



SEPTEMBER 2022

PARENT INFORMATION

Children return to school on Wednesday 7th September

Updated version : Friday afternoon collection times
corrected



Heathfield
PRIMARY SCHOOL

Part of the
Prince Albert
COMMUNITY TRUST



HEATHFIELD

PRIMARY SCHOOL

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Mission Statement

We will teach children to love and respect themselves by providing a safe, caring and happy environment where we embed our core values. A culture of kindness will be at the heart of all we do. We are united; both as a school and a community.

We will provide challenge and a range of purposeful experiences that will encourage children to take risks; building resilience in different ways. Opportunities will be provided where children can make positive decisions and develop inquisitive, healthy minds. Through our rounded curriculum, children will be successful, adaptable and confident, ready to face the challenges of an ever changing society. With hard work and courage, children will embark on a journey which will equip them to follow their dreams.

The education we provide will meet the needs of the whole child. Each child is an integral part of our Heathfield family.

OUR VALUES



HAPPY



HARDWORKING



COURAGEOUS



KIND

#HappyHardworkingCourageousKind

Learning time is precious

Calendar dates for Autumn Term 2022



Monday 5th September 2022 – Teacher Training Day

Tuesday 6th September 2022 – Teacher Training Day

Wednesday 7th September 2022 - Back to school for children with the exception of Reception children new to our school

Monday 12th September – New reception children start (mornings only)

Friday 21st October 2022 – Break up for half term (one week)

Monday 31st October 2022 – Back to school (autumn 2)

Friday 17th December - Break up for Christmas

Tuesday 4th January - Teacher training day

Wednesday 5th January - Back to school (spring 1)

Arrival and departure procedures:

- The doors to school open at **8:40am** and we operate a 10-minute window for children to get into school each morning.
- Registers are taken at **8:55am** and any child who is not in the classroom by this time, is late.
- **Late children** must enter school via the main school reception to receive their mark.
- The school day ends at **3:20pm**.

Gate opening times		
	GATE OPENS	GATE CLOSES
MORNING	8:35am	08:53am
AFTERNOON	3:17pm	3:27pm

FRIDAY Afternoon collection

Before lunch	12:00
After lunch	1:00

Children entitled to free school meals will be given a packed lunch to take home on Fridays if they leave at 12.

NURSERY session times Monday - Friday

Mornings	08:30 – 11:30
Afternoons	12:15-15:15
Full time	08:30-15:15



THE GOVERNMENT ARE ENFORCING INCREASED SANCTIONS FOR POOR ATTENDANCE AND PUNCTUALITY FROM SEPTEMBER.
IT IS VITAL THAT CHILDREN ARE IN SCHOOL (AND ON TIME) EVERYDAY. IF YOUR CHILD IS ILL, PLEASE CONTACT THE OFFICE AT THE EARLIEST OPPORTUNITY.
OFFICE OPENING HOURS: 8AM to 4:30PM MONDAY - FRIDAY

Contacting school:

Main office – 0121 4646474

Office email - enquiry@heathfld.bham.sch.uk

School uniform:

Uniform is an important part of our school identity. We want our pupils to wear it with pride and to understand that it represents that they are valued members of a special community.



There is no expectation from school for parents to provide stationery items for their child.

School will provide pens, pencils, rulers, glue sticks etc..

Bookbags should be in school every day.

Children should wear:

- Heathfield Primary sweatshirt/cardigan or royal blue jumper, sweatshirt or cardigan
- White polo shirt or white school shirt
- Grey trousers/shorts/skirt/pinafore
- Plain black or white hijab
- Blue summer dresses can be worn in the summer term
- Grey or white tights/socks
- Black school shoes
- Long hair should be tied back (boys and girls)

PE uniform:

Over the last 12 months, we have continued to allow children to come to school in their PE uniform on PE days. This has allowed for far more productive PE sessions, with no lost learning time whilst children get changed. It's also helped to limit any issues regarding spaces for changing and reduced the number of lost property items. However, in recent months, the number of children not wearing the correct kit increased significantly. Despite numerous reminders and conversations with individuals, children continue to look far less smart on these days.

The following kit will be compulsory on PE days:

- Plain black tracksuit bottoms (joggers), leggings, shorts or cycling shorts
- Plain white t-shirt, polo shirt, or Heathfield logo polo shirt
- Plain black hoodie or sweatshirt (if children do not have this, they should wear their royal blue school jumper).
- Suitable trainers must also be worn. These should be predominately black or white. We have also spoken to children about branded items and NO branding of any kind is permitted. Kits must be PLAIN.

