



What you and your child can expect from daily life at Hartlip School

| School Hours | | |
|---|--|---|
| Bright Birds Breakfast Club is open from 7.30am. Drop off times: 7.30am-8am £3 | | |
| Morning Session | Gate and classrooms open from 08:35 08:45 Registration and Gate closed Children arriving after this time will receive a Late mark. | Lunch |
| | | 12 – 1.15pm: Robins 12.05pm – 1.15pm: Blackbirds 12.10pm – 1.15pm: Peacocks 12.15pm – 1.15pm: Eagles |
| Worship | Daily @ 9.00am Thursday Worship: Celebration Friday Worship: In church | |
| Afternoon session | 1.15pm | Collection |
| | | 3.15pm all children Children not collected by 3.20pm will go to After School Care – charge £6 |
| Night Owls After School Club is open until 6pm, operating on a tiered system: 3.30pm – 4.45pm= £6.50 – snack included 4.30pm – 5.45pm (end of an extra-curricular club activity) = £6.50 – light tea included 3.30pm – 5.45pm = £11 – snack and light tea included | | |

Arrival at School

Children arrive at their designated time. There is a senior leader on duty every morning. Parents accompany children to their point of entry and then follow the one-way system to exit site.

Bright Birds Breakfast Club

We operate a Breakfast Club which opens from 7.30am every day. The cost is £3.50 per session. Bookings and payment are taken in advance, by the Friday of the previous week. Breakfast includes a cold menu of: cereal, bagel (with a variety of toppings) fruit and juices or a hot menu of



porridge and warm milk for cereal. This is not seen as an extension of school, but a home from home situation. Children are permitted to watch television and engage in leisure and fun activities before beginning their studies. We provide this service to extend provision in the school day and support working parents and those with diary commitments. We accept cash/child care vouchers/tax-free childcare payments.

Night Owls After School Club

We have an after-school club which operates from 3.20pm-5.45pm. Parents can book in accordance to their needs on a tiered system.

3.15pm-4.45pm: £6.50 - includes a drink and snack

3.15pm- 6pm: £11 - includes a drink and snack and a light high tea.

This is not seen as an extension of school, but a home from home situation. Children are permitted to watch television and engage in leisure and fun activities at the end of a busy day. We provide this service to extend provision in the school day and support working parents and those with diary commitments. We believe that our prices are extremely reasonable and run this purely as a service rather than a profit-making scheme. We accept cash/child care vouchers/tax-free childcare payments.

Collection from School

All children should be collected from their exit points at designated times. If children are not collected by 3.20pm, they are transferred to Night Owls and could incur a charge of £6.50

Class Organisation

The school is organised into four classes. Currently there are three mixed classes with a single year 2 cohort. This can change in accordance to the needs of the current school cohort and what our year on year data is telling us. Our teachers are experienced in teaching mixed age classes and they are supported by full time assistants. As a well-established village school with a very long history we are accustomed to treating our pupils as individuals within a family style community. Each child is known to every member of staff as a real person and can be genuinely treated according to his or her needs in every aspect of school life.

School Act of Worship

An act of collective Christian worship led by a member of staff or a group of children takes place daily. On a Friday, children attend Church first thing for a service led by a member of the Ministry Team.

Thursday is Celebration Worship when Birthday children are recognised along with the achievements of individual children in the school community. The parents of the Birthday children are invited.

Special services of celebration of Christian festivals also take place in Church.

Parents do, however, have the right to withdraw their children from the Act of Worship. These children will be occupied constructively and supervised. We hope that parents with any concerns would discuss the matter with the headteacher before exercising their right.



School Uniform

School uniform helps to develop a good working atmosphere in the school. The children all look smart and tidy and it encourages a feeling of “belonging”. The following is a list of our uniform. **It is an expectation that children will wear sweatshirts and cardigans embroidered with the Hartlip School logo.** These are available to purchase on line from School Trends. Children must also have a coloured PE T-shirt with the Hartlip School logo which represents their School House Team. We offer and encourage parents to help themselves to second hand uniform. This is regularly available. Parents may make a small donation if they wish.

All items of clothing worn to school must be named.

