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*'A wide range of stimulating opportunities, including trips and special days, give pupils a rich experience of school as well as developing their skills in literacy and numeracy.'*  
*Ofsted March 2014*

Dear Parents/Carers

We look forward to welcoming you and your child to Heath Fields Primary School. Our aim is to provide a school in which all individuals are encouraged to develop their maximum potential in a happy caring environment.

This booklet provides you with the information each school is required to publish annually for prospective parents. It also contains additional information we feel will be useful to you during the time your child is at Heath Fields.

We try to answer most of the questions you may have about the school, but if you still have any concerns please ask when you visit us.

I hope you find the booklet interesting as well as informative.

If you have any questions at all please do not hesitate to come in to school and ask.

To get a flavour of school life at Heath Fields Primary School, please visit our website [www.heathfields.derbyshire.sch.uk](http://www.heathfields.derbyshire.sch.uk) .

Mark Whyman  
Head Teacher.

All the information given in this booklet relates to the school year from September 2019 to July 2020 unless otherwise stated. It should not, however, be assumed that there will be no change affecting the information before, during or after the school year to which it relates

*'Pupils' positive attitudes to learning support their good progress.  
Pupils feel safe and behave well in classes, around school, at break  
and lunchtime.'  
Ofsted March 2014*

## **Mission Statement**

### **Heath Fields Primary School**



### **Inspire Achieve Celebrate**

Let's celebrate our school...

- By providing a positive environment in which to learn.
- Through purposeful learning which nurtures individual potential and success.
- By working together to inspire enthusiastic learners who enjoy being a part of Heath Fields Primary School.

## Particulars of the school

Heath Fields Primary School  
Field Avenue  
Hatton  
Derbyshire  
DE65 5EQ.

Telephone/fax 01283 813255

[admin@heathfields.derbyshire.sch.uk](mailto:admin@heathfields.derbyshire.sch.uk)

[www.heathfields.derbyshire.sch.uk](http://www.heathfields.derbyshire.sch.uk)

Hatton Heath Fields is a Community Primary School. The age range covered is 4 years to 11 years. The number on role for the academic year 2019 - 2020 is approximately 220

Heath Fields is financed by the Derbyshire County Council Education Authority and comes under Amber Valley, Erewash and Southern Derbyshire Area Education Office.

Centre for School Improvement  
John Hadfield House  
Dale Road  
Matlock  
Derbyshire DE4 3RD

Tel: 01629 580000

*'Pupils' progress has improved and is now good across the school.'*  
*Ofsted March 2014*



## Staffing structure 2019 – 2020

### Teaching Staff

#### **Headteacher**

Mark Whyman

#### **Assistant Headteacher**

Rebecca Keeling

#### **Reception**

Mrs Wynne & Mrs Palmer

#### **Infant**

Mrs Parks (Year 1)

Mrs Heathcote (Year 2)

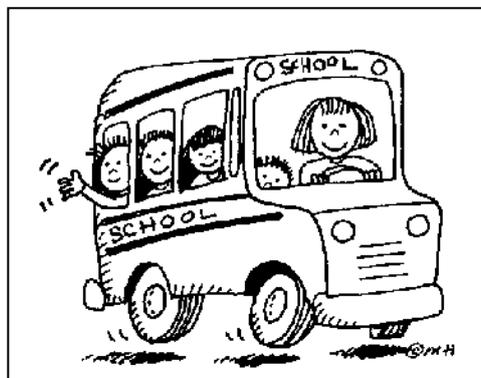
#### **Junior**

Mrs Patterson & Miss Grimsdell (Year 3)

Miss Gimsey & Mrs House (Year 4)

Miss McBride (Year 5)

Mr McKinnon (Year 6)



### Teaching Assistants

Mrs Scope

Mrs Dunne

Miss Corey

Mrs Hansford

Mrs Slinn

Mrs Whyman

Miss Fogg

Mrs Russell

#### **Sport Leader**

Mrs Shenton

### Support Staff

#### **Admin**

Mrs Mcall

#### **Clerical support**

Mrs Rubotham

### Mid-day supervisors

Mrs Smith

Mrs Foxtan

Mrs Cross

Mrs Hill

Mrs Abberley

Mrs Russell

Mrs Palmer

Mrs Hansford

### Kitchen Staff

Mrs Baker

Mrs Dingle

Miss Hands

### Caretaking & Cleaning

Mr Foxtan

Mr Ashenden

Mrs Foxtan

Mrs Dingle

## **Governors**

Governors play an important role in the running of the school. The full Governing body meet around 6 times a year to discuss and make decisions on all aspects of school. If you would like more information about becoming a school governor, then please contact Mr Whyman who will be happy to talk to you about the role of a governor or visit the Heath Fields website.

