



*"Learning and Achieving Together for Life"*

# Prospectus

## 2022-2023

**Headteacher:** Mrs Hazel Beamish BEd (Hons) NPQH

**Chair of Governors:** Ms Jo Pires

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## INTRODUCTION BY THE HEADTEACHER

*Dear Parents & Carers,*

*This prospectus is intended to help you know more about life and work at Heygarth Primary School. We are pleased that you have chosen to send your child here and we hope that by working in close partnership with you, we will achieve the best for your child.*

*The staff and I warmly welcome your family into our school family. Education begins at birth and the staff at our school are well aware of all you have done as parents before your child starts with us. We now want to join with you in the next stage of your child's development and we know that together, our shared interest in your child's progress will ensure a good start to his/her school life.*

*We will do all we can to make your child's time in school as happy as possible but if problems do arise, please come along immediately and discuss them with me or with your child's teacher. You are always welcome - our door is always open.*

*The information in this prospectus is up-to-date but we may have to send you further information from time to time.*

*Yours sincerely,*



*Mrs Hazel Beamish  
Headteacher*

## Section 1

# Our School

## OUR MISSION STATEMENT

*'Learning and Achieving Together for Life.'*

At Heygarth Primary School, we believe that we can make a difference by working together so that our children are well educated and acquire the essential skills that they need for the future... for life.

## SCHOOL AIMS

At Heygarth Primary School we believe that 'Every Child Matters' and we aim to:

- Provide a broad, rich and creative curriculum that will challenge and support pupils to enable them to reach their full potential;
- Develop children's respect for themselves and for others and a sense of pride in their community so that they can become good citizens;
- Provide a safe and secure learning community where the whole child can develop (academically, socially, emotionally, physically, culturally and creatively) and where all achievement is celebrated;
- Make learning relevant and fun in order to foster a lifelong love of learning;
- Be a fully inclusive school where all members of the community have equal opportunities-children, parents, volunteers, staff and governors and where positive contributions are valued;
- Promote an understanding of the need to take responsibility for any actions and to consider the related consequences.

## SCHOOL STAFF AND ORGANISATION 2022-2023

There are currently 15 classes in school organised as follows:

<u>Year Group</u>	<u>Teacher</u>	<u>Teaching Assistants</u>
F1 (Nursery)	Miss E Froggatt	Mrs A Windras Mrs M Carvell Miss K Griffiths Miss R Ivory
F2 (Reception)	Miss L Blake	Mrs E Nilsen
F2 (Reception)	Miss M Franklin	Mrs K Boyd (HLTA)
Year 1	Mrs N Furlong & Mrs S Hastings	Miss S Begum
Year 1	Mrs J Stuart & Miss C Jackson	Miss H Norton
Year 2	Mrs A Jaggard	Miss Z Fenney
Year 2	Mrs K Valentine	Mrs L Houldin-Coyle Mrs L Mountford Mrs J Foord
Year 3	Mrs R Griffin & Mrs S Thompson	Mrs K Cullen
Year 3	Miss M Lindsay	Mrs L Roberts Mrs J Cade (HLTA)
Year 4	Mr S Redshaw	Mr P Johnson
Year 4	Mrs S Connolly & Miss E Owen	Mrs J Norris
Year 5	Mr J Baker-Howell	Mrs K Case
Year 5	Miss P Pattinson	Mrs S Reid Mrs K Burns
Year 6	Mr D Johnson	Mr M Ellis Miss K Stuart
Year 6	Mrs C Allport	Mrs J Collins Mrs L James Mr S Paul (HLTA)

All staff pay particular attention to the planning and organisation in order to accommodate the needs of all our children and you can be assured that no child is disadvantaged.

Our team of HLTAs, Mrs Boyd, Mrs Cade and Mr Paul, provide PPA (Planning, Preparation Assessment cover) to teachers throughout the school.

### Senior Leadership Team

**Headteacher:** Mrs H Beamish  
**Deputy Headteacher:** Mr G Lewis  
(Key Stage 2 Leader)  
**Assistant Headteacher:** Miss L Blake  
(EYFS & Key Stage 1 Leader)  
**Pupil Premium Champion:** Miss P Pattinson and Mrs K Valentine  
**SENDCo:** Miss E Owen  
(Miss L Blake oversees SEND for EYFS)  
**Business Manager:** Mr D Stenhouse

### Office Staff

**Office Manager:** Mrs S Randall  
**Admin Assistant:** Mrs J Harris

### Site Management & Cleaning Staff

**Site Management:** Mr M Parker  
**Cleaners:** Mrs C Flanders  
Plus staff from GCS (Gayton Cleaning Services)

### Catering Staff

**Catering Manager:** Mrs C Jackson  
**Assistant Cook:** Mrs J Roberts  
**Catering Assistant:** Mrs F McGowan  
Mrs L Threlfall

### Lunchtime Staff

**Senior Midday Assistant:** Mrs J Mara  
**Midday Supervisors:** Mrs D Brobyn  
Mrs V Clark  
Miss K Griffiths  
Mrs K Hughes  
Mrs J Rhone



Mrs D Ryan  
Mrs T Schenck  
Mrs N Spragg  
Mrs H Washington

## GOVERNING BOARD 2022-2023

All schools are required by law to have a Governing Board. Governors have a key role to play in helping schools to provide the best possible education for all its pupils. The Governing Board is made up from people from all walks of life.

