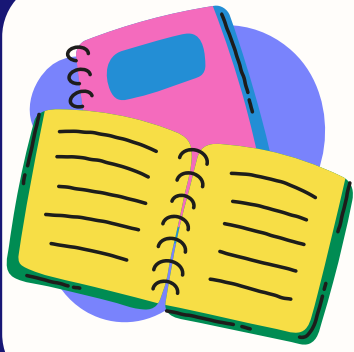




September Information



Dear Parents and Carers,

I hope that you are having lovely summer break and that the children are ready for another year of fantastic learning and wonderful opportunities. A huge welcome to our new families starting with us in September. I will send out photographs of entrances and exits before the children return. Enjoy your last couple of weeks and we will see you on Thursday 3rd September.

Keep up to date with all school events and activities via Class Dojo and our Facebook page. Diary dates for the 2026-2027 will be sent out in early September. Events are also published on Dojo pages. All of our communications are electronic and will be sent via email / Class Dojo.



As we begin another exciting school year, we would like to remind all children and families about the importance of The Harpfield Way and the behaviours that help make our school a safe, happy and successful place for everyone.

The Harpfield Way is at the heart of everything we do. It guides how we learn, how we treat others and how we contribute positively to our school community. We have high expectations for all pupils because we believe every child can succeed when they demonstrate our shared values every day.

We Expect All Children To:

- ✓ Show respect to everyone in our school community.
- ✓ Be kind, caring and inclusive.
- ✓ Take responsibility for their actions and choices.
- ✓ Work hard and always try their best.
- ✓ Listen carefully and follow instructions the first time.
- ✓ Take pride in their work, appearance and school environment.
- ✓ Demonstrate excellent manners and positive attitudes.

Working in Partnership

We know that children are most successful when home and school work together. We ask parents and carers to support The Harpfield Way by talking regularly with their child about our values and the importance of positive behaviour, respect and responsibility. By working together, we can ensure that every child feels safe, valued and ready to learn.

Celebrating Success

Throughout the year, we will continue to recognise and celebrate children who consistently demonstrate The Harpfield Way through class rewards, certificates, special recognition and positive communication home.

We look forward to another fantastic year of learning, achievement and success together.

Parent Code of Conduct

We would like to politely remind all parents and visitors that our staff have the right to work in an environment that is safe, respectful and free from intimidation or abuse.

We understand that there may be occasions when parents wish to raise concerns or discuss matters relating to their child. We are always happy to listen and work together to find solutions. However, we expect all communication with staff to remain courteous and respectful at all times.

This expectation applies to all forms of communication, including:

- Face-to-face conversations on the school site
- Telephone calls
- Emails
- Social media messages or posts
- Written correspondence
- Communication through online platforms

The academy operates an Aggressive Visitors Policy, which will be enforced where behaviour falls below the standards we expect. This includes aggressive, abusive, threatening, intimidating or offensive behaviour towards any member of staff, whether in person, over the telephone or through electronic communications.

Where necessary, the school may take appropriate action to protect staff and pupils. This could include restricting communication methods, issuing formal warnings or, in serious cases, withdrawing permission to enter the school site.

We thank the overwhelming majority of parents and carers who consistently support our school and treat staff with courtesy and respect. By working together positively and modelling these values, we help create the caring and respectful community that all of our children deserve.

Uniform

Please help us ensure all children return to school in the correct academy uniform (including PE kit) every day.



Staffing Structure

Nursery: Mrs Carlyle and Miss Holland

Reception: Ms Ahmed and Miss Perry

Year 1: Mrs Edwards, Mrs Degg and Miss Cartwright

Year 2: Mr Clews and Miss Tooth

Year 3: Mrs Bebbington (Monday - Wednesday am), Mrs Wardle (Wednesday pm- Friday), Mrs Bradbury (Monday - Wednesday), Miss Sajid (Thursday- Friday) and Mrs Redhead

Year 4: Mrs Khoo, Mrs Cawley and Miss Collumbell

Year 5: Miss O'Neill, Mrs Rigby and Mrs Steele

Year 6: Mrs Hogg (Monday - Wednesday am), Mrs O'Driscoll (Wednesday pm- Friday) Miss Le'Queux and Mrs Scragg

Home-School Link Worker (safeguarding, attendance and pastoral): Mrs Lockett

Office staff: Mrs Bailey, Mrs Ballantine and Miss Shotton

Site staff: Mr Gregory and Mr Savage

Senior leaders: Mrs Adlington, Mrs O'Driscoll, Ms Ahmed and Mrs Edwards

SENDCO: Mrs O'Driscoll

Safeguarding team: Mrs Adlington, Mrs Edwards, Mrs Hogg, Mrs Lockett and Miss Shotton

Attendance / Absences

All absences need to be reported via telephone - 01782 234984 before 9am. You are able to leave a voicemail if it is before 8am.



ATTENDANCE PROTOCOLS

PARENTS/CARERS should contact the Academy via the school office before 9.00am via telephone. Parent/carers are able to leave a message on the answerphone before 8.00 am.

OFFICE STAFF to record reasons for absence onto Arbor.

TEACHERS to take registers, OFFICE STAFF to monitor and check.

OFFICE STAFF:

If no notification has been received, the Academy will make first day contact from 9am. Where contact cannot be made by telephone, an email or text will be sent to the home for parents (all listed contacts) to confirm the reason of the absence. Every child should have at least two people on their contact list.

ALL absence requests from parents/carers

PARENTS to request a form from the office. OFFICE STAFF to ensure that parents have filled out a form. This needs to be passed onto the HOME SCHOOL LINK WORKER (HSLW) to authorise/not authorise.

HSLW to issue penalty warning notices for term-time holidays and complete the necessary paperwork for fines. Headteacher to approve.

HOLIDAYS WILL NOT BE AUTHORISED.

On behalf of the Headteacher, HSLW to send out warning letters where a pupil's attendance falls below 95%. HSLW will send out a further warning letter if attendance falls below 90% and will arrange an attendance clinic with parents/carers. Support put into place.

Where attendance does not improve, the HSLW will liaise with the Education Welfare Officer (EWO) and issue a penalty warning notice.

Any child, unless in exceptional circumstances, who becomes severely absent (50% or less) will be referred into Social Care for Educational Neglect.

Attendance / Absences



VULNERABLE CHILDREN

Day 1) If no notification has been received, the Academy will make first day contact from 9am. Where contact cannot be made by telephone, an email or text will be sent to the home for parents to confirm the reason of the absence.



VULNERABLE CHILDREN

Day 2) If parents have still not made contact with the school, the safeguarding team will liaise with the social worker. This will be recorded onto our safeguarding system.



VULNERABLE CHILDREN

Day 3) If parents have still not made contact with the school, a home visit will be conducted and social care informed.