### **Heath Fields Governing Body**

Chair	Mr A. Manning
Vice Chair	Mr L. Stevenson
Parent governors	Mr A. Manning Mr L Stevenson Mrs C Wilford Mr A Manning Vacancy
Co-opted governors	Vacancy Vacancy
LA governors	Mrs V Hyde
Staff governor	Miss S McBride
Clerk to governors	Mrs L McCall

*'Governance has been strengthened. Governors visit the school regularly and hold leaders to account for continued improvements in the school.'*  
Ofsted March 2014

## **Admissions**

The school follows the County approved policy of one point entry. Children whose 5<sup>th</sup> birthday is between September 1<sup>st</sup> and August 31<sup>st</sup> will start school in September.

All prospective parents are welcome to come and see our school in action. Please telephone to make an appointment to look around and talk to the Headteacher.

Parents requesting a place at Heath Fields Primary School must do so via the Local Authority Admissions Team and can be contacted on 08456 058 058 or via the Derbyshire County Council website.

If parents have any queries or questions regarding admissions to Heath Fields, then please contact us directly.

In the event of our school being oversubscribed beyond the admission limit, [40] the criteria adopted for determining the allocation of places will be as follows:-

- pupils living in the normal area of the school who have applied for a place.
- pupils outside the normal area who have applied for a place
- pupils in the normal area who have not applied for a place
- pupils who would, in the first year to which the application relates, have an older brother or sister in attendance at school
- pupils who would suffer hardship if they were unable to attend the school

When parents contact the school, their child will be placed on a list, which will be brought to the Governors Admission Meeting before the start of that particular school year. Parents who contact the school during the school year cannot automatically assume there will be a place for their children. This will depend on the size of the class and available personnel.

Our school would be pleased to accept pupils with Special Education Needs, provided we have the required facilities.

In any disputes, appeals will be held under the L.A.'s rules which are in operation at the time.

*'In the Early Years Foundation Stage teaching is good. Children are supported to develop a range of skills in a supportive environment which helps them to learn well.'*  
Ofsted March 2014

## The school day

School begins at 8.55a.m. From 8.45 a.m. the school is open to children, who can go into their classroom and participate in learning activities such as practising spelling or times tables, before the bell rings for registration at 8.55 a.m.

**Please Ensure** your child is punctual and present for the start of the school day. Continually arriving late can cause acute embarrassment and worry for children and can affect their performance at school, just as continually being collected late at the end of the day. Please remember staff have duties when the children leave and should not be expected to mind children for parents who are late on a regular basis.

School begins	8.55a.m. (Open to children from 8.45 a.m.)
Morning Playtime	11.00 – 11.15a.m.
Dinner break	12.15 – 1.15p.m.
School finishes	3.15p.m.

Children in reception, year 1 and year 2 are entitled to a free school meal under the Universal Infant Free School Meal Scheme. For children in year 3 and above a school dinner costs £2.10 a day which is £10.50 per week. We operate a **cashless payment system** and payment for any school activity, including dinners, is made online via School Money. On joining the school your School Money account will be set up. We will only accept cash payments from parents who do not access to the internet.

We operate a cafeteria system, which means there is a daily choice of main course and a pudding. The children collect their own meal on a flight tray. Children may bring a piece of fresh or dried fruit to eat at playtime. They are not allowed to bring chocolate or crisps. Infant children are given a piece of fruit daily as part of the National Fruit Scheme.

It is very important that your child has water available to them at all times of the day. Please send your child with a bottle of water which they can refill during the day.



## Contacting us

We are always available to talk to parents. Of course it is more appropriate and convenient at certain times. If you wish to see your child's teacher or the Head it is best to arrange an appointment at the end of the school day or to telephone, email or write a letter. Please do not hesitate to contact school if you have any problems or queries concerning your child's education and well-being. Often if a minor problem is dealt with straight away it can be prevented from becoming a real worry and cause for concern. A happy child is more ready to learn.