The Governing Board is responsible to parents and the Local Authority for the way the school is run. School Governors have legal duties, powers and responsibilities. They can only act together, they cannot act individually and they work together to:

- Decide school policies;
- Set standards of behaviour;
- Interview and select staff;
- Decide how the school budget is set;
- Ensure that the school makes proper provision for pupils with Special Educational Needs;
- Support the Headteacher;
- Set targets and monitor the standards of attainment.

The Governing Board is made up of 10 people who represent a cross section of the community. At the present time we have two vacancies, which we intend to fill as soon as possible: -

<b>Chair of Governors:</b>	Ms Jo Pires (Parent Governor)
<b>Vice Chair of Governors:</b>	Mrs Sue Jacobs (Co-opted Governor)
<b>Other Governors:</b>	Mrs Hazel Beamish (Headteacher)
	Mrs Holly Cottrell (Co-opted Governor)
	Mr Tim Jones (Co-opted Governor)
	Mr Gareth Lewis (Staff Governor)
	Mrs Rhiannon Lucas (Co-opted Governor)
	Councillor Dave Mitchell (LA Governor)
	Vacancy (Co-opted Governor)
	Vacancy (Co-opted Governor)

Any parent wishing to contact the Governors should do so through the school office.

## Section 2

# Starting School

## STARTING SCHOOL

Our school caters for all children between the ages of 3 and 11 years. The school year starts from 1st September. Pupils are admitted to school in accordance with the guidelines issued by Wirral Local Authority.

Our Foundation 1 (Nursery) class offers part-time places for up to 52 children and admission follows LA procedures. Normally the Foundation Stage intake is staggered over a few days to help settle the children into their new routines gradually. This helps the children to become familiar with their surroundings and gives the teacher, and support staff, time to get to know them individually. You will be informed by letter of the exact dates and times of the sessions when you are required to bring your child to school.

We have a planned programme of visits for children and parents prior to starting school but prospective parents are welcome to visit at other times too - just phone for an appointment.

The school buildings are easily accessible, spacious and single storey. This makes it easy for us to offer facilities for all children, including those with physical disabilities, special needs and wheelchair users. We also have specific toilet and changing facilities to meet their needs.

We welcome all children, whatever their ability, and encourage pupils with special educational needs to participate fully in all areas of school life. They work alongside mainstream pupils and are expected to contribute to and benefit from our 'community' in the same way as other pupils.

Your child's safety, once in school, is of utmost importance to us. We have fitted security locks to all external doors and expect all visitors to wear identity badges whilst in school. This means that teachers can feel secure when allowing children to visit the toilets or take work to another teacher. An adult greets the children at the doors each morning and the teachers bring the children out at the end of the day.



## SCHOOL UNIFORM

School Uniform at Heygarth Primary School is as follows for ALL children:

Grey skirt, pinafore dress, trousers or shorts;

White blouse/shirt or white polo shirt;

Green jumper, sweatshirt or cardigan (with or without Heygarth school logo);

Green or yellow gingham or striped summer dress (in warmer weather);

Green & gold tie (optional);

White, grey or black socks (in winter tights may also be green, grey or black);

Black flat shoes (heels are not allowed) or PLAIN black trainers (no coloured logos) - white shoes may be worn with a summer dress;

Hairbands and ribbons should be in school colours i.e. green, yellow, grey or white, and should not include large flowers, diamanté embellished items or similar.

Make-up and nail varnish are not allowed.

PE Kit:

White round neck T-Shirt or polo shirt (with or without Heygarth school logo);

Black shorts, tracksuit bottoms or leggings;

Black trainers;

Green Hoodie with Heygarth Logo or Green sweatshirt or cardigan (with or without Heygarth school logo);

Please Note: Children in Foundation 1 (Nursery) do not need a PE kit & children in Foundation 2 (Reception) do not need a PE Kit until the spring term.

ALL items of clothing should be clearly labelled with your child's name.

Summer uniform doesn't start at any set time; parents can choose to change to summer uniform as soon as the weather gets warmer. Likewise, if the weather is still warm in September, summer uniform may be worn until the weather gets colder again.

Children are encouraged to wear Heygarth sunhats (provided by the school initially when children start school along with a Heygarth water bottle) and sun screen in the summer months.

Children should be discouraged from adopting unusual or 'extreme' hairstyles, e.g. shaved, streaked or tinted hair or 'mohicans'.

Please do not let your child deviate from this set uniform as they will be questioned about it by staff and/or the Headteacher.

Items of uniform can be purchased from the school office, The Other Uniform Store (Brimstage) is our supplier but uniform can be purchased from any mainstream supermarket.

**ALL SCHOOL CLOTHES SHOULD BE MARKED**

Unmarked lost property is placed in a cupboard in the hall.

Parents are asked to note that the Local Authority does not accept any responsibility for loss or damage to personal property whilst on or left at the Local Authority's premises.

