

HEATHFIELD JUNIOR SCHOOL



PARENT HANDBOOK 2024-25

CONTENTS PAGE

Page Numbers

<u>FIRST DAY</u>	<u>3</u>
<u>THE SCHOOL DAY</u>	<u>4</u>
<u>Attendance/Absence</u>	
<u>Punctuality</u>	
<u>“The Heathfield Way”</u>	
<u>House Teams</u>	
<u>The Reading Diary</u>	
<u>Internet Use</u>	
<u>Wellbeing at our School</u>	
<u>Safeguarding</u>	
<u>Medication</u>	
<u>Pupil Voice</u>	
<u>Term Dates</u>	
<u>UNIFORM</u>	<u>7</u>
<u>COMMUNICATION</u>	<u>8</u>
<u>SCHOOL MEALS</u>	<u>9</u>
<u>FREE SCHOOL MEALS AND PUPIL PREMIUM</u>	<u>10</u>
<u>FURTHER INFORMATION</u>	<u>11</u>
<u>STARS – School Travel Plan</u>	<u>13</u>
<u>BEFORE/AFTER SCHOOL PROVISION “The Club”</u>	<u>14</u>
<u>CONTACT US</u>	<u>15</u>

FIRST DAY

Preparing your child for their first day at Heathfield Junior School.

We hope your child will be excited about moving up to the Junior School. The aim of this information pack is to ease the transition as much as possible. Please read this pack with your child. If either of you have further questions, please contact the school office who will do all they can to answer your questions or concerns. School contact details are at the end of this pack.

To prepare your child for starting school:

- Ensure they have the correct **uniform** and **PE kit**, please refer to the [School Uniform](#) page. Each item of uniform must be clearly marked with their full name.
- Ensure you provide a **packed lunch**. Alternatively, your child can book a [school lunch](#) during morning registration. *Please note the school is nut-free.*
- Provide a **named water bottle** – the school has water fountains for bottles to be re-filled during the day.
- A reading diary will be given to your child on their first day. Your child must remember to bring it to school each day in their **school bag**.

An **Admission/Emergency Contact form** has already been sent to you for you to complete and return. It is important you inform us, as soon as possible, if any of these details change.

The timetable on your first day:

- **8:45** – Children arrive to the front playground and are welcomed by their new teacher.
- **8:55** – Registration starts.
- **9:00** – Doors close. Late pupils must report to the office to be registered. They will receive a note to show their teacher they have been registered.
- **3:25** – The school day ends. Year 3 children are collected from the front playground, where they will be waiting with their teacher.

Note – Please ensure your child is clear about who will be collecting them at the end of the day. If the plan changes during the day, the school must be contacted before 12:30pm.

THE SCHOOL DAY

Soft Start:	8:45 – 8:55 am (this allows 10 minutes for the children to settle into class)
Morning Break	11:05 – 11:20 am
Lunch	12:35 – 1:35 pm Children can bring in their own packed lunch or have a school meal .
End of Day	3:25 pm

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 expected 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. If your child is missing at registration time a message will be sent by [ParentHub](#) asking you to notify the school of the reason for absence.

PUNCTUALITY – Parents/carers are responsible for ensuring that pupils leave home to arrive at school on time. 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 to ensure they are registered.

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. If you need to drop your child to school before 8:45am or collect them after 3:25pm, you should book them into “The Club”, [see page 14](#).

“THE HEATHFIELD WAY”

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

This is our school motto that 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.

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

THE READING DIARY – How we use our Reading Diary

Year Group	What you can expect from school	What we can expect from home
3 & 4	<p>By this age, many children are reading chapter books so their books will be changed once they are finished.</p> <p>Children are encouraged to change these independently using their classroom libraries. They can also visit the school library and read books from home.</p>	<p>Children read aloud to an adult every day (this might last 15-20 minutes).</p> <p>Adults read aloud to children.</p> <p>Children should record the title and author of their book on the first day only. They should then record the pages they have read and a comment each day.</p> <p>Adults should sign alongside the comment.</p>
5 & 6	<p>By this age, children will be reading a range of literature.</p> <p>They are encouraged to change their book independently using their classroom libraries. They can also visit the school library and read books from home.</p>	<p>Children read aloud to an adult most days and independently on the others (this might also last 20-30 minutes).</p> <p>Adults read aloud to children.</p> <p>Children should record the title and author of their book on the first day only. They should then record the pages they have read and a comment each day.</p> <p>Adults should sign alongside the comment.</p>

EQUIPMENT – Essential equipment will be provided by the 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.