## How we keep you informed

Regular newsletters and news about events and activities in school are sent out to all our families via the Heath Fields APP. The Heath Fields APP can be downloaded for free from the APP store or Google Play. Search School Jotter, locate Heath Fields from the list of schools and then download. The APP can be used on Apple and Android devices like phones and tablets. This is our preferred means of communication. If parents require a paper copy of newsletters then the office need to be informed. The APP links to the Heath Fields website, which contains up to date information, news and a calendar of events. We also have a text message service and often send out messages via text. Please ensure we have your up to date mobile number.

You can also follow us on Twitter @HFPS\_Hatton

## Attendance

We expect children to attend school every day and for family holidays to be arranged outside school hours.

Please notify school as soon as possible if your child is **absent**, explaining why they are absent, if they are seeing a doctor and when they are likely to be back in school. All absences must be explained in writing.

If parents wish to take their children out of school during term time they should complete a request for **leave of absence** form to request permission from the head teacher.

Leave of absence during term time can only be authorised in 'exceptional circumstances.' Please note that requests for **holiday** during term time will not be authorised by the school. Taking your child out of school for the purposes of a family holiday can lead to the issue of a fixed penalty fine.

## **The Curriculum**

Our vision is to inspire children's learning, to support children achieve both academically and socially and to celebrate children's achievements.

At Heath Fields we inspire children's learning in a number of ways:

### **Learning Challenges**

The Learning Challenge concept is built around the principle of greater learner involvement in their work. It requires deep thinking and encourages learners to work using a question as the starting point. Each set of Learning Challenges links to History or Geography knowledge, skills and understanding to ensure that learning is progressive and continuous. Where possible links are made to creative and/or expressive arts so that there is a breadth and balance in the coverage as a whole. Some examples of our learning challenges are:

Why is the Wii more fun than the toys Grandma and Grandad had?	Year 1
Who painted the sunflowers?	Year 2
Do computers think?	Year 6

### **Enterprise Education**

At Heath Fields, Enterprise Education is incorporated into our curriculum. Underpinning Enterprise Education are the Heath Fields key skills of:

Team Work, Independence, Problem Solving, Communication, Positive Attitude

We want our children to achieve a range of skills that support their progress and development through life, which they can apply to a range of different situations.

Whenever possible we invite parents and family members into school to share in our learning and Enterprise events.

Some examples of Enterprise education projects are:

Year 5 – Rainforest exhibition showcasing geography, art, design and music produced by the children, raising money for the Rainforest Alliance.

Year 4 – An afternoon tea party linked to learning about London

Year 3 – making and selling chocolates linked to the topic of chocolate.

## New Technology

We make use of up to date technology to engage children in their learning and to enhance the learning experience at Heath Fields.

All of our children have access to netbooks and ipads. Our ipads contain a key set of apps that children can use across the curriculum.

All of our classrooms have HD screens and/or projectors. We also use Apple TV to display the ipad screen, so that everyone can share their learning and achievements.

*'The curriculum is enhanced with a wide range of activities, including trips, which promote pupils' spiritual, moral, social and cultural development very well.'*  
Ofsted March 2014

## English

### Reading

At the heart of our teaching of reading is the desire to inspire our children to develop a love of literature and to become young people who read for pleasure and enjoyment as well as for information. At Heath Fields, we have a broad range of high-quality, stimulating texts to capture the imagination and interests of our children. The teaching of reading is balanced between discussion-based guided reading and skills-based reading, where children are taught to decode, summarise, predict, clarify and question.

At Heath Fields, we understand the importance of phonics and early reading and we strive to ignite our children's passion for reading from the start of their school life. One of the tools that we use to motivate our children is Pearson's 'Bug Club'. This resource enhances both our phonics and reading provision by allowing children to apply their word reading skills to fully decodable, engaging books, comics and e-books to read for pleasure.

### Writing

At Heath Fields, we aim to teach writing in a way that unlocks children's creativity and develops imaginative young writers who write for enjoyment. We teach writing in a way that encourages children to 'Write as a Reader', giving them a purpose and audience for their writing, whether it be to entertain or to inform. The teaching of writing at Heath Fields goes hand in hand with our teaching of reading and we use exciting texts and visual resources to spark our children's imagination. We believe that the teaching of punctuation and grammar is most effective when taught within a rich and engaging context and have developed our own genre framework to provide children with purposeful contexts for writing.

