



# Heathcote Primary School

## Handbook 2022/23

**Executive Head Teacher: Mrs Gill Humphriss B A (Hons) NPQH**

**Head of School: Mrs Kim Abernethy B A (Hons) (on maternity leave)**

**Acting Head of School: Mrs Cassie Shirley BSc (Hons)**

**Chair of Governors: Mr James Stacey**



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## WELCOME TO HEATHCOTE PRIMARY SCHOOL

Welcome to Heathcote Primary School which opened in September 2017. You are joining our school at an exciting time as the second stage of our building work has now been completed and our fabulous team of staff grows; eventually our school will be home to 420 pupils from Reception to Year Six. As our school was built on farmland our classes are named after flora and fauna. Our Reception and Key Stage One classes are named after birds, insects and animals whilst our Key Stage Two classes are named after native British trees.

We are committed to developing our school at the heart of the community. Our visions and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. Education is about giving choices for the future.

We are a school that is committed to providing an excellent education for all our pupils and we aim to:

- Provide an exciting, broad and balanced curriculum which stretches children by allowing their imagination to develop
- Provide a safe, supportive and stimulating atmosphere enabling all children to succeed whatever their background or abilities
- Develop children creatively, socially, emotionally and spiritually to take pride in their learning
- Forge strong relationships with parents and the community
- Encourage children to become independent learners who can think reflectively and co-operate and show respect for others as well as for themselves
- Help our children to face the future with self confidence
- Know all our children as individuals, who matter

We have a strong belief that every child deserves a chance regardless of their skills or abilities and are given as many opportunities as they can to succeed. We are constantly creating and adapting an environment that is safe, fun, inspirational, ambitious and full of care. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, parents and volunteers to share this commitment.

We look forward to a long and supportive relationship with you and your child.

If you would like to visit our school and find out more about us we would be delighted to meet you and show you around. Please contact the school office on 01926 290330 or email [admin2056@welearn365.com](mailto:admin2056@welearn365.com)

Mrs Gill Humphriss – Executive Head Teacher

## STAFF STRUCTURE from SEPTEMBER 2022

NAME	ROLE
Mrs G Humphriss	Executive Head Teacher
Mrs K Abernethy	Head of School (on maternity leave)
Mrs C Shirley	Acting Head of School/Pastoral Lead
Miss T Bradburn	SENDCo/Senior Leadership Team
Miss E Goodey	Reception (Hedgehogs) Class Teacher
Mrs L Guilford	Reception (Butterflies) Class Teacher
Miss O Newcombe	Year 1 (Otters) Class Teacher
Mr A Morgan	Year 1 (Kingfishers) Class Teacher
Mrs M Lawson and Mrs A Tarry	Year 2 (Foxes) Class Teachers
Miss A Cowcher	Year 2 (Rabbits) Class Teacher/SLT
Mrs D Riman	Year 3 (Hazel) Class Teacher
Mr T Cole	Year 3 (Holly) Class Teacher
Mrs H Parashar	Year 4 (Maple) Class Teacher
Mrs C Cowling	Year 5 (Cherry) Class Teacher
Mr N Harwood	Year 6 (Beech) Class Teacher/SLT
Mrs G Kumada	Intervention Teacher
Mr C Forrest	Site Manager
Mrs J Richardson	Finance Officer
Mrs S Dark	Office Manager
Vacancy	Clerical Assistant
Mrs L Everett	Higher Level Teaching Assistant/Forest School
Mrs A Ribbands	Thrive Practitioner
Mrs P Sheward	Teaching Assistant (YR - Hedgehogs)
Mrs S Crossley	Teaching Assistant (YR - Butterflies)
Miss S Liggins and Mrs S Klair	Teaching Assistants (Y1 - Otters)
Mrs S Fuentes and Miss Gill	Teaching Assistants (Y1 – Kingfishers)
Mrs J Forrest and Mrs Cannelopol	Teaching Assistant (Y2 – Rabbits)
Mrs I Moreno	Teaching Assistants (Y2 – Foxes)
Mrs R Worth and Ms J Harnois	Teaching Assistants (Y3 – Hazel)
Ms E Kosminska, Miss A Barlow, Mrs Squires	Teaching Assistants (Y3 – Holly)
Mrs Temple, Miss Hussain, Mrs Aydin	Teaching Assistants (Y4 – Maple)
Dr L Harper, Mrs Goddard and Mrs Harper	Teaching Assistants (Y5 – Cherry)
Mrs F Thomazi, Mrs P Ward and Mrs S Krishna	Teaching Assistants (Y6 – Beech)
Mrs R Fletcher	Speech & Language Teaching Assistant
Miss C Forrest	Forest School Teaching Assistant
Miss T Pierce	Midday Supervisor
Mrs A Bekas and Mrs JoAnna Lacon	Midday Supervisors
Mr K Pierce - Morris	Midday Supervisor





