



Parent Handbook

Hartsfield JMI School

Taking you step-by-step through starting school

Care for Learning, Learning to Care



Mrs Philippa Smith,
Headteacher, says...

It's great news that your child is starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school office.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have

any questions that are not answered here, please contact the school office on 01462 895267 or admin@hartsfield.herts.sch.uk and we will be happy to help! Please spend time looking at our website www.hartsfield.herts.sch.uk

Policies and term dates

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

Welcome

Welcome to Hartsfield JMI School. I look forward to getting to know you and your children.

Step 1

STEP 1: PUPIL ADMISSION FORM

Hartsfield JMI School

All information will be treated as confidential to the school - PLEASE PRINT CLEARLY

Child's Legal Surname:	Legal Forename(s): Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Address:	Position in Family: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Home Telephone No:	
Post Code:	

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Parent(s) / Legal Guardian(s) with whom the child lives

Name: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Telephone Numbers:	Telephone Numbers:
Home:	Home:
Mobile:	Mobile:
Work:	Work:
Email:	Email:

In case of illness or accident, please provide additional emergency contact numbers.

Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

Other Contacts in Case Of Emergency

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)

Signature: (parent/carer):	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

Please tear here

Child's Doctor	Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:		
Surgery Address:			
Telephone Number:			

Child's previous school or playgroup:		Telephone Number:
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Does your child have a brother or sister in the school? If so please state

Name:	Class:	Year:
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School Meals

Are you **entitled to claim** free school meals for your child? YES ☐ NO ☐

If you would like to claim for free school meals, an application will have to be submitted. Please contact the School Office or visit the Free School Meal website: www.hertsdirect.org/freeschoolmeals
Not applicable to Nursery children.

Dietary Needs

Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.

Travel to School

Please advise us of the main way your child will regularly travel to school: Bus ☐ Walk ☐ Car ☐ Train ☐ (please tick as appropriate)

Services Children in Education

Are you a Services Family? YES ☐ NO ☐

Special Needs

Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:

Ethnicity	Home Language Spoken	First Language Spoken	Religion

Is English an additional language?	Country of Birth	Nationality
YES <input type="checkbox"/> NO <input type="checkbox"/>		

If English is an additional language what level do you consider your child to be at

Fluent ☐ Average ☐ Poor ☐ No English Spoken ☐ (please tick as appropriate)

Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.

Signature of Mother/Guardian:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Signature of Father/Guardian	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

FOR SCHOOL USE ONLY

Birth certificate/passport copied ☐

Start Date / /

New Class:

CTF/Records requested ☐

Step 1

Step 2

Please tear here

STEP 2:
Hartsfield JMI School

HARTSFIELD JMI SCHOOL
Clothall Road, Baldock SG7 6PB
<http://www.hartsfield.herts.sch.uk>



Telephone: 01462 895267
Fax No: 01462 894741
E-mail: admin@hartsfield.herts.sch.uk

Dear Parent/carers,

At Hartsfield School we sometimes take photographs of pupils. We use these 'photos, for example, on the school's website and in other school publications. We save them during the time your child is at Hartsfield for the Year 6 Leavers book; we use them in children's work and on display boards around school. If we use photographs of individual children, then we will not use the full name of that child in the accompanying text or photo caption. If we name a child in any text then we will not use a photograph of that child to accompany the article.

We would like your consent to take photos of your child and use them in the ways described below for your child's time at Hartsfield School plus one academic year.

Please tick the relevant box(es) below to inform us of your preferences.

- ☐ I give consent for the school to take photographs of my child.
- ☐ I give consent for 'photos of my child to be used on the school website.
- ☐ I give consent for 'photos of my child to be used in school prospectus and brochures.
- ☐ I give consent for 'photos of my child, taken by the school, to be used in local community publications.
- ☐ I give consent for 'photos of my child, taken by the school, to be used in the Year 6 Leavers book.
- ☐ I give consent for 'photos of my child to be used in my child's work including the EY Learning journals.
- ☐ I give consent for 'photos of my child to be used in internal displays.
- ☐ I **DO NOT** give consent for the school to take or use photographs of my child.

