



Introduction to the Havelock Schools - Desborough

School Organisation

The Infant School will accommodate approximately 260 children during the academic year 2017-2018 who will be taught in 9 classes and the Junior School approximately 330 children who will be taught in 12 classes. Priority is given to those children with sibling links and then to those who come from the immediate designated area as determined by the Local Education Authority. Please see our admissions policy on the school website:

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

School Community

From September 2013 Havelock Schools became Academies and became part of Montsaye Community Learning Partnership which is a group of 7 local schools. These include Havelock Infants, Havelock Juniors, Loatlands Primary, Rothwell Victoria Infants, Rothwell Juniors, Rushton Primary and Wilbarston C of E Primary who have come together to ensure the best education for the whole community.



In 2015 Havelock Infant & Junior Schools joined under one Governing Body and one Executive Head teacher with a 3 Deputy Heads working across both sites to run day to day procedures. This ensures a smooth learning journey for the children from ages 4-11.

Admission to school

In Northamptonshire, all children have the opportunity to start school in the Autumn Term after their fourth birthday. Currently all new entrants are gradually introduced to school life through part-time attendance.

For the first 2 weeks of the first half term the Reception children either attend mornings 9 - 11.30 or afternoons 12.45 - 3.15. From the 3rd week the sessions revert to 9 - 3.15pm (in line with the rest of the school) and the children are admitted on a full time basis. Please note the doors open at 8.50am and you are welcome to take your child home for lunch should you wish 12.15-1.20pm.

In the Summer term, prior to their entry, both parents and their children are able to visit the school, to meet the staff and to become familiar with the school and its surroundings. An evening meeting is also arranged for parents to discuss the details of entry arrangements.

We're a Team!

At Havelock we see ourselves as part of a team working together to create a happy, secure, learning environment. 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



Foundation Stage: Morning Session 9.00am - 12.15pm Afternoon Session 1.30pm - 3.15pm
Key Stage 1: Morning Session 9.00am - 12.00pm Afternoon Session 1.00pm - 3.15pm
Key Stage 2: Morning Session 9.00am – 12.00pm Afternoon Session 1.00pm – 3.20pm

Children may 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 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

It is important your children are in school. We understand that children get ill or that you may have special circumstances where you will need to remove your child from school. Please inform the school office as soon as you know they will not be in school and we will keep the necessary records. As a school we discourage parents from removing their children during term time for holidays and social days out. If you have anything planned during term time we will ask you to complete a 'special leave form' – please collect one from the office.

Attendance is monitored regularly and occasionally we will need to refer individuals on to our attendance officer if their attendance drops too low for support. Please refer to our Attendance Leaflet for more detailed information.

Behaviour



Our aim is to provide a happy, safe, secure and caring environment. Children are expected at all times to behave in a socially acceptable manner which we promote and encourage through our behaviour systems.

Should a child's behaviour fall below the expected standard then parents will be informed and appropriate action will be decided upon jointly.

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 SENCo 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 also of the utmost importance before your child starts and as they move on to their next school. We have close contact with the local Nursery and Playgroups in order to ensure smooth transition to school at 4+ and build close relationships with our Junior School. Visits by staff and pupils take place in order to ensure smooth and easy transfer when moving schools.

A positive contact between the home and the school is considered to be of vital importance. Parents who feel that they wish to consult with the school over any matters of mutual concern are invited to contact the school, to make an appointment to see the class teacher and/or the Executive Head Teacher or Deputy Head.

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.

Open Days

The school holds two Open Days a year. One in the Autumn Term, and the other during the Spring Term. On these days, the school is open to the community.

Open Evenings

Formal Open Evenings are also held twice a year - in the Autumn and Spring/Summer 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.

Reports

Written reports are issued for every child in the Spring Term & towards the end of the Summer Term of each year, a baseline report for Foundation stage is also issued on entry. The Spring report gives you a brief outline of how your child is doing. The Summer report gives you a more detailed picture and includes information with respect to progress in all National Curriculum subjects, and in addition, details for children in:

Yr R: Foundation Stage Profiles

Yr 1: Phonics Test Results

Yr 2: Statutory Assessment Results

Yr 6: Statutory Assessment Results

Foundation Stage Profile



The Foundation Stage Profile is a statutory requirement and must be completed for all Reception children at the end of the Foundation Stage (their first year in this school). The results are based on on-going observations and assessments and are reported to parents in the child's July report.