## THE CURRICULUM

Our vision and philosophy for Heathcote Primary is that our curriculum instils in children a sense that learning is fun. We want them to leave our school with an assortment of rich and joyful memories which they value. Throughout their time with us they will learn to overcome challenges, build self-esteem and resilience and develop a love for learning so that they can make choices in their future careers. Our curriculum will provide inspiring opportunities to develop relationships, make friends, and learn to support others not only in their school community but in the wider world. By constantly developing our curriculum and seeking ways to stretch their abilities we will teach the children to seek excellence and value learning. Mountaineers will teach the children how far they can climb, engineers will inspire them to 'think outside the box', our continuing links with the elderly community will instil children to want to know more about history, housing developers will teach children how to be eloquent and learn to sell homes. We have an amazing blank canvas of outdoor areas which are new and ripe for development and a growing forest school where children are enlivened to take risks and are given the freedom to explore.



Our children are enthusiastic, well behaved, creative and generally happy. They are keen to come to school because it is a place that provides stability and care. Most live in a brand-new housing estate which is rapidly growing and changing. Our community is not yet fully established and we recognise how important it is to support the children to establish their role and place in their new district. We want them to feel secure and comfortable in their surroundings;

ready and eager to learn whilst their neighbourhood is expanding. Our families are ethnically diverse and there is a wide range of wealth and experiences. The mobility of children has been high which has led us to support them in finding their identity and establishing a place they can call home.

Our intention through our curriculum choices reflects our desire to develop in our children understanding and respect of our community and for them to develop a sense of society which is deep within us all. We understand we have a vital role ensuring that all of our children appreciate that being a part of Heathcote Primary means that you are a part of the hub of a community that is new, exciting and at the very start of an historical journey where building relationships as a basis for excellent learning is the key.



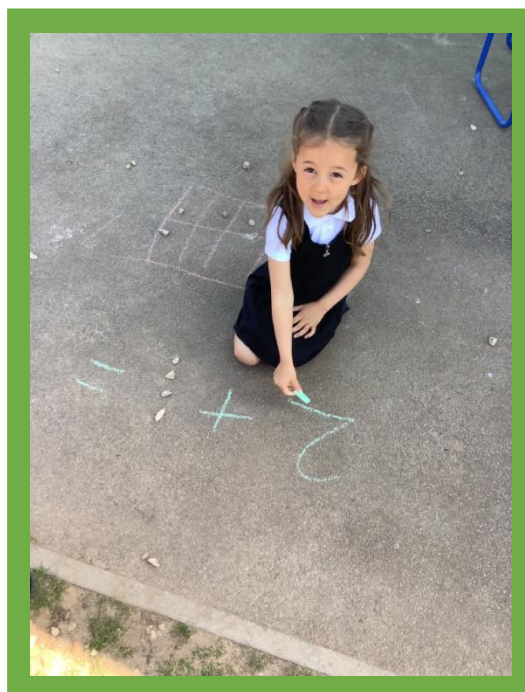
We believe children's mental health and well-being opportunities must be provided for children to relate to others appropriately, developing an emotional skill set that

allows them to promote mature and fulfilling relationships based on empathy and true understanding of others which cross gender and age barriers and should emphasise the strength of diversity whilst celebrating the uniqueness of the individual. We are committed to developing every child to have a global awareness and appreciate that the decisions they make about their own lifestyle can have a profound effect on the lives of others around the world. We actively encourage all of our children to be aware of their own well-being, we give them the tools to manage all manner of emotions and crucially we provide a safe space in which to express themselves.

