for their child and check their hair weekly. They must use the appropriate treatment if headlice are discovered. Please note that absence from school due to treating headlice is not classed as an illness.

### **Sun Safety**

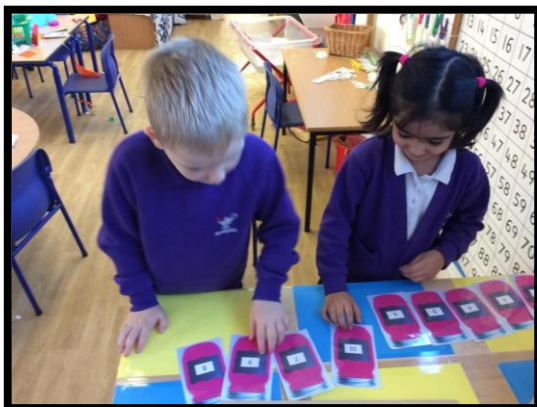
During hot and sunny weather, children should wear high factor sunscreen (SPF30 or higher) on any exposed skin, particularly the ears, neck and face. This must be applied by parents/guardians before school. In warmer weather, children will be given sunscreen during the day to reapply themselves. Children are also encouraged to bring a named sun hat into school. Children are also encouraged to drink water and seek shade when the weather is hot.

### **Children's Collection Arrangements**

You must complete a 'Permission to Collect Form' when your child joins the school with the names of all adults, including parents or siblings from Year 7, who are allowed to collect your child. Any changes to a person collecting must be given to the School Office by 12.30pm on the day. Your child's safety is our prime consideration and children will not be dismissed to someone who is not on the list.

### **After School Activities**

We run a number of after school activity clubs for Years 1 and 2 such as choir, football, science and street dance. Reception clubs start in the Spring Term. Details of these are sent out to parents each term, along with payment details.



# **Starting School**

## **Getting your child ready for Nursery or Reception**

Are they confident and happy to leave you?

Can they use the toilet by themselves?

Can they get themselves dressed and undressed?

Can they recognise their name written down? (Reception)

Are they familiar with books and can they turn the pages and point things out?

Are they excited and positive about coming to school?

If you have any concerns, you may contact your Health Visitor, speak to the Children's Centre or speak to one of the Nursery or Reception Team.

## **What your child needs when they start Nursery or Reception**

A named book bag

A named water bottle – with water in (no squash/ juice/fizzy drinks)

School uniform

A P.E. kit in a drawstring P.E. bag from Year 1 – a white t-shirt, dark shorts (black/navy) and plimsolls all labelled with your child's name. This will be kept at school and returned home for washing in the holidays

A named lunch box if your child is having a packed lunch

A smiley, happy face!



# School Uniform

All children, including Nursery, are expected to wear our school uniform. We ask parents to ensure that children are sent to school correctly dressed.

Our school uniform is:

- **Purple sweatshirt or cardigan** with the school logo
- **White or purple polo shirt**
- **Grey skirt or trousers** (not leggings or track pants from Year 1. In Nursery and Reception, we allow jogging bottoms as the children are running, climbing and playing outdoors for much of the day)
- **Purple/lilac check summer dress**
- **Comfortable black school shoes** (not trainers or open toe sandals) with Velcro fastenings if possible
- **A school book bag** with the school logo (not a rucksack)
- **P.E. kit** (from Year 1) consisting of a plain white T-shirt, navy or black shorts and plimsolls. Leggings or track pants may be used in colder weather. These should be in a drawstring bag
- **Winter coat** - during the cold weather, children must wear a named coat to school not just a jumper and/or fleece



**It is essential to label all of your child's clothing.**

Our main school uniform stockists are:

**Schooldays & Justdancing:** 94 High Street, Whitton TW2 7LN - now open to buy school uniform. You can contact them on 020 8898 4881. Alternatively, you can order uniform online and have it delivered to your home or take advantage of their click and collect service. Visit [www.schooldaysllp.co.uk](http://www.schooldaysllp.co.uk) for further information.