We have specifically chosen a PE uniform that can be sourced at any supermarket to keep costs down for you. Please do not send your child in branded clothing.

We hope that you will agree that by ensuring our children are as smart on PE days as they are the rest of the week, we can continue to deliver high quality PE sessions and compete against other local schools with pride in our appearance.



Lunchtimes:

Our kitchen team provide delicious, nutritious hot meals every day. These are automatically free to any child in Reception, Y1 or Y2 as part of the universal free school meals initiative from the government.

Other children may also be eligible for a free school meal, as part of the pupil premium free school meals offer. If you think this applies to you, please contact our school office via enquiry@heathfld.bham.sch.uk for more information. All parents of Y3 children should request this check.

Dinners can be purchased at a cost of £2.25 per day (payable via ParentPay) Healthy packed lunches are also permitted for all pupils who do not wish to have a hot school dinner.

Snack time:

Children in Years 1-6 are permitted to bring a healthy snack, such as fruit, a cereal bar or squeeze yoghurt with them to school each day. Crisps, biscuits or sandwiches etc. are not appropriate for break time and will be taken away from your child.

We are a NUT-FREE school so no products containing nuts can be brought into school. *Sweets and chewing gum are also not permitted in school.*



Water bottles:

Children should also bring a water bottle – they have access to fresh, filtered water freely across the school day in all year groups.

Medicines and illness:

We are willing to help with asthma, allergies or long-term illnesses. Please ensure that you visit the school office and complete any relevant paperwork for medication to be administered during the school day.



It is vital that school are made aware of **any medical need** for your child so that we can support appropriately. Children with any medical need that requires medication e.g. an inhaler or EpiPen, **must** have medication in school and this **must be in date.**

If your child has been suffering from sickness and diarrhoea, please DO NOT bring them into school for at least 48 hours, until after the infection has cleared.



Parent and School Communication

As a trust, effective communication with our school communities is extremely important to us. From time to time we know that you may have queries or questions that you need to raise with school staff or the senior team. We understand that it is important for you to know when you should expect to receive a response.

We will aim to respond to parent enquiries as follows:

- *If you call the school and require a phone call back, we will endeavour to return your call within 24 hours.*
- *If you email your enquiry, we will endeavour to reply to your email within 48 hours of receipt.*
- *If you send in a written letter, we will endeavour to acknowledge receipt of the correspondence within 72 hours (unless an existing policy sets out an alternative timeframe).*

We hope that you will find these timeframes useful for your reference. They apply to the working day and are not applicable during holiday periods.

As ever, members of the staff team will always try to make themselves available to you in the morning and at the end of the day and in the first instance you should see your child's class teacher in order that they can assist you in a timely way. If you ever have an urgent concern, please make the school aware so that we can respond appropriately.

We politely remind you that we can only discuss your child with you and are not able to discuss or share information relating to any other pupil.

All contact details for the school are available via the school website.

No one knows your child better than you!

Our parent-partnership is an integral part of school life.



We pride ourselves on being available to listen to any queries, concerns or important information you need to share.

Our pastoral and inclusion teams are also on hand to provide advice, support and a listening ear when one is needed.

Friday afternoons:

Our school closes at 1pm to most children on Friday afternoons.

This is to allow for statutory PPA time for teachers and prevents children from having multiple teachers across the school week. It is an approach which has been used successfully for several years.

'Friday Club' is provided as provision for parents who are unable to collect their child at 1pm due to work or education commitments. The full criteria for eligibility is shown below:

- Both parents/ single parent working.
- Both parents/ single parent in full-time education.
- One parent working, one in full-time education.
- Children with EHCPs.
- SEND children who are on the SEN register with a specific, identified learning need (e.g: Hearing impairment).
- Children with Social Services or Family Support Worker involvement.
- Children with specific pastoral need as identified by school.
- There will be a small number of additional places that can also be used.
(If a problem arises, which means your child has to stay in school for a Friday afternoon then this will be by arrangement with the Head of School and the school must have at least 7 days' notice.)
- There is no charge for accessing Friday Club.

Please contact the school office to secure your child's place.

Tutoring:

We will be using Friday afternoons as an opportunity to provide tutoring for some pupils. This will be arranged by senior leaders, and you will be informed in advance.



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Email: enquiry@heathfld.bham.sch.uk

Twitter: [@heathfld](https://twitter.com/heathfld)

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