We recognise that in order to write with confidence, children must be equipped with the skills to spell quickly and accurately with legible and fluent handwriting. Starting in reception, we use the 'Letter Joins' resource which provides a clear progression where children are taught actively and handwriting is not just practised. Our teaching of spelling focuses on

investigative work based on spelling rules and patterns as well as discussing and learning about different spelling strategies, the use of dictionaries and how to proofread and check for errors.

## **Mathematics**

Mathematics is a core subject in the National Curriculum, and we follow the New National Curriculum 2014 as the basis for implementing the statutory requirements for mathematics. We use a variety of teaching styles and practical apparatus to ensure that children develop good fluency, reasoning and problem solving skills. Each year group will focus on a particular set of skills to ensure children reach age related expectations.

Our principal aim is to develop children's knowledge, skills and understanding so that they are confident mathematicians; who are able to work accurately using the four operations (addition, subtraction, multiplication and division). Children are encouraged to explain their work in order to secure their understanding and help improve mental calculations. Each year, children also build on their experiences of shape (geometry), measures and interpreting data (statistics).

We aim to inspire all children to reach their full academic potential. In mathematics this means ensuring a curriculum that is fully inclusive of all children, which enables each child:

- to solve real life problems, choosing appropriate strategies and apparatus
- to develop their ability to apply their knowledge to a variety of situations at home and in school
- to investigate solutions and interpret evidence, to analyse and solve problems
- to be able to confidently use a range of mathematical equipment, e.g. ruler, protractor, compass etc.
- to be able to confidently explain their work using mathematical vocabulary

*'Pupils' writing has continued to improve and this is developed well through links with other subjects. Mathematical skills are developed thoroughly, step by step, so pupils build on what they have already learnt. Pupils have good attitudes to learning, which contribute to their good progress.'*  
*Ofsted March 2014*

## **Science**

Science at Heath Fields is about inspiring children to ask questions, experiment and extend their knowledge and understanding of science in the world around them, in an interactive and relevant way. Wherever possible, learning in science is through the use of practical activities with the emphasis being on the development of skills as well as the understanding of key scientific concepts. Children are assessed each year as they follow their year groups' programme of study. Annually, we hold a science week where children have the opportunity to explore an area of science in greater depth, supported by a range of motivating science and industry experts.



## **Computing**

At Heath Fields, we have a wealth of resources to teach computing skills both as a discrete subject and for use across the curriculum. We currently have 32 netbooks and 24 iPads which can be used throughout the school. Additionally, we have other resources such as beebots and probots which can be used to develop pupils' knowledge and awareness of algorithms.

Each classroom is also equipped with an interactive whiteboard or a HD screen for use with apple TV.

When teaching computer science, we often begin teaching computing concepts 'unplugged' (without computers) to develop computational thinking. We then move onto teaching the computing skills as outlined in the Wokingham scheme before applying the skills learnt to cross-curricular projects. At the end of a computer science topic, we will often plan time for the children to use their skills in a creative manner towards a final project.

As well as computer science, children will also be taught skills from the strands of information technology and digital literacy. Children will be taught skills such as;

- Producing and editing multimedia documents
- Producing and manipulating images
- Safe researching skills
- Being good digital citizens (online safety)
- Collecting and presenting data
- Producing and manipulating sounds for different uses

These objectives will be taught through separate 'skills' sessions before being applied in other areas of the curriculum.

## **Art**

At Heath Fields children explore a range of different techniques such as drawing, painting and sculpture, and will use a variety of materials from pencil and paint to charcoal and clay, to create their own art pieces. Artwork is often linked to Learning Challenges and topics.

## **Design and Technology**

At Heath Fields children will design, make and evaluate products while learning to use a range of techniques for construction. There may be some cross-over with topics or science

as children incorporate leavers, pulleys or electrical circuits into their designs and finished products.

## **History and Geography**

At Heath Fields we believe that our History and Geography curriculum should inspire in pupils a curiosity and fascination about the world and its people, both past and present, that will remain with them for the rest of their lives. We do this through the Learning Challenge Curriculum where the children play an active role in deciding what they learn.

Our Geography curriculum will equip pupils with knowledge about diverse places, people, resources and natural and human environments, together with a deep understanding of the Earth's key physical and human processes. As pupils progress, their growing knowledge about the world should help them to deepen their understanding of the interaction between physical and human processes, and of the formation and use of landscapes and environments. Geographical knowledge provides the tools and approaches that explain how the Earth's features at different scales are shaped, interconnected and change over time.

