



# Heatherley Primary School Prospectus 2018-2019



## **'Committed to the Best'**

### **Type of School:**

Heatherley is a County Primary Community School for pupils aged 3 to 11.

### **Address:**

Heatherley Primary School, Heatherley Drive, Forest Town,  
Mansfield, Nottinghamshire. NG19 0PY

### **Telephone:**

(01623) 420244

### **Email:**

[office@heatherley.notts.sch.uk](mailto:office@heatherley.notts.sch.uk)

### **Website:**

[www.heatherley.notts.sch.uk](http://www.heatherley.notts.sch.uk)

### **Headteacher:**

Miss S Plumbe

### **Chair of Governing Body:**

Mr P Collins

## Governing Body

**Headteacher:** Miss S Plumbe  
Heatherley Primary School  
Heatherley Drive  
Forest Town  
Mansfield  
Nottinghamshire NG19 0PY

**Chair of Governors:** Mr P Collins  
Heatherley Primary School  
Heatherley Drive  
Forest Town  
Mansfield  
Nottinghamshire NG19 0PY

**Clerk to the Governors:** Meadow House  
Littleworth  
Mansfield  
Nottinghamshire NG18 2TA

### Members of the Governing Body

<b>Name</b>	<b>Representing</b>
Mr P Collins (Chair)	Co-opted
Mrs S Sayer (Chair)	Co-opted
Mr C Burgess	Co-opted
Mr M Castledine	Co-opted
Mr P Croucher	Parent
Mrs H Drew	Parent
Miss S Mayes	Parent
Mr R Lyons	LA
Vacancy	Parent
Miss S Hanson	Staff Representative
Mrs M Chambers	Co-opted
Miss S Plumbe	Headteacher/Staff

## Dear Parent/Carers

Thank you for your interest in attending Heatherley Primary School. I would like to welcome you to our school by giving you a brief insight into the workings of the school through this brochure.

This brochure aims to give you the information we feel you will need and want to know about life at the school, whether your child is already in pre-school or whether you are still deciding on your choice of school.

If having read the brochure you would like more information or would like to talk to us personally, please get in touch. New parents are always welcome to visit to see the school's facilities and the children at work and play. Please telephone a member of our office team to make an appointment to be shown around. Alternatively, explore our website, especially the class pages to find out what the children have been busy doing.

At Heatherley we feel we work hard to create a secure and friendly environment where your child feels safe and can learn in the company of others. We try to make sure that learning experiences are enjoyable and challenging but supportive so that every child will reach their potential ability through aiming for high standards. Children are encouraged from an early age to make positive contributions to life in school to enable them to be involved in making appropriate decisions to equip them with skills to live successfully in both their present and future lives.

Staff and Governors believe in working together with parents and children and we all look forward to sharing your partnership and support with us during the next few years of your child's school life. We also have an active PTA (called Heatherley Helpers) who work hard for our children to provide additional funds through many fun activities which they hope all parents and friends will support.

Just like you, we are committed to providing the best for your child.

I look forward to meeting you.

Yours sincerely

Miss S Plumbe  
Headteacher

## **School Accommodation and Grounds**

Heatherley Primary School is a popular Nottinghamshire County Primary Community School for pupils aged 3 to 11 years old, which opened in September 1988. It is a modern school set in pleasant grounds, near the town of Mansfield and enjoys a good reputation in the area.

It is built on a quiet, pleasant site and serves local residential housing estates and also attracts children from out of catchment, with current numbers on roll around 260.

The school was last inspected in December 2012 and judged to be good in all aspects.

Currently there are nine teachers to teach our four Key stage 2 classes, three Key stage 1 classes and a Foundation unit for part-time 3 year olds and full- time children. Other staff includes the Headteacher, Deputy Headteacher / SENCO, additional staff to cover school development/NQT cover and PPA arrangements, Part-time Office Manager, two Part-time Clerical Assistants, Site Manager, eight Classroom Teaching Assistants, nine Midday Supervisors and many parent helpers.

The building has an administration area, a hall, kitchen and four teaching areas, each holding two classes. In Summer 2015 we had a new building installed to house an additional 3 classrooms to enable the school to expand in line with County requirements. The grounds include a courtyard, a marked playground, a low-level adventure trail, a sensory garden, wild area and raised beds and a sports field.

## **School Gates/Security**

Please note that the school gates are closed and locked at all times for security reasons. An intercom system is in place.

## **Car Parking**

Parents are advised to walk to school whenever possible but if you do need to drive please try and park at ASDA and walk to school via the pedestrian crossing, turn left towards the field to take the shortcut to school.

