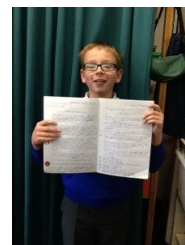




Additional Information

2015-16



Welcome

We hope that you will find this document helpful and that it will give you enough information to help you make your decision about your child's next school. Information is also available on our website at www.harveyroad.herts.sch.uk. We also produce a 'School Review' document that aims to inform parents of the successes and challenges we have had during the previous academic year. We hope you find this information of value.

Aims and Values at Harvey Road School

We are committed to promoting equality and celebrating diversity within the school and the wider community. In conjunction with parents and the community we will work hard to help children develop into confident, responsible and caring young people in an atmosphere of tolerance and mutual respect. We respect all members of our school community as individuals regardless of their race, religion, beliefs, disability, sexual orientation, family background, gender, age and ability.

To achieve this we will:

- Educate all our pupils about equality
- Work to promote positive attitudes to disability
- Promote gender equality in all aspects of school life
- Create an environment of respect and racial harmony
- Take account of differences and help to overcome any barriers to learning in order to promote achievement and fulfilment of all our pupils
- Comply with all relevant legislation
- Regard parents as an integral part of our community and involve them as much as possible in making learning an exciting and positive experience for all
- Celebrate cultural and spiritual diversities
- Ensure the school fosters a positive atmosphere of mutual respect and trust, in which all staff, pupils and their families feel affirmed, safe and unthreatened.

Admissions to Harvey Road Primary School

All admissions are initially made through Hertfordshire County Council (HCC). The school is responsible for the management of Nursery admissions while HCC are responsible for Primary admissions. Harvey Road has a single intake system for both Nursery and Reception, admitting all children in September, phasing them in during the first week. The standard admission number is 30 per class. If the school is over subscribed, the admission criteria will be applied. Up-to-date information about the criteria is contained on our website.

The School Day

Registration takes place at 8.55am. Any child arriving after 9.05am is recorded as late.

Reception and Key Stage 1

Mornings 8.55am – 12.00pm

Afternoons 1.15pm – 3.15pm

Key Stage 2

Mornings 8.55am – 12.15pm

Afternoons 1.15pm – 3.20pm

Children should start to arrive in school from 8.45am. We provide supervision on the Key Stage 2 playground from 8.45 am but expect all Key Stage 1 and Reception children to be supervised by a parent or carer until the bell goes at 8.55 am. Key Stage 1 children remain in their classroom at the end of the day, until the adult collecting them is visible to the teacher. Any child not collected is instructed to go to the school office, where they will be kept safely until an adult arrives to collect them.

Early Birds Breakfast Club

Our breakfast club starts at 7.45am every morning in term-time. More details can be obtained from the school office.

Shining Stars Club

Shining Stars is a club that runs from 12 noon to 3.15 and is only available to children at Harvey Road School's Nursery. This fee paying provision is run separately to the rest of the school with a maximum of 15 places available. For more information please contact either the office or the Shining Stars Club.

Organisation and Assessment

The school is one form entry. From the Foundation stage (Nursery and Reception), the children move into Key Stage 1 which encompasses Year 1 and 2 (Infants). The children then move on to Key Stage 2, which encompasses Years 3, 4, 5 and 6 (Juniors). All children are challenged to do the best they can. To achieve this they are regularly assessed with teacher's plans accurately identifying their learning needs. We firmly believe that if the level of challenge is equal to the level of support, then we will have a successful and thriving child. The partnership between parents and staff is therefore essential to ensure that this occurs.

Attendance

The Government has given clear guidelines to schools that absences which are not due to illness, medical or religious reasons should be automatically counted as unauthorised. Consequently, absences will only be authorised under extremely exceptional circumstances. Requests for absences will therefore be considered on an individual basis and must be submitted for the attention of the Headteacher.