In History, pupils will be given the opportunity to ask perceptive questions, think critically, weigh evidence, sift arguments, and develop perspective and judgement. History helps pupils to understand the complexity of people's lives, the process of change, the diversity of societies and relationships between different groups, as well as their own identity and the challenges of their time.

## **Religious Education**

We follow the agreed Derbyshire Syllabus of Religious Education. Within this framework, children have the opportunity to learn about different world faiths and cultures, building up an understanding of the values and beliefs held by different peoples including Christianity. There are also opportunities for reflection and spiritual understanding.

## **Assembly**

We hold a daily assembly. Assembly is a chance to meet together, to listen and reflect and to take an active part wherever possible. It is also the ideal opportunity for notices and information to be given out.

The Headteacher leads assemblies, we have a link with the local church and special visitors are often invited to come and talk to the children.

Our assemblies are varied in approach to maintain interest, but are of a broadly Christian character. The children sing a song or hymn and there is time for reflection and quiet thinking.

On Friday we hold an achievement assembly to celebrate the success various children have made over the week and to award badges and certificates. If your child is receiving an award you will be invited to attend.



## Relationships Education

We have a structure programme of Relationships Education (Formerly Sex Education) in conjunction with our Health Promoting Schools criteria. This area of study is integrated into PSHE where children learn about relationships and eventually about the physical aspects. Parents of course have the right to withdraw their children from these lessons and are informed of the contents each year.

## Physical Education & Games

At Heath Fields it is our intention to promote a lifestyle that is physically active and healthy. We feel that sport generally and team games in particular have a vital part in developing positive attitudes to fair play, honest competition and good sporting behaviour.

There are organised games and events with other schools, including football, netball, cricket, short tennis and athletics. We are fortunate in having such a large well-resourced hall for P.E. and extensive playing fields for outside activities.

Besides the elements that are required within the taught curriculum, the school itself runs a wide range of **extra-curricular** activities in a number of sports. We currently run clubs before and after school in football, tennis, hockey, cross country, netball, gymnastics, multi skills and dance.

The school has developed links with Derby County F.C, Derbyshire County Cricket Club and the South Derbyshire School Sports Partnership.

We teach swimming during Y4. Swimming lessons are held during the school day at Etwall Leisure Centre. The children are transported by coach.

*'The school takes part in a range of competitive sports and has a wide range of clubs. The school promotes pupils' health and well-being effectively and, in addition to sporting activities, holds a health and fitness week as part of the healthy choices topic.'*  
Ofsted March 2014

## Music

Children at Heath Fields have plenty of opportunity to sing, enjoy and make music of every sort using both tuned and untuned instruments.

The children listen to music before and after assembly and at other times. They are introduced to famous and popular pieces and helped to recognise them.

The Infants and Juniors sing together and separately, in their classrooms and during a time-tabled lesson in the hall. The usual instruments are available and used by the children to give them experience of pitch, time, rhythm as well as “mood”. Children will create their own compose their own pieces of music

Pupils are encouraged to perform for others at assemblies and other school events.

The school’s Christmas and Summer Music **concerts** are particularly popular with parents.

## **Languages**

The ability to understand and communicate in other languages is increasingly important in our society. Learning a foreign language provides a valuable educational, social and cultural experience in preparation for future life. At Heath Fields, we aim to introduce our pupils to other languages, specifically French, in a fun and enjoyable way.

At KS1 we encourage a positive attitude towards learning a language and develop children’s curiosity of language by introducing basic greetings and numbers through games and songs.

In accordance with statutory guidance, French is taught once a week in KS2 where we aim to lay the foundations for interest in other cultures and foreign language learning at KS3.

At KS2 children are taught to:

- Listen attentively to spoken language and show understanding by joining in and responding
- Engage in conversations including be able to ask and answer questions and express opinions
- Read carefully and show understanding of words, phrases and simple writing
- Broaden their vocabulary and develop their ability to understand new words that are introduced including through using a dictionary
- Write phrases from memory, and adapt these to create new sentences
- Describe people, places, things and actions in speech and in writing

## **Tests your child will take**

At the start of the reception year, we assess children using the Development Matters materials. This allows us to identify children’s strengths and weaknesses and support their progress throughout the reception year to ensure they are ready to enter year 1.

Toward the end of year 1 all children take a statutory test of their Phonics ability in the Phonics Screening Test. The results of this are reported to parents and those children who fail to reach the expected score are retested in year 2.