Please do not drive your car onto the school premises except in cases of emergency. Great care needs to be taken also on and around Heatherley Drive, as we receive a number of complaints from local residents regarding inconsiderate parking.

## **School Aims – Committed to the best**

Staff, Governors and parents have given careful consideration to the aims of Heatherley Primary School. We believe that high standards are there to be reached by everyone involved in the school community – staff, pupils, Governors, parents. We hope to achieve our aims through a positive approach to school life.

Staff strive to positively engage and challenge all children throughout all learning experiences. Achievements are celebrated in the wider sense, recognising effort and perseverance, as well as attainment, for all groups of children including children with special educational needs and those deemed Gifted and Talented.

All staff encourage children to be caring, considerate and polite to others at all times. Children are also taught to respect the world in which they live and reflect upon their actions and responses to those around them.

Together we are constantly working to improve the school further, trying to ensure that it is 'the best it can be'. We hope this is the sense and impression you will get of us.

- We will provide the best quality education and care, promoting high expectations of ourselves and others to enable all to reach for the highest standards possible.
- We will maintain a positive school ethos and acceptance of the individual whereby children are presented with opportunities to develop positive attitudes fostering self-esteem, confidence, emotional well-being and independence.
- The Heatherley Community will work together to provide an excellent variety of enjoyable and challenging educational experiences to achieve and celebrate success.
- We will further encourage learning and make it real through links with the community and business.
- We will celebrate, enjoy and take pride in our achievements both within our school and in the extended community.
- We will encourage individuals to care both for themselves, each other and their environment so that children are healthy, feel safe and are happy to learn.

## **Admissions to school**

**Applications for primary school places (full time reception year/Foundation 2) can be made between November 2017 and January 2018 for those children:**

- who are 5 years old between 1 September 2018 and 31 August 2019

You must apply for a school place through Nottinghamshire County Council, not through the school and the best way to apply is online. If you cannot apply online, you can contact the school admissions team on 0300 500 8080 for help with making an application. For further information please refer to Nottinghamshire's Admissions to schools: guide for parents 2018-2019.

**In the event of over-subscription**, the following standard criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have either: an education, health and care plan or statement of special educational needs which names the school:

1. Children who are looked after by a local authority and previously looked after children.
2. Children who live in the catchment area at the closing date for applications and have a brother or sister attending the school.
3. Other children who live in the catchment children
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
5. Other children.

### **Admission to school at all other times**

Applications for school places at all other times known as in-year applications are dealt with differently. Please contact the school admissions team on 0300 500 8080 if you are moving into the school catchment area.

### **Heatherley Foundation Stage Unit (Full time and Part time Pre-School)**

The Governors are very pleased to inform parents and carers that we are now able to admit younger pupils into our Foundation Stage unit on a part-time basis. Children are able to attend the term following their third birthday, providing we are not full and staffing remains in line with the Local Authority ratios.

We see this as an exciting time at Heatherley, as we truly believe this will give your children the best possible opportunity to settle into life at Heatherley Primary, prior to entering full-time education.

Our part-time and full- time children work together in one unit called the Foundation Stage. This is staffed with two teachers and two teaching assistants, forming four key worker groups. Part-time children are called Foundation 1 (F1) and full-time children are called Foundation 2 (F2).

All schools and early years' settings are required to provide an appropriate education working towards "Early Learning Goals" to be attained by the end of the Foundation Stage.

**Admission to Pre-School;** Please contact the school on 01623 420244 to register your child and your details, as soon as possible, so that we can send out information to invite you and your child into school for visits prior to admission.

In the event of **over subscription**, admission to pre-school follows the same criteria as admission to full-time school, as above.

As with all schools, admission arrangements for main school are dealt with separately by the Local Authority and admission to our Pre-school class does not guarantee entry into main school.

### **Birth Certificates**

We will need to see your child's Birth Certificate when they are admitted into school/pre-school.

### **The School Day – Current Timetable**

Children should begin to arrive at school at 8.40 a.m. ready to start at 8.50 a.m.

It is advised that parents supervise their children to and from school.

Facilities and supervision are not usually provided at the school before 8.40 a.m. unless attending breakfast club.

**Breakfast Club;** breakfast club is currently open from 8.00 a.m. Monday to Friday for full-time pupils only. It is advisable to book a place as a regular user, though other arrangements can be accommodated, upon request, providing we are not full.

Morning playtime is 10.15 – 10.30 a.m.

Lunchtime is 11.50 – 1.00 p.m. for Foundation and Key Stage One and 12.15 – 1.15 p.m. for Key Stage Two.

