

Dear Parents/Carers,

Welcome to the start of a new academic year at Heathcote Primary and we all hope you have had a super holiday all together and are raring to go. Heathcote is about to enter its third year of education and exciting times as it continues to expand. We are all looking forward to the next great development of the school. A huge welcome to all our new children in Reception and across the school and their families; we hope you have a wonderful time at Heathcote and embrace everything we have to offer. We welcome Mrs Abernethy as our new deputy head and Y3 teacher, Mrs Lawson who is also teaching Year 3 for 2 days, Mrs Shirley who is teaching Year 2, Mrs Puri as a teaching assistant and Miss Mehmood as a midday supervisor. I start my new role as Executive Head Teacher leading both Heathcote Primary School and Stratford Upon Avon Primary. I intend to be in Heathcote on the following days: Monday morning, Tuesday afternoon, all day Wednesday and Thursday morning. When I am not on site Mrs Abernethy and the rest of the team will be there for you in the same way I would normally. I am available through email head2056@welearn365 and can be back in school quite quickly if I need to be. Each term these days will swap round with Stratford, so in January I will be on site Mon pm, Tues am, Thurs pm and all day Friday. So I can gain different perspectives of the school.

The purpose of this letter is to give you some information and helpful reminders of the day to day running of the school. We will soon be sending out key dates for the year as well so you can update your calendars and diaries. The dates will only change under extreme circumstances. All key information can be found on our website www.heathcoteprimaryschool.co.uk which is regularly updated. We have also attached our attendance leaflet for your information.

School Uniform

Thank you for maintaining our high standards for uniform. Sweatshirts and cardigans with the school logo are only available to purchase from the school office at £10 each item. School book bags are just £4.00 each from the office. Payment is only via Parentpay in advance.

Our school colours are navy. Please also make sure that everything is clearly labelled with your child's name so that lost property is easily identified. We have over 150 children in school and it is important that we can identify items quickly.

Our Uniform for All
White Polo Shirt
Navy Sweatshirt with school logo or navy cardigan with school logo
Black Skirt/Pinafore Dress or Black Long Trousers/Shorts
Grey or white socks/tights
Black Flat Shoes (no open-toed shoes, high ankle or trainers)
Summer Uniform (optional): Blue and white checked dress
P E Kit: A pair of black plimsolls or trainers, these are best kept in a shoe bag marked with your child's name on. A pair of black shorts and a white T-shirt Black tracksuit bottoms/navy sweatshirt/fleece for Autumn/Winter weather.
Please note: Outdoor coats/jackets preferably navy or black Book Bags may be purchased from the school office at a cost of £4.00 Hair Accessories must be navy/black. Long hair must be tied back Nail varnish and make up is not allowed. Stud earrings only to be worn.

School Staff

A full list of our school staff and their responsibilities can be found on our website. If you would like a paper copy please see the office. Remember we have an open door policy and are always happy to talk to you about your concerns and also good news.

Safeguarding

Mrs Humphriss is Designated Safeguarding Lead and Mrs Abernethy, Miss Cowcher and Mrs Mitchell are Deputy Safeguarding Leads. We all have a duty to safeguard and promote the welfare of children. If you have any concerns please don't hesitate to speak to us.

Start/End of School Day

All scooters/bikes should be parked in our scooter/bike shelters.

8:45am – the main doors at open to the school. You can enter the school grounds by either of the pedestrian gates and wait in the playground until the main door is open. A member of staff will be on duty to greet the children.

We end school at:

3:15pm – the children will be dismissed from their classroom doors. If you are collecting from the side of the school by the car park please do not stand on the grass or let your children run around the car park.

Parking – please think carefully about where you park your car and respect our community. Please do not park directly in front of any of the school gates as this obstructs the entrance/exit or in front of the houses opposite the school. Please don't park on the corner of Garrett Drive. **Don't leave your engine running**, think of the environment. The car park is for school staff only.

Behaviour and House Teams

There are many ways in which your child can be rewarded for good learning and being respectful of others – certificates, praise, house points, extra playtime, to name just a few. We hold an achievement assembly to celebrate achievements with the whole school. A child from each year group is chosen to receive an achievement certificate for demonstrating a good attitude to learning and to share their learning with everybody. Friday assembly is at 2.40am and entry is by invitation only. If your child is receiving an award we will let you know. Whilst we appreciate you may have other commitments we cannot postpone an award.

From the moment children start at our school they join a house team. The teams are Clarence (Yellow), Caesar (Blue), Bear (Green) and Guy (Red). These are Warwick Castle Towers. These are led by our house captains who are elected each year from Year 4. They are supported by vice captains. This team works closely with Mrs Humphriss to monitor behaviour and support the children in their team. Every now and again we will have house team days to foster team-spirit.

Our one school rule is '**RESPECT**'. We expect all of the children in school to follow this rule and show good manners and excellent attitude to learning. Please support us by reminding your children of this rule. We promote positive behaviour management; however there will be times when sanctions need to be put into place. Our behaviour policy can be read via our school website.