STAY SMART ONLINE



SAFE Never share personal information (name, email address, phone number, home address, photographs, or school name).



MEET Some people might not be who they say they are. Be careful when someone new wants to become a friend. Do not meet anyone who you have become friends with.



ACCEPT Do not accept emails, texts, friend requests from anyone you do not know or trust. These may contain viruses or nasty messages.



RELIABLE Not everything online is reliable. Sometimes people online may say or write something which is untrue.



TELL If you see something that upsets or worries you then report it immediately to a trusted adult.



Remember: If it is not acceptable offline, it is not acceptable online.

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. We aim to raise staff and children’s awareness of a different aspect of staying safe each term. The contact for the Designated Safeguarding Team is Nikki Allman (n.allman@heathfield-jun.richmond.sch.uk). If you are concerned about your child, or another child in school, please speak to your child’s class teacher, or to the Designated Safeguarding Lead. 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.

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.

MEDICATION – Please ensure you have completed the Medical Information section of the **Admission/Emergency Contact** form, with details of any regular medication, such as asthma pumps. Medicine containers (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, with a completed form detailing the dose and type of medication, <https://heathfieldschoolspartnership.org/news/wp-content/uploads/2021/06/Medication-Request-Form.pdf>.

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.

TERM DATES – Children do not attend school on INSET days

AUTUMN TERM 2024	INSET Day INSET Day Children Return to School Half Term Last Day of Term	Monday 2 nd September 2024 Tuesday 3 rd September 2024 Wednesday 4 th September 2024 * 28 th October – 1 st November 2024 Friday 20 th December 2024
SPRING TERM 2025	Children Return to School Half Term Last Day of Term	Monday 6 th January 2025 17 th February – 21 st February 2025 Friday 4 th April 2025
SUMMER TERM 2025	Children Return to School May Bank Holiday Half Term INSET Day Last Day of Term	Tuesday 22 nd April 2025 Monday 5 th May 2025 26 th May – 30 th May 2025 Monday 2 nd June 2025 Friday 18 th July 2025

UNIFORM

All children, 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, fleece or cardigan with the school logo
- White or purple polo shirt
- Grey/black skirt or trousers (not leggings or tracksuit bottoms)
- Purple/lilac gingham summer dress
- Sensible black shoes (not trainers or open toe sandals)
- A school bag
- Winter coat for the colder months

PE Kit

- Black shorts or tracksuit bottoms for colder weather
- Coloured t-shirt (house colour). The first PE t-shirt is supplied by the school free of charge.
- Trainers, preferably black

Swimming Kit (for Years 3 & 4 only)

- Trunks/Swimsuit
- Swim hat
- Towel
- Goggles – optional

Head Coverings e.g. hijab/patka – children are allowed to wear head coverings for religious reasons, but they must either be purple, white or black.

Uniform Retailers:

- Online at www.yourschooluniform.com (postage is free for orders over £30);
- At the School Days shop in Whitton High Street, www.schooldaysllp.co.uk ; or
- Sweatshirts and PE t-shirts can be purchased from the school via Scopay, subject to stock levels.

PLEASE ENSURE ALL CLOTHING & ITEMS ARE LABELLED WITH YOUR CHILD'S NAME

Water Bottle (essential) – Please ensure your child brings a water bottle (named) to school every day. There are water fountains around the school for them to refill their bottles.

Hair Styles & Accessories- Hairstyles should be natural in colour and suitable for a school formal working environment. Extreme hairstyles are not acceptable (e.g. shaved head, designs shaved into the hair, hair dyed in unnatural colours). Long hair must be tied back with a simple black or purple elastic tie (please keep a spare in your child's bag in case the break) – this is for health and safety reasons. We do not encourage children to wear hair accessories such as hair bands. However, if they are worn they should be plain black or purple to be in

keeping with the Heathfield uniform colours. Make-up, nail varnish and fake nails are not permitted.

Jewellery & Watches - Our policy is no jewellery. If your child has pierced ears, small studs are allowed. Watches and ear studs must be removed for P.E. and games for safety reasons. Sunglasses are not permitted.