An investment in an indelible pen or manufactured embroidered labels will save many hours of aggravation during the course of your child’s school life.

| | |
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| | Items available with the Hartlip School Embroidered logo will be detailed below. |
| Red ‘V’ or crew neck sweatshirt | With Hartlip logo |
| Red ‘V’ or crew neck cardigan | With Hartlip logo |
| Grey tailored trousers (not joggers/leggings/bootleg) | Generic items of school uniform are available at many retail outlets as well as online. |
| Grey shorts (optional in summer) | |
| Grey skirt/Grey tunic | Please note that skirts and dresses should be at least knee length for girls in all year groups |
| Red/white check dress (optional in summer) | |
| White shirt or blouse or white polo shirt | Can be ordered with embroidered logo but not essential. |
| Substantial, warm, waterproof coat in black or red | Red coats with Hartlip embroidered logo are available online. |
| Full Zip Fleece Jackets – for outdoor wear only | With Hartlip embroidered logo are available online |
| Full Zip Showerproof lightweight jacket | Available in school while stocks last |
| Flat heeled black shoes suitable and supportive enough for active children. | |
| Plain white or grey socks/tights | |
| Shoulder length hair should be tied back. Please keep hairstyles neat and simple without the use of products. Slides/hairbands/scrunchies should be restricted to school colours please. | |
| PE and Games | |
| Plain red shorts | Available from uniform suppliers or retail outlets (we do have some size20” left in school stock – ask at the office) |
| Coloured T-shirt representing Hartlip Team with Hartlip School logo | Specific colour will be advised to you in your welcome pack and available to purchase online from our uniform suppliers. |
| Red or Black joggers for outside PE | Available from suppliers or other retail outlets |
| Plimsolls for indoor wear | |
| Trainers | |
| Other items available on line with Hartlip School logo/name/colours | |
| Book bag | Available on line from our uniform suppliers |
| Baseball and legionnaires caps | Available on line from our uniform suppliers. |
| Fleece | Available on line from our uniform suppliers. |
| School coat | |



Absences from School

If your child is absent from school through sickness, please telephone/message the school office and your child's class teacher on the first day stating the reason for the absence. Some idea of how long the absence may last would also be appreciated. A letter on your child's return to school for our records is requested please.

By law all children of compulsory school age must receive a fulltime education. You are responsible for making sure this happens. The only acceptable reason for a child missing school should be illness or exceptional family circumstances. Only the school, and therefore the LEA, can authorise absences and any unauthorised absences are reported to the DFE. The process is overseen by the School Liaison Officer who makes regular inspections of the school registers.

Please arrange medical and dental appointments outside school hours.

Lateness

The School Liaison Officer also deals with lateness which is recorded on a daily basis and may be considered as an unauthorised absence. If children are late, they are recorded as so in the register. Children are disadvantaged through being late. It makes them feel uncomfortable, disturbs the teacher and the rest of the class and they may miss the input to a lesson affecting their understanding and learning.

If, for some reason, your child needs to leave school at any time during the day s/he must be collected by an adult who has been identified to us as one having a legitimate right to take him or her. He/she must be signed out in the Pupil Off-Site book in the lobby. Children cannot leave school alone except when school ends.

Medical Provision

Children will be invited to attend a health assessment by the school nurse at about the age of five. Parents are invited to attend the health assessments but it is not essential that they do so. Other examinations are sometimes given at the request of parents or a teacher. The school nurse attends school regularly and is happy to see any parent with general health worries with regard to his/her child. Appointments can be arranged through the school.

In general terms, if your child is ill enough to need medicine s/he should not be at school. If your doctor feels that your child is well enough to come to school but still needs medicine, such as antibiotics, please ask for one that can be given in two/three doses a day. These can be given outside the school day and the medicine should not need to come into school.

We appreciate parents administering a lateral flow test for Covid 19 should their child present 'under the weather' or displaying any symptoms associated with Covid 19.

There are a few children with conditions where occasional medication is required for conditions such as asthma. If parents consider their child is capable and responsible then the child may look after his/her own inhaler. However, as Hartlip is a small school where the office is easily accessible, we will keep a named inhaler there centrally if you wish. Please do come into school to see the Headteacher if there is any other particular and individual case to discuss.



It is important that any medicines (including homeopathic) are not brought into school by children. Any medicines which need to be administered during the school day must be kept centrally (usually the school office) and administered by a responsible member of school staff. A School Medicine Record form must be completed by the parent/carer.

Please make the school aware of any medical problems such as allergies. You will be asked to complete a form up dating this information on an annual basis.