If you change your mind at any time, you can let us know by emailing admin@hartsfield.herts.sch.uk, calling the school on 01462 895267 or by speaking to the school office.

Why are we asking for your consent again?

The General Data Protection Regulations (GDPR) come into force in the UK on 25th May 2018. To ensure we are meeting the new requirements, we need to re-seek your consent to take and use photos of your child. We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent again.

Child's Name: _____

Parent or Carer's Name: _____ Parent/carers signature: _____

Date: _____

My online safety rules

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school when doing school work.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher.
- I will only open email attachments if they have been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact that I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parents'/carers' permission.

- Even if I have permission, I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through these online safety rules with your child and talk with them to ensure they understand their importance and what it means for them (and for you). When you have done this, you both need to sign it to say that you agree to follow the rules. Any concerns or explanation can be discussed with The Headteacher, Mrs Philippa Smith.

Step 2

Step 2 - 3

Please tear here

Please return the signed sections of this form which will be kept on record at the school.

Pupil agreement

Pupil name

This agreement is to keep me safe. I have discussed this agreement with my parents/carers

and understand the commitment I have made and my responsibilities.

Pupil signature

Parent/s Carer/s agreement

Parent/s Carer/s name/s

I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child. I/we agree to support them in following the terms of this agreement.

I/we also agree not share school related information or images online or post material that may bring the school or any individual within it into disrepute.

(Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents.)

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises, but not in a designated area where phones can be used, they must be switched off and out of sight.

Parent/carer signature

Date

STEP 3: Educational Visits

Educational Visits

The Staff and Governors of Hartsfield JMI School acknowledge the immense value of off-site visits and related activities. There are numerous occasions during the school year when teachers wish to take their pupils out of school to museums, study or activity centres etc to support the children's learning. Parents will be notified in advance of these visits and permission will be sought.

We also use opportunities for learning in the local area. The trips are carefully planned and may involve walking to local places of educational interest.

Please complete and return the attached slip so that your child may participate in these activities.

Name of parent/carer

I *agree/do not agree to my child taking part in local trips whilst at Hartsfield School.

Signed

Childs Name:

Date:

The aim of our School:

Our aim is to work in partnership with parents to prepare each child both academically and socially, for a lifetime’s enjoyment of learning. We endeavour to provide a caring and stimulating environment through a broad and balanced curriculum, within which, children can grow securely in confidence, curiosity and develop self-discipline.

Child’s responsibilities:

I will do my best to:

- get to school on time (8.55am), appropriately dressed and with the right equipment for my learning.
- do my class work and homework as well as I can.
- tell my teacher or teaching assistant if I need some help to understand my work.
- be polite and helpful to others.
- be kind and show respect to others.
- take good care of school equipment and other people’s property.
- help to look after the school.

Child’s Signature:

Parents / Carers responsibilities:

I/we will try to:

- make sure that my child goes to school regularly, on time (8.55am), appropriately dressed and properly equipped.
- bring my child to school unless they are ill
- provide an explanatory note or telephone call if my child is absent.
- avoid requests for leave of absence for holidays during term time.
- let the school know about any concerns or problems that might affect my child’s work or behaviour.
- support the schools’ behaviour policy.
- support my child with homework and other opportunities for home learning.
- get to know about my child’s life at the school through regular contact with the teachers and attending activities held at the school.
- ensure any necessary medication e.g. asthma inhalers are available in school for my child.
- ensure that the school has up to date information and daytime contact numbers should there be a need to contact me in an emergency.

Signed Parent / Carer:

The School’s Responsibilities.

The school will aim to:

- provide a secure, caring and stimulating environment which allows your child the maximum opportunity to learn, work and play happily.
- provide you, on your child’s entry with a school brochure including clear information about the school’s organisation, Key Stage test results, termly curriculum maps and school expectations.
- provide a broad, balanced curriculum meeting the needs of all children.
- encourage children to do their best at all times and to extend and develop their interests through extra curricula activities.
- contact you if there is a problem with attendance, punctuality or school equipment.
- contact you should your child be involved in any incidents of bullying and deal with it accordingly.
- alert you to any concerns or problems that affect your child’s work or behaviour.
- keep you informed about general school matters through newsletters.
- keep you informed of your child’s progress.
- inform you of homework expectations and set, and assess, regular homework activities.
- be open, welcoming and honest in our approach to your queries.

