



An Introduction to Havelock Infant and Junior Schools

School Organisation

The Infant School can accommodate 270 children during the academic year who will be taught in 9 single age classes and the Junior School can accommodate 360 children taught in 12 single age classes. Priority is given to those children with sibling links and then to those who come from the immediate designated area as those determined by the Local Academy Board. Please see our admissions policy on the school website:

<http://www.havelockschools.org.uk/>

School Community

From September 2013 Havelock Infant and Junior Schools both converted to Academies and became part the multi-academy trust known as Pathfinder Schools. Our Trust consists of 10 local schools who are Havelock Infant School, Havelock Junior School, Loatlands Primary School, Rothwell Victoria Infant School, Rothwell Junior School, Rushton Primary School, Wilbarston C of E Primary School, Hawthorn Primary School, Naseby Church of England Primary Academy and Montsaye Academy who have come together to ensure the best education for the whole community.



In 2015 Havelock Infant and Junior Schools federated under one Local Academy Board and one Executive Head Teacher with 1 Deputy Head and 2 Assistant Heads working across both sites to run day to day procedures. This ensures a smooth learning journey for all the children whilst in their primary phase of education.

Starting school

In Northamptonshire, all children have the opportunity to start school in the Autumn Term after their fourth birthday. A fully structured transition schedule is planned to introduce children to school as part of induction for all children.

We're a Team!

At Havelock we see ourselves as part of a team working together to create a happy and secure learning environment for all children. As parents you are a vital part of that team. Home school liaison is essential if we are to help your children become confident, keen learners.



School times



Reception: Morning Session 8.50am - 12.15pm
Key Stage 1: Morning Session 8.50am - 12.00pm
Key Stage 2: Morning Session 8.45am – 11.50pm

Afternoon Session 1.30pm - 3.20pm
Afternoon Session 1.00pm - 3.20pm
Afternoon Session 12.50pm – 3.15pm

Children should enter the Junior School from 8.45am and the Infant School from 8.50am; it is important that you stay with your children until they are handed over to a class teacher to ensure they arrive in school safely. The only exception to this is in years 5 and 6 where your children may come to school and walk home alone as long as the office have received your permission for them to do so. Parents are requested not to return with their children until at least 12.50pm if their children go home at mid-day.

Attendance

Attending regularly is crucial to help ensure children make progress. Learning is built over time and reinforced and recalled frequently for it to be committed to long memory. When children have irregular attendance, they are not able to revisit areas frequently and can develop large in their understanding and knowledge. We understand that children get ill or that you may have special circumstances where you will need to remove your child from school, however this should be kept to a minimum. Please inform the school office as soon as you know they will not be in school and we will keep the necessary records. As an academy, we do not authorise term time holidays or social days out and strongly encourage parents to make any such plans during the allocated holidays throughout the year. If you require a leave of absence during term time for exceptional circumstances we will ask you to complete a 'Request for leave of absence' form – which is collected from the office.

Attendance is monitored regularly and there is always support available to help if you have any concerns regarding attendance. Staff will contact parents if they are concerned about attendance levels and look at ways of working together to increase this again in order for children to be able to make maximum progress. This will start with our family link worker or a Senior Leader but if this initial support does not see an increase we will ask for further support from our Independent Education Welfare Advisor. A copy of Pathfinder Schools Attendance and Punctuality Policy can be found on our school website.

Behaviour



Our aim is to provide a happy, safe, secure and caring environment. Building trusting and respectful relationships are fundamental to this process. Children are expected at all times to behave in a socially acceptable manner and keep our three school responsibilities of being ready, being respectful and being safe. We promote and encourage these through our behaviour systems which focus on recognising the positive behaviour and addressing any concerns through discussion and reflection. Should a child's behaviour fall below the expected standard then appropriate action will be decided upon in line with our behaviour policy which can be found on our website. At Havelock Schools we develop children to be lifelong learners and emphasise learning behaviours through our Havelock Learner model. A Havelock Learner is Reflective, Resilient and Responsible. Through class time and assemblies, we work with all our pupils to explore what these qualities mean and how each one will help support them to become a lifelong learner.

Inclusion

We aim to provide many and varied opportunities for every child regardless of physical ability, interest, gender, social, religious and cultural background to participate fully in all experiences and activities, to make progress, achieve their potential and to be treated with respect. We encourage you to come and talk to us if your child may need any additional support in any particular areas.

Special Needs

There is sufficient flexibility in our curriculum for most children to receive an education appropriate to their needs. Children with specific needs are carefully assessed and given the appropriate attention to ascertain the specific support that they may need. If there is a need, beyond the ordinary day-to-day classroom routine, parents will be consulted prior to the school requesting specialised help. We have a designated SENDCo working across both schools who is highly knowledgeable and skilled in supporting children with additional needs. Once again if you feel your child has specific needs please come and talk to us.

