

Welcome to Hatfield Heath Primary School



Hatfield Heath ● Bishops Stortford ● Hertfordshire ● CM22 7EA
Telephone: 01279 730382 ● Facsimile: 01279 739023
Email: admin@hatfieldheath.essex.sch.uk ● Website: www.hatfieldheath.essex.sch.uk
Head teacher: J H Clements MA

Dear Parents and carers

We aim to help your child settle quickly, happily and confidently into our School, for it is only when your child feels secure and at ease, that he/she will begin to learn effectively. This booklet will answer some of your questions and provide some of the information that will help to make the transition into school life as comfortable as possible, for you and your child. Information made available to us from the NSPCC is also provided to you at the back of this pack that we feel will be useful to you in safeguarding your children.



"Learning for life"

At Hatfield Heath School we recognise that education involves children, parents, staff, governors, the community and the responsible authority, and that for optimum benefit all should work closely together to support the process of learning.

Working in partnership we aim to:

- Provide a supportive, positive, caring and safe environment, which has high expectations and values all members of the school community;
- Recognise the needs and aspirations of all individuals and provide opportunities for all to make the best possible progress and attain the highest personal achievements;
- Ensure each child develops as a literate, numerate, creative and technologically competent individual, within a broad, balanced, exciting and challenging curriculum;
- Provide a rich variety of contexts and experiences for each child to acquire, develop and apply a broad range of knowledge, skills and understanding now and for life;
- Provide a curriculum which promotes the spiritual, moral, social, cultural, physical, mental and emotional development of each child;
- Provide opportunities for each child to develop a lively, enquiring mind, good thinking skills, self-respect, self-discipline and positive attitudes;
- Encourage each child to be an enthusiastic and committed learner, promoting their self-esteem, self-worth and emotional well-being;

- Develop each child's confidence and capacity to learn and work both independently and collaboratively;
- Develop enduring values of respect, honesty, equality, integrity, tolerance, fairness and trust;
- Encourage each child to respond positively to the opportunities, challenges and responsibilities of a rapidly changing world;
- Encourage each child to value the diversity in our society and the environment in which they live;
- Encourage each child to become an active, independent and responsible citizen, contributing positively to the community and society.



Reception children playing in their outside covered garden area.

At The Beginning of the Day

School begins at 9.00 am. The school gates open from 8.50 a.m. and are secured once the school is in session. Reception class children may be accompanied by their parent into the classroom. In the cloakroom area you can help your child to find their named peg which is for their P.E bag and coat. Once in the classroom children put their school bag - with their morning snack inside, into their named drawer, say goodbyes to parents/carers and should settle quickly for registration. Rest assured that any tears quickly stop and we would telephone you if there was any concern about your child's wellbeing. The class teacher or learning support assistant is available at this time for any important messages, such as a change of adult collecting your child at the end of the school day. If more time is needed to discuss specific issues please make a separate appointment, if the teaching staff are busy at this time do not hesitate to come to the School Office to relay any messages or to arrange a meeting with your child's teacher.

At The End of the Day

School gates reopen at 3.05 p.m. and are closed again around 3.45p.m, dependent upon school activities. Any school children still on school premises at 3.30 p.m. are taken to the office to wait for their parents. If you are delayed for any reason don't worry, but **please phone** us and let us know.

Infant children (Reception, Year 1 and Year 2) are released from their classroom to the identified parent/guardian, and will not be released otherwise. Please inform us, in writing and at the beginning of the day if possible, if someone else is collecting your child. Please note that Reception class children exit the classroom into the playground from the garden area.

Junior children are released from the doors nearest to their classroom (year 5 from the top doors leading onto the playground) and can, unless we have been informed otherwise, make their way home or to their parents.

The Local Authority request that we remind parents that supervision of children will only be provided from 10 minutes before school begins until 10 minutes after school ends, and therefore children should not arrive before 8.50am. Clearly children will be supervised and supported after school until the parent/carer arrives – as said, do not stress, let us know so we can organise cover.

Absences

The School **must be notified before 9.30 a.m.** on the morning of the first day of absence, of the reason for a child being absent, whether through illness or for any other reason, by either:

- a) personal contact to a member of staff, or
- b) telephoning the School Office, or
- c) a note addressed to the child's teacher.