**SANCO:** 60 Bell Road, Hounslow, TW3 3PB – now open to buy school uniform. Go directly to the 'book an appointment' page online to visit the shop or purchase online via <http://www.sanco.co.uk/page/book-appointment> or call 020 8570 9990 for further information.

The wearing of jewellery is NOT allowed for reasons of safety and security including watches. **If for religious reasons a pupil is required to wear a particular garment or item the parent of the child must discuss and agree this with the Headteacher before the child starts school.** The school cannot accept responsibility for property lost or damaged on school premises.

## Spare Clothing

If your child has borrowed clothing from the school, please ensure that it is washed and returned to the School Office as soon as possible. If you have any clean uniform that no longer fits your child and that you would like to donate to the school, we are always willing to accept these as spare clothes. We regularly run second hand uniform sales.





# **The Curriculum**



## **The Importance of Active Learning and Play**

We are committed to play-based learning within the Early Years and give children throughout the school many opportunities to learn through first-hand, active experiences. Well-resourced play, both indoors and outdoors, is a key way in which young children learn.

### **Principles behind Early Years Education at Heathfield:**

- Young children have a natural curiosity about the world around them and learn best through play and active experiences, supported by highly skilled Early Years staff.
- Child-led learning is as important in Early Years as adult-led learning. This develops children's independence, resilience and self-esteem.
- In addition to our 3 daily adult-led 'inputs' (English, maths and phonics), we are committed to closely observing children, identifying 'teachable moments' and interacting at these points to challenge, support and develop the children's skills.
- The outdoor environment is valued as highly as the inside classroom and offers children a different, equally valuable experience of learning and play.

We offer a strong start to learning, based on our knowledge of the children as individuals and of the Early Years Framework. Planning is guided by Development Matters and Birth to Five, but also takes into account the children's individual needs and interests.

Within this framework, we particularly prioritise the following areas:

- Social and emotional development: ensuring that the children are able to learn alongside their peers, managing their own feelings and developing an understanding of the feelings of others.
- Closing the word gap: prioritising the development of spoken language through carefully planned vocabulary development, plentiful opportunities for speaking and ensuring that adult interactions with children are always of high quality.
- Phonics and early reading: promoting a love of books from the very start of Nursery, through daily access to high quality texts and a highly responsive, structured and carefully planned Systematic Synthetic Phonics (SSP). Phase 1 phonics starts in Nursery; phase 2 is taught from the children's first full week in Reception.
- Number work: ensuring children have a deep understanding of early number concepts, which is fully embedded and can be effectively built upon within KS1 and KS2.

### **Key Stage 1 (KS1)**

Key Stage One is the period from Year 1 to Year 2. During this time, children start to study the National Curriculum, which includes the core subjects of English, maths and science, as well as the non-core subjects which provide the children with a 'broad and balanced' curriculum. During this time, first hand, active experiences continue to be prioritised, alongside the development of a wide range of vocabulary.



### **Relationships and Sex Education (RSE)**

We have a policy on Relationships and Sex Education which is available on the website and may be discussed with the Co-Headteachers on request. Its main objective is to support our children through their physical, emotional and moral development by providing them with clear information and opportunities to relate to their wider world. Sex education is not explicitly taught within the infant school, but when questions arise either naturally or from topic work, they are answered simply, honestly and factually. The National Curriculum for Science includes learning about human life processes, including reproduction.

## **Additional Needs or Special Educational Needs and Disabilities (SEND)**

We aim to identify early children who have difficulties and need extra help to enable them to reach their full potential. Targets are set and programmes are put in place to support these children, alongside discussions with parents.

Outside agencies such as Speech and Language Therapists, Occupational Therapists or Educational Psychologists may be consulted to give advice in their field of expertise and help us work out the best programme to follow.