Together we will have a school where:

- we all feel safe
- we all learn
- we all listen
- we all respect each other
- we are part of a community

Headteacher’s Signature:

Reviewed February 2018.

Step 4

Step 5

STEP 5: Free School Meals

Hartsfield JMI School

Currently all children who are in Reception (EYFS), Year 1 or Year 2 will be offered a free, healthy school lunch.

The information below will be used by the school to check for eligibility to claim for free school meals and/or additional grant money (Pupil Premium) from central Government which comes to the school to support your child both in learning support and trips etc... It will be used for no other purpose and remains confidential. Please complete the details below if your family income is less than £16,190 or you are in receipt of any of the benefits listed in the table below:

CHILD/CHILDREN’S DETAILS (Please include any other children in the family receiving free school meals who are in different year groups, or at different schools or those who are due to start school in September)

Child’s surname	Child’s first name	Date of birth	Sex M/F	Name of school child is currently attending

PARENT/GUARDIAN DETAILS

Surname/family name	
First name	
Date of birth	
National Insurance number/NASS number	
Day time telephone number	
Parent/guardian’s current address	
Please provide your old address if you have moved in the last year	
Please provide your old address if you have moved in the last year	

FAMILY INCOME AND BENEFIT DETAILS

Please complete this section only if your joint family annual income is no more than £16,190

Please (x) if you are in receipt of working tax credit []

Please (x) the type of benefit you receive:

- [] Child Tax Credit with no Working Tax Credit and where the household income is no more than £16,190
- [] Income support
- [] Income based Job Seeker’s Allowance
- [] Income based Employment Support Allowance
- [] Support under part VI of the Immigration and Asylum Act 1999
- [] Guarantee element of state pension credit

Please tear here

PRIVACY NOTICE FOR PARENTS / CARERS OF PUPILS ATTENDING Hartsfield JMI School

Hartsfield School collects data and information about parents / carers of our pupils so that we can operate effectively as a school. This privacy notice explains how and why we collect parent / carer data, what we do with it and what rights parents have.

The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent), and also includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives. It is therefore possible for a pupil to have several "parents" for the purposes of education law. This privacy notice also covers other members of pupils' families who we may process data about from time to time, including, for example, siblings, aunts and uncles and grandparents.

Privacy Notice (How we use parent / carer information)

Hartsfield School is a JMI school maintained by Hertfordshire County Council. Our Data protection Officer (DPO) is Mrs Bowen. She can be contacted via DPO@hartsfield.herts.sch.uk

Why do we collect and use parent / carer information?

We collect and use parent / carer information under the following lawful bases:

- a. where we have the consent of the data subject (Article 6 (a));
- b. where it is necessary for compliance with a legal obligation (Article 6 (c));
- c. where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d));
- d. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).

Where the personal data we collect about parents / carers is sensitive personal data, we will only process it where:

- a. we have explicit consent;
- b. processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and / or
- c. processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, where we respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Please see our Data Protection Policy for a definition of sensitive personal data.

We use the parent / carer data to support our functions of running a school, in particular:

- a. via HCC admissions- to decide who to admit to the school;
- b. via HCC admissions to maintain a waiting list;
- c. to support pupil learning;
- d. to monitor and report on pupil progress;
- e. to provide appropriate pastoral care;
- f. to assess the quality of our services;
- g. to comply with the law regarding data sharing;
- h. for the protection and welfare of pupils and others in the school, including our safeguarding / child protection obligations;
- i. for the safe and orderly running of the school;
- j. to promote the school;
- k. to send you communications that may be of interest to you which may include information about school events or activities, news, campaigns, appeals, other fundraising activities including those linked to The Friends of Hartsfield School;
- l. in order to respond to investigations from our regulators or to respond to complaints raised by our stakeholders;
- m. in connection with any legal proceedings threatened or commenced against the school.