Afternoon playtime is 2.15 – 2.30 p.m. for both Key Stages.

We finish school at 3.30 p.m.

There is a short assembly each day, 9.00 – 9.15 a.m.

Friday – 'Star of the Week (Achievement) Assembly  
Monday - Thursday as below.

Assemblies vary following moral or social themes and may include celebrations, festivals and stories of the Christian and world faiths. The local Vicar (Vicar Phil, from St Alban's Church) visits each half term and ICIS (In Christ In Schools) also lead assembly termly.

## **HEATHERLEY PRIMARY SCHOOL STAFF LIST – Autumn 2017**

### **Teaching Staff**

Sarah Plumbe	Headteacher
Stefanie Hanson	Deputy Headteacher
Lee Harrison	Assistant Headteacher – Year 6
Rebecca Hooper	Year 5
Abigail Richardson	Year 4
Jessica Lee	Year 3
Sarah Brocklehurst	Year 1/2
Tyler Ainsworth	Year 1/2
Annabel Ash	Year 1/2
Caroline Rafton	EYFS Leader
Jodie Swinscoe	Foundation
Vanda Hammond	2 days – PPA/School development cover
Louise Overton	2 days – PPA/School development cover
April Lindley	Student Teacher

### **Teaching Support Staff**

Melanie Chambers	Key Stage 2
Susan Robinson	Key Stage 2
Terri Plastow	Key Stage 1
Debbie Moore	Key Stage 1
Vicky Barton	Key Stage 1
Sally-Anne Morgan	Foundation and Speech and Language
Joanne Rouse	Foundation
Leanne Nussey	Foundation

### **Playworkers**

Liz Robinson	Key Stage 1
Emma Morris	Key Stage 1

### **Administration Staff**

Tracy Smith	Office Manager
Donna Stainton	Clerical Assistant
Hayley Morris	Receptionist / Clerical Assistant

### **Site Staff**

Steven Bray	Site Manager
Carol Gough	Cleaner
Kim Wakefield	Cleaner

### **Midday/Kitchen Staff**

Paula Dent	Cook Supervisor
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Claire Boulton	Assistant
Clare Graves	Assistant
Gail Bancroft	Midday assistant
Sue Wardle	Midday assistant
Christine Bray	Midday assistant
Melanie Slack	Midday assistant
Paul Carrington	Midday assistant
Stefanie Salt	Midday assistant
Tracey Tattershaw	Midday assistant
Katie Poole	Midday assistant
Janine Gillott	Midday assistant
Kelly Spencer	Midday assistant

PPA Cover staff includes Music provision, Spanish and art

### **School Attendance**

A child's regular and prompt attendance at school is the responsibility of the parents, as well as the school and the Local Education Authority. We should all work together to make sure that there are no unnecessary absences or unauthorised absences. A table of authorised and unauthorised absences is included in the Appendix.

School must be notified as soon as possible by parents/carers concerning their child's absence, preferably by phoning the school on the 1<sup>st</sup> day of absence and leaving a message on our dedicated answer phone. A follow-up letter must be sent upon return to school.

School will follow up persistent absence and refer to support services should any child's attendance be of concern.

A list of school holiday dates is available to view on the calendar page of our website as well as on the Nottinghamshire County Council website. The Governing Body would like to advise you of changes to the Law around applications for authorised absences which came into effect from 1<sup>st</sup> September 2013. The amendments to the 2006 regulations make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The regulations also remove references to authorised absences for family holidays along with the removal of the 10 day threshold. Parents are advised that applications for authorised leave due to parental annual leave patterns in their employment is not considered to be "exceptional circumstances".

To this end, the Governing Body will be supporting the Head Teacher in implementing the new regulations. If you do decide to apply for an authorised absence and it is not deemed to be "exceptional" it will not be approved. If you decide to take the period of absence which has not been approved, it will be classed as an "Un-authorised Absence".

The schools target for annual attendance is 97%.

## **Home/School Partnership**

School is an important part of our children's lives, so it is vital that a genuine partnership between parents, children and teachers is formed. You are welcome to visit school, come along to social events and we encourage you to support your child's education at home.

Learning Review Days are held in the Autumn and Spring terms followed by an open day during the Summer term where you get the opportunity to talk to your child's teacher about their progress. Other Meetings and workshops for parents may also be held periodically throughout the year.

You are always welcome to come into school to discuss your child's progress or to exchange important pieces of information with the classteacher at either end of the school day. It might be better to make an appointment if you want a long talk.