Lost Property – 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. Items of clothing that are not named will be kept in lost property. Unclaimed items will be re-used for spare clothing or donated to charity at the end of each half term.

Spare Clothing – If your child borrows clothing from the school, please ensure it is washed and returned to the school office as soon as possible. We would always appreciate donations of uniform your child may have outgrown

COMMUNICATION

We value our partnership with parents and want to ensure you are all kept well informed about what's going on at school.

These are the current methods of communication :



ParentHub App – This is our prime method of communication. You are probably already familiar with this app, but you will need to add a new school; *tap the logo and choose 'Join a School', enter the handle @HeathfieldJun.*



Tucasi is linked to your Scopay account and enables us to send you emails and texts in regards to school meals and trips. In September you will receive a letter, with your unique code, explaining how to download and join the Scopay app, which enables you to make online payments.



All letters to parents are uploaded to the school website so that you can refer to them at any time www.heathfieldschoolspartnership.org/news/juniors-letters

Heathfield Schools'
Partnership



Reading Diary
2019/2020

Name: _____

Class: _____

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

*It is important we have your contact details in case of an emergency and so it is imperative that you complete and return the **Admission/Emergency Contact form as soon as you can** so that our systems can be updated in time for your child joining us.

SCHOOL MEALS



Hi, my name is Herby, which stands for **Healthy Eating Really Benefits You**
Let's compare daily Packed Lunches to School Lunches...



PACKED LUNCH

Shopping and storing
fresh ingredients

Preparing the food

Ensuring you provide all
the goodness and nutrition
your child needs to learn

Washing up the lunch box
and repeat...

.V.

SCHOOL LUNCH

All our tasty dishes are
cooked fresh every day

Every dish contains the necessary nutrients to
aid learning*

Encourages social interaction and
independent decision-making

Local suppliers are used
for our ingredients

*Our in-house Nutritionist creates bespoke menus to make sure we are meeting
Food for Life Standards and Government Food Based Standards to our very best ability.
We can meet all dietary requirements for individual children, such as **gluten-free** and **diabetic**.



FREE SCHOOL MEALS and PUPIL PREMIUM

From September 2023 the Mayor of London is providing a free school meal to every primary age child. However, Pupil Premium funding is only awarded to schools for each parent who qualifies for this additional support. If you qualify, you will benefit from discounted trips and activities whilst your child is in school.

The administration for applying for Free School Meals (FSM) changed from September 2023. Parents no longer need to apply to the Local Authority direct, schools will apply on parents' behalf. We have already requested the information we need to do this via the contact form sent out earlier. Therefore, if you think you may be eligible it is important you have provided us with the information requested, i.e. National Insurance number and date of birth. The check will then be automatic.

FURTHER INFORMATION

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. “[The Club](#)” offers before and after school provision, if required. Further details are available from the school office.

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 parent evenings held in October, February and July, at these meetings, parents are provided with guidance on how to support their child’s progression.

BIRTHDAY CELEBRATIONS – As part of our commitment to encourage children to be healthy, we ask parents not to bring in sweets or cakes to celebrate their child’s birthday. We have an increasing number of children with allergies who are excluded from sharing some foods. As an alternative, parents are invited to donate a book for the class to share on their child’s birthday instead. We would put a sticker in the book saying whose birthday the book was bought for. The book would be read on their birthday and then kept in the book corner as a special memory. Obviously, there is no obligation to do this. Book recommendations can be requested from the class teacher. Birthdays will always be marked in school by singing happy birthday if they are comfortable with this. If you would prefer your child’s birthday is not marked in this way, please mention this to your child’s teacher.

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 quick information to share or queries to raise. If there is a particular issue that may take a little bit longer, an appointment can be made through the office team. Our prime method of communication is via the ParentHub App. You are probably already familiar with this app whilst your child was in the Infants. However, you will need to join your child’s new school by entering the handle *@HeathfieldJun*. To enable this to work correctly it is crucial that you keep the School informed of any changes to your email and mobile contact details. You can also communicate with your child’s class teacher via the reading diary.

GOVERNING BODY – The Governing Body oversees the direction of the School, working in partnership with the Headteacher and staff. It 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>

TOYS & OTHER PERSONAL ITEMS- Please do not allow your child to bring in toys or other personal items from home. These things are often special and cause great upset and disruption to the school day if they are misplaced or damaged. There will be occasions when your child can bring in a personal item to share in class and families will be notified of this.