Teaching staff regularly make teacher assessments of children’s learning and these teacher assessments are supported with formal tests in reading, maths and science on a termly basis. This helps us to support children reach the age related expectation in each year group.

Children in year 2 take tests in Reading and Mathematics to support the teacher assessment against national expectations. Children in year 6 take tests in Reading, Mathematics and Grammar, Punctuation and Spelling. The test results will be reported as a scaled score, with a score of 100 representing the expected level of attainment, to be working at the national standard.

## Behaviour at Heath Fields



At Heath Fields Primary School we are all expected to be...

### CALM

- I try to do my best and understand I don't always get it right first time.
- I don't react to the words or actions of others and tell an adult straight away.
- I am aware of others and considerate towards them when I work or play.
- I line up with my class in a quiet and calm way.

### KIND

- I share learning resources and play equipment with others.
- I look after the school by keeping it tidy and pick up coats, bags and books off the floor.
- I will treat others in the way I expect to be treated.
- I will work as part of a team, helping the other members of my team.

### POLITE

- I say please, thank you and excuse me.
- I listen carefully in class, assembly and to all adults.
- I hold the door open for others.
- I greet visitors to school and show appreciation to guests in class or assembly.

### RESPECTFUL

- I follow the instructions given to me by any adult in school.
- I will try to the best of my ability.
- I wear the correct uniform and bring the right equipment to school like P.E. kit.
- I know what my reading, writing and maths targets are.
- I complete my homework and return it on time.
- I read at home and get an adult to sign my reading record.

### SAFE

- I follow the school and class rules.
- I move around the school and playground with care, being aware of others.
- I eat my lunch carefully, putting my lunch things away when I have finished.
- I will tell an adult in school if I am worried or concerned about anything.

*'The behaviour of pupils is good. Pupils behave well around school, at break, lunchtime and in assembly. Exclusions are rare. The school works well with the local authority to support pupils who find it difficult to control their behaviour and this has been effective.' Ofsted  
March 2014*

## The approach to recognising and rewarding good behaviour at Heath Fields Primary School

- ✓ Each child will have an individual card that they will use to collect 'bee' stickers on. Bee stickers will be awarded by any adult in school when they see any child behaving in the expected way by: being calm, being kind, being polite, being safe and being respectful.
- ✓ **Level one** (Bronze) – children need to collect 100 stickers to achieve level one.
- ✓ 25 stickers = bronze note home recognizing positive behaviour
- ✓ 50 stickers = bronze certificate presented in assembly recognizing positive behaviour
- ✓ 75 stickers = bronze note home recognizing positive behaviour and eligible to sit on the golden table
- ✓ 100 stickers = parents invited into assembly to see their child receive a certificate and bronze badge for completing level one and becoming a 'bronze badge holder'

### Badge holders

Badge holders will be rewarded with a treat afternoon towards the end of each term. Treats for badge holders could be a DVD and popcorn afternoon or a tea party or an Ipad afternoon. A new badge in that term has to be earned in order to be eligible for badge holder treats.

- ✓ **Level two** (Silver) – As level one, but notes home and certificates will be silver.
- ✓ Silver badges awarded for collecting 100 stickers and eligible for badge holder treat.
- ✓ **Level three** (Gold) - As level one and two, but notes home and certificates will be gold.
- ✓ Gold badges awarded for collecting 100 stickers and eligible for badge holder treat.
- ✓ **Level Four** (Heath Fields Hero) – As level one, two and three, but notes home and certificates will be Heath Fields Hero themed.
- ✓ On collecting 100 stickers at this level, Heath Fields Hero status earned in recognition of consistently good behaviour. Heath Fields Hero jumper awarded and Heath Fields Hero's trusted to take on responsibility such as: ringing the bell, collecting registers, keeping book shelves tidy, showing visitors around school, answering the phone at lunch times.
- ✓ At the start of each academic year children entering a new key stage will start at level one. Children not moving key stage will have to repeat the level they finished on in the previous academic year, to show they are still behaving in a positive way.

### Class rewards

- ✓ Each class can earn a reward for collectively reaching 100 points. Points will be awarded by the class teacher in recognition of positive behaviour as a whole. For example the class working well as a team or completing set tasks.

## **The approach to managing behaviour at Heath Fields Primary School**

When a child displays behaviour that is not in line with the schools expectation (refer to school and class rules) then the following steps to be followed.

Step one – A verbal warning is given to the child.

Step two – Childs name is put onto the board and instant loss of 5 minutes break.