Home School Liaison

Liaison is of the utmost importance before your child starts and as they continue on their school journey. We have close contact with the local nurseries and playgroups in order to ensure smooth transition to school at 4+. Staff across Havelock Schools work together in all aspects to ensure when moving to the Junior school from the Infant school it is smooth and supported. As children reach the end of their primary journey, we work closely with the secondary schools selected by parents to transfer information about each child. Visits by staff and pupils take place in order to ensure smooth transfers when moving schools.

A positive contact between home and school is considered to be of vital importance. Staff are available in the mornings and at the end of the day for informal discussions and to provide reassurance and a welcoming face.

Parents who feel that they wish to consult with the school over any matters of mutual concern are invited to contact the school and to make an appointment to see the class teacher if they require a longer discussion.

Home School Agreement

Once children are registered at school, all parents are asked to sign a Home-School Agreement, the aim of which is to formalise a working partnership between the home and the school for the benefit of each child.

Parent Code of Conduct

This is in place to ensure there is a shared understanding of our roles in supporting children's learning.

Open Days

The school holds two Open Days a year. One in the Autumn Term, and the other during the Spring or Summer Term. On these days, the school is open to the community. Parents/carers are invited into school to participate in a range of activities.

Open Evenings

Formal Open Evenings are also held twice a year - in the Autumn and Spring terms - when parents are specifically invited to discuss their child's progress and achievements. Parents are also given the opportunity to request a meeting to discuss their child's end of year report in the Summer term.

Foundation Stage Profile



The Foundation Stage Profile is reported to the Local Authority for all Reception children at the end of the Foundation Stage (their first year in this school). The results are based on observations and assessments and are shared with parents in the child's July report.

Year 1 Phonics Screening Check

All Year 1 children are required to take a phonics screening whereby they read a list of both real and pseudo words. The results are reported to parents in the children's July report. This is conducted 1:1 with their class teacher and gives an indication on each child's grasp of phonics after their first two years. If a child needs further support with their gain of phonic knowledge to support their early reading and writing, they will continue to follow our phonics scheme into Year 2 and repeat the screening at the end of Year 2.

Teacher Assessment at the end of Key Stage 1

At the end of Key Stage 1 (Year 2), teachers summarise their judgements for each child, based upon an appropriate range of evidence from work done in class alongside standardised tests in reading and mathematics.

Year 4 Multiplications Times Tables Check

In June of each year all year 4 pupils complete a short online check of multiplications facts up to 12x12. They are assessed on their ability to recall at speed their times table facts.

Teacher Assessment at the end of Key Stage 2

At the end of Key Stage 2 (Year 6) all pupils are required to sit tests in reading, mathematics, spelling and grammar in order to assess their attainment. Teachers use evidence gained throughout the year in order to assess the children's attainment in writing. This information is shared with secondary schools and reported in the end of year reports.

Home Learning: Helping your child at home

The children take home reading books every night which are changed according to their phonics reading timetable during the week. Home learning activities also go home each week (on a Thursday) relative to their age and understanding. We ask you to read with your child as often as possible, preferably every night, and talk to them about what they have read. We monitor this carefully and will contact you if we have concerns about reading and completing home learning. It is also helpful to encourage your children to write and draw at home little and often. From time to time children may be asked to follow up information or to bring artefacts to school

to help with the curriculum content. Staff may also request support from parents to help their children at home should any special need arise.

The following suggestions may help you when helping with your child's education:

- Talk to your child about what they have been learning at school
- Spend a little time with them each day talking about what interests them
- Read with them for a few minutes each evening
- Encourage them to eat healthily
- Ensure they go to bed at a reasonable time, it is difficult to learn when you are tired
- Go on visits to places of interest such as parks, museums and libraries
- Encourage them to read, write and draw as much as possible
- Ensure they come to school on time
- Use our website <http://havelockschools.org.uk/> to support learning - there are lots of useful links to websites and videos to support you.



Knowledge Organisers

Each term you will be able to see what your children are learning from accessing the knowledge organisers on the class Teams pages. These give you an overview of the key knowledge being delivered so you are able to discuss this with them. Children also refer to these during lessons and have copies in their books.

Clubs

The school runs a variety of clubs to enhance the curriculum. There is an additional charge as they are run by outside providers.



