

# Heathmere



**Respect Resilience  
High Expectations**

**Always Learning**

[www.heathmereprimary.org](http://www.heathmereprimary.org)

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*Updated February 2017*

We offer you a warm welcome to Heathmere School and hope this will be the start of a rewarding partnership between our school and your family. Heathmere has gone through a time of significant change over recent years and we are glad that you are going to be a part of our journey.

**Our vision** is a school where all members of the school community work together so that children learn and achieve their full potential in a calm, safe and caring environment.

**Our mission is to:**

1. Establish a purposeful learning environment based on our school values of respect, resilience and high expectations, and by developing Heathmere as a Rights Respecting School.
2. Teach an interesting, creative and stimulating curriculum which engages and enthuses children and prepares them for a life of learning.
3. Be at the heart of the local community by involving parents, carers and the wider community in the school.
4. Continually improve by learning from each other, reflecting on what we do and being open to change and to new ideas.
5. Enable children to become active members of society who have high expectations for themselves and who are able to collaborate with other children and adults.

|   |                    |
|---|--------------------|
| <b>Head Teacher</b>                           | Miss Emma Lewis    |
| <b>Deputy Head</b>                            | Mr Ben Cooper      |
| <b>Assistant Head</b>                         | Mrs Cheryl Meyrick |
| <b>Assistant Head for Inclusion and SENCo</b> | Mrs Nana Kennedy   |

|                                |                      |
|--------------------------------|----------------------|
| <b>School Business Manager</b> | Mrs Satie Roy        |
| <b>Admin Assistant</b>         | Mrs Anita Scopes     |
| <b>Receptionist</b>            | Miss Keren Simonelli |

|  |                     |
|--|---------------------|
| <b>Place2Be School Project Manager</b> | Ms Iffat Shafiuddin |
| <b>Family Link Worker</b>              | Miss Emilia Misheva |

## Child Protection and Safeguarding

Safeguarding takes priority at Heathmere. The school has a duty of care to ensure children are not at risk of any harm. Discussions will always be held with parents/carers if your children say or do anything that causes concern.

Should the school suspect that a child has been harmed or is at risk from being harmed, this will be discussed with Wandsworth Children's Services who will then advise on what actions to take.

### Designated Safeguarding Leads

Miss Emma Lewis – Headteacher  
Mrs Nana Kennedy – Assistant Head for Inclusion  
Miss Emilia Misheva – Family Link worker

### Designated person for Looked After Children

Mrs Nana Kennedy – Assistant Head for Inclusion

If you have any safeguarding concerns about a child in the school, please speak to one of the staff members listed above. Further information about safeguarding and the relevant policies are available on the school's website. Paper copies of the school's child protection and safeguarding policy can be requested from the front office.

## School History

Heathmere School was built in 1957 to cater for the children in the newly-created Alton Estate in Roehampton. The separate infant and junior schools were amalgamated to create one school in 1990. The school is built on a hill, with rooms, playgrounds and gardens at different levels. The current head has been in post since January 2013.

## Organisation

Heathmere is a community school which caters for children from age 3 – 11 years and is arranged in classes as follows:

Early Years – Nursery and Reception  
Key Stage 1 – Year 1 and Year 2  
Key Stage 2 – Year 3, Year 4, Year 5 and Year 6

The school is organised into single year groups only. The size of the classes varies according to the intake. In the future there may be some mixed year group classes. Nursery provision is full time. Currently, the government pays for part time Nursery provision only and the school tops this up to full time.

## School Times

|                 | Nursery      | Reception    | Key Stage 1  | Key Stage 2  |
|-----------------|--------------|--------------|--------------|--------------|
| Arrive          | 8.50am       | 8.50am       | 8.50am       | 8.50am       |
| Morning         | 9.00am       | 9.00am       | 9.00am       | 9.00am       |
| Lunchtime       | 11.30 – 1.00 | 11.45 – 1.00 | 12.15 – 1.30 | 12.45 – 1.45 |
| School Finishes | 3.15pm       | 3.15pm       | 3.20pm       | 3.30pm       |

### **Start of the school day**

The playground is open from 8.45am and the classroom doors open at 8.50am. All children are expected to be inside and ready to learn by 9am.