If a child is absent first thing in the morning, but expects to return to school during the course of the morning, please let us know before 10.30 am if a dinner needs to be booked. Otherwise a meal may not be available.

The school will contact you during the early morning should your child be absent and no reason forthcoming. This is for safeguarding reasons to ensure that your child is safe with you and not missing having not arrived at school.

If your child has an upset stomach or has been physically sick, please keep them at home for 48 hours from the last episode of diarrhoea/vomiting. This prevents the spread of infection to other members of the school community.

We would urge you to ensure that your child is in school on time every day, and would remind you that constant lateness disrupts both your child's education and the lessons of the other children in the class. However we realise that on occasion this is sometimes unavoidable. In such cases, bring your child to the School Office and we will ensure that he/she books their lunch for that day and reaches the classroom calmly and safely.

Attendance Policy

Hatfield Heath School is committed to providing a full and effective educational learning experience to all its pupils. We believe that if pupils are to benefit fully from education and all the associated experiences offered, good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance and engagement for all pupils. Any problems or barriers which affect a pupil's attendance and subsequent learning opportunities will be investigated and reasons identified so that we can work, in partnership with parents, pupils and external agencies, to address the issue and move speedily forward.

Our School gives a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents and guardians have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be used whenever there are concerns about attendance.

Parents are allowed, in exceptional circumstances, to request leave of absence. There is, however, no legal right to take a child out of school for holidays etc and permission to do so must be granted by the school. Any application will be considered against the reason given, the pupil's attendance record, previous requests, educational needs, family circumstances and affected assessments and examinations. Where necessary, EWO and Legal Services advice will be sought and acted upon.

Parents requesting consideration for leave of absence must do so using the correct form available from the School Office. They need to be completed and returned to the Office at least three weeks before the first day of requested absence. Permission cannot be given retrospectively.

Should a request not be authorised and the holiday proceeds then parents are considered to be in breach of the law and the unauthorised absence details will be placed on the child's official attendance record. This record forms part of the pupil's record file which is transferred with them to their new Secondary schools or earlier if a move takes place sooner. The Educational Welfare Service may seek to issue a Penalty Notice for £100 (or £50 if paid within 28 days) to **each parent for each child** taken out of school. No absence will be authorised during key government assessment times in year 1, 2 and 6. The dates of these assessments are detailed on our website.

A full copy of the school's Attendance Policy is available on the website or from the school office.

Parking

Could I please stress the importance of you being considerate to local residents when parking around the school to drop off or to collect your child. We encourage all parents to use the free public car park situated at the back of the Co-Op/fish and chip shop. Please do not park on the yellow zigzag lines outside the school, or anywhere along the road to the front of the school as this compromises the safety of other children. We do not have permission to use the village hall car park.

Who Will My Child Meet In School?

The following members of staff are important people for you and your child to get to know:-

Headteacher	Mr John Clements
Deputy Headteacher	Mr Rob Aiken
Business Director/Deputy Headteacher (nonteaching)	Mrs Victoria Marrow
Teachers	Mrs Claire Atherton Miss Christina Harris Miss Katie Ingrouille Mrs Danielle Davis Miss Cheryl Barrow Mrs Michelle Collier Mr Rob Aiken Mrs Gemma Jackman Mrs Debra Coates-Reynolds
Office Manager	Mrs Tina Cox
Clerical Assistants	Mrs Caroline Forbes Miss Angela Hoffman
Site and Premises Manager	Mr Ehsan Ahmed
Site and Premises	Mrs Anne Gaskin Miss Amy Gaskin Mrs Sophie Barnett
Special Educational Needs Coordinator	Mrs Kath Hill
Learning Support Assistants	Mrs Michelle Dawson Mrs Jo Harrington Mrs Tracy Sykes Mrs Chrissie Smith Miss Sophie Clark Mrs Tracy Stevens Mrs Kerry Renton Mrs Lisa Thompson Mrs Stacey Warren Mrs Jo Coleman
Catering Staff	Mrs Allyson Mackintosh Mrs Ellie Borg Mrs Cerri Johns
Midday Assistants	Mrs Tracy Sykes Mrs Joan Thurgood Mrs Mary Young Mrs Kerry Renton Mrs Jo Harrington Miss Julie Barnes Miss Sophie Clark Mrs Stacey Warren Mrs Lisa Thompson

What Should My Child Wear To School?