Personal Items

We **do not allow jewellery** to be worn in school as it can cause injuries. If your child has pierced ears, only studs are acceptable and these **must not be worn for PE**. Children will be asked to remove earrings for PE sessions themselves or parents may be asked to come in to school to do this for them. Therefore, **we ask that parents only arrange for children to have their ears pierced at the beginning of the summer holidays**, thus giving them time to heal before returning to school.



Children are allowed to wear a simple wrist watch - not a SMART watch.

Children in Key Stage 2 may bring a pencil case containing a small selection of pens/pencils into school. We **do not allow** large 'back pack' bags as they cause us storage problems and the straps are a safety hazard.

Children are not allowed to bring mobile telephones to school. If it is necessary for your child to bring a mobile phone to school for safety reasons, i.e. walking to and from school on their own, it **MUST** be handed into the school office for safe keeping during the day and will be returned at home time.

### Medicals

It is normal for a child to have sight and hearing checks during their first year in school (during their time in F2) and if there are any problems the school nurse will contact you to make sure that your child gets appropriate treatment and support.

Our School Nurse visits us regularly; she is always willing to talk to parents about any concerns. Please contact your child's teacher or the office if you wish to have a private chat. She visits school at least weekly and also provides support to teachers in the delivery of Personal, Social and Health Education. It is not, however, part of her role to inspect children's heads to identify **head lice**. The health service has stressed that this is the **responsibility of parents** and the revised advice leaflet has been produced in collaboration with the Health and Education departments.

Children are also offered to receive the 'Flu Nasal Spray in school - parents will receive a letter from the Local Health Authority prior to this, requesting your permission and giving information about the day on which your child will receive this.

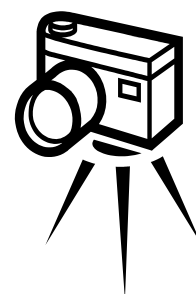
Throughout their time at school there are other occasions when your child will have screening tests - notably for eyesight, hearing and dental treatment. You will always be informed if there is any need for follow up checks or treatment.

### Photography

In order to protect your children, we follow the authority policy for publishing photographs. We take photographs in school for a variety of internal reasons (displays / booklets, etc.) and if they are to be used outside school, we ensure that no individual child is named.

**PLEASE INFORM THE SCHOOL OFFICE IF YOU DO NOT GIVE PERMISSION FOR YOUR CHILD TO BE PHOTOGRAPHED.**

Videos and photographs taken by parents at productions etc. are allowed at present but we are trusting parents to take these as a family record and only to focus on their own child and not to share photographs or videos on any social networking sites on the internet.



## Section 3

How our days  
operate





locked) should report to the office to ensure their child is registered and marked as 'late'.

We monitor punctuality and attendance on a regular basis and parents will be invited into school to discuss persistent lateness or high levels of absence. At the end of the day parents collect their children from the relevant gate:

Foundation 1 (Nursery), Foundation 2 (Reception) & Year 1 - Gate C  
Year 2, Year 3 & Year 4 - Gate B  
Year 5 & Year 6 - Gate A

Only children in Year 5 & Year 6 are allowed to walk home unaccompanied. All other children must be collected by an adult (over the age of 16) unless written permission has been given by the parent for a younger person (aged 12-15) to collect their child.

We won't allow children in EYFS to be collected by anyone under the age of 16. Key Stage 2 children expecting to be collected must return to school if they cannot find the person who should be meeting them and then wait at the school office. Vehicle access is not allowed through Gate A (the driveway gates) for Health and Safety reasons at the start and end of the school day.

*\*\*\*If you are going to be late picking your child up could you please try and let the school know as soon as possible\*\*\**

If you need to talk to the teacher, it is best to catch them at the end of the day when they are free to speak to you. Morning times are more difficult as the teacher needs to be with their class. There is always a member of the Senior Leadership Team at the gate to meet the children and take messages. If there is something urgent then a teaching assistant may be able to help or you can come to the office to see one of our Admin Officers who will pass on the message.

#### Break Time - Milk / Water / Snacks

ALL children from F2 (Reception) through to Year 6 are provided with a 'Heygarth' water bottle when they start at the school. Only 'Heygarth' water bottles are allowed in school and all children must have their water bottle with them each day.

#### Key Stage 1:

During the morning the children will have their milk or water, go to the toilets, get their coats on and then go out to play. Fruit, which varies on a daily basis and is free, is provided for all of the younger children. Children are given a

'Heygarth' water bottle so that they are able to sip water regularly throughout the day. This supports our work as a 'healthy school'.

#### Key Stage 2:

As with children in Foundation and Key Stage 1, children are given a 'Heygarth' water bottle so that they are able to sip water regularly throughout the day. Healthy mid-morning snacks consisting of fresh fruit, vegetables, bread sticks etc. may be brought into school for break time. In line with our 'healthy school' ethos, **crisps, biscuits, sweets and chewing gum etc. are not allowed.** **Nuts and any nut-based products are also NOT allowed.**

Children in Key Stage 1 and Key Stage 2 are able to buy toast from the kitchen at break times for 23p per day, payable in advance via ParentPay.