In July, you will receive an annual written report informing you of your child's progress. As in all schools, it is expected that parents support the work of the school for the benefit of all stakeholders and the wider community. Schools have worked together to formulate Home school agreements and local area conducts and charters which can be found in the appendices.

Heatherley Helpers, our PTA, meet each term to plan both social and fundraising events. Fundraising provides a substantial amount to provide extra equipment and funds for the benefit of the pupils. Extra helpers are always needed at the many events organised.

Parent/grandparent helpers are always welcome in school. There are a thousand and one ways in which you may be able to help. Please let us know if you are interested in helping with any of the following – baking, playing board games, sewing, artwork, reading stories, covering books, gardening, etc. Or you may have a special skill or talent yourself – please let us know. All of our regular volunteers will be DBS checked in line with current safeguarding procedures.

## **Ofsted Registered Child-minder Support**

Heatherley Primary School is lucky enough to be supported by local professional Ofsted Registered Child-minders and private care settings. They offer wraparound care for parents who work outside of school hours.

## **The Curriculum at Heatherley Primary School**

At Heatherley Primary School we aim to offer a creative curriculum which is relevant and focuses on the needs of our pupils. Our curriculum ensures that our pupils are prepared to meet the challenges of the 21<sup>st</sup> century and maximises their full potential.

At Heatherley Primary School our curriculum has been developed taking into account the legal requirements of the Early Years Foundation Curriculum and the New Primary Curriculum, along with key principles.

These principles are:

1. Provide a classroom environment that allows all groups of children to succeed
2. Ensure that all pupils understand the learning objectives and the links to previous learning
3. Ensure that all pupils are willing and able to participate
4. Review, identify and celebrate learning throughout the lesson, to ensure that progress and success is recognised
5. Integrate basic and key skills

Across the school English and Mathematics are taught as discrete subjects. Our pupils are given the opportunity to apply skills taught in these subjects across other areas of the curriculum, for example writing a historical report and producing graphs in science.

At the core of our English and Mathematics lessons are the key skills needed to operate in today's society. For example in English, spelling and grammar skills and in Maths, being able to carry out mental calculation.

Science is also taught as a discrete subject. Staff use learning challenges, usually based around a question, to develop pupil's scientific knowledge and understanding. Each of the learning challenges focuses on a different aspect of science, as well as incorporating elements of working scientifically.

History and Geography are taught within paired year groups through topics that where possible incorporate art and design and technology. The topics are planned in-line with the programme of study for the National Curriculum.

These topics are designed to develop an enquiring mind, thinking skills and encourage independent learning.

The skills involved in computer science, such as programming, are at the core of the new computing curriculum. Once these skills are taught, our pupils are given opportunities to apply them.

All aspects of PE are covered throughout the year. Each lesson is planned to maximise our active pupils. All year 3 and 4 pupils have swimming as part of their PE curriculum. Children in years 3 to 6 take part in the annual swimming gala.

In addition, throughout the year, different year groups have the opportunity to work with specialist coaches or teachers either as part of the PE curriculum or as an afterschool activity.

For example, last year, pupils had the opportunity to work with two different qualified rugby coaches.

RE is taught in line with the Notts Agreed Syllabus and takes into consideration the multicultural society in which we live. All our RE work enhances an understanding of different religious beliefs, customs and ensures pupils respect religious differences.

The statutory requirements are just one aspect of our curriculum. We recognise the importance in shaping children's long term life-style and therefore see citizenship and PSHE as essential elements to our school curriculum.

These elements are covered through:

1. The use of SEAL (social, emotional aspects of learning) themes
2. Year 6 participating in the DARE programme
3. Anti-bullying week / cyber bullying, e-safety
4. Incorporating current issues into lessons/themes
5. Participating in inter-school activities, for example; football, swimming
6. Residential visits for years 6
7. Extra-curricular clubs
8. Using and supporting our community, for example St Albans church, Mansfield museum

**Sex and Relationship Education** is taught in accordance with guidelines issued by Nottinghamshire Education Authority and approved by the Governing Body. It is taught in the context of Health Education and Science in the National Curriculum.

**School Visits and other opportunities** are undertaken to enhance many different areas of the curriculum and to give children the chance to learn in different settings and in a variety of ways. Parents are asked to make voluntary contributions to the cost of these visits but no child is prevented from going through financial hardship. (Evidence of income support etc. would be required). An annual residential trip is arranged for the oldest children in school whenever possible. Heatherley Helpers, our P.T.A. group make a substantial contribution to the cost of transport.