Assemblies

We hold daily Collective Acts of Worship that are attended by all pupils and led by various members of staff or members of our local community. Each week there is an opportunity for pupils to share their work and once a year each class holds a Class Assembly to which parents are warmly invited. We often welcome visitors from different organisations to lead assemblies.

Religious Education

Religious education teaching is based upon the Herts Agreed Syllabus. Christianity forms the basis of work in all year groups along with the study of other major world religions. We welcome guest speakers in to our assemblies from all the major faiths. Parents are entitled to withdraw children from RE lessons and Acts of Collective Worship after consultation with the Headteacher.

Homework

The school uses a policy that has been jointly agreed with parents. Homework begins in the Foundation Stage with parents sharing a book with their child. This becomes more formalised as a child moves through the school, becoming almost daily in year 6 as children prepare for secondary school.

Home School Links

We believe that it is essential for home and school to maintain regular contact both formally and informally. Parent consultations are held in the Autumn Term. The annual report will be issued in the Spring Term which is followed by a second Parent Consultation. In the Summer Term, there will be a Celebration Evening at which the children will display their work for you to see while you will also have an opportunity to meet all the staff. Information evenings may be held during the year which will have a specific focus.

Parents are welcome to discuss their child's progress at any time during the year. We do ask that you make an appointment to see your child's teacher. The school has consulted with parents to form a Home School Agreement. This document is signed by the parents and the class teacher at the first Parent's Evening of the year and is available on our website.

Special Educational Needs

It is our approach at Harvey Road to enable all pupils to cope confidently with the many challenges they face while in school. We therefore endeavour to support children with a wide range of needs in such ways as:

- Teachers will frequently plan and assess work to ensure that it matches every single child's abilities
- When appropriate, intervention strategies may be organised to support a child or a group of children
- In a small number of cases the school may provide additional or specialist classroom support
- External consultants including educational psychologists may be asked to support particular children should it be required.

- Parents will be consulted and are actively encouraged to participate in supporting their child's progress
- School staff have regular training that reflects the changing needs of children
- The school is built on one level with no ramps or internal steps. There are disabled toilets available for children and adults

Our arrangements for special needs comply with the Special Needs Code of Practice 2014. Further information is available through the Hertfordshire County Council's web page at: <http://www.hertsdirect.org/services/healthsoc/childfam/specialneeds/educ/>

Sex and Relationships Education and Drugs Education

Both of these important subjects are approached in a sensitive and factual manner. They are an intrinsic part of our Personal, Social, Health Education syllabus and science curriculum. Sex Education seeks to address issues such as 'Where did I come from?' and 'Growing Up, Hygiene and Changing bodies'. Lessons can be taught by the class teacher but on occasions visitors, such as the school nurse or the Police, are invited in to talk to the children.

Music

Class music is taught weekly. For interested children, we also have peripatetic teachers who teach brass, piano, clarinet, flute, guitar, recorder and violin on a weekly basis for children in year 1 and above within school hours. There is a termly charge for these lessons. There are also opportunities throughout the year for the older children to join the school choir and/or orchestra which are run by our Music Leader. There are several occasions throughout the year when children perform in concerts and productions and children are encouraged to demonstrate their skills in weekly sharing assemblies. A trophy is awarded termly to the child who has made the most contribution to music in the school.

Sport

From Reception up, children are placed in one of four 'Houses', each of which is signified by a colour and name relating to the history of our local area. The Houses are used to group children for PE lessons but also provide opportunities for competitive sport within the school. This includes an annual sports day and swimming gala. Younger siblings join the same house and if a parent has previously attended the school we try to continue the connection if we can!

In addition to class lessons there are opportunities for older children to join sports clubs during lunchtimes and after school. The school pool is used in the second half of the summer term and children are encouraged to take distance and style awards. All children are encouraged to show any sporting certificates and trophies gained outside school in the weekly sharing assembly. A Sports trophy is awarded termly to the child who has made the most contribution to school sport.