Parents are advised at every stage and we work together to maximise the effect of identified support. Ms Ruth Levin is the Inclusion Manager for the Nursery and Infant School and can be contacted via email: [Senco@heathfield-inf.richmond.sch.uk](mailto:Senco@heathfield-inf.richmond.sch.uk)

## **Child Protection/Safeguarding**

The school has a duty to ensure that all parents understand our responsibility to safeguard the well-being of all pupils. Our Safeguarding Policy is available on our website. Please be aware that if there are any concerns about a child, the school may make a direct referral to the statutory child welfare agencies and/or Social Services. This may be with or without parental consent, depending on the nature of the concern. We aim to work closely with parents and carers wherever possible if there is a safeguarding concern about a child. Ms Nikki Allman is the Designated Safeguarding Lead for The Federation and can be contacted via the School Office.

## **Governing Body**

The Governing Body oversees the direction of the school working in partnership with the Senior Leadership Team and is responsible for the strategic direction and management of the School. The Governing Body includes representatives from parents, staff and members of the local community. Governors may be contacted via the School Office if you wish to discuss any issues relating to their role. For further information please refer to the school website <https://www.heathfieldschoolpartnership.org/federation/governors.php>



# Communication With Parents

A child's experience at school should build upon what the child already knows and can do. Through assessment practice at school and continued communication with parents we can support children's development.

We also recognise that there is a positive impact on children when they see their families working in partnership with the school, so we warmly welcome parents/carers to visit us on many occasions during the school year to performances, seasonal events such as sports day, as well as school trips and parent workshops.

Information about our topics and themes will be regularly provided. We send a newsletter every two weeks, packed with information about what the children have been doing at school and regular updates via the ParentHub app and Tucasi Scopay app. All children in Nursery and Reception have a Tapestry account and communication between home and school, especially relating to the child's learning or development, can be shared through this means.

Parent/Teacher consultations are held twice a year, during the Autumn and Spring terms. At the end of the Summer term, we will give you a printed copy of your child's yearly school report, along with a copy of their enrichment passport showing a selection of the activities they have enjoyed.

If any issues arise with regards to your child we will speak to you at the end of the school day or arrange a meeting with you. If you have any worries or concerns about your child, please see your child's class teacher/teaching assistant at the end of the school day or contact the School Office to arrange a more suitable time. It is not possible to talk to your child's teacher during the school day as they will be in class.

The main methods of communication we use are:



**Parenthub App** – You can join by downloading the free Parenthub App, create an account, choose 'Add a School' and enter the school handle **@HeathfieldInf**



**Tucasi Scopay** – set up an online account to enable you to receive emails and texts and make online payments for The Club (our breakfast and afterschool wrap around care), plus trips and visits for your child. You can also book Parents Evening appointments and print receipts and link accounts with other children you may have in school. To register please call the School Office on 020 8894 4074 to be sent the Scopay Online Access Letter containing your unique Link Code that you will need to complete the process.



**Heathfield School's Website** – visit [www.heathfieldschoolspartnership.org](http://www.heathfieldschoolspartnership.org) to view our regular newsletters. This site also contains other useful information about the school including all school policies.

## **Reading Diary**

Your child will be issued with a reading diary when they join Reception. This is a daily communication link between you and your child's class teacher in regards to reading progress.

# **Behaviour Expectations**

The school is committed to establishing and maintaining good discipline. Our staff believe that good discipline is achieved by;

- Supporting children to self regulate and take responsibility for their actions (at an appropriate level)
- Developing and encouraging a sense of mutual respect between
  - Child and child
  - Child and adult

A positive approach to learning and general behaviour is supported by our Golden Rules:

- 😊 We are gentle
- 😊 We are kind
- 😊 We listen
- 😊 We are honest
- 😊 We look after property
- 😊 We work hard

To help the children understand how they are behaving, each class displays faces as follows:



All children start the day on this happy face.



If they are working well, following the golden rules and they demonstrate super work or behaviour, they move to the super happy face.



If they make a wrong choice or break one of the golden rules, they move to the thinking face and they are given thinking time to make a better choice. They are also reminded of the golden rule that they should be following. Once they are following the golden rules again, they move back to the happy face.



