



Hartley Primary Academy Newsletter

28 September 2016

ISSUE 1, TERM 1, 28 SEPTEMBER 2016

WWW.HARTLEYPRIMARYACADEMY.ORG.UK

Welcome Back!

Mrs Sarah Goosani, Principal

A warm welcome back – to our children in Year 1 through to Year 6 and to our new Reception children who will shortly be adapting to a full day at school. We welcome our parents and families back to a new academic year and new challenges!

The children have come back from the summer break keen to learn and embrace their new curriculum topics. As always, the children are enthusiastic, respectful and polite and look very smart in their uniform. Thank you for your support in this.

Site Works

You will have noticed that the site has undergone some major changes over the summer holidays and we have installed new perimeter security fencing. This will be further enhanced with an automated security system in the October half-term.

We have also improved access to the Lower Playground by adding a new path by the upper trim trail. The aim is to reduce congestion as children and parents walk down to the Lower Playground at the start and end of the school day.

Playground Safety

Can I please remind parents of pre-school children to use the new pavement which runs alongside the staff car-park. The pavement has been created to provide safer access to the gate behind the kitchen – but we are still observing parents walking their children across the car-park. Please use the pavement at all times, thank you. Could I also use this opportunity to ask parents to supervise their children at all times before the bell goes for the start of school and at the end of the day. Children should dismount from bikes and scooters on entering the Top Playground and children should be prevented from swinging on the new gates at all times.

Please do not let your child walk under the car-park barrier.

Dates to Add to Your Diary

Macmillan Coffee Morning -
Fri 30th September

After-School Clubs Start –
Week Starting Mon 3rd October

Kent Messenger First Class Photos –
Tues (am) 4th October

Pupil Individual Photographs -
Thurs (am) 6th October

Phonics Meeting for Parents
Mon 10th October @ 4.30pm

Foundation Stage Forest Schools Session 1
Tues 11th October

Year 2 Trip to Tyland Barn/
Year 5 Lego Challenge
Year 6 Selection Test Results Emailed to
Parents
Thurs 13th October

Flu Immunisation for Years 1, 2 and 3
Fri (am) 14th October

For a full list (so far) of our key dates for the academic year 2016/17, please visit our website:

<http://hartleyprimaryacademy.org.uk/parents/terms-dates/>

'Meet the Teacher'

Thank you to all those parents who came along to 'Meet the Teacher' last week – I hope you found the evening informative.

The Hartley Primary Academy parent survey for Term 1 is now open and we have already had a good response! Please click on this link: [Term 1, Autumn Term 2016 Parent Survey](#) (via our parent pages on our website) to access the survey. The survey will remain open until Wednesday 12th October. The results will be published on our website in due course.

Please do not wait to complete a survey to let us know that something is not going well. Tell us straight away so we can look into the matter and put things right!

Attendance

Regular attendance in school is essential; the Department for Education has made the decision that if a child's attendance drops below 90% they will be considered a 'persistent absentee'. Most children's attendance is 95% or above. Punctuality is also important. Children should arrive at **8.45** to start school. The registers close at **9.00am**. Every day, between 8.45 and 9.00am, children have either 'early work' or in some cases our Teaching Assistants will be running intervention groups. It is therefore extremely important that children arrive on time at school. Children who arrive **after 9.00am** must be signed into school **by an adult**, via the School Office.

Should your child be absent from school you must inform us before **9.00am** that morning and then on each day of any subsequent absence unless a discussion has taken place about your child's specific illness or condition.

If your child is going to be absent due to a dental or medical appointment, please write a note to the class teacher or visit the School Office so staff can photocopy the appointment card and/or details of the prescription or medication. This can help us to decide how to record the absence; whether it is authorised or unauthorised.

You should not take your child out of the Academy for a holiday during term time. If you go ahead with the holiday, the Academy may apply to Kent County Council to issue a Penalty Notice and a fine may follow. At Hartley Primary Academy we expect 100% attendance. If there are concerns regarding a child's attendance we will contact you to discuss the reasons that may be preventing your child from attending.

If your child is absent from school for a lengthy period of time we will arrange for a Home Learning Pack to come home. This will give you the opportunity to support your child during their period of absence.

ATTENDANCE FIGURE
CURRENTLY AT:

97.97%

We will offer meetings, support and advice to help resolve these concerns and facilitate a return to regular attendance. If, after all our interventions a child's attendance remains a concern, Hartley Primary Academy may refer to the Trust's Attendance and Welfare Officer for further investigation.

If attendance does not improve, the AWO may refer to Kent County Council's School Liaison Officer and this could result in legal proceedings being instigated, since these officers act on behalf of the local authority to ensure that schools, parents and carers comply with the statutory duties and responsibilities relating to a child's attendance at school or other educational provision.

Safeguarding

Please can we remind parents that children should not bring mobiles into school. If you feel your Year 6 child may need a phone – as they are meeting you off the school's site after school, mobile phones should be handed into the School Office and collected by the pupil at the end of the day.

We are concerned that a number of pupils are seen with their phones in the top playground – this is a safeguarding issue.

