

HARPFIELD PRIMARY ACADEMY

Collaboration Respect Equality Ambition Trust Independent Voice Empathy



September 2023

Dear Parents/Carers,

What a beautiful start to the year we've had! We've had a very successful first week back. As ever, the children have been fantastic and have shown their new teachers how fabulous they are! Visiting the classes throughout each day has been amazing. Well done to our new nursery and reception children who have settled in so well. I am looking forward to another successful year at Harpfield.

Mrs Adlington

As you know, high standards of uniform, attendance and behaviour are essential for a successful school. When pupils are well-presented, regularly in attendance and behave appropriately, they are more likely to be engaged in learning and to achieve their academic goals.

Research from Ofsted, the Department for Education (DfE) and the Education Endowment Foundation (EEF) has shown that there are clear links between high standards of uniform, attendance and behaviour and pupil achievement.

Here are some of the benefits of high standards of uniform, attendance and behaviour:

- Pupils who wear the correct uniform are more likely to feel a sense of belonging and pride in their school.
- Regular attendance is essential for pupils to make progress in their learning.
- Good behaviour creates a positive and productive learning environment for everyone.

I urge you to work with us to ensure that your child meets our high standards of uniform, attendance and behaviour. Together, we can create a positive and productive learning environment for all pupils.

Here are some tips for helping your child meet our standards:

- Make sure that your child has the correct uniform.
- Encourage your child to attend school regularly.
- Talk to your child about the importance of good behaviour.
- Set a good example by modelling the behaviours that you want your child to exhibit.

I have already sent out our updates about the ways in which we manage behaviour in school, please familiarise yourselves with the new processes.

Navy blue polo shirt, navy blue sweatshirt or cardigan (with or without school logo) – NO HOODIES/FLEECEs, navy gingham dress, grey trousers / skirt, grey tights, plain black shoes.

No nail varnish or jewellery with the exception of a pair of small, plain stud earrings and a watch.

PE – light blue polo shirt, navy blue shorts, **plain black or blue** tracksuit, plain black pumps/trainers. No jewellery and hair tied back. PE hoodies with logos will be available from the Smart Uniform shop. **PE, including swimming, is a part of the National Curriculum and children must take part in lessons. Please bear this in mind when getting your child's ears pierced; they cannot miss lessons.**

ALL ITEMS MUST BE LABELLED!

Our uniform shop is open all year round whenever you need anything.

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ATTENDANCE PROTOCOLS

Please read the attached protocols about attendance. As stated in our attendance policy, holidays in term-time will not be authorised and will result in penalty warning notices being sent to the local authority; you may be fined.

HEALTHY SNACKS/LUNCHES

If your child has sandwiches, please ensure that they have a balanced, healthy lunch. Follow the link for ideas: <https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

EYFS and KS1 classes have fruit available to them at break time for their snack. KS2 children, should you wish, need to bring in their own healthy snacks for break time (e.g. fruit, malt loaf). Wednesdays ONLY are unhealthy snack day (chocolate bar, crisps).

WATER BOTTLES

Your child should have a water bottle in school with them at all times. Please only fill with water, no juice.

CURRICULUM

We strive to provide the best possible curriculum for your children. We review and refine each subject area annually to ensure that this is the case! Each half term, the class teachers will send out a newsletter where there will be an overview of what your child will be taught. Please do speak to your child about what they have been learning about; it will help them to remember it! All of our curriculum maps can be found here:

<https://www.harpfieldprimaryacademy.org.uk/school-life/curriculum-maps>

READING/HOMEWORK

We need your continuing support with reading at home!

Reading is an integral part of your child's education. Reading little and often at home will ensure that they make good progress and can access all parts of the curriculum. Our minimum expectation is for every child to **read 4 times a week (Monday – Sunday)**. Staff will check diaries at least twice a week to check reading at home. Entries need to be signed by parents in the reading diary – whether this is independent reading (older KS2 children only) or read with an adult.

All pupils will receive a reading diary which contains key information about reading, phonics and spellings for you to use at home when working with your children and for them to practise key sounds and words (matched to their ability). Please ensure that your child looks after their diary as we will not issue another one due to the expense of them. Once children have completed their book, they will complete their Accelerated Reader quiz (Y2-Y6) and change their book.

Book bags must be used to store the reading book and diary (every child has been given their first one by our PTFA). Please do not use the book bag for anything else i.e., water bottles.

Spellings homework will be given out on a weekly basis. Children can access homework club on a Wednesday lunchtime; please sign up!

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ATTENDANCE PROTOCOLS

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

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.