We are role models for positive well-being, we ensure that we all freely express ourselves using positive language and approaches. The children are taught that it is okay to feel all emotions, to be resilient when things do not go to plan and above all else that everyone deserves to be respected. Our one school rule of RESPECT permeates our school. We teach our children to be tolerant of everyone they encounter by giving them wide opportunities to appreciate and respect our own and other cultures. We actively encourage our children to promote their individual liberty, to make choices in a safe and supportive environment

You can access our long term plans, curriculum policy and medium term plans through our website. They will give you more information about each area of the curriculum. Our photo gallery demonstrates the experiences the pupils have to extend their skills, knowledge and depth of understanding.

Central to our whole curriculum are the core subjects - English, Maths and Science. We follow key objectives as set out in The National Curriculum (2014)



## WORKING WITH PARENTS/CARERS

The relationship between home and school is very important to us and we value the support that parents are able to offer to their children's education. There is a structured induction process for children entering school for the first time. New Reception children are invited to visit the school in the summer term prior to them beginning school in September. Parents are also invited to a parent meeting and our reception teacher visits children during the summer term in their nursery or home setting in September.

Children who transfer to us from other schools in other year groups are welcome to visit us and stay for a taster session in order to make their transition smoother.

Parents, relatives and friends are invited into school on many occasions throughout the year and to all our key events. We also welcome parent help in school, either accompanying the children on trips or working in school on a regular basis. We also enjoy inviting parents to join in our assemblies and different occasions at key points in the year.

The school has a formal Home/School Agreement, which details ways in which we can all work together to support our children. This agreement is sent home at the beginning of each academic year when the commitment for children, school and parents is renewed.

Attendance is very important to us and it is vital to realise that the Executive Head teacher or Head of School cannot grant any leave of absence in term time unless there are exceptional circumstances. At Heathcote we would interpret 'exceptional' in this context as being of unique and significant emotional or educational value to the child, outweighing the loss of teaching time. Leave will not be granted for the purposes of a family holiday as a norm.

Finally, our very active Friends of Heathcote Primary School (FOHS) group are an incredible support to our school in terms of the money they raise and the practical help they give. Since the school opened they have supported many activities and funded a number of significant projects. Every parent/carer is automatically a member of this group who hold some super family events throughout the year and we would urge our parents to get involved.



## BEHAVIOUR (Building Relationships)

We have a clear, positive behaviour policy, whereby children follow our one school rule of 'RESPECT.' Our focus is on building relationships. Positive efforts are made to quickly modify unwanted behaviour and unacceptable behaviour is dealt with according to our policy which has a number of steps in place to give children every chance to succeed. Ultimately, however the Executive Head teacher and Head of School reserves the right to suspend a child who is continually disruptive and disturbs the education of others.

Through our Home/School Agreement parents are encouraged to share the responsibility with the school in promoting good behaviour and equipping children with positive values and an awareness of personal responsibility for their actions. Above all our aim is to encourage high standards of behaviour and build the self-esteem of all of our pupils.

In recognition of good behaviour, personal effort and achievement we reward pupils with house points for demonstrating positive behaviour. We really focus on pupils wanting to do their best and we use positive praise. A 'well done' or 'thank you for following our one school rule of RESPECT' goes a long way. If we are always smiling then the children will too.

The children are taught to use the phrase 'Stop it Please' followed by what behaviour they would like to stop. This is very effective in teaching children to regulate their behaviours.

Bullying and other inappropriate behaviour is not acceptable and will be managed according to our Anti -Bullying policy and in consultation with parents and carers. For further information refer to our Building Relationships policy which is on our website.





## HOMWORK

Homework enhances class work, consolidates and reinforces skills and gives children the opportunity to learn beyond the classroom. Through the gentle introduction of homework children develop self-discipline and time management skills by applying themselves to tasks away from the support of peers and teachers. We are comfortable with parents who wish to support their children with home learning as this can often enrich the learning experience. Homework activities will begin in the reception year with home reading activities and continue throughout the school. Tasks become gradually more complex with more time expectations. Children will have spellings to learn, maths games to play, small projects to complete, research opportunities and writing tasks. Where appropriate, information is provided to enable the parents to support their child. Further information can be found on our website.