### **Late arrivals**

Children are expected to arrive at school on time. Any child arriving late must report to the admin staff via the main front entrance. Parents are requested to sign in the late book, giving a reason for their child's late arrival.

### **Collecting children at the end of the day**

Early Years and Key Stage 1 children are handed over to the parent/carer by the class teacher, at the garden door of their classrooms.

Key Stage 2 children's parents/carers are asked to wait in the playground, where the children are dismissed by their teachers.

All parents/carers are requested to wait outside and not to enter the school premises without permission.

Please collect your children on time. If there is an emergency and you think you may be late, please let the school know immediately.

When your child starts at Heathmere, we will ask you which adults will be collecting them. For your child's safety, we will not allow them to go home with anyone who is not a named adult, unless you have contacted the school in advance to give your permission. Young children must be collected by an adult.

### **Attendance**

There are rewards for children who attend school every day and on time. Every day a child is absent from school is like tearing a page out of a book. The learning opportunities for that day have been missed so it is vital your children are at school.

The school liaises closely with the Education Welfare Officer (EWO) to monitor attendance and punctuality. If your child is not in school and we don't have a reason for the absence, it is likely that staff from the school will come to your house to find out why your children are not in school.

If your child is going to be absent from school, please notify us by 9am – you can leave a voice message on the school phone. Absences are authorised or unauthorised by the Headteacher.

It is against the law to take children out of school and on holiday during term time.

Any holidays or time abroad are always counted as unauthorised absence and you will be issued with a fine.

Should you need to collect your child early from school, e.g. for medical reasons, you will be expected to provide details of the appointment. We politely request that all routine appointments are scheduled for after school or holiday time.

### **Punctuality**

Children also do not like being late as it gives them a bad start to the day. You must ensure your child arrives at school at the correct time, and ready to start their learning by 9am. Children who are persistently late or who have poor attendance are at risk of falling behind on their learning. We ask that you also collect your child punctually at the end of the school day.

## Admission Arrangements

Heathmere Nursery applications are invited after your child's second birthday.

The following criteria are considered when admitting children to our Nursery:

Brothers/sisters of children currently on roll

Proximity of home address to school

Special social or medical needs, supported by the appropriate agencies

All applications to Heathmere Reception Classes must be made to Wandsworth Local Authority.

Applications for places in Key Stage 1 and Key Stage 2 during mid year must also be made via Wandsworth Local Authority.

## Induction meeting

Pupils who are offered a place mid year will receive notification from the Local Authority and will then be contacted by Heathmere admin staff to arrange an appointment to meet with the Headteacher. No child will be admitted without prior attendance at this meeting. This is to ensure that the best possible arrangements are in place to help your child and the school in the settling in process.

A parent has the right of appeal if Heathmere cannot offer a place.

## Secondary school transfer

The children transfer to the secondary stage of their education at the end of Year 6.

During the Autumn Term of Year 6 parents must apply to the Local Authority for a place for their child at a secondary school. In September, information booklets are sent home via your child. Application forms must be completed and returned either directly to the Local Authority or to the school.

## The Curriculum

### Early Years

The curriculum is divided into seven areas: 3 'Prime' areas and 4 'Specific' areas that focus on learning through play and developing the whole child. The children's progress through Nursery and Reception is recorded and assessed using 'Development Matters Stages' and 'Early Learning Goals'. We use observations, photographs, sample work and assessments to build a 'Learning Journey' profile.

| Prime areas                                | Specific areas             |
|--|----------------------------|
| Personal, Social and Emotional Development | Literacy                   |
| Physical Development                       | Maths                      |
| Communication and Language                 | Understanding of the World |
|  | Expressive Arts and Design |

### Key Stages 1 and 2

The curriculum is made up of the following subjects:

English, Maths, Computing, Science, Art, Design & Technology, Geography, History, Modern Foreign Language (MFL), Music, Physical Education (PE), Personal, Health, Social Education (PHSE)

Religious Education (RE) is a statutory requirement of the curriculum. However, parents have the right to withdraw their child on religious grounds. Such requests should be made in writing/or by meeting with the Headteacher.