#### Lunchtime

Children who attend part-time mornings in F1 (Nursery) will need to be collected promptly at 11:45am. Children who stay for lunch in F1 must bring a packed lunch.

Mrs C. Jackson is the Catering Manager and she, and her team, provide a choice of meals served in the school hall. Water and milk is provided at lunchtime although parents may send their child to school with an alternative juice drink if they wish.

Hot dinners are currently priced at £2.45 per day and must be paid for through our online payment system ParentPay.

Edsential (our Catering Provider) can cater for allergies and support children with allergies with the lunchtime menu. Please contact the school office to arrange to speak to Mrs Jackson, the Catering Manager.

Packed lunches may be eaten in school, with **no sweets, chocolates or fizzy drinks** etc. to be included in children's lunch boxes. Children are also **not allowed** to bring **nuts** or any nut-based foods into school. We encourage healthy eating and ask you to send in a well-balanced lunch for your child. If your child is to have a packed lunch, **it is important that the lunch box is named.**

Drinks must be in either a pre-packed carton with a straw, a flask with self-contained straw, or a flask with a lip where the straw can be inserted. These containers are much safer and more manageable for the children.

Children in Foundation 2 (Reception) and Key Stage 1 (Year 1 & Year 2) are entitled to a Universal Free School Meal at lunchtime.

In 2022-2023, children in F2 (Reception), Year 1 & Year 2 are expected to take their Universal Infant Free School Meal.

It is important that we know whether you require a school meal or would prefer a packed lunch or to take your child home. Please try to provide us with one week's notice if you wish to change these arrangements by contacting Mrs Harris or Mrs Randall in the office, as we need to provide the cook with this information in advance as it affects her food ordering schedules.

Mrs Mara and her Midday team ensure the safety of your children throughout the lunchtime. The midday supervisors are generally attached to a particular class so that the children can feel secure with their relationship, particularly when they first stay for lunch.

Also at lunchtimes we have an Active Playground Coordinator (Mr S Redshaw) who provides games and activities for the children to play with, delivered by the trained KS2 Sports Leaders.

### Free School Meals

Families are entitled to claim free school meals for their children if they are receiving:

- ~ Income Support
- ~ Income Based Job Seeker's Allowance
- ~ Guaranteed Pension Credit
- ~ Child Tax Credit with a total annual taxable income of less than £16,190 **but not receiving working tax credit.**

Parents need to apply for Free School Meals online.

Please speak to Mrs Harris or Mrs Randall, our School Administration Officers in confidence if you require any help with this. You are also able to provide Mrs Harris or Mrs Randall with your details and they can make the application on your behalf.

**We ask that all families who are entitled to Free School Meals / free milk to complete the application, even if they do not wish to take up the meals at this time.**

## THE SCHOOL CURRICULUM

At Heygarth Primary School we ensure that all children are given equal opportunities to access all aspects of the curriculum. They are offered the broadest range of subjects and activities and are expected to work to their fullest potential. We strive to achieve high standards and encourage all children to make the most of the opportunities we offer them.

In the Foundation Stage (also known as Early Years Foundation Stage) consisting of our F1 (Nursery) and F2 (Reception) classes, children work towards achieving a 'Good Level of Development' ready to access the Year 1 curriculum.

In Key Stage 1 and Key Stage 2, children follow the National Curriculum. Staff use 'The Power of Reading' as the basis for our exciting topic-based curriculum as well as providing opportunities for our pupils to develop key life skills. Staff plan and prepare work together to ensure continuity and consistency across year groups and progression between year groups but also at the transition from one key stage to the next.

We aim to provide a wide range of balanced learning opportunities for all the children. Sometimes the whole class may work together whilst at other times children at a similar level may work in a small group. Children also frequently work individually or in pairs.

**We feel it is essential that the school curriculum should cater for individual interests, skills, abilities and needs and that we should never place a ceiling on individual achievement.**

We have a Computing Suite, as well as iPads for use in classrooms so that the children are given many opportunities to develop their Computing skills as well as use them across the curriculum. All classrooms are wireless and have Interactive Whiteboards to facilitate creative and exciting teaching and provide wider access to the internet and learning resources. We also have an **Accessibility Plan** and **Disability Equality Scheme** to ensure all children are included in every aspect of the curriculum whatever their needs.

### Religious Education (RE)

Religious Education is a compulsory subject in this country to be taught in all schools. Each day we have a non-denominational act of collective worship (assembly) and we try to make the children aware of the ideals of the Christian Religion and encourage them to be caring, helpful and tolerant to others and to have regard for the world about us. We also wish to encourage tolerance and

understanding of people of other faiths and help our children to appreciate and understand the customs of different cultures through carefully planned topics and visits to different places of worship.

Parents are entitled to withdraw their children from the daily act of collective worship and RE and should discuss the matter with the Headteacher.

### Personal, Social & Health Education (PSHE)

We have a Personal, Social and Health Education (PSHE) programme at Heygarth Primary School and it is a key element of the skills development for all the children. Included in this is our policy for Relationships & Sex Education.

### Relationships & Sex Education (RSE)

The Governors are responsible for deciding each school's individual policy towards Relationships & Sex Education and it has been agreed that this will be included in the planned programme for the delivery of Personal, Social & Health Education in line with the Local Authority's guidance.