### **Foundation Stage Curriculum**

Our pre-school and reception classes follow the Foundation Stage Curriculum covering varied areas of learning within the Nationally established Early Learning goals, these are:

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

## **Special Educational Needs Policy**

We have a policy for meeting the needs of pupils with special educational needs whether the child has a statement of special educational needs, an Education Health plan or not. This is in line with the local Authority agreements and the Local Offer.

Detailed information is available by clicking on the S.E.N.D. link on the school website.

Should your child have any additional needs, please contact the school to arrange an appointment with the Headteacher.

## **Gifted and Talented Children**

Children who are gifted are those with academic ability which places them significantly above the average for their year group and nationally. These children are identified in school in a variety of ways as they go through the school and as a parent you would be made aware of your child's abilities, through discussions with the class teacher. We do not 'label' children or use the terminology in class.

The Governors ensure that staff make provision for our most able pupils through the daily curriculum. Should we have a child in school working at exceptionally high levels, advice or further support would be sought from the feeder secondary school.

Talented children are those whose abilities in art, music, drama, dance or sports are significantly above average. Children are identified through the curriculum but we may not see the extent of children's talents in school compared to the outside activities children attend, e.g. dancing classes, swimming, gymnastics, football and music clubs. We ask parents to make us aware of any talent that you feel your child has so that we can utilise this within their learning and teaching opportunities.

## **Sport in School/Other Clubs**

At Heatherley Primary School we believe in giving all children the opportunity to participate in a wide variety of sporting activities, at the appropriate level for their age and abilities. We take advantage of as many professional coaching opportunities available which may take place during P.E. sessions or after school.

Many extra-curricular activities take place in school throughout the year and are run by either specifically employed staff or school staff. Other extra-curricular activities depend upon the talents and skills of current staff who volunteer their time.

Children are encouraged to attend regularly and places will be offered to other children waiting to join an activity if this is a concern.

Some after school activities are chargeable and subsidised by school funding.

## **School Discipline, Behaviour in School and Anti-Bullying**

We have very clear Behaviour and Anti-Bullying policies in school with firm guidelines and sanctions. We encourage self-reliance, resilience, respect for the rights of and property of others and understanding of those less fortunate than ourselves. Should any child's behaviour disrupt the learning of other children, parents will be asked to come to school to discuss the problem in order to achieve a helpful solution. If any child damages school property, parents would be asked for recompense.

We do not tolerate bullying and unkindness to others under any circumstances. At Heatherley we believe that a child who has positive interactions with those around them, leading to positive self-esteem and who has an age appropriate developing sense of right and wrong rarely exhibits behavioural problems or emotional distress.

We want children to be happy and interested in their learning and to be able to enjoy school life to the full. As such, a fundamental school aim is to develop a positive school ethos of mutual respect whereby children are presented with opportunities to develop positive attitudes fostering positive self-esteem, confidence and emotional well-being.

All staff encourage all children to be caring, considerate and polite to others at all times. Children are taught to respect the world in which they live. Any children experiencing problems will be supported in school to the best of our ability and external services will be referred to as appropriate.

For further information, please refer to the policies section on the school website.

## **Equal Opportunities**

The aims of our school talks of valuing the individuality of all of our children. We are committed to giving all our children every opportunity to achieve the highest of standards. Within this ethos of achievement, we do not tolerate bullying and harassment of any kind. This helps to ensure that this school promotes the individuality and differences of all our children, irrespective of:

- whether or not they are disabled
- whatever their ethnicity, culture, religious affiliation, national origin or national status
- whatever their gender or gender identity and sexual identity

Equal Opportunity in school is about:

- Ensuring high quality of education for all
- Recognising and valuing individual similarities and differences
- Supporting the development of personal and cultural identity
- Preparing children for full participation in society
- Fair, non-discriminating treatment of all
- an absence of harassment
- creating positive attitudes, positive interactions and good relationships and mutual respect

Forest Town is not a multi-cultural community. However, our pupils are growing up in a wider multi-cultural and multi-racial society where they are subject to various attitudes towards minority groups, and also certain images of these groups portrayed by the media. We aim to reflect the multi-ethnic nature of our society and ensure that the education we offer fosters positive attitudes to all people.

In the current climate we will be particularly vigilant and aware of any racist incidents which could possibly develop further without intervention. All racist incidents are currently reported to the governors and Local Authority.

For further information please refer to the School's Equality Policy.

### **The Care of the Children**

All the children are in the Headteacher's care throughout the school day. Each Classteacher is responsible for the daily welfare of his/her class. Should any parent have any concern about their child, they are encouraged to come to school to discuss the matter with either the classteacher or the headteacher if available. Appointments may sometimes need to be made for a mutually suitable time.