If a child continues to make wrong choices, they move to this face. They are seated in a quiet area within the classroom for a short time-out or taken to see a member of the leadership team. After time-out they are moved back to the thinking face and are given another chance to make the correct choices.

If a child needs to go on the sad face for a second time in one day, the class teacher will speak to the parent/carer at the end of the day. We would ask you to support us, and your child, by discussing what has happened with your child and reiterating the golden rules.

Please talk to your child's class teacher if you have any concerns about their behaviour or if you have any questions about this.

Please help your child at home by talking about the golden rules, praising them when they follow them at home and reminding them about the consequences of not following them.

All those involved in the school community, including children, teaching staff, support staff, parents, governors and visitors agree to a clear code of conduct as laid down in our '*Relational Behaviour Policy*', a copy of which can be obtained from the School Office or via the School website [www.heathfieldschoolpartnership.org](http://www.heathfieldschoolpartnership.org)





## School Travel Plan

TfL launched STARS (Sustainable Travel: Active, Responsible, Safe), as an accreditation scheme for London schools and nurseries. STARS inspires young Londoners to travel to school sustainably, actively, responsibly and safely by championing walking, scooting or cycling. STARS supports pupils' wellbeing, helps reduce congestion at the school gates and improve road safety and air quality.

At Heathfield we currently hold the Gold accreditation for the work amongst our school community in supporting the STARS ethos, mainly by:

- Provision of bicycle and scooter storage
- Year 2 Scooter Training
- Pupil and Staff Survey
- Encourage our families to support our message by swapping car journeys to walk, cycle or scooter to school instead, which in turn benefits our pupils with cleaner air and a safer environment
- 

## Road and Playground Safety

If travelling to school by car is unavoidable, please take particular care whilst driving near the school site especially in Cobbett Road and Longford Road.

- Park away from the school entrances and zig zag road markings. The double gates in Cobbett Road **must** be kept clear at all times for emergency vehicles
- Do not park or turn your vehicle around in the entrance to the Infant Staff Car Park in Longford Road
- Do not illegally park, for example 'double parking' or mounting the pavement in undesignated areas as it will endanger our young children and their parents if access and vision is obscured by your car
- Do not park across our neighbouring residents' driveways at any time. Community Police Officers and Traffic Wardens regularly patrol the areas outside of the school and nursery and you may get a parking ticket if you park illegally
- Do not let your child out of the car in the middle of the road. Please only let your child out of the car on the pavement side
- Do not leave younger siblings unattended in the car when dropping off or collecting other children from school
- Dogs are **not** allowed on the school premises (except guide dogs/assistance service dogs)
- Bikes, scooters and skateboards in the playground can be dangerous for small children and their parents. We cannot accept responsibility for any lost or damaged scooters or bicycles left at school. Please ask your child to push their bike or scooter in the playground

## School Street Scheme

London Borough of Richmond are responsible for the School Street Scheme around Heathfield Schools' and the surrounding streets. Automatic Number Plate Recognition (ANPR) cameras are now operational during the following term-time hours:

- 8.00am - 9:15am
- 2:45pm - 3:45pm

***You are liable for a Penalty Charge Notice unless you apply for an exemption.***

For further information regarding the school street scheme visit

[schoolstreets@richmond.gov.uk](mailto:schoolstreets@richmond.gov.uk)

# School Meals

Our new school meal provider, NOURISH, started with us in January 2025. The NOURISH company ethos is 'At NOURISH we are passionate about providing nutritional food that the pupils love.'

Fresh food – is the heart of NOURISH  
Fresh ideas – lateral thinking creating an impact  
Fresh approach – operates at every level

NOURISH is unique in that all their owner directors work in the business. They are a family that all work together building lasting relationships and understanding their schools' needs.

All pupils in Reception, Year 1 and Year 2 in state funded schools are eligible for Universal Free School Meals (UFSMs).

As parents you can be absolutely assured that the food being produced on site is of a high standard.