## PARENTS'/CARERS' EVENINGS AND PROGRESS REPORTS

There are opportunities each term to view and discuss your child's work.

- At the start of the year we hold Meet the Teacher sessions where you can find out more about the curriculum and expectations in the classroom
- Parents/carers are invited in for topic-sharing events throughout the year where you can learn alongside your child
- Parent consultations are held in Autumn and Spring terms when individual appointments are made to discuss pupil progress and achievement
- Short reports may also be shared with your child's progress and targets
- Formal written reports are sent to parents/carers in the second half of the summer term and parents who wish to discuss their child's report or any issues around transition are given the opportunity to do so

In addition to these times we know that sometimes parents/carers may feel the need to speak to us. Parents are always welcome in school. To make an appointment with the class teacher at any time please contact the office to arrange. Teachers may also ask to see parents/carers for similar reasons. Mrs Shirley (Acting Head of School) is always happy to chat to parents about the progress of their child. Please pop into the office to make an appointment. If you feel that you are not been listened to then please contact Mrs Humphriss (Executive Head). It is important that our relationships with families are positive and productive.

## VOLUNTEERS

We feel that the children benefit enormously from extra adult help in school. Regular help is always useful but we also value those one off occasions such as helping on school trips or supporting special events in school. We do have a small band of regular and occasional volunteers to whom we are extremely grateful. However, we can never have too many helpers! Everyone is welcome. Heathcote Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore our volunteers are required to undergo an enhanced DBS check before helping in school.



## PAYING FOR ACTIVITIES IN SCHOOL

Parents/carers are asked to make a voluntary financial contribution to assist in the funding of some extracurricular activities. Donations of resources 'in kind' are also very welcome. Parents/carers who feel unable to make such a voluntary contribution are asked to contact the Executive Head Teacher confidentially so that alternative arrangements can be made. If insufficient money or interest is shown, school may have to cancel the activity. If a parent/carer generously wishes to make a financial donation to School Funds, this is best done through FOHS, as it can be 'gift aided', which increases the value received by school.

## OUR SCHOOL DAY

- 8.40 am: School gates open - members of staff on duty
- 8.55 am: School doors/gate close – Registration
- 9.00 am: Assembly or morning SPAG activities (pre-teaching/interventions)
- 9.30 am: First session - Maths or English or even Art or Music
- 10.30 am: Break – EYFS/KS1 receive free fruit. KS2 children may bring a healthy snack
- 10.50 am: Second session - Maths or English or perhaps Science
- 12.00 pm: Lunch
- 1.00 pm: Third teaching session
- 2.00 pm: Fourth teaching session
- 3.00 pm: Assembly or story sessions or debates
- 3.15 pm: Reception/KS1 finish
- 3.20 pm: KS2 finish
- 3.30 pm: After school clubs start



## OUR UNIFORM

**IT IS ESSENTIAL THAT ALL CLOTHING, FOOTWEAR  
AND P.E. KIT ETC IS CLEARLY NAMED AND THAT OUR ALL CHILDREN WEAR  
OUR UNIFORM.**

**White polo shirt**

**Navy sweatshirt or navy cardigan with school logo**

**Black skirt/pinafore dress or school style trousers/shorts**

**White or Grey socks/tights**

**Black or grey flat shoes (no open toed shoes or trainers)**

**In summer a blue and white checked dress may be worn with white socks**

### P.E. KIT

**A pair of plimsolls or trainers. These are best kept in a shoe bag marked with your child's name on their peg or in their locker.**

**A pair of plain black shorts**

**A white "T" shirt**

**Black tracksuit bottoms/black jogging top/fleece**

### **Please note:**

- Children should have an outdoor coat preferably black or navy
- Book bags can be purchased from our website - £4.00
- Hair accessories must be black or white
- Long hair must be tied back
- Nail varnish and make up is not allowed
- Stud earrings only. To be removed (or covered) for PE
- A change of footwear (e.g. wellies) for playtime in the grounds to be provided
- Clothes suitable for forest school to be kept in a bag in school e.g. long sleeved tops and trousers with waterproofs
- Pupils are expected to look neat and smart at all times and we rely on the co-operation of our parents/carers to maintain our high standards