Behaviour

Behaviour at Harvey Road School is outstanding. All staff and parents expect good behaviour from all children both within the school and our local area. Staff actively promote and encourage positive behaviour with various methods of praise and reward. In the event of misbehaviour a child will be sanctioned according to the incident. In Key Stage 2 this may take the form of a playtime detention. In the event of serious or persistent poor behaviour, the school will seek further discussions with the child's parents. Each class devises its own set of classroom rules at the beginning of the year. The school's behaviour policy sets out guidelines and strategies in greater detail.

Excellent Progress

Every child is actively encouraged to do their best. Teachers offer a significant level of challenge, while at the same time providing a high level of support. To encourage children further, there are Headteacher awards, termly trophies in areas including Sports, Respecting others, Communication, Excellent Progress, Creativity and Music. There is also an Excellent Progress display board that celebrates children's successes.

School Council

Harvey Road has a School Council which is made up of two children from each class from Year 1 onwards who are annually elected by all the children in the school. They meet at regular intervals and are actively involved in making the school an even better place to learn.

Eco-Battlers

Children at Harvey Road School have established a working group who work to extend everyone's knowledge and understanding of local and global eco-issues. They have been successful in promoting recycling, saving energy and improving the overall quality of the school's environment.

Uniform

Each child is expected to wear school uniform and to maintain a neat and tidy appearance. We do ask that all items are clearly labelled and we encourage children to take responsibility for their own property. Second-hand uniform is available to view throughout the year, please see the office for more details. Jewellery of any kind, except gold or silver ear studs, must not be worn unless parents have written to the Headteacher requesting an item to be worn for religious reasons.

Available from the Beats School Uniform:

Cardigans, V-Neck or Crew-neck Sweatshirts (Royal Blue with school crest in Gold embroidery);
White polo shirts (with Embroidered school crest)
Baseball caps
T-shirts and Sweatshirts for PE (in House colours)
Book bag and PE bag

All other clothing as described below is available from Beats or high street chain stores:

Grey Trousers (boys);
Dark blue skirt, pinafore dress or trousers (girls);
Black or blue shoes
PE shorts (black) and jogging bottoms (royal blue)

School water bottles are available from the school office.

School Meals and Milk

Children have the daily choice of eating a school meal or bringing a packed lunch. School meals are prepared daily in the school kitchen and there is always a meat, vegetarian or jacket potato option every day. The current term's menus are available from the Office. If your child has a food allergy it is important to share that information quickly with your child's teacher and in writing to the school office. Cost of current school meals (2015/16): free for Key Stage 1, £2.15 per day for Key Stage 2.

Milk is provided for all Foundation Stage and Key Stage 1 children. At present this is provided free until the term in which the children are five. A small charge per term is then made if you would like your child to continue to have milk further up the school. Children also have their own water bottles and access to the water fountains in the cloakrooms at all times.

Safeguarding Children and School Security

The School has a commitment to safeguarding pupils, following guidance from the Local Authority and DfE. This is described in the Child Protection and Safeguarding Policy which is available from the School Office and via the School Website. It includes a commitment to safer recruitment.

All external doors are locked and are not accessible from the outside once the school day starts. If you are late, you will need to go to the main school office where you will be asked to sign your child in and then a member of staff will escort your child to class. The automated gates on Harvey Road are controlled from the school office via an intercom. The Bateman Road gate will be locked from 9.10am to 3pm. It will not be opened at any point during the school day.

Child Protection

Harvey Road School is rigorous in protecting children and young people as is required through the Children Act 1989 and 'Keeping Children Safe in Education Act' 2014. All members of staff are rigorously assessed prior to appointment while they also undergo regular training. All parent helpers who come in on a regular basis will be required to complete a DBS check as well as attending an annual safeguarding presentation given by the Headteacher.