Clothing

Parents are requested to dress their children in sensible and suitable clothing. Whilst the wearing of a school uniform is not compulsory; Havelock Schools have received overwhelming support from parents for adopting a policy of encouraging children to wear the following items of clothing:



Burgundy sweatshirt/ jumper/cardigan, white/burgundy polo shirt
Grey/black skirt/trousers
Sports Kit: burgundy/black shorts/white t-shirt/trainers
Sensible shoes in black, grey or brown

Uniform is available online through Karl Sports: www.karlsportsclothing.co.uk for fleeces, sweatshirts, cardigans, polo shirts, hats, book bags, PE shorts and t shirts. P.E. bags are available to order through School Money. Second hand uniform is also available on request. Children come in PE kit on their PE days, please wear trainers, joggers/leggings/shorts (weather dependant) and school sweatshirt/cardigan over a t-shirt. The children have at least one outdoor session a week.

For reasons of health and safety, and in line with our schools' policy, we ask your children not to wear jewellery to school; watches may be worn as the children move into the Junior School. If it is necessary to wear earrings only studs should be worn at school to reduce the likelihood of accidents. If you are getting your child's ears pierced please aim to do this at the beginning of the summer holidays.

No jewellery is to be worn for any activities involving physical education and **must** be removed for P.E. We ask that you do this before your child comes to school on those days. This is for your child's safety and we thank you for your support with this matter.

Please note: that **ALL** items of clothing must be clearly marked with the child's name.

School Milk



Children starting in Reception are automatically registered for milk free of charge which will continue until they turn 5. After this point you will need to register your child with “Cool Milk” for your child to continue having milk at the Infant School. Those eligible for universal credit are entitled to free milk for the duration of their child’s time at the Infant School. Please see the office for further details

Mid-day Lunch Break

All school lunches are provided by abm catering and can be ordered through “School Money”. Infant aged children are eligible for Universal Free School Meals and will be provided a lunch at school free of charge. Key Stage 2 parents can purchase a school lunch each day or can receive them free of charge if they are in receipt of certain benefits.



If your child is bringing a packed lunch this should be in a container clearly marked with their name and class. Drinks should be in plastic containers provided with a cup or straw.

Over the lunchtime period the children are in the care of Lunchtime Supervisors who are responsible for the safety and wellbeing of all the children both in the dining area and the playground.

As a school we encourage all children to eat and drink healthily. Please help to reinforce this by ensuring that if your child brings a packed lunch they bring healthy foods for lunch and no fizzy drinks and sweets. All infant aged children are provided with free fruit during the morning and encouraged to drink water at regular intervals throughout the day. Junior School children are encouraged to bring a healthy snack for mid-morning break which should be fruit or a cereal bar for example. All children have access to fresh chilled water throughout the day and are asked to provide their own water bottle.

Parent Helpers

If you are able to spare us some time it is to the benefit of all if this enthusiasm can be utilised. There are always a wide range of activities that parents can assist with in school. Any parent who wishes to volunteer their services in this way are asked to contact the School Office, where you will be asked to complete a Disclosure and Barring Service check. Upon completion we will endeavour to find a role in our school. Please speak to the office if you would like to volunteer.

Havelock Helping Hands Parents Association

The school has a very successful Parents Association (HHH) and during the year many social and fundraising activities are organised. All parents are eligible to join the committee and new ideas are always welcome. The committee meet on average once each half term at school. If you would like more information please contact the school office.

Pupil Welfare

Any pupil who becomes ill or has an accident during the course of the day will, of course, receive attention from the staff. Parents are always contacted should it be felt that the child needs to go home or if further treatment is thought to be necessary. The school has members of staff trained as first aiders working throughout the school. It is important, therefore, that the school has up-to-date information with respect to home address, telephone numbers and emergency contacts for at least 2 people. Medicines should be brought to school by parents and a medical consent form completed in order for staff to administer this. If a child is well enough to attend school, but needs to complete a course of medicine, please contact the school office.

Personal Accident to Pupils

The schools are covered for personal accident and travel insurance when the children are taking part in school trips. If you would like further details they are available on request from the school office. The school cannot legally insure personal injury to pupils in who they do not have an insurable interest. Parents

can of course affect their own personal accident policy to cover incidents of pure accident whilst pupils are in school.

Access

The physical facilities at the school include adapted toilets and ramps, enabling independent access. There is also sufficient flexibility in the layout of our premises to enable us to cater for the needs of most children. Children with specific needs are carefully assessed, and in negotiation with parents and the Local Authority, a decision is made as to whether the appropriate facilities and resources available will enable the school to meet their particular requirements. The school, also, has an ongoing action plan to address any barriers of access, either to the premises or the curriculum. In line with current legislation the schools' equality policy is available on the school website.

Safety and Security

The safety of children entering or leaving school is of paramount importance. Parents are requested to respect the yellow zig-zag lines and not to park their cars close to the school entrances. Please walk if at all possible. Parents are invited to come into the playground or to wait inside the school gates for their children to avoid blocking the pavement and forcing people to step on to the road. School gates are opened at 3.10pm and 3.15pm.

