

Harwich Community Primary School and Nursery



**Working together to achieve
our best!**



Safeguarding and Child Protection

We place the highest priority on the safeguarding of the children in our care to ensure that we promote the health, well-being and the safety of the children at all times. Any parents with concerns should see the Head Teacher straight away. We have a clear Safeguarding and Child Protection policy in place at Harwich Community Primary School & Nursery which all staff follow effectively. A Child protection is in place and available for parents to view on our school website.

Starting Nursery and Reception

Children can attend Harwich Community Primary School & Nursery from the term after their 3rd birthday on a part time basis; some children are entitled to free full-time places or parents can pay a fee to extend this to a full-time place. If you have any questions, please contact the Office manager who will support you in understanding the criteria for allocations. Application forms for nursery places can be obtained at the school office.

Children start Reception in the September of the academic year in which they are five. Those children attending our school nursery are **not** automatically offered places in Reception. Applications should be made online at <https://www.essex.gov.uk/topic/admissions>

During the term prior to your child starting Reception, parents, carers and children are invited into a 'meet and greet' session with the Head Teacher and reception staff. This will provide you with an opportunity to find out more about our school, play with your child in their new classroom and ask any questions. The children will also be invited to other 'stay and play' sessions to build their confidence and prepare them for starting school.

We also start with a phased timetable at the beginning of September. Our admission number is thirty.

Personal/Lost Property

Children should not bring valuable items or toys into school. The school cannot be held responsible for damage or loss of personal property. **All items of clothing, including coats, should be clearly labelled with your child's name.** Lost items of clothing are kept near the classes so please ask staff if you can check these areas

School Times

Nursery Start and Finish Times

Morning Session - 8.00am-11.00am

Lunch - 11.00am-12.00pm

Afternoon Session - 12.00pm-15.00pm

Reception

8.45am-15.20pm

Key Stage One (Years 1 & 2)

8.45am-15.20pm

Key Stage Two (Years 3,4,5 & 6)

8.45am-15.20pm

Attendance and Punctuality

Please ensure that your child attends school regularly and punctually. By law, schools have to account for every single absence and it is very important that you telephone the school office by 9.00am on 01255 245440 and select option 1. If you do not call the school, then the office will contact you to find out the reason, as absence is monitored on a daily basis. Where there is no response, a safe and well check in person to the family home may happen as a safeguarding procedure to ensure the welfare of the child at all times.

Frequent lateness or absence will be referred to the 'Attendance Team' who will arrange to meet and discuss this with you and support could be put in place to monitor attendance and lateness.

The school cannot authorise leave in term time for holidays. Any parents who take their child out of school during term time may be fined.

Delivering and Collecting Child

When delivering and collecting children from school, parents are asked to avoid parking on the zigzag lines. Children in Reception/Nursery should be collected from the rear door adjacent to the small playground. Parents collecting children from KS1 & Year 3 are asked to wait under the pergola in the small quiet playground area, adjacent to the netball court. Year 4,5 & 6 parents are asked to remain outside the main pedestrian gate. Teachers will lead their classes to the relevant collection points. The school gates open at 8.35am and children are to be accompanied by an adult up until the time when the class teacher comes to collect them. Please note we cannot accept responsibility for children arriving before 8.45am. If in exceptional cases you are delayed in collecting your children, please telephone us and we will ensure their safety.

Lunchtimes

Nutritious meals and rolls are made on the premises daily by our kitchen staff. There is a choice of menus each day at a cost of £2.30. School meals must be paid for in advance by visiting <https://www.pay360educationpayments.com> and logging in with your unique password.

Children in Reception, Year 1 and Year 2 are provided with a school meal at no cost under the Government's Universal Free School Meals initiative. A choice of hot meals and rolls are available daily.

Children may choose to bring in a packed lunch or have a school meal. These must be sent in a named lunch box with a carry handle (not plastic bags). We are a healthy school so please do not give our children fizzy drinks or chocolate. Packed lunches should be nutritious and contain a mix of food items including fruit. No glass bottles please.