Additional and Special Educational Needs

At some point during their school lives many children will have additional needs of one kind or another. Children are all individuals and do not all progress at the same pace. We do our best to cater for all needs within the classroom situation. On a termly basis the staff review all the children and any pupils who would benefit from support for any reason (such as specific learning difficulties, emotional problems, particular talents or unusually rapid progress) are identified. Most of these needs can be met within school. Outside advice may be sought where felt necessary. Parents will be kept informed throughout the process.

Our experienced teaching team is very successful in meeting the needs of identified children. The Special Educational Needs policy is reviewed regularly and updated as required. It can be viewed on our website.

Equal Opportunities

At Hartlip School we are totally committed to a policy of equal opportunity with equal consideration for every pupil. We believe that pupils at our school have the right to take advantage of all opportunities regardless of ability, sex, capability or characteristics, racial or ethnic group, religious belief or social background.

Behaviour Policy

We are very conscious of the necessity to have efficient behaviour and reward policies. We all see how important it is for them to be effective and yet sensitive to our children's needs in order to promote good and considerate behaviour.

Our behaviour policy acknowledges that we are: **Learning to Live, Living to Learn!** We cascade an approach of: **Good for Me! Good for you! Good for everyone!** We acknowledge that we all learn by making mistakes. We acknowledge that we all come from different backgrounds and we are all important in our school. Every member of our school community is developed to flourish. In dealing with inappropriate behaviour, we are **curious NOT furious**.

When things go wrong, we operate a Restorative Justice Practice which is consistent throughout school. Children are encouraged to explore what has gone wrong, why and how this needs to be put right.



The subject of bullying is dealt with appropriately according to the age of the children. We have an Anti-Bullying Policy which details procedures to deal with any behaviour which is deemed as bullying. We will always listen and deal sensitively with any issues which may arise. School recognises anti bullying week annually and follows the HeartSmart curriculum in PSHE lessons and worship.

Our day to day life at school is governed by our School Christian Values. There is one rule for children to remember: 'To keep hands and feet to ourselves.'

Mid-Day Meal Arrangements

Children may remain at school during the midday break and eat either a school meal or packed lunch provided by parents.

School lunches are cooked on the premises at a cost of £2.33 per day. Children in Robins and Blackbirds class are entitled to Universal Infant Free School Meals. We operate a cashless system for payment of school meals.

If you wish your child to receive a school meal this **MUST** be ordered and paid for via our partner's website: chandco.myschoolmealorders.com. Even if you do not pay for meals, (eg UIFSM or Free School Meals) the menu choice must be selected for each day. This can be done a week or month or term in advance.

If you are in receipt of some benefits your child may be eligible for free meals and additional monies to support their education. Parents can check eligibility by going to www.kent.gov.uk and follow the link to education/free school meals or please ask at the School Office for details. All enquiries are treated as confidential. This benefits not only the child, his/her learning but the school in terms of the school budget under its Pupil Premium allocation. A letter is enclosed which explains this further.

Children who normally have a packed lunch can choose to have school lunches on specific days and the menus are displayed in the kitchen window and the notice board in the entrance lobby on a weekly basis. These should be ordered and paid for online at chandco.myschoolmealorders.com

Children are supervised by the permanent school staff, one Midday Meal Supervisors and Play Leaders who oversee the planning and delivery of fun activities at lunch time to cater for all children's participation and enjoyment. Skills from PE sessions are practised and developed. Children prepare for tournaments as well as learning new skills and having fun. Staff are consistently on hand to assist children in cutting up food and trying different food types.

Mid-morning snacks

Only fruit or raw vegetables are allowed to be eaten at the mid-morning break.

School Fruit and Vegetable Scheme

The school is a member of this scheme and a free piece of fruit or vegetable is offered to all infant children at mid morning break.



Drinking Water in School

We encourage the children to drink water throughout the day. Named non-spill bottles are provided by the school, refilled daily and sterilised daily. Lids and bottles are replaced as required.

Payment for School Visits

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming and educational visits.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not contribute. Children of parents who do not contribute will not be treated any differently and will not be excluded from the visit.

We may charge for optional, extra activities provided outside of the school day.

Parent/School Partnership and Communication

As a caring school organisation we take every opportunity to make contact with parents. This contact takes place both informally and formally, verbally, written and electronically.

Teachers are very happy to talk informally to parents. A member of the Senior Leadership Team/ Pastoral Assistant is on gate duty at the beginning of each day. We encourage you to make appointments via the school office.

The Headteacher is also available for informal or formal interviews. Our main priority is exactly the same as yours, the happiness and wellbeing of your child.