### **Inclusion, Disability and Special Educational Needs (SEND)**

At Heathmere we aim to follow the three principles of inclusion from the National Curriculum. These are:

- Setting suitable learning challenges for all children
- Responding to a variety of learning needs including girls and boys, children with SEND, children with disabilities, children from all social and cultural backgrounds, children of different ethnic groups and children whose first language is not English.
- Overcoming possible barriers to learning

The SEND policy is available on the school's website, as is the school's SEND Information Report. Should you require a paper copy then please ask in the school office. If parents are concerned that their child may have special educational needs then please speak to our Special Educational Needs Coordinator. If the school has any concerns about your child, they will be discussed with you.

### **English as an Additional Language (EAL)**

At Heathmere we have a high number of pupils who speak English as an additional language. When such a child arrives, we assess the level of English and create a support package for the child as necessary to help them learn English.

### **Gifted and Talented (G&T)**

We are particularly alert to the identification of children who are exceptionally able in one or more areas and aim to meet their needs in a challenging and stimulating way. Should your child be Gifted and Talented, we will put in an additional support package to ensure their needs are being met.

### **School Uniform**

Children are expected to wear school uniform from Nursery. This includes black school shoes – trainers are not permitted.

### **Lost property**

A collection of lost property is stored in the main office. Please put your child's name on every item of clothing to avoid things becoming lost property.

### **Health & Safety**

Jewellery is not allowed in school except for small stud earrings for children with pierced ears. Children may wear a plain watch.

The school accepts no responsibility for any loss or damage.

### **Hair**

Please keep your child's hair neat and tidy – no hair extensions, wigs or hairpieces are allowed, except for medical reasons. Ideally, long hair should be tied back.

### **Sweets**

The school exerts a strict policy of not allowing sweets, chewing and bubble gum, crisps etc. in school. If these items are found they are confiscated until a parent/carer collects them.

### **Mobile phones**

Mobile phones should not be brought into school. Occasionally some older children may need a phone if they are travelling alone. The parents must liaise with the Headteacher if a child needs to bring their phone into school.

### **School meals**

Dinners are freshly prepared in our school kitchen and provide a healthy, balanced diet. There is always a choice of menu, including salads and a vegetarian dish. Please notify the admin team of any special dietary requirements your child requires.

All children in Reception, Year 1 and Year 2 are entitled to a free school meal. If your child is older and you are entitled to certain benefits, you will also be entitled to free school meals. Please ask in the office if you are not sure.

Your child may bring a packed lunch in a clearly named box. We have a packed lunch policy which gives parents guidance on what may be in the lunchboxes.

School meals must be paid for in advance, weekly on a Monday, half-termly or termly.

### **Fresh fruit**

The school provides fruit at morning playtimes for all children.

### **Breakfast Club**

Child care is provided from 7.45am until 8.45am. Breakfast is available from 7.45am – 8.30am at a cost of £2.00 per child per day. A range of hot and cold foods are provided. Please contact the office to arrange for your child to attend.

### **Health & Welfare**

Please let the school know of any health problem your child has which could affect their schooling, such as asthma, allergies, speech problems, hearing or vision problems, etc.

### **School Nurse**

Our school nurse visits regularly and monitors your child's health. We ask parents/carers to attend any health checks with the school nurse. If you have any concerns you can contact her via the school office or speak to the Family Link Worker.

### **Medicines**

Children who suffer from long term medical needs such as asthma, diabetes, sickle cell or epilepsy may need medicine during the school day. For these children, a care plan will be written with the support of the school nurse.

There may be other rare occasions where children need to take prescribed medication at school. It is always requested that prescribed medication is given at home, however where this is not possible, please speak to the school office.

If your child requires application of cream or lotion for medical reasons, please speak to the school office.

### **Contagious diseases**

The school is required to notify the Area Health Authority of any reported infectious diseases such as measles, whooping cough, chicken pox and mumps. Local Authority guidelines recommend that, following sickness and diarrhoea, your child must not return to school for 24 hours after the symptoms have stopped. Where the child has been particularly unwell with sickness and diarrhoea, a break of 48 hours is advised.

### **Place2Be**

Place2Be provides targeted children with a year-long counselling programme. If we think that your child would benefit from this, Iffat Shafiuddin, the school project manager for Place2Be will contact you and talk it through with you.

Place2Talk is open to children from Year 1 – Year 6. The children self-refer and are given a 15 minute slot one dinner time to talk with Iffat. You are asked to give your permission for this at the start of the year.