The categories of parent / carer information that we collect, hold and share include:

- a. Personal information (such as name, address, telephone number and email address);

- b. Information relating to your identity, marital status, employment status, religion, ethnicity, language, medical conditions, nationality, country of birth and free school meal / pupil premium eligibility / entitlement to certain benefits, information about court orders in place affecting parenting arrangements for pupils);

From time to time and in certain circumstances, we might also process personal data about parents / carers, some of which might be sensitive personal data, information about criminal proceedings / convictions or information about child protection / safeguarding. This information is not routinely collected about parents / carers and is only likely to be processed by the school in specific circumstances relating to particular pupils, for example, if a child protection issue arises or if a parent / carer is involved in a criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

We collect information about parents / carers before pupils join the school and update it during pupils' time on the roll as and when new information is acquired.

Collecting parent / carer information

Whilst the majority of information about parents / carers provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain parent / carer information to us or if you have a choice in this. Where appropriate, we will ask parents / carers for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to ask your permission to use your information for marketing purposes or to request voluntary contributions. Parents / carers may withdraw consent given in these circumstances at any time.

Storing parent / carer data

A significant amount of personal data is stored electronically, for example, on our database, SIMS. Some information may also be stored in hard copy format. Data stored electronically may be saved securely on a cloud based system which may be hosted in a different country.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Data Retention Guidelines which are available from our DPO. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a parent / carer we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

Who do we share parent / carer information with?

We routinely share parent / carer information with:

- schools that pupils attend after leaving us;

From time to time, we may also share parent / carer information other third parties including the following:

- our local authority- Hertfordshire County Council;
- a pupil's home local authority (if different);
- the Department for Education (DfE);
- school governors;
- the Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists,
- Education Welfare Officers;
- Courts, if ordered to do so;
- the Teaching Regulation Authority;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move and we have your consent to share

information in these circumstances;

- our legal advisors;
- our insurance providers / the Risk Protection Arrangement;

Some of the organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your data.

In the event that we share personal data about parents / carers with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

Requesting access to your personal data

Under data protection legislation, parents / carers have the right to request access to information about them that we hold ("Subject Access Request"). To make a request for your child's personal data, or be given access to your child's educational record, contact [setting to include details of their administrator / Data Protection Officer] although any written request for personal data will be treated as a Subject Access Request.

The legal timescales for the School to respond to a Subject Access Request is one calendar month. As the School has limited staff resources outside of term time, we encourage parents / carers to submit Subject Access Requests during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. For further information about how we handle Subject Access Requests, please see our Data Protection Policy.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the our data protection responsibilities.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Mrs Philippa Smith, Headteacher or the DPO. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

DATA PROTECTION OFFICER

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO via email DPO@hartsfield.herts.sch.uk. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Key information

What are our school times?

School times are:

- Start of the day: 8.55am.
- Playtime Break: 10.20am -10.40am (KS1/ Reception).
- Playtime Break: 10.40am -11.00am (KS2).
- Lunchtime: 11.45am-1.05pm. Reception.
- Lunchtime: 12.00-1.05pm. (KS1/2).
- End of Day: 3.15pm.

Arrivals and Departures

Arrival

Teachers use the time before school opens for preparation and for liaison meetings. In order that the children can be properly supervised they should not arrive at school before 8.45am when there will be teachers on duty in the playground.

At the end of the day

All children in Reception, KS1 and lower KS2 should be met outside their classroom door. The younger children will not be allowed out of the classroom until someone has come for them. Please tell us if it will be anyone other than a parent.

Parking

In the morning parents are asked to use the Drop off Zone. For reasons of safety we ask parents **not** to park their vehicles within the school grounds at the **start and end of the school day**.

Wraparound Clubs

Breakfast and After-School Club

The Great Group is an independent company which operates a Breakfast Club within the school building, starting from 7.40am. They also run an After School Club in the local Community Centre up to 6.15pm. They escort children there from school. Full booking and cost details are available from Great Group on 07811 529511.

Uniform

Uniform provides our children with a sense of belonging to the 'school family'. When in school uniform our children are encouraged to conduct themselves according to the values we promote at school. In this way our school uniform helps us to nurture the development of good manners, respect and consideration for others in the wider community. Our Hartsfield School colours are dark green, white and black.