Step three – x put against child's name indicating loss of break or 15 minutes of lunch break.

Step four – Child sent to another class, via Mr. Whyman or senior member of staff. Yellow card sent home informing parents and accompanied by a text message.

If incidents happen during the afternoon, then the sanction is carried over to the next day. Children will be given the opportunity, during the afternoon to meet the teacher's expectations and so have any sanctions removed for the following day.

### **Lunch time**

If a midday supervisor reports that a child has not behaved in the expected way at lunch time, then this is reported to the class teacher. This will result in the child being moved onto step two, or moved up a step if necessary.

*'Pupils are respectful to each other and to adults. They think that behaviour is usually good. They like the rewards system and understand when someone's name is on the board for misbehaviour this can be removed if they improve. They think this is helpful.'*  
*Ofsted March 2014*

### **Special Educational Needs**

During their time at school, some children may need special help of some kind. It may be they are experiencing learning difficulties or some emotional upset. There are also those who may have special needs due to physical disability. These special needs may be short term or can be for a longer period of time.

As well as the expertise we share as a staff, there are a wide range of support services that we can involve where appropriate. In some instances, special programmes of help can be devised using the resources present within the school. In other cases it may be necessary to ask for extra resources, such as teaching hours, welfare time or specialist materials.

## Homework

Life experiences at home are a valuable part of the teaching and learning process. It helps you to be a partner in your child's education. The class teacher will set homework for your child on a regular weekly basis.

- We expect all pupils to read and share books with their parents and guardians throughout their time at Heath Fields.
- Children will have multiplication tables, spellings and other tasks to learn at home.
- Homework tasks and projects relating to support learning in class will be set.
- You can always ask the class teacher if there is any other way you can help your child at home.



## Extra-Curricular Activities

We run a number of before and after school clubs that children in years 1 to 6 can access. The majority of our clubs are free, but there are some that are chargeable if run by outside organisations such as Soccer Stars.

Our clubs vary throughout the academic year. In the 2018 – 2019 year we ran clubs in football, rugby, hockey, tennis, rounders, gymnastics, running and netball. Outside providers ran gymnastics and football clubs.

## Tournaments and competitions

We have a number of school teams that enter competitive events throughout the year. In the 2018 – 2019 academic year, teams from Heath Fields competed in football, netball, hockey, tennis, cross country, rounders, swimming, gymnastics and basketball competitions (plus a number more), being successful in many and South Derbyshire champions in football, basketball and hockey. We also enter children into non-competitive sports festivals.

## School trips and visits

We try to enrich the curriculum with trips, visits and visitors to school. Each class plans different trips and visits over the school year linked to the topics they are learning. These may be visits to the local community and/or trips that involve a journey by coach. Recently, children from Heath Fields Primary School have visited Tutbury Castle, The National Space Centre, The Tropical Butterfly Centre, Sudbury Hall, The Natural History Museum (London), Chatsworth House and Alton Towers. **Visitors** to school included theatre groups, sports coaches, Thorntons Chocolate and Zoolab.

In Years 5 and 6, pupils have the opportunity to partake in a **residential visit**. This is to the Robinwood Activity Centre in Todmorden, Lancashire.

## School Uniform

All children should be dressed for school in the appropriate uniform. Our school uniform consists of the following:

1. Polo shirt, blouse or ordinary shirt in blue or white.
2. Royal blue sweat shirt with our embroidered school badge.
3. Grey or dark trousers.
4. Girls may wear grey or dark skirts or trousers
5. For summer girls can wear a blue gingham dress.
6. Shoes not trainers are to be worn during the day.

Children can bring trainers into school and change into them for lunchtime activities.

Jewellery should not be worn by pupils.

Please ensure all clothing is marked with the child's name.

Uniform can be purchased directly from our supplier by visiting Impress Promotions, 6 Tutbury Mill Mews, Tutbury, DE13 9LU. Tel: 01283 812030, or directly from the Impress Promotions Teamwear website [www.ipmteamwear.com](http://www.ipmteamwear.com) where you can order online and have your items delivered to home or to school for collection.

## PE Uniform

To participate in PE activities your child will need the correct clothing to change into. Our PE uniform is as follows:

1. Plain white T-shirt
2. Plain dark shorts
3. A plain tracksuit for outdoor activities
4. Plimsolls for indoor work
5. Trainers for outdoor work
6. **No** football shirts or logos

A PE uniform is available for parents to purchase from Impress Promotions.