**You can order school uniform online through our website.**

**Look under parent tab and school uniform.**

**Our uniform is designed to have as little impact on cost to you.**



## BEFORE AND AFTER SCHOOL



In order to ensure the safety of the children, parents are reminded that children should not arrive at school before 8.40am when school staff are on duty in the playground. All children enter the school via the side gate or top gate which is opened at 8.40am. The school doors are opened and children may enter to participate in morning activities. At 8.55am – the doors and gates are closed. If families are late arriving, after the gate is secured, then they can enter

school by the main entrance and report their arrival at the school office. At the end of the school day at 3.15pm Rec/KS1 children can be collected from their class doors. At 3.20pm KS2 children can be collected from their class doors. Any children that are not collected will be taken back into school and supervised. If any changes to the usual collection arrangements are made either by home or school these should be clearly communicated to ensure that children are kept safe. Staff will not allow children to go home with another adult unless the office has received a clear message. Parents/carers are respectfully requested not to park in the road outside of school but to park in a safe place and walk to school. Please respect the residents surrounding our school and turn off car engines and not block driveways. Furthermore, under no circumstances are dogs (with the sole exception of guide dogs) or any other pets allowed onto the school premises without the permission of the Executive Head teacher or Head of School.

## LUNCHTIMES AND BREAKTIMES

Children are welcome to bring a packed lunch and we encourage parents/carers to provide a healthy balanced diet. No glass bottles, fizzy drinks, sweets or chocolate are permitted. We are also a nut free school due to allergies in school. We provide hot lunches every day and these are free to all Reception and KS1 children. Some children are entitled to free school meals based on family income and if you wish to enquire, in confidence, about our



provision, please contact our Pupil Premium Champion Mrs Shirley or speak to the school office. Families are encouraged to register their entitlement, even if they do not wish their child to receive the meals, as the school does benefit from extra funding. Children can still bring sandwiches every day if they wish. Milk is available in small cartons at morning break at a subsidised rate and is free for under-fives. Also all children in Year R - Year 2 are entitled to a piece of fruit each morning. Children in Key Stage 2 are encouraged to bring fruit or a cereal bar for their morning snack. Children are asked to bring a water bottle to school every day and to take it home each night for washing. We have cool filtered water available in school where these bottles can be refilled during the day.

## PLAYGROUND ACTIVITIES



The fixed play equipment in the school grounds is there to:

- encourage the children's imaginative and physical play
- ensure that provision is made to meet the play needs of as many children as possible
- extend the use of the school grounds for curriculum based activities
- extend the area of the school grounds available for year round play

In the interests of safety all playground equipment is out of bounds to non-school children. The school cannot be held responsible for any accidents before and after school unless pupils are being supervised by school staff. Parents/carers are asked to keep a careful eye on their children when on the school premises. Children (including pre-school children) are not permitted to play on the equipment before and after school.

We are lucky to have extensive grounds which are ripe for development. It is a beautiful area where the children can run around, play sport, explore forest school and generally enjoy being outdoors. We have plans to extend our sports provision, build a history area and develop gardens.



Our forest school area is loved by all the children. We are fortunate to have 2 members of staff Mrs Everett and Miss Forrest who are committed to developing children's love of the outdoors. We are in the process of planting trees, spreading wildflower seeds, planting bulbs and building bug hotels and dens. We are keen to encourage all our children to become budding gardeners and over time each classroom will have a dedicated outside learning area with raised beds. Our curriculum

will encourage children to grow their own fruit and vegetables and learn to cook with them and also sell them.

## MEDICAL INFORMATION

The school should be informed of any relevant medical history that may affect your child's general development and education in school. A register of all children with medical conditions is kept so that children can be cared for appropriately and effectively. It is therefore important that parents keep the school updated so that appropriate care can be given. Medicine will be given in school if part of a doctor's prescribed course of treatment. Other medication not prescribed by a doctor will only be administered if a consent form is completed by the parent or carer. (Types of medication could be eye drops for hay fever, antiseptic creams etc.) All medicines should be handed to the school office first thing in the morning with clear written instructions as stated in our school medication policy. It is important that our medication policy is followed vigorously in order to ensure pupil health and well-being. On no account must medication be sent in with children or in their bags.