PE and other areas of the curriculum

PE kit should be in school all week. If your child has ear-rings please ensure they are able to remove them or have tape to put over them as they are not allowed to wear them for sports because of Health and Safety requirements. Long hair should also be tied back. Timetables for each class will be available on the website so that you can see when your children have specific lessons/learning. The timetable is not set in stone and is subject to change. We also upload medium term plans and websites/advice to help you.

Homework

Homework is not a compulsory part of education and the government provide guidelines only with regards to the amount and type of homework. Ideally children should be going home to relax, have fun and enjoy spending time with their family. Each class sets their own homework and the teachers will let you know expectations.

We do have an expectation that the children should read daily with you or independently if they are older and practice their times tables or number bonds daily. Spellings will be sent home by teachers for the children to learn to use in their writing. We do not learn spellings for test purposes.

Attendance, medicines, lunches and after school clubs.

Attendance is important. It develops resilience and prepares children for the future when they are in the workplace. We set a school target that we try to reach each year. At Heathcote this target it is 97%. We want to encourage the children as much as possible to attend school and each class will aim for the highest attendance each week. The winning class will get to keep our Badger puppet for the week if they win. We recognise that illness cannot be avoided. If your child has a headache/stomach ache, please send them in and we will monitor them. If they are genuinely unwell, we would not hesitate to send them home to you. Please remember that if your child has sickness or diarrhoea they should not return to school until they have had a suitable clear episode.

Leave of absence should be taken during school holiday periods only. Please think carefully about asking for leave. Only in exceptional circumstances can leave be granted during school term time. It is Mrs Humphriss' decision as to what constitutes 'exceptional.' Travelling because it is cheaper is **not** an 'exceptional' circumstance. Forms must be obtained from the school office and an interview with Mrs Humphriss must be made to discuss the reason. You should ensure that a request is made 6 weeks before leave is required. Do not make travel arrangements until you have received authorisation. All children are required by law to attend school. If it is not a valid reason then the absence will be recorded as unauthorized and may lead to a fixed term penalty notice. Please try to arrange doctor or dental appointments outside of school hours.

If your child has been prescribed medication by the doctor then you must bring it to the school office and fill in a form giving us permission to administer it. Please note that only prescribed medication with your child's name on will be accepted. We are not obliged to administer medication. Please don't give your child throat sweets or medication to keep in their bag – another child may not know they are medicated and take them and they could

be allergic. If your child has an inhaler it should be sent into school in the original box it came in with the doctor's label on it, your child's name and the expiration date.

ALL MEDICATION MUST BE GIVEN TO THE SCHOOL OFFICE.

Just a reminder that we do have children with nut allergies in school so products with nuts in cannot be in school - please make sure that you check lunch boxes carefully. Thank you.

WE ARE A NUT-FREE SCHOOL.

Please try to make lunchboxes as healthy as possible. Chocolate bars should not be part of lunchboxes. They should also only have water in their lunch bags not juice or fizzy drinks. Water is provided on the tables.

We have very good school lunches and a wide choice is available. We have examples on our website of healthy options.

We will be offering our usual varied mix of after school clubs and some of these have already started. The sign up letters are all available on our website as registration is directly with the club itself and not via the school office. When children sign up to them they should realise that this is a commitment and remain within the club for the time it runs.

Friends of Heathcote Primary School

Every parent/carer is automatically a member of The Friends of Heathcote Primary (FOHP). They play a vital part in ensuring the children and parents have fun, participate in social activities and raise funds for the school. We are grateful for everything they do for us. Please also check out the website. Please come along and offer your services to help. Mrs Humphriss and Mrs Abernethy will work closely with FOHP.

Communication

It is important to us that we try and communicate with you effectively. Every week we write a newsletter which can be emailed out to you or given as a paper copy. Please let the office know what you prefer. It is also on our website. We email out information regularly. Our website is kept up to date as is our twitter feed. If you haven't signed up to follow us yet please do so @heathcote_p_s. We do our very best to give you notification of events but sometimes other organisations only inform us of things at the last minute and we want to give the children opportunities so we apologise now if sometimes things change or appear rushed. We are more than happy for you to pop in and see us.

Volunteers

We would love it if you are able to help us in school either in the classroom or on a school trip or with odd jobs. Any help is gratefully received. If you would like to volunteer to help in school on a regular basis you would have to have DBS clearance. Mrs Richardson or Mrs

Dark in the school office can sort this for you. We are keen continue our development of our forest school area. If you are able to help keep the weeds down or help us plant the new trees that are coming, we would truly appreciate it.

Finally please make sure that we have all up to date contact details for you. It is vital that we are able to get hold of you in an emergency.

Please make sure you contact me if you wish to share anything or are concerned. I try to be available as much as possible or pop in the office to make an appointment. Often a quick chat can allay many fears. I have always endeavoured to be around to greet or say goodbye to the children. Mrs Abernethy or Mrs Mitchell will be available when I am not. I am looking forward to an exciting year ahead.

Kind regards,
Mrs G Humphriss
Executive Head Teacher