At lunchtime, Midday Supervisory Assistants care for the children. Except in exceptional circumstances all children who are well enough to be at school are expected to go outside at playtimes. If a child has a bump or accident, we make a note of it in the Accident Log and, if necessary, contact you via telephone/ letter home.

The School Nurse is Holly Kime and she can be contacted at Ollerton Health Centre, Telephone – 01623 860471.

No child may leave the premises during school time without the Headteacher's permission following parental written request and signing out at the school office.

### **Medication in school**

On occasion, a child may need medication to be administered during the school day to enable them to attend school. Please contact the school office staff for advice and complete a medication consent form, (available at the office) allowing staff to oversee the taking of medicines. We will not administer any medication without your consent. Should a child need regular medication over a longer period of time, this would need to be discussed with the Headteacher and a care plan agreed, involving outside agencies if needs are complex.

### **Child Protection and Informing Social Services**

All parents/carers should be aware that the Government and the Education Authority place a duty on the Headteacher and school staff to be vigilant in observing and reporting concerns or any obvious and suspected cases of child abuse or neglect to Social Services for the protection of children. Any concerns are logged by staff in order to create a full picture.

The Headteacher is the Child Protection Officer (Designated person) and is informed by staff of any concerns.

Parents will be asked to discuss any concerns with the Headteacher prior to referral to Social Services, whenever possible and providing the child would not be put at risk in so doing.

Safeguarding (DBS) checks are undertaken, regarding staff in school, in line with statutory duties, including regular parent helpers and parents attending residential visits.

For further information please refer to the policies section on the school website (Safeguarding and Child protection)

## **School Uniform**

The Governors require children to attend school appropriately dressed. School uniform comprises:

- Grey trousers/skirt/tunic.
- White shirt/blouse/polo shirt or Heatherley logo polo shirt available from school.
- Royal Blue sweatshirt or cardigan (logo optional).
- Suitable school shoes, not trainers.

### *Summer Uniform:*

- Grey shorts/pale blue and white check or striped dress.
- Suitable sandals that support the feet when running around. (Not trainers.)

**Please name all school clothing.**

## **P.E. Kit**

P.E. kit should be in a named, drawstring bag (available from school) and brought into school on a Monday morning and taken home for washing on a Friday.

Your child will need:

- Shorts or short leggings (Royal blue, navy blue or black)
- White T-Shirt or polo shirt or a royal blue leotard
- Plimsolls/trainers (bare feet for indoor activities taking place on the carpeted hall floor)
- A sweatshirt or tracksuit would be useful for older children for outdoor activities in cold weather, but not for general P.E. wear.
- Key Stage 2 girls may wish to wear a P.E. skirt (royal blue or navy) for outside games.

In wet or snowy weather when boots are worn to school, children will be asked to bring suitable indoor shoes.

## **Jewellery**

Please note that watches and stud earrings only are allowed in school for safety reasons. These must be able to be removed **by the child** for P.E. or plasters (Supplied by you) must be used to cover the earrings, otherwise sellotaped will be used. During school swimming

sessions, children are not allowed in the water wearing any jewellery (covered or not) unless for religious reasons.

### **School Dinners**

We have a catering kitchen on site and the school meals service is able to provide a cooked meal for our children. The meals are planned by local authority nutritionists to ensure they are healthy and balanced within government guidelines.

Children in Foundation Stage and Key Stage 1 are currently entitled to free school meals and we ask all parents to take up this provision, especially if you have a 'fussy eater' at home as children will often try new foods with their friends. (It will also save you money and time making sandwiches!)

Key Stage 2 children will need to pay for meals. If you wish your child to have a cooked meal, please pay on **Monday morning**, putting the correct amount in a named purse or envelope. We cannot provide a school meal (except in an emergency) unless prior payment has been received.

If parents prefer you may provide a packed lunch instead. Please ensure this is well balanced. Sweets, chocolate and fizzy drinks are not allowed.

### **Free School Meals (All children regardless of age)**

Parents in receipt of Income Support or an income based Job-Seeker's Allowance may be entitled to free school meals for their children, beyond the period of time when all children have free meals. Please apply as soon as your child is due to begin full time school as the school will receive additional income to support pupils in school.

This is called **pupil premium** money and is used to provide additional support in school to enable children from lower income families to achieve their best.

To apply contact the Area Education Office, Telephone – 0115 8041237, apply online or contact the school office.