Free school Meals.

Families who receive Income Support or Income based Job Seekers Allowance, Child Tax Credit, but not those who receive Working Tax Credit and where the

annual income does not exceed a specific amount are entitled to free school meals. Please ask the office staff for information from Year onwards.

It is important that the school knows of those eligible for free school meals even if you do not want your child to have them. This is because some of the funding into school is based on free school meal entitlement.

Refreshments

Harwich Community Primary School is part of the National Fruit Scheme. Children in Early Years and Key Stage 1 receive fruit during morning break and those in Key Stage 2 can purchase healthy snacks from our school tuck shop.

Children are encouraged to drink water freely during the school day and we encourage all children to bring in a named water bottle daily.

Pupil Premium

Pupil premium is a Government initiative that provides additional funding to schools. The pupil premium funding is allocated to schools and it is for the schools to decide on the support and provision provided through identifying the needs of children and enable them to diminish the gap with their non-disadvantaged peers. We, as a school, are accountable for ensuring that the additional funding is having significant impact on the education and lives of our pupils. For further information about how we spend our Pupil Premium money, please visit the school website, <https://www.harwich-pri.essex.sch.uk/>

Behaviour

At Harwich Community Primary School and we aim to develop in each child a sense of self-worth, together with an awareness of and respect for others; encouraging tolerance, sympathy and understanding in an atmosphere of mutual caring. We start with the behaviour of adults. We shape it to reach a level of consistency that most will never have experienced. We create a platform for seismic change based around the one behaviour we can control absolutely our own.

Aims

Our policy and practice are shaped around the 95% of learners who arrive every day keen to learn and eager to please. The silent majority. We don't believe the 5% of the most troubled learners are 'behaviour problems'; they need a different approach. One that is not based on a set of increasingly large sanctions.

In this policy we set out to:

- Promote good behaviour, self-discipline and respect;
- Ensure that all pupils access opportunities for learning;
- Encourage the good conduct of all staff and pupils by promoting and prioritising relationships amongst staff and children.

At Harwich Community Primary School and Nursery, we know the importance of having only 3 school rules. We are confident that all children and adults in the school are able to articulate these school rules. It is important that all interactions with children / behaviour should be driven by these rules. This is done by ensuring we all consistently thread our 3 school rules in to all that we do:

- Be kind
- Be safe and,
- Be responsible

We believe that the most effective way of achieving our aims, is to encourage, praise, model and reward positive behaviour. The following are the underlying principles we wish to nurture throughout our school as we embed a culture of 'Working together to achieve our best.'

We are also proud to have children who are really good role models. These are in the shape of our Prefects, Head Boy and Head Girl and our Peer Mentors.

Home/School Agreement

When children start school, we ask parents to carefully read and sign our Home/School Partnership Agreement. A good relationship between home and school supports your child in making the best of their schooling. It states our commitment to you as a school and the commitment we ask you to make for your

child. It also asks children to take responsibility for what is expected of them to maximise their learning.

Reporting to Parents

Consultation evenings and open days, including those for prospective parents, are held regularly during the school year to inform you about the progress being made by your child and addressing any concerns that you or we may have, and we will send a written report for every child at the end of each academic year.

Homework

Children are requested to read regularly, preferably supported by their parents or carers at least three or four times a week. Other homework is set once a week, depending upon the age of the child, and will include their homework as this consolidates the learning they are doing in school.

Celebration Assemblies.

Every Friday the whole school comes together to celebrate good work and good behaviour. Each week the school focuses in on a particular Key stage. Key Stage 1 and Reception share work one week and then Key Stage 2 share work on alternate weeks. Each class teacher thinks about a 'Star of the Week' to promote positive behaviour and good citizenship. Children are also awarded for good table manners at lunch time. During our Monday assemblies, our DHT presents the DOJO winners from each class and then sets the whole school a challenge to work on for that week. The DOJO system also allows good communication with parents as they are able to keep a check on their child's progress with DOJOs and it also allows the class teachers to put up class messages too. Hall of Fame On occasions our Headteacher will spot some good work, behaviour for learning or good manners (something that will impress them). The chosen child will then get the opportunity to be published on the school's website and a message sent home via text to the parents, letting them know the good news. We have also now established a Hot Chocolate Friday Club where children who are going over and beyond are recognised and share a hot chocolate treat with the Headteacher on a Friday afternoon. (All members of

the school community have the responsibility to foster and promote these values which include children, staff, parents and governors).