Winter Uniform

- White shirt/ blouse or polo shirt.
- Plain black school uniform trousers or shorts.

- Black appropriate length skirt, black pinafore dress or black trousers / culottes.
- Dark green jumper, cardigan or school sweatshirt.
- Grey, white or black socks or black tights.
- Black flat shoes or black trainers.

Summer Uniform

- White shirt/ blouse or polo shirt.
- Plain black school uniform trousers or shorts.
- Black appropriate length school skirt, pinafore dress, trousers, culottes or appropriate length tailored shorts.
- Green & white checked gingham dress.
- Dark green jumper, cardigan or school sweatshirt.
- Grey, white or black socks.
- Black flat shoes, black trainers or dark or neutral plain closed toe sandals.

- Wellies (for Foundation Stage only).

P.E. / Outdoor Games

- White T-shirt.
- Dark green shorts (P.E.).
- Black jogging bottoms (Outdoor Games).
- Trainers for all outdoor activities (additional to school shoes).

Where to buy

Items of uniform can be ordered through the school office.

Lost property

Please help us to help the children to look after their own property by ensuring that all PE kit and uniform is clearly marked with each child's name.

Food in school

School meals

School meals are cooked at school and children are offered hot meat dishes, vegetarian dishes, a cold option and freely available additional pasta and salad along with a pudding. A comprehensive menu is displayed each day. We can cater for allergies and certain special diets if notified in advance so please contact the school office. If you do not wish your child to have school dinners please contact the school office

Free school meals

All children in Foundation and Years 1 and 2 (KS 1) can have free school meals.

Year 3 and older

Your child may qualify for a free meal, remission of music tuition fees, support with buying school uniform and the costs of trips, if you receive any of the following Income Support allowances:

- Income based Jobseekers Allowance.
- Income related Employment Support Allowance.
- Child Tax Credit (providing you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Pension Credit (Guarantee Credit).
- Support under part VI of the Immigration and Asylum Act 1999.
- Working Tax Credit run-on. (paid for 4 weeks after you stop qualifying for Working Tax Credit.

Alternatively go to www.hertsdirect.org/freeschoolmeals or phone 0300 123 4048.Details and application forms are also available at our school office

Dinner money

The current cost of a school dinner is £2.50 per day. School dinner money is payable **in advance** on the first day of each week or half-termly; preferably via our online system or by cash or cheques (made payable to 'Hertfordshire Catering Ltd'). You can make payments online using the Schoolgateway which can be found under 'Payments' within the 'Useful Information' section of our school website: www.hartsfield.herts.sch.uk. Once registered, you can make payments for school dinners, trips and music lessons. Should you have any problems, please contact the school office.

Packed lunch

Children may bring a packed lunch by arrangement (in a named container) without sweets or chocolate bars to comply with Hartsfield's 'Healthy School' status. Please also supply a healthy drink of water or fruit juice in a named container and do not send fizzy drinks, glass bottles or cans. We need notice in writing to change to or from packed lunches. There is a form available outside the school office.

Fruit and drinks

Milk is available daily for foundation and KS1 children and is free for children until the Friday before they are five years olds. All milk is semi-skimmed and is provided via 'Cool Milk'. If you would like to arrange for your child to receive milk in school please sign up at www.coolmilk.com. Throughout the school, children are encouraged to bring in a water bottle filled with water which can be refilled in school if necessary.

Mid-morning Break

Children are encouraged to bring fresh fruit or vegetables as a snack. Key Stage One children are provided with a fruit/vegetable snack on a daily basis through the Government scheme for this age group.

Please note that we are a nut free school.

Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance and Absence

At Hartsfield School we believe good attendance is essential for your child to learn and progress well. Children with good attendance come to school even when they are slightly under the weather. They also arrive at school on time and line up with their classmates, so that they enter school every day in a calm and systematic way. We work very closely with parents to ensure that children are on time and attend well. On the rare occasion that a pupil's attendance drops below 95%, the School's Attendance Officer may intervene.