Once in school all external doors are secured and remain closed during lessons. Playground doors are open during break and lunchtimes and on other occasions when children are outside. To gain entry to the school, visitors need to report to the main offices.

Relationships, Sex and Health Education

At Havelock Infant and Junior Schools, we follow the statutory guidance in teaching children about relationships and health education. Sex education is covered as a separate subject in Year 6 and any content relating to this is shared with parents in advance of the teaching. We also cover protective behaviours in our teaching so children understand how to keep themselves safe. For further information please see our RSHE policy.

Safeguarding



We are committed to ensuring the welfare and safety of all children in our schools. All North Northamptonshire schools, including Havelock Infant and Junior Schools, follow the national guidance on keeping children safe in education. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the

Police without parental knowledge (in accordance with safeguarding procedures). The school will, of course, always aim to maintain a positive relationship with all parents. Our safeguarding policy is available on request.

Photography

Where possible we will give you the chance to take individual photos of your own children at appropriate points at school events. These are to be used for personal use only and must not be shared on any form of social media. Photographs of school events used on our website and social media that are taken by the school are consented to by our school permissions procedure that you as parents complete at the start of the year.

No Smoking Policy – including E Cigarettes

The school operates a no smoking policy within the school grounds at all times. Parents and friends, as well as staff, are requested to abide by this policy which is aimed at providing a healthier environment for all staff and especially the children in our care.

Local Academy Board.

The Local Academy Board of Havelock Schools' supports the school to fulfil its statutory duties. They meet each half term to help shape the vision and direction of the school and challenge and support as necessary in order to allow the best possible education for the children of Desborough. For further information please see our website. <http://www.havelockschools.org.uk/>

Consideration of Complaints

Head Teachers, school staff and Trust Boards in North Northamptonshire are committed to maintaining a positive partnership with parents. Sometimes things happen which make children or parents unhappy. It is important that parents and carers feel able to raise concerns and do this in the best way. Please see our website for the complaints policy.

Pathfinder Schools Trust Policy for Charges on School Activities

Under the section of the Education Reform Act 1988 that relates to charging we do not at present intend to charge for any activity undertaken by the pupils during school hours.

All activities which require financing over and above those catered for within the general budget, will be provided for through voluntary contributions from parents and/or through subsidies issued through the School Fund.

Voluntary contributions will, in all circumstances, be invited through letters to parents as the need arises.

For activities arranged in school time, no child whose parent is unable, or unwilling to pay, will be treated differently from the rest. All parents will be informed that unless adequate voluntary support is forthcoming on each occasion the activity concerned may not proceed.

The Freedom of Information Act 2000

The Freedom of Information Act requires public funded bodies, including schools, to be clear about the information that they publish, including Special Needs. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. Please ask at the school office to see the scheme or to be provided with a copy.

Open Access to Records

Pathfinder Schools has a policy of schools keeping Pupil Profiles and records. As children are admitted to school we open a Local Authority Folder-File. The folder, which will be added to and reviewed annually, will also be passed to the child's next school, including secondary level.

The folder will hold the following information:-

1. Name, address, date of birth, medical information
2. Information concerning the child's personal circumstances.
3. Reports and Records of the child's achievements.

Please note that it is Pathfinder Schools' policy to provide Open Access to all Records of employees and pupils. Parents may therefore, if they wish, ask to see their children's records by appointment with the Head Teacher. Records will be confidential to all except those who have a rightful access to them.

Public Access to Documents and Information in Pathfinder Schools

Regulations 5 and 6 on the 1981 Information and Regulations require Head Teachers to make available the items listed below and to contain provision about access to up to date copies of the relevant documentation.

- The statement of curriculum policy and, where it exists, the Governing Body's statement of curriculum aims
- Any statutory instruments (including statutory orders for the National Curriculum subjects), circulars and administration memoranda relating to the powers and duties under Chapter 1 of the Education Reform Act (The Curriculum) which are sent to schools by the Department
- Any published HMI reports which expressly refer to the school
- Any schemes of work currently used by the teachers in the school
- Any syllabuses followed whether for public examination or otherwise
- A full copy of the arrangements for the consideration of complaints about the school curriculum made by the LA and approved by the Secretary of State under Section 23 of the Education Reform Act
- The LA's agreed syllabus for RE
- In the case of voluntary schools, a copy of the trust deed which governs the provision of RE and other written statements which may have been prepared about arrangements for RE including any syllabus in use in the school.

Thank you for taking the time to read this information. Should you require any further information about the school please check our website or get in touch with the school office.