Contacting Parents

To share information with parents quickly and efficiently, we have the facility to send group DOJO messages. Therefore, it is vital that we are informed of any updated phone numbers /email addresses.

We also send by DOJO the newsletter and other information to keep you informed about what we are doing in school. Those parents who do not have an email address can request copies of the letters and newsletters in the main school office.

Our school website, <https://www.harwich-pri.essex.sch.uk/> is regularly updated with the newsletters, policies and other information and in an emergency, e.g. in severe weather conditions, the website and DOJOs will be updated with school closures.

Policies

Our school policies are available on the school website, policies that are required by law and those relating to the curriculum.

GDPR

The school have privacy notices setting out the personal data we collect, what we use it for and how this data is shared. Our privacy notices can be found at <https://www.harwich-pri.essex.sch.uk/> and any questions you may have regarding the notice, please let Mis Ward know.

Photograph and Video Usage

Harwich Community Primary requests the consent of parents to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline on the consent form.

If you take a photo or video footage of your child at events in school, then you are NOT permitted to post these on any social media sites due to the new legislations. These can only be used for personal use and not in the public domain.

Residential and Educational Visits

A number of day trips are arranged for every class each year. These are all educational visits and closely linked to the work topics the children are learning about. Payments are made online at Pay360.

As well as the range of day trips or visitors in school, we also arrange residential trips for our upper Key Stage 2 children.

Wraparound Care

Breakfast Club is available for all children (except nursery children) from 7.45am every morning at a cost of £3.00 per session payable on Pay360. There are a variety of breakfast options for the children to choose from and a range of different activities.

We also provide rugby and multi skills after school's clubs for children from Years 1-6. These are booked on a first come - first served basis at a cost of £3.00 per session. However, these change half termly to ensure that all children have access to different clubs throughout the year.

Children with Special Needs

The school caters for children with special learning needs through using the advice and expertise of the Schools, Children and Families Directorate (SEN and Children with Additional Needs). When a child is identified with additional needs, parents are informed and fully consulted regarding the appropriate action. The Educational Psychologist and specialist teachers may visit the school to observe, work with and support these children.

The school uses a graduated approach to identify and support the children. The school complies with the relevant Codes of Practice for Special Educational Needs that became law from September 1994. This programme helps us, together with parents, to identify problems and establish programmes that will meet the additional needs of the children with Special Needs Co-ordinator: Mrs Julie Boley - contact via the school office.

Medical Information

Harwich Community Primary follows the guidelines on the administration of medication and first aid as issued by the Department for Education and the Local Authority.

Parents of children with long-term conditions, such as asthma, must ensure that the school has all the relevant details and that the child always has adequate medication in school. We will do everything we can to make sure each

child is cared for. Parents must keep their child well informed and trained in the usage of their medication, e.g. using an inhaler properly and appropriately, as each child's needs are different.

All medication administered in school must be prescribed and need to be administered four times a day. A consent form must be completed; this form can be obtained from the school office.

NO MEDICINES OF ANY SORT SHOULD BE BROUGHT INTO SCHOOL WITHOUT THE CONSENT OF THE SCHOOL.

First Aid

In cases of minor accidents, appropriate basic first aid is administered and the accidents are recorded. If your child has a more serious accident during the day, every effort is made to contact parents and the child will be cared for by one of our qualified first aiders. In the case of a child needing hospital care, we always try to contact parents, but if this is not possible, we will ensure the child is taken to hospital by ambulance for treatment and parents are contacted as soon as possible. This being the case, it is vital that the school has up-to-date contact numbers at all times.