Illness

If you suspect that your child is unwell please do not send them to school. Some illnesses are infectious and the child must stay at home. Please consult your doctor regarding the period of exclusion. **Children must always remain absent from school for a full 48 hours after any illness that includes vomiting.**

Holidays

At Hartsfield we support the Government and the Local Authority in their attempts to dissuade parents from taking their children on holiday during term time. We believe time out of school is damaging for two reasons. Firstly, children find it very difficult to catch up on the learning that they have missed and in the longer term this can have a negative impact on their progress. Secondly and as importantly, children can be given a very unhelpful message about the value and importance of going to school. The Pupil Registration Regulations 2006 state that 'leave of absence should only be granted due to the special circumstances relating to that application'. As parents and carers I know that you will want the best possible education for your child. By taking holidays during designated holiday periods, you will be supporting your child's full attendance, learning and development. If you have extenuating circumstances that mean that absence from school is unavoidable, then contact Mrs Philippa Smith, Headteacher with relevant details. Requests will then be considered for authorisation and a reply will be sent within 10 working days.

Medical appointment

If an absence relates to a medical appointment, the school requests sight of the appointment card or letter; but wherever possible these appointments should be arranged outside school hours.

Jewellery and other valuables

Jewellery, including rings should not be worn to school as nasty accidents can occur. If your child has pierced ears, only small studs should be worn in the interest of safety. Earrings must not be worn in P.E Any child whose earrings cannot be removed for medical reasons, can undertake P.E. providing the earrings are covered by a plaster or tape. Long hair should be tied back for health and safety reasons. Whilst watches and devices such as Fitbits may be worn to school, we cannot accept responsibility for their safekeeping. Mobile 'phones must be kept in the School Office during the school days and 'smart' watches that have an internet connection should not be worn.

Sport

The school aims to promote enjoyment in undertaking exercise in all children. Our sports programme caters for each child's abilities and preferences in a range of team and individual activities. Extra-curricular sports clubs provide pupils with the opportunity to participate in expressive, co-operative and competitive P.E. The school has two halls, three football pitches and one netball court. We have successful sporting teams and participate regularly in matches against other schools, as well as district tournaments and sporting competition.

The physical education at our school is taught through a balanced programme of gymnastics, games and athletics, dance including country dancing and expressive movement, swimming and outdoor education. Hartsfield is part of the North Hertfordshire Sports Partnership. This Partnership is part of a nationwide programme providing opportunities and access to specialist instructors and equipment to promote the highest quality PE possible for all pupils.

Music

Music is of huge significance to us and enhances work in all subject areas. The school enjoys the services of several visiting specialists who teach a variety of instruments. At present we are able to offer group and individual tuition in recorder, clarinet, saxophone, guitar, piano, violin, brass and flute. More than 100 children are currently learning instruments during school time. Parents are invited to contact the school office for more details.

Clubs

Extra- Curricular activities

Our staff run lunchtime and after school clubs, and we also have arrangements with other groups, which offer clubs at our school. Each term we offer an extensive range of activities which have included:

- Football, netball.
- Lacrosse, tag rugby, basketball.
- Cricket, athletics and multi-sports.
- Science.
- Chess.
- Cheerleading.
- Little Linguists.
- Choir.
- Art.
- Computer coding

Educational visits

Wherever possible, we try to support the work that is going on in class with educational visits and curriculum days that will broaden the children's experience. We also arrange annual residential trips for our Year 6 children which involve being away from home for up to one week. Such trips have tremendous education and social value and we encourage all children to take part.

When educational visits are planned details are always sent to parents well in advance. Sometimes there are opportunities to take children out of school for short excursions within the immediate area - to visit the local area for history, the woods for environmental work, the shops or the town for geographical investigation etc. We will ask you to give us a general consent to cover these local visits.

Special Educational Needs

At Hartsfield we encourage all children to work to their full potential. The term Special Educational Needs (SEN) is used when a child needs some support that is significantly different from other children. When necessary, help is sought from the Educational Psychologist, NHS or Social Care in consultation with parents. We have active working relationships with all these agencies. Every child is individual and they all develop and learn at different rates. You, the parent, or the Class Teacher may first raise concerns and it is important we discuss things together. The advice of the Special Educational Needs Co-ordinator in school may also be sought.