Our School Uniform Policy is detailed below. The waterproof jacket, sweatshirt, polo shirt with school logo, PE kit and tracksuits with the school logo are obtainable from the School. All other items are from the School Uniform ranges widely available at local chain stores.

BOYS	Dark grey, long or short school trousers White school shirt, long or short sleeved, Or white polo open-neck shirt Royal blue school sweatshirt Plain dark shoes (not trainers or boots) or closed toe sandals with plain Dark or white socks
GIRLS	Dark grey pleated skirt, pinafore dress, culottes or school trousers, Or blue and white school dress White school blouse or white polo open-necked shirt Royal blue school sweatshirt Plain dark, low heeled shoes (not trainers or boots) or closed toe sandals with plain dark or white tights or socks
PE AND GAMES WEAR	Royal blue tee-shirt and shorts Dark coloured track/jogging suit Plimsolls (trainers can be worn for outside games) Long hair should be tied back during PE. Older junior age children may require trainers. Football boots and shin pads must be worn by both pupils in KS1 and KS2 when playing football on the school field. This also applies to after school Football clubs using the school field.
GYMNASTICS	Bare feet or plimsolls if child has a foot ailment such as veruccae
SWIMMING	When the children start swimming lessons, they will need plain costumes and in the case of long hair, swimming caps. Long Swimming Shorts i.e. below the knee, are not acceptable neither are two piece swimming costumes.
TECHNOLOGY	The children will need suitable overalls to protect school clothing during such lessons as painting, clay modelling, etc. An old shirt is ideal for this purpose.

PLEASE ENSURE THAT ALL CLOTHING IS CLEARLY MARKED WITH YOUR CHILD'S NAME.

Additional items printed with the School logo are baseball and legionnaire caps, strong nylon reading-book bags, and gym kit bags. All these items, plus vinyl swimming kit bags and swimming caps are on sale from the School Office.

PE Kits stay at school and are sent home, usually, at each half term for washing.

HAIRSTYLE

Pupils may not have their hair dyed an unnatural colour. Extreme hairstyles are not permitted. Long hair should be well managed and not become a health and safety risk. Unfortunately learning time and pupil concentration suffers when young children present themselves with heavily spiked or gelled hair. They not only interfere with their own learning opportunities as they pose, “get seen” or re do their hair but also reduce other pupils learning and class behaviour as they gain attention from others who also notice the hairstyle.

Exclusion is a possibility if the hairstyle is extreme and interferes with learning.

JEWELLERY

The wearing of jewellery is not encouraged, with the exception of watches. No make-up or nail varnish should be worn.

If your child has pierced ears, then only the smallest studs or sleepers can be worn. As there is a small, but potential risk involved in wearing jewellery including earrings for any physical activity in School, on days when children are participating in games, PE or swimming, they will be expected to remove their earrings. Children will not be allowed to participate in PE if they are wearing earrings. Not only does this mean the child misses P.E but it also breaches the statutory requirement to participate in all areas of the National Curriculum. It would, therefore be appreciated if any ear piercing is done during the longer holiday periods.

School staff are not allowed to remove or tape over earrings, and the School will not take responsibility for any loss or damage to jewellery left on the premises.

Valuable Items

Items such as mobile phones are not normally allowed in school. Please contact the Office if there is an emergency situation that may need considering.

Playtime Arrangements

Playtime is **10.30 a.m. to 10.45 a.m.** for key stage 2 (Juniors) and **10.45 a.m. to 11.00 a.m.** for key stage 1 (Infants). Infant classes have an additional break time in the afternoon at **2.20 p.m to 2.30 p.m.** If it is fine, the children go outside where at least two members of staff are always on duty. A Learning Support Assistant is always available to deal with minor cuts and grazes. Parents are always contacted if more serious accidents occur.

If it is wet, the children will remain inside the building where they are encouraged to play quiet games or read books.

