



GENERAL INFORMATION

Start of Day	8:50am	End of Day – 3:25pm
Lunch	Children can bring in their own packed lunch or purchase a school dinner from Radish. See their leaflet in this pack for further details. There is also a letter in this pack explaining how to apply for Free School Meals.	
Uniform	Purple sweatshirt/fleece, white/purple polo shirt and grey or black trousers/shorts/skirts See 'YEAR 3 – FIRST DAY' for full details	

ADMISSION / EMERGENCY CONTACT FORM – Please ensure you have returned your completed form to the School office before your child starts school. A copy is enclosed in this pack. It is essential for safeguarding reasons 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.

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. We offer before and after school provision if required. Please see "The Club" leaflet for further details.

ASSESSMENT – High standards are at the core of the 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 attainment at open evenings held in October, February and July, parents are provided with guidance on how to support their child's progression.

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 by 9.30am, at the latest, 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 Deputy Headteacher before completing a Leave of Absence form. This form can be obtained from the school office. The school unauthorises all holidays taken during term time.

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

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. Appointments can be made through the office team. All letters are sent home by email, urgent messages by text. You can also be kept informed via the school's app. Please download the "Parenthub" app on your smartphone. (Details are in this pack). If you already use Parenthub you will need to choose Join a School from the main menu and type @HeathfieldJun, you will also need to add your child. It is crucial that you keep the School informed of any changes to your email and mobile contact details. You can communicate with your child's class teacher via the red reading/homework journal.

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 parents, staff and members of the local community. Governors may be contacted via the school if you wish to discuss any issues relating to their role. For further information please refer to the school website, <https://www.heathfieldschoolspartnership.org/federation/governors.php>

"THE HEATHFIELD WAY"

- *Work hard and do your very best*
- *Learn and help others to learn*
- *Respect all people and property*

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 Positive Behaviour Management policy on the school's website.

<https://www.heathfieldschoolspartnership.org/juniors/docs/policy/hjs-positive-behaviour-management-policy-september-2017.pdf>

HOUSE TEAMS – All children are members of a house team (siblings are placed in the same house); blue, green, red or yellow.

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 each term via the Curriculum Bulletin. 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 a restricted, child friendly version of the internet whilst at school. An agreement is included on the 'Admission/Emergency Contact Form' for you and your child to sign. Children are unable to access the internet unless this has been signed.

LOST PROPERTY – Please clearly label all your child's school clothes. We will make every effort to help locate lost property, however, the school cannot accept responsibility for ensuring any lost items are found nor for their replacement. Therefore please do not allow your child to bring valuable items to school. Mobile phones should not be brought into school by children. If 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.

MEDICATION – Please ensure you complete the Medical Information section of the **Admission/Emergency Contact** form in this pack, with details of any regular medication, such as asthma pumps. Medicine container's (including asthma pumps) must be marked with the child's name and class. Prescribed medication can be administered in school if needed. All medicines must be left by an adult with the school office at the start of the school day.

NEWSLETTERS are sent out regularly and are numbered to enable you to check in case you may have missed important information. They can be found on the School's website. [h t t p s : / / www.heathfieldschoolpartnership.org/news/](https://www.heathfieldschoolpartnership.org/news/)

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 believe that parents have a vital role to play in the education of their children and are warmly welcomed 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, Spring and Summer terms. A full national curriculum report is completed during the Summer term.

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. For further information on volunteering in school please refer to the policy on our website - <https://www.heathfieldschoolpartnership.org/federation/>

POLICIES – are available on the school website or on request from the school office. <https://www.heathfieldschoolpartnership.org/juniors/>

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.

SAFEGUARDING – The safety and welfare of children is paramount and we take our safeguarding responsibilities very seriously at Heathfield. Each term we spend one week focusing on safeguarding training in school and aim to raise staff and children's awareness of an aspect of staying safe.

If you are concerned about your child, or another child in school, please speak to your child's class teacher, or to one of our Designated Safeguarding Leads. Equally, if we are concerned about a child, or a child makes a disclosure to an adult in school, we will refer the concern to the appropriate

services (including Social Care) and will work with the parents to ensure that the child is protected.

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.

PUPIL VOICE – We have an active Pupil Voice Group 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. One child per class is voted on to the Pupil Voice Group.

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. Any parent/carer wishing to discuss the matter in greater detail is asked to contact the Head of Year teacher.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

– Children with additional needs are identified and supported in school so that they can access the curriculum and make good progress. Additional support, where necessary, includes 1:1 and small group teaching, assessment, advice from outside professionals (e.g. Educational Psychologist) and close monitoring by the Inclusion Manager. Some children with additional needs, including all those with an Education and Health Care Plan, will have an SEN Support Plan (SSP) which is formally reviewed twice a year (May and October).

We also have two specialist provisions at Heathfield, one for children with Social, Emotional and Mental Health (SEMH) needs and one with Social Communication and Interaction needs (including Autism). Places within these provisions are allocated by the Local Authority and children would typically have an EHCP. Our provisions are fully integrated into the main school and children within the provisions are also allocated a mainstream class.

UNIFORM – Details of the school's uniform policy are included in this pack.

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.