School Nurse

Children are screened throughout school for hearing, vision and height and weight checks. It is important to inform us of any medical issues which may affect your child's progress at school. Parents are informed if further examinations or referrals are necessary.

Headlice

It is a parent's responsibility to check their child's hair regularly. If you find eggs or lice, do not be embarrassed to ask for advice in school. It is nothing to be ashamed of - headlice do not discriminate! This is constant cause for concern for some parents and we really need your help in addressing it. Our only option is to encourage parents to seek medical advice for persistent concerns.

Pastoral Care

Our Family Liaison Officer, Mrs Watts, offers advice and support for children and their parents if they have concerns about issues other than educational ones. She works alongside Alison Fletcher, who supports children with mental health and any worries they may have.

Health and Safety

The health and safety of your children at Harwich Community Primary School is of paramount importance whilst in our care, and we request that you fully comply with the school's rules and regulations.

- We aim to maintain a high standard of hygiene and children are encouraged to wash their hands after going to the toilet and before eating
- Cars are not allowed access to the school drive during the times of 8.30am - 9.00am and 3.00pm - 3.30pm to ensure the safety of all children and parents at the start and end of the school day.

We also ask that parents **DO NOT**

- Park in front of the school gates
- Park at the zig zag lines
- Park in the disabled bay unless you are a blue badge holder
- Park on the junction leading to the school
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Persistent offenders will be reported to the police.

The whole school is a no smoking area which includes at the school gates. Vapes are also not allowed.

The Curriculum

The National Curriculum divides the work into Core and Foundation subjects as listed below. Should parents require further information please contact the Head teacher who will be pleased to assist. Cross- curricular links are made wherever appropriate.

Early Years Foundation Stage Children in our Nursery and Reception classes work towards the Early Learning Goals which outline areas of knowledge and understanding which children need to develop before they progress into National Curriculum As a school we try to ensure a "seamless" transition from early learning into national curriculum with its more clearly defined learning structure.

Literacy teaching follows the National Curriculum and involves the following areas - Speaking and Listening, Reading and Writing. Children read a wide range of texts and write on a wide variety of topics, so developing the ability to spell, and punctuate accurately. Special attention is given to teaching grammar. The children are encouraged to discuss ideas and communicate clearly with others in both speech and writing. Much additional written work springs from the children's cross curricular topics. Special attention is given to developing children's speaking & listening skills. A clear and legible style of handwriting is taught from an early age. Our reading scheme has been purchased with funding from Hutchison (Port) UK Ltd. We are very grateful for their support.

Mathematic is taught in line with the expectations of the National Curriculum. In addition, the school uses the White Rose Maths that supports mathematics from

the Reception class to Year 6. The scheme provides a balance of both practical and more formal work and is supplemented from additional sources where appropriate.

Science The National Curriculum requires that all children experience a wide variety of scientific activities. These experiences are largely handled in a practical way in order to build confidence and "scientific" approach. The work is undertaken in a variety of ways with children working individually or in larger groups. The programme of work covers the physical and biological sciences in a way that links with other areas of the curriculum.

Computing We consider the development of good ICT skills to be essential in preparing the children for the future. The ICT suite is used to teach skills on a systematic basis which are then incorporated into everyday work in the classrooms. We use Purple Mash as our scheme. All classrooms have an interactive white board that is used by staff and children alike. A trolley of I pads is in place in order to widen the children's access to ICT. The school also has an internet connection which is through a "filtered" provider to ensure children only access material that has suitable content and educational merit. The connection is only used by children under the supervision of an adult. E-Safety is a priority and children are taught how to keep themselves safe when they are using the internet.

Geography is designed to broaden the child's knowledge of the world and his/her place in it. Much work is based on the immediate environment but with links into an understanding of the wider world. The aspects of geography covered are physical, human and economic. Children are encouraged to become familiar with a variety of geographical equipment and resources.