Frequently Asked Questions

Your child's Class Teacher will arrange individual or group support to meet children's needs. If this is not enough, a personal plan will be written by the Teacher in consultation with the parents. This plan is for "Special Educational Needs Support". Only at this stage do we say your child has Special Educational Needs.

Inclusion

The progress of all children in the school is monitored closely including the following specific groups:-

- Children who are eligible for Free School Meals or Pupil Premium.
- Second language speakers
- Boys and Girls.
- All Ethnic Groups.
- Children with disabilities.
- Children with Special Educational Needs.

We consider inclusion to be when all pupils experience the same opportunities and have the same chance to progress.

Accessibility

The school building is suitable for children with mobility problems. All areas are accessible for wheelchair users including the playground. There is a disabled toilet for staff/visitors in addition to ramps throughout the school. The school has a designated parking space for disabled visitors. As an 'inclusive' school, we make every effort to help children with disabilities integrate into the school and access the full school curriculum

Emergency arrangements

There are times when we might need to close the school as a result of an unforeseen incident. The most common reason to close the school will be due to snow or extreme weather. The decision to close is never taken lightly and is based on ensuring the site is safe for children to move around the school and sufficient staff are able to get in to supervise and teach. If at all possible a decision will be taken before 7.00 a.m and communicated to parents by text message and posted on the school's website. In addition you may wish to register for the Herts County Council website as follows:

To register, follow this link: member. everbridge.net/index/892807736725489 This will direct you to the "Sign Up" page where you should click on the "sign up" button located at the top right hand side of the page on the grey strip and from there follow the instructions. It should take no more than 5 minutes to register and you can edit their information at any time should they change your mobile number or email address, although please remember to advise school separately as we are not linked to the HCC system. If you have children at more than one school you can register for those schools too in a single registration process by selecting all schools you have children at. PLEASE ENSURE THAT YOU DO NOT CLICK IN THE "ALL SCHOOLS TICK BOX" – If you do this, you will sign up to receive messages from every school in Hertfordshire. You need to click on the blue cross which will expand the link, select your area and then select Hartfield School and any other relevant local schools, for example The Knights Templar School.

Health and Welfare

Health

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child.

Medicines

Hartsfield JMI School will only administer medicines when essential and where it would be detrimental to a child's health if the medicine were not administered during the school day. When accompanied by a completed 'Agreement to Administer Medicines' form, Hartsfield JMI School will accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

Where a child suffers from asthma, a parent/ carer must complete an 'Asthma' form and provide an in-date, named inhaler to be kept in school in the child's classroom. Parents/ carers must ensure that their children do not bring medicines into school without advising the school and completing an 'Agreement to Administer Medicine's or 'Asthma' form.

Ill at school, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. **Please make sure that contact numbers are kept up to date.** Teaching and support staff have received Emergency Aid Training in line with County Guidelines, and we also have fully qualified St John's Ambulance first aiders.

Health Interviews/School Medicals

Regular visits are made by the School Health visitors for weight, sight and hearing tests. Health interviews by the School's Nurse are arranged for Reception children after their first term in school.



Working with parents

Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment. We provide regular contact through formal and informal parent evenings and will contact you if there are any problems. Our policy is to keep an open door for parents at all times.

Partnership with parents

We know how vital working in partnerships with parents really is for children to find school a positive and rewarding experience. We have an 'open door' policy and welcome parents into school to talk to staff, to work in classrooms or to help support activities.

What to do if you have a concern/complaint

If you or your child ever experience problems with our school then please contact the Class Teacher as soon as possible or speak to the Headteacher. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, the Headteacher will be able to provide parents with a copy of the school's formal complaints procedure.

Getting involved in Hartsfield

We welcome extra help at our school. Even a few hours a week is very much appreciated. Perhaps you may like to join us by:

- Signing up as a regular classroom helper.
- Helping on school visits.
- Helping with out of school activities and clubs.