### **School Milk**

Milk is available free of charge to all children up until the age of 5. Milk can then be ordered at a subsidised county rate for children up until the end of Year 6. Children who are entitled to free school meals are also entitled to free school milk until the end of year 6.

### **Eating at School – We try to be a healthy school!**

In line with the government's Healthy Schools Scheme, we ask parents not to send sweets or treats into school with their child unless it is their birthday. We ask our parents to support this scheme.

Foundation and Key Stage 1 children have fruit provided by the Government Fruit in Schools Scheme for morning break. Other children are also encouraged to bring fruit, to eat during playtimes.

We ask parents to provide water bottles (sports type) filled with water, not juice, for use during the day. These are taken home daily so that parents can wash and refill them. Drinking water is always available in school to top up bottles in the day.

### **Services from which the school benefits**

The school receives further support from the Authority in the following areas as appropriate:

Teachers' and Governors' Training

School Meals Service

Child Health Service – school nurse, dentist, audiometrician

Education Library Service

The Education Advisory and Inspection Service

Targeted Support

Special Needs Support Service (including Educational Psychologist Services)

Further information on these services is contained in the general information booklet "Going to School in Nottinghamshire".

### **Complaints**

There is a procedure agreed by the Local Education Authority for dealing with any complaints about the school curriculum and other related issues.

We aim to make our school a happy, safe and caring place so that pupils may benefit from the best possible education. All of our staff, both teaching and non-teaching, are dedicated to this aim. If you think we are not living up to your expectations of us we want to know about it so that we may have the opportunity to put things right. We would also like to hear about the things you think we do well.

If you do have a concern or a complaint;

- speak to your child's Classteacher.
- If he/she cannot resolve the matter or you feel reluctant to speak to the Classteacher you should then discuss with the headteacher.

A copy of the full complaints procedure is available for reference in school and on the school website.

## **Charging Policy**

The school's Charging and Remissions Policy is included as Appendix 5. A copy is also available on the website.

## **The School Fund**

In addition to money provided by the Local Authority, there is a School Fund which is managed by the Headteacher and consists of donations and other income raised in a variety of ways, some via our PTA, Heatherley Helpers. The purpose of the fund is to benefit the pupils of the school by the provision of facilities, equipment, activities and financial assistance which cannot be made available for whatever reason from monies provided by the Education Authority.

## **Disclaimer**

The information given in this brochure which relates to the current school year was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this brochure or in any particular part of them before the start of the next school year or in subsequent years. Any anticipated changes have been included as part of the text.

## **HEATHERLEY PRIMARY HOME SCHOOL AGREEMENT**

All schools are required by the Government to have a Home School Agreement in place and to invite parents and children to sign at the time of admission. As a result of Mansfield Primary Headteachers working together and parent consultation, all Mansfield Primary Schools are using a Home School Agreement similar to this one as follows:

**At Heatherley Primary we are committed to providing the best quality education and care for our pupils.**

### **The School will:**

- Value and respect each child as an individual
- Encourage high expectations and pride in achievement
- Recognise and praise progress and achievement
- Provide opportunities for pupils to develop their potential in all areas
- Inform parents of the progress and welfare of their child
- Provide and monitor homework which is appropriate to the child's needs
- Provide a safe and orderly environment in which to work
- Listen to parents' views and concerns

**Signed** \_\_\_\_\_ **Date**  
**(Headteacher/Chair of Governors)**

### **Parents will:**

- Support the school in its aims and values
- Ensure their child's regular and punctual attendance
- Notify the school early on the first day of the reason for their child's absence
- Support the school's code of conduct for behaviour
- Support their child in the school work they are expected to do at home
- Tell the school about any circumstances which may affect their child
- Attend parents' evenings and discussions about their child's progress
- Ensure their child wears the correct school uniform

**Signed** \_\_\_\_\_ **Date**  
**(Parent/Carers)**

### **Pupils will:**

- Respect each member of the school community
- Abide by the school's code of conduct
- Attend school regularly and punctually and bring the correct equipment
- Look after the school and its surroundings
- Try their best and work hard
- Wear the correct school uniform

**Signed** \_\_\_\_\_ **Date**  
**(Child/Children)**

## **Nottinghamshire Local Education Authority Charging and Remissions Policy**

### **1.0 General Principles**

County Council is committed to the principle of free education. Nottinghamshire County Council charge for activities which have been resourced through their budgets.

County Council recognises the valuable contribution schools a range of visits and other non-classroom based activities, either inside or outside school hours. The County Council accepts that in these circumstances it may be necessary for a school to seek financial contributions from parents if the expenses of a particular activity cannot wholly be contained from within the funds normally available to the school.