## WHAT TO DO IF YOUR CHILD IS ILL

Please also see the attendance policy on school website.

At Heathcote Primary, whilst we do our utmost to promote school attendance, we are compassionate about illness. We wish to support families when their child is ill and take measures to prevent the spread of illness.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>.

Parents may particularly find Chapter 3: managing specific infectious diseases and the Exclusion table useful. This documentation outlines the most common illnesses and gives guidance on how long the child should be absent from school to assist their recovery and/or reduce the chance of spreading the infection. If your child has a sickness bug please keep them away from school until you are confident they are well. We appreciate that looking after your child at home may cause real difficulties to working parents, but these guidelines are in the best interests of all children.

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away to collect them. If pupils have a dental, clinic or hospital appointment, parents should let the school know. Pupils should be brought back to school after appointments. Pupils should miss as little time as possible and we respectfully request that where possible appointments are made outside of school times.





## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES



Heathcote Primary School aims to meet all children's needs and when we need to, provide specific support or advice. We cater for pupils who experience difficulties in communication and interaction, cognition and learning, behaviour, emotional and social development and sensory and/or physical and medical conditions. The children require different strategies for learning and need a range of different teaching approaches and experiences. We have access to a range of specialists to provide support in meeting our pupils' needs.

Miss T Bradburn is our SENDCo and she works closely with all of our staff to ensure that provision for children with additional needs is appropriate and fully inclusive. It is a collaborative process and parents and the children are consulted at every stage. Children who are on the SEND register have an Individual Educational Plan (IEP) which is reviewed at least 3 times a year and parents are invited into meetings with Miss Bradburn and the class teacher and where necessary outside providers. Further information can be found on our website.

## ENGLISH AS AN ADDITIONAL LANGUAGE

We have children from different nationalities in the school and work with them to help them to communicate effectively in English whilst still maintaining their own language. We purchase reading books in different languages, post signs around the school to help them identify different areas and ask them to teach us their language. We also celebrate language of the month around our school to encourage children across the school to be confident in learning new languages and about other cultures.





## FREEDOM OF INFORMATION ACT

The school, as with all other public authorities, is required to be clear and proactive about the information we will make public. The Freedom of Information Act 2000 requires us to make available the following:

School Information (handbook, website, brochure)

Governors' documents and minutes of meetings

School Policies

OFSTED Report

Home School Agreement

Copies of this information are available from the School office on request.

## GDPR

The General Data Protection Regulation came into force in May 2018. It imposes obligations on organisations like schools, to ensure personal data is kept safe. All data must be processed lawfully, fairly and in a transparent way. As a school we keep and process data in order to: support pupil learning; monitor and report on pupil progress; provide appropriate pastoral care and protect pupil welfare. School is committed to keeping all data secure.

## HISTORY OF HEATHCOTE PRIMARY SCHOOL

The school opened in September 2017 with a Reception class of 30 pupils and a mixed Year 1/2 class. The first head teacher was Mrs Lara Jeffries who spent time developing the school and beginning the building blocks for its future. Miss Cowcher was the first Reception teacher and is still with us.

The school was built on farmland and since 2017 has seen the community expand rapidly with increased housing.

Heathcote Primary School is rapidly growing and in September 2019 increased its planned admission number to 60. An Executive Head Teacher, Mrs Gill Humphriss was appointed to take the school through a period of growth. In September 2021 a Head of School was appointed, Mrs Kim Abernethy to lead the school operationally. Mrs Humphriss continues to lead the school strategically. In November 2020 a second building opened to house our Key Stage 2 pupils. Eventually the school will have the capacity for 420 children.

Today our school has 16 classrooms, a hall, library, intervention room, offices and meeting rooms. The playground wraps around the school and with funding we hope to develop our outside space to bring as much green as possible to our environment. The children have access to ipads, computers and digital tools but still love exploring clay, paint and mud when they dig in forest school. The children enjoy singing and performing and we often perform for the local community.