Friends of Hartsfield School Association (FHSA)

The Friends of Hartsfield School Association (FHSA) is a friendly group of parents, carers and school staff who organise events which are fun for the school community and which also raise money to purchase new equipment and facilities for our school. Our events are enjoyable social occasions, providing the opportunity for you to meet other families and get to know the school staff in an informal setting. We run regular events throughout the year such as Christmas and Summer Fairs, Discos, Camp Outs, Fashion Shows, Family Bingo, Race Night and Quiz Nights.

All parents and carers of children at Hartsfield are automatically members of the FHSA. We offer a very warm welcome to new parents who would like to get involved and we are always grateful for an extra pair of hands, and fresh ideas for fundraising. If you would like to join our e-mailing list for details of committee meetings and upcoming events, please contact us at our e-mail address: thefriends@hartsfield.herts.sch.uk or contact the School Office.

Governing Body

Hartsfield has a **Governing Body** which meets twice a term and supports the Headteacher in the running of the school. We continue to have elected representatives from the parent body who volunteer to serve for four years. You may be interested in putting your name forward when the next vacancy occurs. Details of the vital role our Governors play is on the school website. To contact the Governing body please enquire at the school office or email: governors@hartsfield.herts.sch.uk.

Assessment

Throughout the year Teachers assess and record your child's achievement in all the National Curriculum subjects. We will tell you the National Curriculum level for reading, writing and maths.

As well as demonstrating your child's progress, this assessment helps Teachers to plan appropriate activities and lessons for your child's next unit of work. Children in Reception class are assessed against the Foundation Stage Profile.

Annual Review

We provide all parents with an annual written report from the Class Teacher at the end of the Summer Term which provides information about your child's academic achievement and summarises their personal and social development. You are welcome to arrange to see the Teacher at other times if you have particular questions.

Parent evenings

We hold Parent Consultations in the Autumn and Spring Terms. These consultations offer you timed appointments to discuss your child's work, behaviour and progress with their Class Teacher. 'Meet the Teacher' evenings are also held for parents in the Summer term.

News

Our website (www.hartsfield.herts.sch.uk) has lots of useful information including news, term dates and copies of any letters that are sent out. Please see 'School News' and 'Letters' regarding specific events and activities within the 'What's On' section of our school website. For our whole school newsletter, please go to the 'Newsletters' tab within this section on the website.

Newsletters

We will keep you up to date with what is happening with regular Newsletters. We use e-mail where possible in addition to adding information to our website but please check your child's bag regularly for relevant forms and leaflets.

MarvellousME

Marvellousme is an exciting app that tells our parents about the successes of their child/children at Hartsfield. Partners/ grandparents and carers can join too. Please contact the school office if you would like to join then visit www.marvellousme.com and enter the join code specific to your child.

Schoolcomms

In addition to emails, we use Schoolcomms. Once your information is added to our SIMS system you will be invited to sign up to receive texts and messages.



Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can contact the school office or visit the school website: www.hartsfield.herts.sch.uk and click on 'Statutory Information' and then scroll down to 'School Policies' to read some of our policies.

Key policies

Some of our key policies are:

- Child Protection Policy.
- Hartsfield Formal Complaints Procedure.
- Equality Objectives.
- Charging and Remissions.
- SEN.
- Positive Behaviour.
- Privacy.
- Teaching and Learning.



Term dates 2018/19

Autumn Term 2018

To begin on Tuesday 4th September
Half Term: 29th October - 2nd November
To end on Friday 21st December
Occasional day: Friday 30th November
INSET days: Monday 3rd September

Spring Term 2019

To begin on Tuesday 8th January
Half Term: 18th February - 22nd February
To end on Thursday 4th April
INSET days: Monday 7th January and Friday 5th April

Summer Term 2019

To begin on Tuesday 23rd April
Half Term: 27th May - 31st May
To end on Tuesday 23rd July
INSET days: Monday 3rd June and Wednesday 24th July

At Hartsfield School we aim to:

- Establish a happy, stimulating environment where everyone feels secure and valued.
- Promote an aspirational attitude towards learning where all children are encouraged to achieve their personal best.
- Inspire a passion for learning.
- Develop mutual respect and nurture relationships which encourage children to act with social awareness, considering the needs of others.
- Promote positive behaviour and develop an understanding of an individual's need to act responsibly.



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