Relationships & Sex Education will be delivered through the PSHE programme but will also have cross-curricular links and feed into other areas such as science, English, circle time and assemblies.

The staff will, however, answer any questions that children may ask honestly and with sensitivity to their individual needs. Our aim is to help provide the children with positive images of themselves and increase their self-esteem to give them confidence as they face the challenges of growing up.

In Year 5 & Year 6, the class teachers work with the children to tackle issues around puberty and emotional well-being and details of this will be shared with you at that time.

Parents are entitled to withdraw their children from Relationships & Sex Education lessons, except for the Science elements of the National Curriculum and would need to discuss this with the Headteacher.

The Governors are also responsible for ensuring that there is a policy for raising children's awareness and understanding about drugs and their dangers. This is also within the school's PSHE programme.

## SPECIAL EDUCATIONAL NEEDS

Some children are identified as having Special Educational Needs and/or Disabilities and we ensure that they have a planned Individual Education or Behaviour Plan designed to help meet those needs. This is provided for by the Learning Support Service and our own teachers and Teaching Assistants, either within the child's own classroom or in small groups withdrawn for a particular purpose. If you have any worries or complaints about the SEN&D provision, please come in to talk to your child's class teacher, Miss E Owen, who is the SEN&D Co-ordinator, Miss L Blake, who oversees SEN&D in EYFS, or the Headteacher.

Miss Owen assists the teachers in monitoring the progress of children identified with Special Education Needs and/or Disabilities and reviewing and assessing the children's changing needs, in accordance with the SEN&D Code of Practice. She attends relevant training to keep up-to-date with current practice and keeps all staff fully informed.

We also have a Governor, Miss Holly Cottrell, with 'Special Educational Needs & Disabilities' responsibility who keeps abreast of developments and liaises with Miss Owen to ensure our provision is monitored and its success evaluated. The Headteacher also reports to the Governors at their termly meeting about the progress of the children with Special Educational Needs.

Please also see the SEN&D Information Report and policy on the school's website.

## SAFEGUARDING / CHILD PROTECTION

All children have a fundamental right to be protected from any form of abuse and it is our duty to protect the children in our care. We do have occasions when allegations or disclosures are made and we are **obliged to follow the agreed Local Safeguarding Board's procedures for dealing with such issues.**

Parents will be notified and Social Services consulted and/or informed. This can sometimes cause distress to parents/carers, but it is important that children are taken seriously, believed and protected. All such matters are kept confidential and only shared on a "need to know" basis. Parents need to feel confident that the school does not make judgments in such cases and aims to maintain the relationship between home and school, whilst keeping the well-being of the child at the forefront of our minds. All staff and volunteers at the school have been DBS checked and we follow the Local Authority guidelines for 'Safer Recruitment' when appointing new staff.

Mrs Beamish, the Headteacher, is the Senior Designated Person responsible for Child Protection at the school and Mr Lewis, the Deputy Headteacher, and Miss Blake, the Assistant Headteacher, will deputise in her absence.

## EXTRA-CURRICULAR ACTIVITIES

We aim to offer a range of after-school clubs for the Key Stage 1 & 2 children each year. This year we have included drama, karate, gymnastics, gardening, multi-sports netball and football. Clubs usually run for a period of about six weeks. There are also football matches against other Wirral schools for the older pupils. Lunchtime clubs include guitar.

Children are also encouraged to take part in local events such as Music and Art Festivals. Along with other local primary schools, we work closely with our neighbouring Secondary Schools to achieve a smooth transition for those pupils in Year 6 moving from Key Stage 2 to Key Stage 3.



## KIDS UNITED (HEYGARTH)

We are able to offer before and after school care through an outside provider - Kids United. Children are looked after on the school premises in a specially designed part of school located next to the school hall and with easy access to the school playground and to an internal play area. Kids United also run holiday clubs on the premises.

If you are interested, please ask for a leaflet at the school office or request an appointment with the club's manager, at any time, or telephone Kids United on: 07920 048498 or find further details on their website [www.jumpingjakes.co.uk/](http://www.jumpingjakes.co.uk/)



## Section 4

# Absence from School

## ILLNESS IN SCHOOL

Although we do the best we can, there is no comfortable, quiet place for children to rest in school therefore in cases where we suspect illness, parents are contacted.

**PLEASE MAKE SURE WE ALWAYS HAVE AN UP TO DATE EMERGENCY CONTACT NUMBER!**

If emergency details change e.g. mobile number, works telephone numbers or child minder, please let us know immediately.

Children who are ill with sickness and/or diarrhoea should stay away from school for at least 48 hours or until they have eaten a meal and had a good night sleep.



### First Aid

Cuts and grazes resulting from falls at playtime are dealt with by one of the qualified First Aiders on the staff. If your child receives a bump on the head, we will give them a note to bring home and we will phone you if there is any cause for concern. All staff are Emergency First Aid trained.

Children are expected to play outside at break-times and lunchtimes, except on wet days. Children returning after illness must be prepared to play outside unless there are exceptional circumstances, which will need to be discussed with the Headteacher or class teacher.