Can we also remind parents to stay vigilant about what your child may be posting on Social Media – children younger than 13 years old should not have Facebook, Instagram, Snapchat or YouTube accounts, yet in conversations in class, a large proportion appear to do so. Musical.ly is a site growing in popularity – offensive lyrics and sexual content is not moderated. Parents have raised concerns with us this term about this new site. Guidance for parents can be found on our website: <http://hartleyprimaryacademy.org.uk/parent/se-safety/>

You will also be aware of the greater security provision around the site – **all adults** must report to the School Office if they wish to enter the school. Thank you.



Administration of Medication

Unless a Care Plan is in place for your child (after discussion with our SENCO, Mrs Adams, yourself and the School Nurse) we are unable to administer medication or antibiotics.

We hold minimal supplies of Calpol in the case of an emergency. Should your child require a course of antibiotics please make arrangements to come into school at the required time of the day.

If your child is asthmatic or has a food allergy that we are not aware of please tell the class teacher and/or the School Office. If an asthma pump is needed in school we will ask you to complete the necessary medical forms.

Macmillan Coffee Morning 2016

On Friday this week, we will once again be hosting a coffee morning in the school hall. We would welcome any contributions (please drop them off at the School Office on the morning). We raise lots of money through the cake sales and raffles and would love to beat last year's amount of £314! Our fantastic Mrs Skinner is coordinating the event and would love to hear from anyone who is willing to help on the morning.

YEAR SIX

Year 6 parents may wish for their child to walk home or be met away from the school in order that they gain some independence in preparation from the transition to secondary school.

We do need written parental permission to enable this to happen – **we will be sending letters home in these cases.** If you wish for your child to have a mobile phone with them, please be aware that mobile phones are not allowed in the classroom and should not be used on site.

Phones should be handed into the School Office for safekeeping during the day.

**WE HAVE
RAISED
£618.37 FOR
JACK
HOWARD.**

**THANK YOU
SO MUCH
FOR YOUR
GENEROSITY**

Breakfast Club – Drop Off Times

If your child is registered for Breakfast Club and you would like them to enjoy a breakfast when they arrive, please can we ask that you drop them off no later than 8.15am.

Olive Dining

Our catering is now provided by Olive Dining and since the start of this term the feedback has been extremely positive!

A copy of the Autumn menu is available on our website:

<http://hartleyprimaryacademy.org.uk/parents/school-meals/>

Please contact us if you would like to move your child from packed lunches to school dinners – we do ask for a minimum of 2 weeks' notice as supplies are ordered in advance.

The cost of a school meal is £2.20 per day. Please pay weekly in advance (cash or cheque only at the moment, made payable to Olive Dining) or you can pay termly. Please drop by the School Office for more information.

**School Office Opening Hours**

Monday to Thursday 8.30am – 4.30pm,
Fridays 8.30am – 4.00pm.

To report a child's absence please ring 01474 702742, selecting Option 1.

For general enquiries you can email office@hartleyprimary.org.uk
For Attendance/ Breakfast Club enquiries you can email attendance@hartleyprimary.org.uk

Outdoor Learning

We are developing our Outdoor Learning areas so all our year groups can benefit from the fantastic school grounds which we have at our disposal. The site provides many opportunities to apply literacy, maths and science skills and we have timetabled regular slots for every class throughout the year. Some children have already bought their rain clothes and wellie boots in; please remember they will need these when the weather changes as classes will use the outdoors in all conditions! There will be storage boxes provided outside each classroom for the children to keep their boots and rain coats in. Please ensure wellies and waterproofs are named, thank you.



Pupil Census - October 2016

At this time of year, we are preparing our Pupil Census which we are required to submit to the Department for Education. The figures we report directly impact our funding for 2017-18. The number of children who take up Free School Meals will be weighted accordingly in our overall funding allocation.

Although children in Reception, Year 1 and Year 2 are currently entitled to the Universal Free School Meals provision, **additional** funding is allocated to schools on the basis of parents receiving income support/child tax credits.

Please visit the School Office if you think you might be eligible; they can make an application on your behalf.

P.E. Timetable

Please see below for the timetable for P.E. this academic year. As the weather turns colder, can we please ask that you ensure your child has a tracksuit/jogging bottoms/sweatshirt to keep warm during the outdoor sessions. Our Key Stage 1 children (Reception, Years 1 and 2) won't need trainers until further up the school, but should have plimsolls – Velcro fastened. If you haven't already done so, please ensure your child has their P.E. kit held in school. Kits will come home at the end of each term.

Reception Classes – Apple/Cherry - MONDAYS
Year 1 – Elm/Oak – TUESDAYS + THURSDAYS
Year 2 – Beech/Sycamore – TUESDAYS + THURSDAYS
Year 3 – Ash/Maple – MONDAYS + WEDNESDAYS
Year 4 – Rowan/Willow – WEDNESDAYS + THURSDAYS
Year 5 – Chestnut/Silver Birch – TUESDAYS + FRIDAYS
Year 6 – Cedar/Redwood – MONDAYS + FRIDAYS

PLEASE ENSURE ALL CLOTHING IS CLEARLY NAMED