In Key Stage One (Reception, Year 1 and Year 2), the school participates in the School Fruit and Vegetable Scheme. This is a government-funded initiative that provides all children with a daily piece of fruit or vegetable, for their morning snack. The Scheme's aim is to promote healthy eating habits at an early age. **The Government also provides daily free school milk for children under the age of 5, if their parent wishes. Please contact the school office for further details.** After the age of 5 milk is available to order at a cost of approximately 30p per day. If you wish for your child to have an additional snack and/or drink for the morning break time please send this in with your child. A snack and drink will be provided to your child during afternoon break. To cover the cost of this we ask for a voluntary contribution of 15p per day.

Key Stage two (Year 3, 4, 5 and 6) will need a drink and a snack for mid-morning break. The school has secured a provider of tuck shop products, 'Tasty Tuck' who, in line with our Healthy Schools Policy, provide snacks which meet with the government's Food Standards for children of the primary age group. These snacks are priced at either 35p or 50p and are available to buy at break times for Key Stage Two children. If preferred the children are welcome to bring in their own fruit or vegetable snack from home. Ideally this would take the form of fresh fruit or vegetables, although a small portion of dried fruit is allowable. We continue to promote water as the best choice for children to drink at school and would ask that, where possible, this is supported in packed lunches and snacks brought into school.

If you would like to order milk for your child to have at break time please contact the school office for further details. All children have access to drinking water in their classroom and are encouraged to keep a water bottle in the classroom for drinks during the day.

Lunchtime Arrangements

Lunchtime is from **12.15 p.m. to 1.15 p.m.**

School meals are prepared for us by an external catering company. We have excellent, well-qualified 'cooks' who provide well-balanced hot and cold meals every day. The menus have been developed in consultation with parents and pupils. The emphasis is on fresh, good quality produce. Every Wednesday a roast dinner is served. Children may order either a hot meal or a freshly made baguette; a vegetarian option is also available. We are extremely proud of our high quality catering service. The cost for each meal is currently £2.18 and is subsidised by the school. From September 2014 a new Government initiative meant all children in Reception, Year 1 and Year 2 are entitled to infant free school meals. For more information please contact the school.

The children are supervised at lunchtime by our Midday Assistants, whose names you will find on the 'Who's who in our school' section. The Midday Assistants look after them while they are eating their dinner and playing in the playground.

Any monies sent in to school should be in a named, sealed envelope. School dinners should be paid for in advance, usually half termly. Meals can be paid for by cash, cheque, made out to Hatfield Heath Primary School, or using the schools online payment system, Agora. If a child is absent, credits for school meals are carried forward. However, if having booked a school dinner, a child is unwell and goes home, a credit cannot be given if the meal has been prepared.

Facilities are provided for children who bring packed lunches. Please provide cutlery if it is required.

If you would like information regarding eligibility to receive Free School Meals please contact Tina Cox, in confidence, in the school office.

Sending money in to school

Money being sent in to School for any purpose (school dinners, outings, etc) should be put in an envelope, clearly marked with your child's name and what the money is for. The envelope can be sent in with your child, to be placed in the class moneybox, or placed in the secure post box found at the reception desk to the School Office. Please do not send your child to school with loose cash.

Medicines

The administration of prescribed medicines in School is a matter within the discretion of the Headteacher, and therefore there are strict guidelines laid down. Wherever possible, parents are asked to make arrangements to come in to School to administer medicines themselves

If parents wish the School to administer medication "*in loco parentis*" they must complete the school medical form or send a **written and signed request** to the School Office, detailing the medicine to be given, along with dosage and any other relevant information. Verbal information from the pupil or parent **will not be acted upon**. The school office is only able to administer medicine that are prescribed by a doctor and that are required to be given four times a day. The school will not administer medicines prescribed three times a day as it is possible for this to be given out of school hours, unless a doctor specifically dictates the time for medicine to be administered.

Parents must supply medication in a suitable container (not glass) together with medicine spoon clearly labelled with:-

- the child's name
- the name of the medicine
- the dosage and timing
- the date

The medicine should be handed to the School Office. They are not to be kept in a child's tray, pocket or lunch box.

It is worth remembering that no teacher can be instructed to administer medicine to pupils or take responsibility for administering a medicine which, if given incorrectly or for any other reason, could have a damaging effect on a child's health.