We do not routinely administer **MEDICINES** and request that parents try to accommodate this outside school unless there are exceptional circumstances. Should this be the case it can only be with the agreement of the Headteacher. There is a form in the office which would need to be completed.



## APPOINTMENTS DURING SCHOOL HOURS

Children who have appointments during school hours must be collected by a known adult. Please let us know in advance if you wish to take your child out during the school day. **It is important that you always sign your child in and out using our electronic system 'InVentry' so that we keep an accurate record at all times of children actually on the premises.**

If you need to take a child during lunchtimes, you must first come to the office. Office staff will then collect your child for you and sign them out of school.

## ABSENCE FROM SCHOOL

Since 1991 all schools have to keep detailed records of each child's attendance and punctuality. Unauthorised absences have to be reported annually.

For the 2021-2022 school year:-

The total number of registered pupils of compulsory school age on role for at least one session / half days was: 382

% of half days missed through authorised absence was: 5.1%

% of half days missed through unauthorised absence was: 1.0%

For the year 2021-2022, our whole school attendance was 93.9% which is below the National expectation of 96% however it is broadly in line with the national average for attendance of 93% (to be confirmed).

If your child is ill it is important to write a short note when he/she returns to school and contact us by phone on the first day of absence. If we do not hear from you then Mrs Harris or Mrs Randall will phone on the first day of absence to ascertain the reason for this for our records. We need to know the reasons why children are absent from school or we are obliged to include them as unauthorised.

## HOLIDAYS

The government does not allow parents to take children on holiday during term time unless there are exceptional circumstances. If you are considering taking your child out of school during the term for a family holiday, it is essential that a request is made in writing to the Headteacher, explaining why the holiday cannot be taken in the school holidays, giving plenty of notice. The Headteacher will decide if the holiday can be authorised, based on whether the reasons fit the criteria for 'exceptional circumstances' and also on the child's attendance.

You can be fined for taking your child on holiday during term time without the school's permission.

Holidays in term time are only allowed in exceptional circumstances.

**YOU MUST REQUEST PERMISSION FROM THE HEADTEACHER  
IN ADVANCE.**



## Section 5

# Your Child's Progress

## HOW PARENTS WILL BE INFORMED

The teachers are generally available to discuss individual children at the end of the school day. You are most welcome to call in or make an appointment to discuss your child's progress at any time during the year.

Information about the curriculum and what your child is learning is sent out to parents at the start of each new unit of work. This information is also available on our school website.

Formal targets are also given to you termly during Parents' Evenings and are reported upon at the end of the year in your child's annual written report. Parents' Evenings are generally in the autumn and spring terms. Your child's annual written report, which includes expectations of achievement for the year group and teachers will indicate your own child's achievements, is sent home during the summer term, at the end of the academic year. There is an option to make appointment to meet with your child's class teacher after you have received their written report, if you wish.

Should the teachers have any concerns about your child's progress, at any point during the year, they will ask to meet with you in order to discuss support strategies.

We keep records of children's work, both for our own use and to ensure continuity when the children transfer to secondary school. You are free to see these whenever you wish.

We regularly assess work and keep a record of each pupil's progress and attainment. This helps the teachers to plan appropriate work for your child and also informs the end of Key Stage Teacher Assessment, which will be reported to you individually at the end of Year 2 and Year 6.

Throughout the year we try to keep you up to date and well informed about your child's work and the events in school. We ask you to share in homework activities and to encourage your child to develop a good work ethic by reminding and supporting them. We update you about our expectations for your child's achievements and targets that are set for them.

We use SIMS InTouch to keep parents informed about events in school - please speak to Mrs Harris or Mrs Randall in the office if you have not yet signed up to this service.

These are some of the ways we share information with you:

- ~ Prospectus for new starters;
- ~ Information leaflet about topics to be covered and 'homework' sent home at the start of each new topic;
- ~ School website - [www.heygarth.wirral.sch.uk](http://www.heygarth.wirral.sch.uk)
- ~ Suggested activities to use with your child at home to support the work in school;
- ~ Home / School Reading Record Books;
- ~ On-going targets for achievement;
- ~ Parent / Teacher meetings - Parents' Evening;
- ~ End of year written report on progress and achievement;
- ~ Our open-door policy provides opportunities for parents to speak to teachers about concerns / worries, etc. at any time;
- ~ PSP (Pupil Support Plan) review meetings for children on SEN register;
- ~ Regular newsletters;
- ~ SIMS InTouch.

### **STATUTORY ASSESSMENT**

At the end of Foundation 2 (Reception), children are assessed against National Expectations and their achievement is reported to parents as 'Emerging' (working towards National Expectations) or 'Expected' (working at National Expectations).

In Year 1, children's phonics skills are assessed in the 'Year 1 Phonics Screening Check' and you will be informed of how your child performed against the National expected standard.

In Year 4, children's multiplication tables knowledge is checked in the Multiplication Tables Check and a score out of 25 is reported.

Towards the end of Year 2 and Year 6, your child will be formally assessed against National Standards using SATs and you will be provided with details of how well your child has achieved against National Expectations. We are also required to present the overall results of the school and the tables included show the percentage of our Year 2 and Year 6 children that achieved given levels in the core subjects.