### **Parent Partnership**

We know that good links between home and school are extremely important for a child's education. Teachers are always available at the end of the school day if a query arises. It may be preferable to make an appointment to speak to the Headteacher or a member of staff if required.

Parent/teacher meetings are arranged each term to discuss your child's progress. Prior to the meeting in the Summer Term you will be sent your child's annual school report, to read, keep and discuss with the teacher if you wish.

We welcome any interest or help you can give the school, such as volunteer to hear readers, accompany school trips, etc.

### **Friends of Heathmere**

There is an active group of parents who support the school with events. If you are interested in getting involved then either speak to either Mr Cooper (Deputy Head) or one of the committee members.

### **Behaviour**

Our aim is to create a secure, happy environment in which all children, whatever their gender, ethnicity, culture, or social backgrounds, are able to develop to their maximum potential.

We do not tolerate physical violence, abusive language, racism, sexism or bullying in school. We aim to give the children skills they can use to resolve conflict without resorting to violence, and encourage them to come to adults with their problems. We expect that parents support us in this role.

The children are rewarded for good learning behaviour based on our school values of Respect, Resilience and High Expectations.

### **After school clubs**

There is a range of after school activities available for the children from Year 1 – Year 6 to attend. You will be notified which clubs there are at the start of every half-term. We request that once you sign up to a club, the children attend every week as the clubs are often heavily over-subscribed.

### **Roehampton R.O.C.K.S.**

There is an after school club that is run by an external provider until 6pm. Children from Heathmere attend alongside children from other local schools. If you are interested in your child attending then please contact the school office.

### **School assemblies**

Our school assemblies are important times in the day when the children can meet together, either as a whole school or in phases.

A 'Celebration Assembly' is held every Friday for Reception – Year 6. You will receive an invitation to attend if your child is getting a certificate.

Class assemblies are held on a Thursday, one per class throughout the year. Parents are welcome to attend.

### **School trips**

Visits to places of educational interest are an integral part of our curriculum and the children attend several trips every year. There are also a range of visitors who come into school to enrich the curriculum. School Journey is run at a residential centre for children in Year 6. Parents/carers are informed of details early in the school year and payment plans can be set up months in advance.

### **Charging Policy**

The school believes strongly in the value of educational trips during school time but does not have sufficient funds to subsidise every outing. Therefore, we have to seek voluntary contributions. While the payment for trips is voluntary, we will not be able to have trips if sufficient funds are not raised. On occasion, some of the older children may go on a 'treat trip'. The financial contribution for these trips is compulsory as they are non-educational.

Under the 1991 Education Act, schools are able to charge for certain activities such as individual or group music lessons.

If your child deliberately breaks or damages school property we may ask you for the cost of replacing or repairing the item.

### **Parent/Carer Code of Conduct**

At all times, we expect that adults and older siblings on our school site will behave in an acceptable manner and set a positive model of behaviour for the children. Any adult or sibling who behaves inappropriately risks being excluded from the school building and playgrounds.

On no occasion should parents/carers attempt to resolve an issue between their child and someone else's child by speaking directly to them. This is unacceptable and can be intimidating to children. If there is a problem, always speak directly to your child's class teacher who will try and resolve any issues.

Threatening or abusive behaviour to any member of staff will not be tolerated and will be reported to the appropriate authorities, which may lead to a ban from the school site.

### **Formal Complaints**

You can make a formal complaint to the Chair of Governors or to the Local Authority about the curriculum or any related matter. Further advice can be obtained from our school admin office and is also available on the school website.

### **And finally...**

We take your child's education very seriously at Heathmere. We understand the responsibility that we have to parents and children to make school a positive experience. If you ever have any concerns, please do not wait but instead speak to your child's teacher. They are always available at the end of the day. If you would like to speak to the head or deputy, please contact the school to arrange a meeting.

Alternatively, the head and deputy are usually in the playground before and after school.

You can also contact the head and deputy via email on:

[head@heathmere.wandsworth.sch.uk](mailto:head@heathmere.wandsworth.sch.uk)

[deputy@heathmere.wandsworth.sch.uk](mailto:deputy@heathmere.wandsworth.sch.uk)