Year 1 Phonics Test

All Year 1 children are required to take a phonics test whereby they have to read a list of words. The results are reported to parents in the children's July report.

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, and also taking into account their progress and performance throughout the Key Stage.

As from 2005, only teacher assessment levels are reported. National curriculum tasks and tests are used only to help inform final teacher assessment judgement.

Teacher Assessment at the end of Key Stage 2

At the end of Key Stage 2 (Year 6) teachers summarise their judgements for each child, based upon an appropriate range of evidence from work done in class, and also taking into account their progress and

performance throughout the Key Stage. The children are also required to sit more formal SAT's tests these results are reported to parents.

Home Learning: Helping your child at home

The children also take home reading books every night and home learning activities each week relative to their age and ability.

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 feel that you are not supporting your children to make the most of their education. It is also helpful to encourage your children to write and draw at home. From time to time children may be asked to follow up information or to bring artefacts to school. Staff may also request support from parents to help their children at home should any special need arise. At the beginning of each term a letter will be sent home telling you about work your child will be doing at school and giving suggestions of activities you could do at home to support their learning.

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.



Half- Termly Curriculum Letter

Each half term you will receive a letter from your child's class teacher explaining the topics to be covered in class during the half term and how you can help your child.

Clubs

The school runs a variety of clubs to enhance the curriculum. When run by members of staff these are free of charge. When run by outside providers, the charge will cover the cost of running the club.



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 shorts/white tee-shirt

Fleeces, sweatshirts, cardigans, polo shirts, hats, PE shorts and t shirts, P.E. and book bags are available through the school office & order forms can be obtained from the lobby. Second hand uniform is also available on request. Uniform is also available from an alternative supplier online. Please access through:

www.karlsportsclothing.co.uk; prices may vary.

For reasons of Health and Safety, and in line with school's 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 in order 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.

All children need a pair of trainers for Physical Education.

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

Mid-day Lunch Break

From September 2014 all infant aged children became entitled to a Free School Meal this is provided by Kingswood Catering. Menus are available in the school office and on their website.

Facilities are available for pupils to have hot dinners or packed lunches on the premises during the mid-day break. 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 healthy 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. Milk is also available at a subsidised price for the children over 5 to drink at school. Junior School children are permitted 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.



Children starting in Reception are automatically registration for milk free of charge which will continue until they turn 5. After this point you will need to register your child (please speak to the Infant School office). Those eligible for free school meals are entitled to free milk for the duration of their child's time at the Infant School.

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.

Health Matters

Every child has a medical at least once during their time at the Infant School. This usually occurs during the term in which they reach their 5th birthday. Parents will be informed when these will take place, by the school nurse, on the school premises. Please be vigilant in checking your child's hair for head lice. An information sheet regarding detection and treatment is available in school. Lotion can either be obtained on prescription from your own doctor or bought from the chemist. Regular brushing and combing helps to prevent infestation.

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.

No medicines should be brought to school by the children. 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 School is 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 LA, 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.

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.

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 office.

Child Protection



Havelock Schools are committed to ensuring the welfare and safety of all children in school. All Northamptonshire schools, including the Havelock Schools, follow the Northamptonshire Local Safeguarding Children Board Inter-Agency Procedures.

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 Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

Photography

In order to ensure the anonymity of our most vulnerable children we ask you not to take photographs during school events. Where possible we will give you the chance to take photos of your own children. Photographs of school events will only be posted on our website with your agreement.

No Smoking Policy

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.

The Governing Body

The Governing Body 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 Governors in 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.

Complaints Procedure - (Curriculum and Religious Worship)

This document is available for inspection at all schools, Public Libraries and Education Offices. A copy will be given, if desired, to any person wishing to make a complaint under these arrangements, and the LA will provide a copy of the information in languages other than English, if requested to do so. A copy of the Circular of Guidance issued by the Department of Education and Science (DES1/89) will also be made available for inspection. A charge will, however, be made for copies of the Circular which complainants may wish to retain.

Governors Policy for Charges on School Activities

Under the section of the Education Reform Act 1988 that relates to charging the Governors 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

The Local Education Authority has a policy of schools keeping Pupil Profiles and records. As children are admitted to school we open an L.A. 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, Doctor, medical information
2. Information concerning the child's personal circumstances.
3. Reports and Records of the child's achievements.

Please note that it is the Authority's 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 LA 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.