- All meat supplied to the school is Red Tractor
- All eggs used at the school are free range
- None of the foods used at the school contain any additives from the banned list
- No Genetic Modification is present in any of the foods used on site
- No hydrogenated fats are used in any of our ingredients

There is a bi-annual three week menu rota and these are sent out to parents. If your child has any food allergies, intolerances or medical conditions, you will be required to complete a NOURISH allergy form, which you can obtain from the School Office. Children within the Infant School will wear an orange lanyard to the dining hall to inform adults of any allergies/dietary requirements they may have.



Children may bring a packed lunch if they wish and use the dining room facilities. Packed lunches should provide a healthy well balanced meal and no glass bottles, cans of drink or sweets may be included.

Please note that due to a high number of allergies, we are a **NUT FREE SCHOOL** and this applies to all foods brought into school for packed lunches. Sandwich spreads such as Nutella, chocolate spreads and peanut butter **must not** be used.

Foods such as cakes or sweets for birthdays or celebrations are not permitted. These occasions are celebrated within school using alternative awards such as stickers or by asking parents to send in a special book to share.

Also, all grapes and cherry tomatoes **must** be cut in half to prevent choking.

# **Additional School Benefits**

## **Milk**

**Under 5 Years:** If your child is under 5 years of age they are entitled to a daily 189ml serving of milk free of charge. (Free milk will stop the Friday prior to your child's fifth birthday). You do not need to register for free milk as the school will do this.



**5 Years and over:** are entitled to a daily 189ml serving of milk at a subsidised price.

**Register:** Online at [www.coolmilk.com](http://www.coolmilk.com)  
**Complete a form** (obtainable from the School Office) and return it to:  
**FREEPOST COOL MILK** (no other details required)

Register and pay before 5.00pm on a Tuesday and your child will receive milk from the following week.

Children over 5 years old who are entitled to the Pupil Premium Grant (PPG) are eligible for free milk. Please speak to the School Office to confirm whether your child is entitled to PPG.

## **Water**



Children must bring in a small named bottle of plain, unflavoured water and they will be allowed access to this throughout the day.

## **Fruit and Vegetables**

Each day children are offered fruit or vegetables as part of our commitment to keeping healthy. Children are also allowed to bring a piece of fresh fruit or vegetable snack into school. It is important to tell the school if your child is allergic to any fruit or vegetables.



## **Free School Meals and the Pupil Premium Grant (PPG)**

The Free School Meals/Pupil Premium Service [www.fsm.lgfl.net](http://www.fsm.lgfl.net) is a website where parents can quickly and easily check eligibility for Free School Meals and if eligible also gain welcome additional funding for their child's school known as Pupil Premium Grant (PPG). Any funding gained by the school through the PPG scheme benefits educational provision for your child through activities such as clubs, subsidised school trips and educational support and free milk.

If you are in receipt of certain benefits and you think you qualify for Free School Meals/PPG, then please contact the School for an application form. This can be processed on your behalf by the School. Alternatively, using your National Insurance Number, visit [www.richmond.gov.uk/free\\_school\\_meals](http://www.richmond.gov.uk/free_school_meals) for a quick 'yes' or 'no' answer. All enquiries will be treated in the strictest of confidence.

# **The Club**

## **Breakfast/After School Club**

Heathfield Schools' Partnership run their own wrap-around care service. The Club provides before and after school care for children attending Heathfield Infant and Junior Schools'.

We operate between 7.30am and 8.45am for Breakfast Club and between 3.00pm and 6.00pm for After School Club. The Club is run from the dining halls at Heathfield and also makes use of the field. The children are cared for by play workers employed by the school. They are able to relax, take part in planned games and activities plus they can complete homework, as appropriate. The Club is managed by the school and our Management Team consists of Ms Helen Child, Head of Infant School and the Club Manager, Ms Kasia Michalska who is in charge on a daily basis.

### **The Breakfast Club**

Open from 7.30am – 8.45am

Breakfast of cereals, fruit and toast is provided.

### **The After School Club**

Open from 3.00pm – 6.00pm.

A light meal is provided if your child stays after 4.45pm such as pasta, fish fingers, salads, yoghurts, fresh fruit.