MOBILE PHONES – Pupils in Years 3, 4 and 5 should not bring a phone into school. In Year 6, children may bring in a phone, however it is at their own risk and must be switched off and handed to their class teacher on arrival to school.

TRAVEL – At Heathfield, we promote sustainable, active travel, such as walking, biking or scooting to school. However, if travelling to school by car is unavoidable, please ensure you take particular care in Cobbett Road and Powdermill Lane to ensure you park your car in a safe space, away from school entrances and without double parking or blocking resident's access to their properties.

BIKES AND SCOOTERS- When bringing bikes and scooters to school please ensure your child parks them in the designated area and secures them with a lock. We cannot be responsible for any lost bikes or scooters. Please also ensure they abide by school rules by not riding them in the playground.

MILK – Please refer to the Cool Milk leaflet with details on how to order a daily carton of milk.

NEWSLETTERS are sent out regularly via ParentHub and can be found on the School's website. <https://heathfieldschoolspartnership.org/news/junior-newsletters/>

PARENTS' VIEWS – The school is committed to continually develop 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 inspections 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 take place during the Autumn, Spring and Summer terms. A full national curriculum report is completed during the Summer term.

POLICIES – are available on the school website or on request from the school office.
<https://www.heathfieldschoolspartnership.org/federation/safeguarding.php>

SCHOOL JOURNEYS AND CURRICULUM ACTIVITIES – Pupils have the opportunity of 3 residential school journeys; Bushcraft in Year 4 for 1 night, Isle of Wight in Year 5 for 2 nights and Osmington Bay in Year 6 for 3 nights. Additionally, we have termly educational day trips/workshops which all children participate in, these trips and visits require parental contribution in order for them to go ahead.

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 (EHCP), will have an SEN Support Plan (SSP), which is formally reviewed regularly.

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.

BEFORE/AFTER SCHOOL PROVISION (The Club)



We are a non-profit making organisation, which is run and managed by the **Heathfield Schools' Partnership** to provide term-time out-of-school care for the children of Heathfield Schools.

Our Aims – The Club is a place where your child can relax, play and learn. The leader of The Club along with the play leaders will plan and deliver a variety of age appropriate activities that engage and interest the children. There will also be an opportunity to complete homework if parents wish.

The Management Team – We consist of the Head of the Infant School, Mrs Helen Child and Club Manager, Miss Kasia Michalska, who are supported by The Executive Headteacher and Governing Body of Heathfield Schools' Partnership.

Payment and Booking – One weeks' notice of the days required must be given or a place may not be available. Regular places can be booked for a half term/entire term if you wish to. Payment **must be paid in advance** either by cash at the Infant school office, online or by childcare vouchers. 'Ad-hoc' bookings made after 11am on the day required will be charged at an additional £3.50 per session, per child. There is a late fee charge of £20 for when children are not collected by 6pm. If a child is collected late three times in a year, they will no longer be able to attend the club.

How to Register and Book – registration forms are available from the Infant School office. To book please call or text mobile 07484510907 or email theclub@heathfield-inf.richmond.sch.uk Breakfast consists of a variety of cereals, fruit and toast. A healthy light meal is prepared & served at 4.45pm.

Prices – per child

Breakfast 7.30am – 9am	£7.00
Afterschool (no meal) until 4.45pm	£7.00
Afterschool (including meal) until 6pm	£13.00
Afterschool (after a club 4.30pm – 6pm)	£9.00
Breakfast & afterschool Club (incl meal)	£16.00
Late booking fee (booked after 11am)	£3.50
Late collection fee (after 6pm)	£20.00

Additional Charges – If you would like to cancel a pre-booked session, please ensure you inform us with a minimum 24 hours' notice, otherwise we will charge you the full cost of any unused sessions.

The Heathfield Schools' Partnership
Cobbett Road Twickenham TW2 6EN

Tel: 020 8894 4074

Mobile: 07484510907

Email: theclub@heathfield-inf.richmond.sch.uk

CONTACT US

HOW TO CONTACT US

TELEPHONE	020 8894 3525
EMAIL ADDRESS	office@heathfield-jun.richmond.sch.uk (for pupil absences)
POSTAL ADDRESS	Heathfield Junior School Cobbett Road Twickenham TW2 6EN
WEBSITE	www.heathfieldschoolspartnership.org