Different guidelines are observed with regard to conditions such as asthma, diabetes or epilepsy, and we would request that, if your child suffers from such a condition, you discuss this with the Class teacher at the earliest opportunity. We also need to be fully aware of any allergies, however minor, that your child suffers from or has suffered from, and whether they have been prescribed an Epipen. Written details must be provided by the parent/guardian on the child's admission form.

As a rule, School is not the place for a child who is still not at full strength after an illness. The day is long and the demands are high, so an extra day or two at home is often in the best interests of a recovering child. We request that you consider the impact on all in the class when you decide to send a recovering or poorly child into school. Obviously it is unfair to put your own child in such a situation but it is also unfair to others, including the teacher, who may well then be away poorly for a few days and this causes disruption to the learning of the whole class.

Instrument Tuition

Private instrumental lessons are available for clarinet, flute, trumpet, guitar, keyboard, drums and piano. Lessons are usually held during school hours, on a rolling timetable. Please enquire at the School Office for further details, instrument rental schemes, and current lesson fees. If you qualify to receive free school meals you may be entitled to receive a voucher towards the cost of musical tuition fees. Please contact Tina Cox in the school office for further information

Extra curricular clubs

At differing times of the year, the following extra curricular clubs may take place for our Junior and Infant pupils:

- Multi sports
- Bedazzle Drama
- Football
- Tennis
- Girls Football club
- Netball
- Gymnastics
- Eco-Schools
- Computer Explorers

Details are sent home at the relevant times via pupils in the classes concerned.

What Will Your Child Be Doing At School?

Children in the Reception class at school are in their final year of the Early Years Foundation Stage, which includes children from birth to 5 years old.

Under the new Early Years Framework (2017) children in the Reception class at school now work within seven Areas of Learning. These are made up of three Prime areas and four Specific areas.

The three Prime areas are Communication and Language, Physical Development and Personal, Social and Emotional Development.

The four specific areas are Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

The Early Years Foundation Stage prepares the children for Key Stage One as they develop key learning skills such as listening carefully, speaking in a variety of situations, developing concentration, learning to co-operate with adults and children alike, learning tolerance and caring for others. They are also developing early literacy and numeric skills that will prepare them for work in Key Stage One of the National Curriculum.

The children learn in a structured way, building on previous knowledge and skills. Daily use will be made of the “outdoor classroom” in the school grounds as well, so children will need to bring appropriate outdoor clothing at all times. Much of the learning will still be through practical experiences and activities such as sand/water play/role play corner/construction and small world play.

From day one your child will bring home a library book for you to read to them. We ask that you track the text and talk together about the story and pictures.

The children will have a daily phonics session which teaches them early reading skills and they soon bring home reading books to share with you. A reading diary will be included, which acts as a home/school contact.

Parents and Friends Association

The School is lucky to have an active PFA. All parents are automatically members of the PFA while they have a child at the School. The PFA committee, together with other volunteer helpers, organise a number of activities throughout the year, including coffee mornings, Easter egg hunt, quizzes, dances, fashion shows, the Christmas Bazaar, and the Summer Fete. PFA meetings are usually held once or twice a term, and all parents and friends of the School are invited to attend.

In previous years the PFA helped fund items such as an overhead projector, interactive whiteboards, a midi system, technology and computer equipment, sports team kits, books for the library, stage, external play equipment and a covered seating area to the swimming pool.

The PFA have also made donations towards Christmas parties, discos, drama groups and educational outings. Their focus on supporting the 'creative curriculum' is a rarity in schools and is very much appreciated by staff and pupils.

Further Information

Class Teachers send out a Newsletter each term which will outline some of the interesting things that your child will be participating in. Newsletters and other school letters are usually sent home via 'Parentmail', an electronic messaging service. Please provide the school office with an appropriate email address. If you do not have access to the internet we can arrange for paper copies to be sent home with your child.

Parent Consultations are held during the Autumn and Spring terms. Written reports are issued at the end of the Summer Term and you may request an appointment with the Class Teacher if you need further clarification.

Hopefully this booklet has answered a few of your queries, but I am sure that both you and your child will, at times, have other questions. Please do not hesitate to come and ask, or discuss anything, which is worrying you or your child.

The school looks forward to an enjoyable and productive partnership with your child and yourselves for the foreseeable future.