We hold private parent interviews in the autumn and spring terms. Pupil reports are sent home to parents at the end of each term. These inform under the New Curriculum what your child has achieved in the term, the cumulative progress to date and the next steps in learning. It is a valuable tool in indicating how parents can support in their child's learning.

The Minutes of the Full Governing Body meetings, held at least five times a year, are available on request and published on our school website.

Regular newsletters both from the school, Governors and the PTFA will keep you posted as to events taking place in school. The termly school newsletter is posted on the website as well as communicated via DoJo. As mentioned in the behaviour section, a system called Class DoJo allows parents the facility of instant messaging with teachers and headteachers.

Formal Written and Electronic Communication

- Pupils' school reports
- Information with regard to special educational needs
- Procedure for entry into secondary education
- Information and permission slips for school visits
- School website: www.hartlip.kent.sch.uk
- Arbor – emails and text messages
- Class DoJo



Curriculum Aims

The curriculum which your child will follow at Hartlip is organised within the requirements and guidelines of the National Curriculum, a copy of which is available in school. This will ensure that your child receives the best possible education.

We aim to: -

- ensure a good command of English and an ability to communicate well with other people in speaking, listening and writing
- encourage enjoyment and enthusiasm for reading
- develop the skills, knowledge and understanding of Mathematical operations
- encourage an inquiring mind and a questioning approach towards scientific study
- establish an understanding of the advantages of modern technology and competence in the use of computers as a tool for learning
- make the children aware of the heritage around us through project type historical and geographical studies
- teach skills in handwriting, music, handicrafts and other creative arts.
- encourage an appreciation of beautiful things and a commitment towards conserving our world
- provide an enjoyment of physical activities, including sport, dance, drama, and recreational games, to develop skills and teach a positive approach to competition.
- plan creatively to provide as many cross-curricular links as possible in order to enhance the learning and understanding of the children.

Curriculum Content

The School follows the aims and Programmes of Study as laid down within the National Curriculum

In order to develop pupils' creative thinking and behaviour we have developed a rich curriculum with inter-linked learning across subjects taught within a problem-solving approach. A copy of our curriculum map is enclosed.

We subscribe to and use resources provided a Foundation Curriculum Scheme called: Kapow. This is not followed rigidly, but as a starter and guidance for ideas and lesson content, appropriate coverage and sequencing of knowledge. Retrieval practice is the foundations for all our learning.



English and Maths is taught every morning by your child's substantive class teacher and teaching assistant and in their absence a permanent member of staff. This leaves the afternoons for the foundation areas of the curriculum

Curriculum Subjects

English

English is one of the core subjects in the National Curriculum and as our main means of communication with each other it is a vital component in education. Language work is given a high priority at Hartlip School. Pupils' appreciation and use of standard English will be given a high profile.

We use the scheme: talk for Writing (Pie Corbett) to provide ideas, starters and sequential knowledge development.

Speaking and Listening

Children are expected to participate as speakers and listeners in a variety of situations. From the time they join us there will be opportunities for them to communicate in small groups, to take part in larger class discussions and whole school presentations e.g. in assemblies and concerts. Our pupils are encouraged to become more confident and to develop an awareness of the kinds of talk needed in a whole range of situations.

Reading

When the children first start school, they are given every opportunity to experience pleasure and satisfaction through books. They are helped to read using a variety of methods and strategies. Phonics provide a sound basis on which to build. There is a good range of decodable books in the Early Years and Key Stage 1 classrooms.

Reading books are closely matched to our Little Wandle Reading Scheme. All of our teachers and support staff are trained in the delivery of Little Wandle.

Children are encouraged to develop good reading habits by reading daily to parents at home and are heard as often as possible as is appropriate at school.

Guided Reading takes place daily. Small or class groups of children share a book with an adult. Children are encouraged to improve their technical reading skills, add to their vocabulary, while learning to appreciate the beauty of language and how to predict plot and understand inference. Children who regularly share books at home are obviously at an enormous advantage. Hearing your child read, reading to him or her, enjoying and discussing books, will contribute a great deal to reading progress. Children have reading buddies with who they read with regularly on a Friday afternoon.

We read class texts to inspire our writing, identified from the Talk for Writing scheme: Pie Corbett.

Writing

Our children are encouraged to write for different purposes and audiences on a wide range of topics. They start writing from their earliest days with us, expressing their own ideas in their own way. As time goes by, the children learn to use writing to communicate information and ideas, record experiences, explore feelings and write for pleasure and entertainment.