All children receive a drink and biscuit when they arrive after school.

Sessions must be pre-booked and paid for in advance.

### **Prices Per Child**

Breakfast 7.30am – 9.00am	£8.00
Afterschool until 4.45pm (no meal)	£8.00
Afterschool until 6.00pm (includes meal)	£15.00
Afterschool 4.30pm – 6.00pm (after a club)	£10.00
Breakfast & Afterschool Club (includes meal)	£18.00
Late Booking Fee (booked after 11.00am)	£3.50
Late Collection Fee (after 6.00pm)	£20.00

Please contact the School Office on 020 8894 4074 or call or text mobile 07484510907 or email [theclub@heathfield-inf.richmond.sch.uk](mailto:theclub@heathfield-inf.richmond.sch.uk) to register or book or for any further information. Additional details are available on the Heathfield Infant School website. Follow the link:

[Before & After-School Provision | Heathfield Schools' Partnership \(heathfieldschoolspartnership.org\)](http://heathfieldschoolspartnership.org)





# **Reception & Nursery Admissions Policy**

## **Nursery Admissions**

To apply for our Nursery you will need to complete the green application form available from the School Office. When returning your completed form you will need to supply **your child's full, original birth certificate** along with one of our accepted proof of addresses.

- Full UK Driving Licence
- Council Tax Bill
- Utility Bill (Gas/Electric/Water dated within 3 months at application)
- Rental Agreement
- Child Benefit Letter

The closing date for applications is 6<sup>th</sup> March 2026. We will contact you in late May to let you know if we are able to offer a space. Spaces are offered using the criteria operated by Richmond Local Authority as follows:

- Looked After children
- Children with an EHCP (Educational Health Care Plan)
- Children who have siblings in the school at the time of admission
- Children of staff who work at Heathfield Schools' Partnership
- Distance of home to the Nursery

If you require any further clarification about our Nursery, please do not hesitate to contact the School Office on 0208 894 4074 or email: [info@heathfield-inf.richmond.sch.uk](mailto:info@heathfield-inf.richmond.sch.uk) or visit the Achieving for Children website via the link below:

[School admissions - London Borough of Richmond upon Thames](#)

## **Reception Admissions**

These are managed centrally by the local authority. Visits to the school are encouraged and are available between October and January ready for applications to be submitted in mid January.

For further details regarding applying for our Nursery or Reception school, please call us on 0208 894 4074 or visit our website [www.heathfieldschoolspartnership.org](http://www.heathfieldschoolspartnership.org)

For more details on all admissions criteria including Reception and In-Year, please check online at

[http://www.richmond.gov.uk/home/services/children\\_and\\_family\\_care/schools\\_and\\_colleges/school\\_admissions/primary\\_school\\_admissions.htm](http://www.richmond.gov.uk/home/services/children_and_family_care/schools_and_colleges/school_admissions/primary_school_admissions.htm)

Or

[https://www.richmond.gov.uk/media/3082/primary\\_admission.pdf](https://www.richmond.gov.uk/media/3082/primary_admission.pdf)

## **School Admissions during the School Year**

Applications to join our school during the school year must be made using Richmond's In Year Application Form available from the admissions team at the London Borough of Richmond-Up-on-Thames:

The School Admissions Team

London Borough of Richmond-Up-on-Thames

Email: [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk)

For further information regarding the Admissions procedure please visit our website or follow the link below:

[Primary school admissions - London Borough of Richmond upon Thames](#)

# Heathfield Nursery Admissions

Children attend Heathfield Nursery for their allocated sessions in the morning or afternoon across the school day. The children attend 5 days a week (Monday to Friday) during term time. The majority start in the September of the academic year in which they will be four years old. A small number of children start in the spring or summer term before this. Some children in Nursery attend for 30 hours.

Our 15 hours entitlement is fully funded through the Universal Entitlement.

Our 30 hours entitlement is fully funded through the Universal Entitlement together with the Extended Entitlement for those parents who are eligible and can provide a valid 11-digit HRMC code. All funded hours are completely free.