Charging (See Charging Policy for further information)

No charges are made for activities during or after the school day except for peripatetic music and some club activities, provided by outside companies. We do, however, ask for payments to cover activities such as class outings and journeys, cookery and technology projects, visiting authors, theatre companies and musicians. We believe that such activities will broaden the curriculum experience for children. Payments are requested prior to the visit.

Complaints

In the vast majority of situations children and parents are able to reconcile differences of opinions amicably with the school. In the unlikely event that this occurs we encourage parents to speak quickly and directly to their child's class teacher. This almost always resolves the concern. Should it be necessary to take this matter further then parents should arrange to speak to the Headteacher. Should it be necessary, parents have the option of making a formal complaint, in writing, to the Governing Body through the Chair of Governors. Please see the Complaints policy on our website for more information.

Extra-curricular Activities

Various clubs are held at lunchtime and after school. Those led by class teachers are free, although on occasions parents may be asked to make a contribution towards equipment. Sport and music activities often involve transporting children to other schools and assistance from parents is requested. Some lunchtime and after school activities are led by visiting teachers who hire the school premises. A charge is made for these activities and monies are paid directly to these teachers - who are not employed by the school.

Parent Teacher Association (PTA)

All parents automatically become members of this registered charity when your child joins the school. It has two principal aims: to promote the spirit of community throughout the school and to raise valuable funds for the school. An Annual General Meeting is held at the beginning of the school year and a committee elected. The committee works in conjunction with two or more parents who are class representatives from each year group that organise social and fund raising events throughout the year. We are always looking for keen and eager parents to support our fantastic group. Please speak to the school office if you would like to be put in touch with the committee.

Governing Body

The governing body is very active throughout the school. Its purpose is to strategically support the Headteacher in developing the school yet further. It consists of local people (co-opted governors), one person who works within the parameters of the Local Authority, parent governors and staff governors. Each year the Governing Body publish the School Review. This document is a brief summary of the progress that Harvey Road School has made over the academic year. Parents are welcome to contact governors at any time during the school year.

Chair of Governors:

Rev. Miriam Mugan Co-opted Governor

Vice-Chair of Governors:

Mrs Belinda White Parent Governor

Governors

Mr N Rowlands Headteacher/Staff Governor

Vacant Staff Governor

Mr R Doughty LA Governor

Vacant Co-opted Governor

Mr L Fitzgerald Co-opted Governor

Mrs R Precey Co-opted Governor

Mr Tom Farrar Co-opted Governor

Mr J Cameron Parent Governor

Mr T Price Associate Governor

LEADERSHIP TEAM

Mr N Rowlands, Miss C Tustin, Mrs A Barcroft

TEACHING TEAM

Mrs L Edmunds, Ms L Garry, Mrs C Dunn, Mrs C Pennell, Mrs J Shillibeer,
Mrs C Adams, Mrs R Smith, Mrs J Telfer, Mrs Stevens, Mrs Palfreyman (SENCO)

ANCILLARY TEAM

School Business Manager	Mrs C Wallis
PA to Headteacher	Mrs N Boichat
Admin Assistant	Vacant

Nursery Nurse	Mrs M Garton
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Higher Level Teaching Assistants	Mrs P Rogers, Mrs J Gray, Miss C Lycett, Mrs C Smith
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Learning Support Assistants	Mrs T Ellis, Mrs V Scott, Miss L Bowyer, Mrs H Rider, Mrs Michael
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Site Manager	Mr T Molloy
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Senior Mealtime Supervisor	Mrs S Wildman
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Dates for the School Term and Holidays

Autumn Term 2015

Term Time: 3rd September to 18th December
(Autumn Half Term: 26th October to 30th October)

Spring Term 2016

Term Time: 5th January to 1st April
(Spring Half term: 15th February to 19th February)

Summer Term 2016

Term Time: 18th April to 21st July
(Half term: 30th May to 3rd June)

This information for the school year 2015 - 2016 was correct at the time of printing in September 2015.



HARVEY ROAD PRIMARY SCHOOL

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