1. In arranging activities for which a voluntary parental contribution may be sought, the Education Committee County Council expects each school to bear in mind whether the requested contribution is reasonable and within the scope of the majority of parents of pupils at the schools.

County Council expects schools to operate within the law and not charge for County Council recognises that each school governing body is responsible for its County Council would wish to encourage school, in determining their policies in this respect, to be mindful of the financial circumstances of pupils and their parents. The County Council would also wish to because they have not made a contribution to the cost.

### **Charging Policy**

#### *General Principles*

2. In recognition of its commitment to free education the Nottinghamshire County Council does not normally charge pupils or parents for any activity which it directly organises, except in the circumstances described in this document.

#### *School Governing Body Responsibilities*

3. The responsibility for charging for other school activities for which charges are permitted under the Education Act 1996, rests with each individual school governing body, although the County Council expects that in determining their charging policies school governors will be mindful of the general principles set out in this document.

#### *Activities organised by the County Council*

4. The Council may from time to time directly provide various activities and rehearsals for those pupils at its schools who are members of the LA's 11<sup>th</sup> session arts workshops. A similar range of activities may be organised for registered pupils who participate in various performance activities organised by the County Council.
5. Pupils participate in these activities on a voluntary basis and the County Council reserves the right to make charges, where these are permitted by the Education Act 1996, in the following circumstances:

### *Residential Activities held during school hours*

Charges may be made at the discretion of the County Council for the board and lodging element of any residential activities which take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge.

Any remission arrangements for activities of this type will be at the discretion of the Director of Children and Young People's Services, except in the circumstances described in paragraph 14 below. No pupil will be excluded from any of the activities due to an inability to pay.

### *Activities held outside school hours*

Charges may be made at the discretion of the Council for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the activity will not be included in the charge. The charge may however include an appropriate element for the following, as appropriate:

- (i) the pupil's travel costs;
- (ii) the pupil's board and lodging costs;
- (iii) non-teaching staff costs;
- (iv) materials, instruments and other equipment;
- (v) entrance fees to places of interest;
- (vi) insurance costs;
- (vii) the expenses only of any participating teachers engaged on a separate contract for services to provide the activity.

The Any remission arrangements for such activities will be at the discretion of the Director of Children and Young People's Services.

### *The Nottinghamshire Learning Centre (Pupil Referral Units)*

6. NCC manages a Learning Centre (PRU) located at 4 main sites across the county, for children with behaviour difficulties, which are not attached to a specific school. The County Council's charging and remissions policies for any activities arranged for registered pupils attending these units are explained in the appendix attached to this document.

### **Remission Policy**

7. The Council has determined the following policies which partly or wholly remit certain charges which may be payable by pupils and their parents. The remission policy set out below relates to pupils attending schools maintained by the Nottinghamshire County Council and in certain cases is only available to those pupils who actually live in Nottinghamshire.

### *Sports Clothing*

8. Council's School Clothing Assistance Scheme which is under review, currently provides assistance to be given towards the cost of a pupil's clothing, including sports clothing, where the pupil's parents are eligible for certain benefits and can demonstrate exceptional circumstances. Only pupils who live in Nottinghamshire are entitled to assistance under this scheme.

#### *11<sup>th</sup> Session Arts Workshop*

9. Council provides a range of 11<sup>th</sup> Session Art Workshops for pupils outside normal school hours. Pupils are also expected to meet their own travel costs. However, the County Council operates a scheme of financial assistance towards the travel costs of those pupils who are entitled to receive free school meals or school access grants. The current level of assistance given, amounts to the full travel costs involved less a defined parental contribution. The parental contributions are reviewed annually.

#### *Outdoor and Environmental Education*

10. The Council provides a range of day and residential outdoor and environmental education centres for pupils attending Nottinghamshire Council schools. Schools are charged a proportion of the running costs for the centres. These charges are, however, partially remitted, in the case of visits which take place mainly during school hours, to reflect the number of pupils attending who are eligible for free school meals.

#### *Board and Lodging Charges for Residential Trips*

11. Any charges for board and lodging for a residential trip, within the terms of the schemes outlined above, will be fully remitted either by the Council or the school governing body, depending upon who funds the visit, provided that the activity:

- (i) takes place during school hours, OR
- (ii) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours and the parents of the pupil are in receipt of:
  - Income Support
  - Income-based Job Seeker's Allowance
  - An income-related employment and support allowance
  - Support under Part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit, where the parent is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
  - The Guarantee element of State Pension Credit