## Swimming

During year 4 children participate in swimming. Instruction is given at Etwall Leisure Centre. All children will need appropriate swim wear. Details are sent home before swimming commences.

*'Disabled pupils and those who have special educational needs make good progress. They benefit from extra help they receive in lessons from teaching assistants. The school is effective in promoting equality of opportunity and providing additional help for pupils at risk of falling behind.'*  
Ofsted March 2014

## **Health Promoting School**

Heath Fields Primary School is a recipient of the Healthy Schools Award. It ensures that the school adheres to a number of standards and criteria around:

- 1) Personal, Social and Health Education
- 2) Healthy Eating
- 3) Physical Activity
- 4) Emotional Health and Wellbeing, including bullying

For further information see the school website.

## **School Pupil Council**

The school council pupils meet regularly with Mrs Paterson to discuss issues around the school. Each class is represented by two members. Each class has a class council whose ideas feed into the main school council. The school council's ideas are used to improve the school for the children. For example, the school council said that the school needs new play equipment, organises a fun day and talent show each year.

## **Viewing curriculum & Policy Documents**

These are available for parents to look at by arrangement with the Headteacher. Key policies are displayed on the Heath Fields website and available to view.

## **Complaints procedure**

The Governors have adopted a formal complaints procedure for curriculum and other matters. Briefly, if you have concern or complaint, speak to the Headteacher or contact the Chair of Governors if you are still not satisfied. The complaints procedure will be made available to complainants. This procedure is available to view on the Heath Fields website.

## **Charging Policy**

It is the policy of the school to charge for activities that incur an additional cost. For example we charge for certain trips, to cover transport and entrance costs and we may charge for some technology work where a cost has been incurred.

## **How you will be informed of your child's progress**

Parents may of course come into school at any convenient time arranged with the class teacher or Headteacher.

Parents are invited to parent consultations, with the class teacher in October and March. An annual report is sent out to parents in July to inform them of their child's progress. Parents have the opportunity meet the class teacher and discuss their child's report after it has been sent home in July.

## **Ways in which you can help your child**

Please see that your children take care of books and equipment loaned to them.

Make sure all items of clothing and other belongings are clearly marked.

**Always** send a letter with your child when he/she is returning to school after a period of absence.

Please do not send your child to school before 8.45a.m. Children who go home to dinner should not return until 1.10p.m.

Try always to be positive and not make adverse comments about the school or teachers in your child's hearing. If you have any worries come to school and see your child's teacher. Do not use school as a threat and please do not voice your worries about your child not settling into school when he/she can hear you.

It is important we know if your child has any health problems or allergies: e.g. asthma, hay fever or deafness. Let us know if your child should wear glasses or is taking any medicines.

If your child is on a prescribed course of medicine the welfare staff can only administer this medicine upon completion of a request form, available from the school office. Where possible, medicines should be administered at home, before or after school. We will not administer any medication that has not been prescribed by a doctor.

If there is anyone who should **not be allowed** to collect your child, please tell us.

Let us know if there are any changes in home circumstances. The birth of a baby, a death in the family, splitting up of parents or a re-marriage can have a dramatic effect on a child's work and behaviour at school. If a teacher knows of any change in circumstances then we can make allowances for them

## **Heath Fields Parent/Teacher Association (PTA)**

The role of the PTA primarily is to raise money for equipment and resources to enhance our children's education experience and the school's facilities.

All families are automatically members of our PTA when their child joins our school. We have a PTA committee which is made up of a small group of parents and teachers who meet regularly to discuss fundraising initiatives and organise events, and is supported by other parents and school staff who volunteer their time.

Donations from parents or local businesses are also extremely important. You can donate time, money, items for sale, raffle prizes or offers of services, skills or contacts. We welcome any offers of help, ideas or feedback of our events. You can contact us by emailing [hfpspta@gmail.com](mailto:hfpspta@gmail.com).

We encourage parents to request to join our facebook group 'Heath Fields Primary School' to keep up to date with all our PTA activities and requests.

## **CHILD PROTECTION**

**Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Safeguarding Procedures and inform the Social Services of their concern.**

*'Teaching has improved across the school and is now good, including in both English and Mathematics. There is a consistent approach to literacy and numeracy, supported by bright and colourful classroom displays giving helpful advice on the topics pupils are working on and examples of good work.'*  
*Ofsted March 2014*