History This subject helps children gain an understanding of their place in the history of the world. It is taught around a range of topics that are appropriate to the children's age. It also helps children develop an understanding of local, national and international events. Artefacts are used to stimulate discussion and historical enquiry.

Religious Education At Harwich Primary School R.E. is taught in accordance with the requirements of the agreed syllabus for R.E in Essex.

Design Technology is a subject that develops the practical skills. Design Technology is concerned with the children taking an idea/concept, designing and making a product and then evaluating the original design against the end product.

Art/Craft Much of the work in Art/Craft arises naturally from topic and environmental work. The children are encouraged to gain experience and skills in using a variety of mediums. Many of our displays demonstrate how the children's skills develop.

Music Children have opportunities to listen to and enjoy good music, to take part in group singing and to play a variety of instruments. We use Charanga to support the teaching of music. Instrumental tuition is available on request through the County scheme. The children have the opportunity to participate in both school musical presentations and the Harwich Music Festival. The children also learn about different composers too and evaluate their work.

Physical Education is an essential element in the education of the whole child encouraging a healthy lifestyle. The school runs a full programme of games, P.E. and dance. This is complemented with a wide range of extra-curricular sporting activities and clubs. Children will take part in swimming sessions during Year 4.

PSHE The school has attained full 'Healthy Schools' status and is committed to promoting children's personal, social, health and emotional education. A scheme of work is in place that develops the children's awareness and understanding of many issues. The use of circle time and the school council allows all children to have a voice. Safety experts come in regularly to talk to the children and our learning mentors offer support to children experiencing personal/ social difficulties. However, it is no longer taught as a separate subject. (New Curriculum)

The Governing Body has approved a specific sex education element for Years 5 and 6. Details of this element are available for inspection by any parent who may have concerns. This will be delivered by the school nurse in the presence of a member of staff, and any parent who may wish to attend is welcome. **Parents may withdraw their children from this following a discussion with the Headteacher or watch the video.**

Statutory Relationships and Health Education

"The Relationships Education, Relationships and Sex Education and Health Education (England) Regulations 2019, made under sections 34 and 35 of the Children and Social Work Act 2017, make Relationships Education compulsory for all pupils receiving primary education. They also make Health Education compulsory in all schools except independent schools. Personal, Social, Health

and Economic Education(PSHE) continues to be compulsory in independent schools." DfE Guidance p.8

"Today's children and young people are growing up in an increasingly complex world and living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks. In this environment, children and young people need to know how to be safe and healthy, and how to manage their academic, personal and social lives in a positive way."

"This is why we have made Relationships Education compulsory in all primary schools in England...as well as making Health Education compulsory in all state-funded schools."

"In primary schools, we want the subjects to put in place the key building blocks of healthy, respectful relationships, focusing on family and friendships, in all contexts, including online. This will sit alongside the essential understanding of how to be healthy." "These subjects represent a huge opportunity to help our children and young people develop. The knowledge and attributes gained will support their own, and others' wellbeing and attainment and help young people to become successful and happy adults who make a meaningful contribution to society." Secretary of State Foreword DfE Guidance 2019 p.4-5

French A programme of French is taught throughout the school in order to introduce the children to another language and culture. By starting this at an early age and focusing on building up a wide range of French vocabulary, it is hoped to develop the children's confidence at speaking another language. We also look at the French culture in these lessons too.KS1 children are taught Phonics using Read Write Inc

Assessment/Testing Assessment and testing plays a part at all levels in the school. It is used to diagnose problems and assess progress of children at different stages of their education. A baseline profile is used when children start school to assess their entry level and allows activities to be adapted accordingly.

Children are given reading and spelling tests each year in order to monitor their progress. A mid-year test is undertaken in order to judge individual pupil

progress. This allows us to intervene early if children are not making the expected progress. Each term the progress of all children is tracked by the use of teacher assessment and formal testing takes place when age appropriate.

All children are involved in the SATS tests at the end of Year 6. Year 1 will sit a phonics test in June of each year.