This may include writing letters, magazines, guides, stories, poems, anthologies, journals and jokes. They may be presented in the form of books and wall displays for children staff and visitors. Writing across the curriculum is a current focus with the same standard and target meeting expected in all areas.

Children will be shown how to plan, draft and re-structure their work and to see the need for accurate spelling, punctuation and neat, legible handwriting.

In school, we use Talk for Writing with enthuses children to become writers.

From their earliest days with us pupils will be encouraged to recognise shape and pattern in words. As they become aware of phonics they will be able to start to build up simple words for themselves. Their early attempts to communicate in writing will be valued and built upon. All children will have access to suitable, attractive dictionaries and when appropriate will also have word books in which they can build up a bank of words which they want to use in their own writing. As they progress, the children will be given appropriate spellings to learn on a regular basis.

The development of neat, legible handwriting is an important skill. The youngest children will develop pre-writing skills through pattern work and they will be helped to hold a pencil correctly. We shall encourage correct posture. Our pupils will be taught the basics of correct cursive letter formation. As soon as they are ready they will be taught how to join letters in a flowing style. As they progress and gain in confidence they will be encouraged to write in ink. Through regular practice it is hoped that all children will be able to develop a comfortable, flowing, legible style of handwriting which makes writing a pleasure instead of a chore.

Phonics:

School follows Little Wandle for our Phonics programme The Early Years teacher structures lessons around the interest and needs of each individual cohort.

Mathematics

Mathematics provides a way of viewing and making sense of the world. It is used to analyse and communicate information and ideas and to tackle a range of practical tasks and real-life problems.

Mathematics is not only taught because it is useful. It should also be a source of delight and wonder, offering pupils intellectual excitement and an appreciation of its essential creativity.

The areas covered by the National Curriculum in mathematics are: -

- number
- measures
- geometry
- statistics

We use White Rose Maths and Mastery of Number to deliver the National Curriculum for Mathematics as effectively as possible to all of our pupils



For young children in addition to scheme work the exploration and enrichment of basic concepts occurs through a range of practical activities often related to experiences in other subject areas.

We differentiate the work for appropriate levels of ability.

Children need to learn the three basic methods of calculation.

- using mental skills
- using pencil and paper
- using a calculator where appropriate.

The Foundation Curriculum

The afternoon curriculum at Hartlip School focuses on the areas of: Science, Religious Studies, ICT (although this is used in every lesson) Geography, History, Art, Design Technology, Music and PSHE. Each day is assigned to a different subject to ensure coverage.

We are fortunate to be able to incorporate outdoor learning in to the curriculum. Every Class visits Forest School for a full day each term. This allows children at first hand to experience the science and geography curriculums as well as engage in cross curricular activity.

A music teacher delivers a project led unit to each class every year. Children are taught to play two instruments during their time with us at Hartlip School. We have a school band, choir and the opportunity to join a music club.



Marking

The school has an established policy on the marking of the children's work. We all agree that the most successful kind of marking is done with the child and where possible we will do so. However, the demands of the classroom do not always allow this to happen but we will always remember that we mark children's work to: -

- ◆ give all of the children a feeling of achievement
- ◆ encourage progress
- ◆ enable early diagnosis of problems
- ◆ identify next steps

We see marking as a positive act designed to indicate approval and confirmation of accuracy. We take care to make sure that the children understand that errors in work are opportunities for learning. We try to ensure that children's work is sensitively corrected so that they will be able to attempt new areas with confidence. Marking will be appropriate to age, stage of development and ability.

Homework

The amount and types of homework that children are asked to do vary depending upon their age and ability.

We ask that all children read aloud daily to an adult throughout their time at the school and parents are asked to comment regularly in their child's reading record so that communication is built up between home and school. We also set relevant spelling words to be learnt, taken either from topics, written work or from phonic families, and set the learning of times tables for homework which is tested regularly.

Children are required to learn their times tables and there are varying activities to support them in doing so.

Teachers set work weekly for the children to complete at home to reflect a child's understanding and ability in independent learning.

Depending upon their age and individual needs children may also be asked to follow up topic work started at school or to complete other studies begun in class.

If children struggle to complete their home learning within the home environment, they can access a lunch time home learning club, which is supported by a class teacher.

Extra-Curricular Activities

Our pupils are able to take advantage of extra-curricular activities. School clubs are offered every term. Peripatetic music teachers give instrumental lessons.