## SECONDARY SCHOOL PROVISION

Year 6 children have the opportunity to sit the 11+ selection examinations if they wish to be considered for a place at one of Wirral's Grammar Schools. Children who do not wish to go to Grammar School do not need to sit these exams.

No primary school automatically feeds its children into a specific secondary school. Parents have the choice as to which secondary school they wish to apply for their child to attend. Each secondary school then has its own admissions policy, most of which take into account the distance between the school and the child's home address, for allocating places.

Meetings are held in school late in the summer term or early in the autumn term to provide information regarding transition from Year 6 to secondary school for parents of Year 6 children.

Our Year 6 pupils from 2021-2022 went to the following secondary schools:

Birkenhead High School Academy for Girls - 1 pupil

Caldy Grange Grammar School - 1 pupil

Coop Academy Bebington - 1 pupil

Prenton High School for Girls - 1 pupil

Neston High School - 1 pupil

South Wirral High School - 47 pupils

The Observatory School - 1 pupil

Wirral Grammar School for Girls - 7 pupils

Woodchurch High School - 1 pupil



## Section 6

# How Parents Can Help

## HOME / SCHOOL AGREEMENT

At Heygarth Primary School, we have a Home School Agreement in place. All new parents are asked to sign it and work with us to keep the agreement.



## PARENTS AS VOLUNTEERS

Many Parents like to help in **school** and we welcome them warmly. They help with a variety of activities depending upon their personal interests and talents and the staff value their support very highly. If you feel you could spare some time each week on a regular basis, please talk to your child's class teacher. Grandparents do often find themselves with time to spare and the children can benefit enormously from their involvement. We ask that volunteers do not work in the same year group that their child/grandchild is in.

**All volunteers are required to undergo an enhanced DBS check before they are allowed to work in school and sign a 'Volunteer Agreement'.**

## PARENTS AS EDUCATORS AT HOME

Parents can also help **at home** by sharing any activities brought home by the children from school. This may involve sharing books, reading stories together learning the important 'High Frequency Words' and sharing maths activities. Occasionally it might be a work sheet to complement their work in the classroom. Workshops in phonics, English and mathematics are offered to explain how we teach your children and to provide you with homework activities to share with your child. Visiting libraries, museums and other places of interest are also valuable.

Each term the teachers set targets for the children to work on and we value your support with these.



## FRIENDS OF HEYGARTH

'Friends of Heygarth' is the Parent Teacher Association (PTA) for Heygarth Primary School but they are also a Registered Charity. All parents are automatically members and are most welcome to share their ideas at the meetings. There is a group of hard working, supportive people who hold regular fund raising events to support the purchase of extra items for both schools for the benefit of all the children.

Our current Chair of 'Friends of Heygarth' is Amanda Bradbury, our Vice Chair is Jo Pires, our Secretary is Rhiannon Lucas and our Treasurer is Kylie Hughes.

Anyone who is interested in becoming involved should ask for more information from one of our 'Friends of Heygarth' members, your child's class teacher or at the school office. They also have their own group 'Friends of Heygarth' on Facebook or you can email them: [friendsofheygarth@gmail.com](mailto:friendsofheygarth@gmail.com)

## EDUCATIONAL VISITS - CHARGING POLICY

During the school year, the children's educational experiences are enriched through visits to school from actors, artists, musicians etc. We also arrange visits to places of interest as part of the planned topic work.

We appreciate that all these things can be expensive and we try to keep costs to a minimum. However, we do rely on the voluntary contributions from parents in order to fund these activities. No child is ever excluded because their parents are unable to contribute.

## Section 7

# Rules & Regulations

## BEHAVIOUR MANAGEMENT

We are committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. As members of our community, we adhere to the values of being: **'Ready, Respectful and Safe.'**

We ask for your co-operation in enforcing these expectations.

<b>Our Expectations</b>	<b>Visible Consistencies</b>	<b>Over and Above Recognition</b>
<ol style="list-style-type: none"> <li>1. Be Ready</li> <li>2. Be Respectful</li> <li>3. Be Safe</li> </ol>	<ol style="list-style-type: none"> <li>1. Daily meet and greet</li> <li>2. Persistently catching children doing the right thing</li> <li>3. Picking up on children who are failing to meet expectations</li> <li>4. Accompanying children to the playground at the end of every day</li> <li>5. Praising in public (PIP), Reprimanding in private (RIP)</li> <li>6. Consistent language</li> </ol>	<ol style="list-style-type: none"> <li>1. Verbal praise</li> <li>2. Recognition boards</li> <li>3. Notes home</li> <li>4. 'Star of the Week' Certificates</li> <li>5. Phone call/text home</li> <li>6. Show work to another adults</li> <li>7. SLT praise</li> <li>8. Headteacher Award</li> </ol> <p>(F1 &amp; F2 have a separate behaviour system)</p>

### **Behaviour Pathway**

Reminder

Warning

Time Out

Follow up / Reparative Conversation

*If a senior member of staff needs to be part of the Follow-up / Reparative Conversation the following may apply:*

Sent to / Send for SLT member

Sent to / Send for AHT / DHT

Sent to / Send for HT

Parents phoned by member of staff

Parents phoned by SLT member

Parents phoned by AHT / DHT

Parents phoned by HT

Parents called to school for a meeting

Exclusion (Internal, Fixed Term, Permanent)



## SAFETY

We are careful to ensure that your children's safety is a priority to us in school. We are very conscious of potentially dangerous areas around school and activities that the children may be involved in. We do our best to eliminate the risks but with some issues we need your support.

