

Heathmere



Respect Resilience
High Expectations

Always Learning

www.heathmereprimary.org

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Updated October 2020

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 joining the next 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 statement:

Always looking forward, Heathmere is an ambitious school that provides for our local community. We really know our pupils and have their interests, potential and emotional well-being at the heart of what we do. As a result, Heathmere pupils are confident, achieve their best, know how to improve and have a real appreciation of learning. This is rooted in love of reading. Our pupils are ambassadors for Roehampton their parents feel we get the best out of them.

Staff feel supported and valued, and we make it a priority to help them develop giving them a reason to stay at Heathmere. They learn from each other and through other opportunities and have a collective sense of care and ambition for the children who are always put first.

Our governors are a key part of the leadership of the school working collaboratively with the SLT. They ensure the school is the best it can be, that it has a sustainable and consistent approach to everything it does and they bring relevant skills to do this.

The long range strategic objectives for Heathmere 2020 – 2023 are:

Quality of Education: To develop a broad curriculum that delivers the highest possible educational outcomes for all children

Behaviour and Attitudes: To create a culture of ambition

Personal Development: To develop children's character, confidence and resilience through broadening their experiences

Leadership and Management: To have a sustainable and ambitious model of leadership

Key staff members:

Head Teacher	Miss Emma Lewis
Deputy Head	Mrs Alana Mitwali (on maternity leave from July 2020)
Assistant Head (Inclusion and SEND)	Mrs Nana Kennedy
Assistant Head (Literacy)	Miss Beatrice Durston
Chair of Governors	Mr Adrian Sia Lu
School Business Manager	Mrs Satie Roy
Admin Assistant	Mrs Anita Scopes
Receptionist	Mrs Judy Mensah
Place2Be School Project Manager	Ms Iffat Shafiuddin
Family Link Worker	Miss Tracey Green

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 be concerned that a child may have been harmed or is at risk from being harmed, this will be discussed with either the Education Safeguarding Advisor or Wandsworth Children's Services who will then advise on what actions to take. On some occasions, this conversation might take place before we speak to you.

Designated Safeguarding Leads

Miss Emma Lewis – Headteacher
Mrs Nana Kennedy – Assistant Head for Inclusion
Miss Tracey Green – 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.

Should the police come to your property while your children are present, the police will routinely contact the safeguarding lead at school to make them aware of the incident. There is no requirement for parents to agree to this information sharing. If you have any questions about this, please come and speak to one of the safeguarding leads in school.

The school will speak to you about issues that are causing concern. If you ever wish a minute taker to be present in any of these meetings, please let the school know and this will be arranged.

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. There have been significant improvements to the school site over the past few years and a major renovation of the celebration hall and dining area is currently being planned.

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 currently 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 offers 30 hours for children whose parents meet the criteria laid out by the government. In addition, the school is able to offer full time Nursery to children who meet the 'Vulnerable Children' criteria. Parents can pay £15.00 per day to top-up the Nursery to full time.

School Times

	Nursery	Reception	Key Stage 1	Key Stage 2
Gates open	8.45am			
Arrive	8.50am			
Morning	9.00am			
Lunchtime	11.30am – 1pm	11.45am – 1pm	12.15pm – 1.20pm	12.45pm – 1.45pm
School Finishes	Between 3.10pm and 3.25pm	Between 3.10pm and 3.25pm	Between 3.15pm and 3.25pm	Between 3.25pm and 3.30pm

Start of the school day

The playground is open from 8.45am. 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. Children do not like coming to school late so parents are expected to make every possible effort to get them to school on time.

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 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. It is vital for your child's learning that they are in school every day.

The school carefully monitors attendance and punctuality. A child's attendance should be over 95% for the year. Where attendance drops below 90%, the child is considered to be a 'persistent absentee'. If your child's attendance drops below 90%, or is at risk from dropping below 90%, you will be invited into school for a meeting.

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. If your child is not in school and there is no apparent reason for the absence, the staff from the school may come to your house to find out why your children are not in school.

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.

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

Please ask at the office if you would like to see a copy of the Nursery Admissions Policy.

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. For children arriving in Nursery and Reception, this will take the form of a home visit instead.

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'. The school uses a programme called 'Tapestry' to track the children's progress.

Prime areas	Specific areas
Personal, Social and Emotional Development Physical Development Communication and Language	Literacy Maths 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.

The children in all year groups have PATHS lessons (Promoting Alternative Thinking Strategies). This teaches children about how to manage their feelings.

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.

Most able children

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 demonstrate exceptional aptitude in a certain subject, additional support will be considered to ensure their needs are being met.

School Uniform

Children are expected to wear school uniform. 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 etc. in school. If these items are found they are confiscated and returned to a parent/carer.

Mobile phones

Mobile phones should not be brought into school. Occasionally some older children may need a phone if they are travelling alone on public transport. The parents must liaise with the Headteacher if a child needs to bring their phone into school. If your child brings a mobile phone to school, the school accepts no responsibility for its safe-keeping.

Social Media

It is politely requested that parents do not write about the school on social media. Photographs of other people's children should never be posted on social media. Parents of older children are also advised to be very aware of their children's social media use and monitor what messages and images are being shared. If you have any concerns or questions about this, please come and talk to any member of staff in the 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. Packed lunches are expected to be healthy and children are not allowed chocolate, sweets or crisps. On a Friday, children can bring a small treat such as a penguin bar or a packed of crisps. Sweets are never allowed.

Parents are requested not to give your child nuts in their lunchbox as there are children in school with a severe nut allergy.

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 from Nursery to Year 6.

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. 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. We ask parents/carers to attend any health checks with the school nurse. If you have any concerns, you can contact the school nurse via the school office or speak to the Family Link Worker.

Medicines

Children who suffer from long term medical needs such as asthma, diabetes 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. School is not able to administer any non-prescription medication.

Contagious diseases

Please see the Parental Guidance Booklet for unwell children.

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 take place termly.

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

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.

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 receiving a certificate.

Class assemblies are held on a Thursday, one per class throughout the year. Parents are invited 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 residential centres for children in both Year 5 and 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 a child. 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 Headteacher, 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 a copy of the complaints policy is 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 directly via email on:

head@heathmere.wandsworth.sch.uk