We also offer the flexibility to pay for additional hours (subject to availability). These are optional and do not impact your access to free funded hours. You can opt in or out of these at any time.

Heathfield Nursery Sessions		
Session Name	Time	Cost
<b>Half Day Morning Session</b>	8.45am - 11.45am	15 Hours Universal Funding – Free of Charge
<b>Half Day Afternoon Session</b>	12.30pm - 3.30pm	15 Hours Universal Funding – Free of Charge
<b>30 Hours Session</b>	8.45am - 2.45pm	30 Hours Universal Free Funding & Extended Entitlement Funding – Free of Charge
<b>Nursery Lunch Club (Optional)</b>	11.45am – 12.45pm (Collect at 12.45pm)	We offer our Nursery children (am or pm) to attend our lunch club for £8.00 per day. Packed lunch must be provided or a school lunch can be bought for £2.50 per day. Subject to availability.
<b>Nursery Ad-Hoc Sessions (Optional)</b>	8.45am – 11.45am Or 12.30pm – 3.30pm	Ad-Hoc sessions of 3 hours (am or pm) are available to children attending Nursery at a cost of £8.00 per hour, per day (£24.00 per day) Subject to availability.
<b>Nursery Extended Day End of Day (Optional)</b>	2.45pm – 3.30pm	We offer an additional end of the day session for our Nursery children from 2.45pm until 3.30pm at a cost of £6.00 per child, per day. Subject to availability.

Once your child has started our Nursery, due to the long-term commitment we make and local authority funding regulations, we require a minimum of 1 month's written notice to withdraw your child from their Nursery place.

***TERM DATES 2025 – 2026***  
**Children do not attend school on INSET days**

<b>AUTUMN TERM 2025</b>	INSET Day INSET Day Children Return to School Half Term Last Day of Term	Monday 1 <sup>st</sup> September 2025 Tuesday 2 <sup>nd</sup> September 2025 Wednesday 3 <sup>rd</sup> September 2025* 27 <sup>th</sup> October – 31 <sup>st</sup> October 2025 Friday 19 <sup>th</sup> December 2025
<b>SPRING TERM 2026</b>	INSET Day Children Return to School Half Term Last Day of Term	Monday 5 <sup>th</sup> January 2026 Tuesday 6 <sup>th</sup> January 2026 16 <sup>th</sup> February – 20 <sup>th</sup> February 2026 Friday 27 <sup>th</sup> March 2026
<b>SUMMER TERM 2026</b>	Children Return to School May Bank Holiday Half Term INSET Day Last Day of Term	Monday 13 <sup>th</sup> April 2026 Monday 4 <sup>th</sup> May 2026 25 <sup>th</sup> May - 29 <sup>th</sup> May 2026 Monday 1 <sup>st</sup> June 2026 Friday 17 <sup>th</sup> July 2026

\* Except Reception & Nursery pupils as parents will be advised of their start date in their induction pack.

Every effort has been made to ensure that this information is correct at the time of going to press (July 2025).

### **Useful Websites**

LB Richmond-Upon-Thames

[www.richmond.gov.uk](http://www.richmond.gov.uk)

LB Hounslow

[www.hounslow.gov.uk](http://www.hounslow.gov.uk)

Ofsted

<https://www.gov.uk/government/organisations/ofsted>

DfE

[www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)







**Heathfield Schools' Partnership**

Cobbett Road

Twickenham

TW2 6EN

Telephone: 0208 894 4074

Co-Heads of the Partnership

**Helen Child (Infant) and David Colenso (Junior)**

To report an absence please email:

[attendance@heathfield-inf.richmond.sch.uk](mailto:attendance@heathfield-inf.richmond.sch.uk)

For all other enquiries please email:

[office@heathfield-inf.richmond.sch.uk](mailto:office@heathfield-inf.richmond.sch.uk)

Website: [www.heathfieldschoolspartnership.org](http://www.heathfieldschoolspartnership.org)