Please do not allow your child to bring in toys, jewellery, large rucksacks or items of a precious nature. We need to be so careful that hazards are minimized.

## NO SMOKING POLICY

Smoking is not permitted in any part of the school premises or grounds, at any time or by any person, regardless of their status or business within the school.

## CAR PARK

All pedestrian access should be on the footpaths not the service road / car park. We teach the children about road safety and parents can help by supporting our efforts and following the rules.

### Walking to school

If you live close enough, walking is a good way of teaching your children road safety. As well as the obvious benefits of exercise, it can also be a good way of meeting other children and adults. If you need to use your car please be aware of the issues for neighbours and the safety of all our children. Please note that the school car park is reserved for staff and official visitors only and must not be used for dropping off/picking up children for health and safety reasons.

We have a 'School Travel Plan' which we have drawn up with pupils and parents in order to encourage children to walk or cycle to school. Children are welcome to cycle or 'scoot' to school and 'park' their bikes or scooters in the stands to the rear of school. Bikes/scooters must be 'walked' through the gates and to the back playground.



## COMPLAINTS PROCEDURE

Although we try to solve any problems that may arise quickly and informally within school, you may feel it necessary to take a complaint or concern to a higher authority. A complaints procedure exists for this purpose and a copy is available from the school office.

Please be assured that we always endeavor to do our best for your children whilst they are in our care.

In line with the 'Freedom of Information Act 2000', the school has a publications scheme which is available in school. In it we set out all the information that we undertake to make available to you which is organized into four broad topic areas:

1. School Prospectus;
2. Governors' documents;
3. Pupils and Curriculum;
4. School policies and other information related to the school.

Should you require any document or wish to view the scheme setting out all the available documentation, please contact the school secretary by telephone, fax, e-mail or letter marking any correspondence "PUBLICATION SCHEME REQUEST".

## GDPR

The Data Protection Officer is responsible for overseeing data protection within the School so if you do have any questions in this regard, please do contact them on the information below:

Data Protection Officer: Craig Stilwell  
Company: Judicium Consulting Ltd  
Address: 72 Cannon Street, London, EC4N 6AE  
Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)  
Telephone: 0203 326 9174

## Section 8

# Dates for your Diary



# HEYGARTH PRIMARY SCHOOL

## HOLIDAY DATES 2022-2023

### AUTUMN TERM 2022

**SCHOOL CLOSED** Thursday 1st September 2022 - Staff Development Day

**SCHOOL CLOSED** Friday 2<sup>nd</sup> September 2022 - Staff Development Day

**OPEN (PUPILS)** Monday 5<sup>th</sup> September 2022

**LAST DAY OF TERM** Friday 21<sup>st</sup> October 2022

**HALF TERM: Monday 24<sup>th</sup> October - Friday 28<sup>th</sup> October (inclusive)**

**OPEN** Monday 31<sup>st</sup> October 2022

**LAST DAY OF TERM** Friday 16<sup>th</sup> December 2022

**SCHOOL CLOSED** Monday 19<sup>th</sup> December 2022 - Staff Development Day

**SCHOOL CLOSED** Tuesday 20<sup>th</sup> December 2022 - Staff Development Day

### CHRISTMAS BREAK:

**Wednesday 21<sup>st</sup> December - Tuesday 3<sup>rd</sup> January 2023 (inclusive)**

### SPRING TERM 2023

**OPEN (PUPILS)** Wednesday 4<sup>th</sup> January 2023

**LAST DAY OF TERM** Friday 17<sup>th</sup> February 2023

**HALF TERM: Monday 20<sup>th</sup> February - Friday 24<sup>th</sup> February (inclusive)**

**OPEN** Monday 27<sup>th</sup> February 2023

**LAST DAY OF TERM** Friday 31<sup>st</sup> March 2023

**SPRING BREAK: Monday 3<sup>rd</sup> April - Friday 14<sup>th</sup> April (inclusive)**

### SUMMER TERM 2023

**OPEN** Monday 17<sup>th</sup> April 2023

**MAY BANK HOLIDAY** Monday 1<sup>st</sup> May 2023

**SCHOOL CLOSED** Thursday 4<sup>th</sup> May 2023 - Staff Development Day (Polling)

**LAST DAY OF TERM** Friday 26<sup>th</sup> May 2023

**HALF TERM: Monday 29<sup>th</sup> May - Friday 2<sup>nd</sup> June (inclusive)**

**OPEN** Monday 5<sup>th</sup> June 2023

**LAST DAY OF TERM** Thursday 20<sup>th</sup> July 2023

**SUMMER BREAK: Friday 21<sup>st</sup> July - Friday 1<sup>st</sup> September 2023 (inclusive)**

Autumn term begins Monday 4<sup>th</sup> September 2023