



HARTLEY PRIMARY ACADEMY
NEWSLETTER 1



New Academic Year –
September 2015 - 2016

Dear Parents, Carers and Children,

We really are so pleased to welcome back the children, to welcome children new to our school – both in existing classes and into our new Reception class – and to welcome our parents and families back to another school year. The children have made an excellent start – they are keen to work, their behaviour is faultless and they look incredibly smart in their uniform. Thank you for supporting us in this.

The beginning of the year is always a good time to remind everyone that children are your responsibility on the playgrounds until the teacher comes out to collect them at 8:45. Scooters and bikes should not be ridden and ball games and chase games – such as 'It' are forbidden. There are too many little (also larger) people on the playgrounds – accidents are likely. Please do not knock on the classroom fire doors in order to speak to teachers before school; if you have urgent matters which you need to convey to the teacher the time to tell them is when they come out to collect the class. For Reception and Year 1 classes, please appreciate that teachers need to supervise their class promptly at 8.45. Teachers in these classes are especially aware that they need to be ready to lead the class as soon as the children enter the building. Our School Office is here to help – please pop round and the team will relay messages to your child's class and you can arrange a Monday Pop-In from here too.

Can we also ask that parents do not park in the staff car park in the mornings – by following a member of staff in through the barrier. The car park is reserved for staff, external visitors and disabled drivers or children and space is very limited at the best of times. Thank you.

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Information Notices:

Welcome to New Staff

A number of staff have joined us this term (and at the end of the summer) and we would like to welcome them to the school. Mrs Taylor is teaching our Year 6 pupils – and will be in school on Mondays, Tuesdays and Wednesdays. Mrs Fewell continues to teach Redwood on Thursdays and Fridays. Mr Higgs has joined us to teach Rowan Class in Year 4, Mrs McGilvray is teaching Oak Class on Mondays, Tuesdays and Wednesdays working alongside Mrs Creed and Mrs Marttila is teaching Maple Class on Fridays, teaching with Mrs Smitherman. Our Teaching Assistant team now includes Mrs Thomson and Mrs Hasset with our littlest children and we have Mrs Gappa and Mrs Morganelli supporting our Breakfast Club team. I am also pleased to inform you that Mrs Gill has rejoined us as Finance Manager. A huge welcome to all our 'newbies' and hope you will support them and all our existing staff.

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' and the Educational Welfare Officer will require medical evidence as to why attendance has dropped below this figure. Most children's attendance is 95% or above. Punctuality is also important. Every day, between 08:45 and 09:00 children have either 'early work' or in some cases the Teaching Assistants will be running intervention groups. If a child does not arrive in school until almost 09:00 they are missing, in effect, an hour and a quarter of learning time each week, over the year this equates to over 50 hours of learning!

Safeguarding

- Children MUST NOT bring mobile phones into school.
- Children arriving late must be signed in by an adult in the School Reception – children are not allowed to sign themselves in.
- Children must not walk across the car-park unaccompanied.
- Adults must not enter the school via any entrance other than the Main Entrance.

We will be revisiting our Safe Internet Use and Staying Safe on Social Media units of work with children. Please be vigilant at home about what your child is posting onto Social Media.

Pop-In Meetings – Mondays After School

The idea of these (short) meetings is simply to provide a brief opportunity to have a meeting with your child's class teacher if there is something which is causing you concern or a follow up to any issues arising from Parents' Consultation Evenings. These Pop-Ins are not designed to be lengthy appointments – (which links to the point above) if you think you may need more than 10 minutes, please explain this to the School Office team when you ring to make an appointment.

Administration of Medicines/Antibiotics

If your child is on a course of medication you must make arrangements to have an adult come into school to administer the medicine. We are not allowed to administer medicine unless there

is an agreed Health Plan which has been drawn up in conjunction with the School Nurse. Health Plans are usually for children with ongoing medical conditions such as asthma, epilepsy, severe allergies etc.

Surveys and Outcomes

Last year we chose to gain the views of children and parents via questionnaires which took place once per term and we will be repeating this. We felt that collecting information only once or twice annually was not the most effective method. We do analyse this information and discuss in Senior Leadership meetings, addressing issues which arise. One element raised by parents is communication and we are really trying hard to address this via our website. For example, parents have asked for more information about the Topics (Quest) their child will be following in order that they can support the learning through visits, books, TV programmes and other ways at home. Following 'Meet the Teacher', Quest information for each year group will be put on our website and this will be updated regularly.

Please do not wait until you receive a survey to let us know if something is not going well. Tell us straight away so that we can look into matters and try to put things right!

Parent View

You may not be aware that Ofsted have a section on their website for Parents to post their views. Teachers receive some really lovely comments from parents, perhaps you might record your views on this webpage. The email address is: parentview.ofsted.gov.uk

Year 5 and 6 Pupils – Walking Home Alone

If your child would like to walk home after school can we please have written confirmation from parents to confirm this is the case. Thank you.

A Request (or two) – From our Reception Team

Apple and Cherry classes will be looking at Superheroes in class this term. If you have any action figures at home (in good condition) – Batman, Superman and so on, can our teachers have them? Please no large figures (a life-size Spiderman might be a little scary!) but Lego figures would be ideal or any figures around 6cm tall or smaller. Thank you in advance.

Opening the 'World of Work' to our Children

Our Reception team would also welcome any parent who would like to come into school to tell the children about their jobs. If you work in the emergency services (or perhaps a profession the children may have an awareness of) and you would like to talk to our littlest ones about what you do we would love to hear from you!

Ask our older children about what they would like to be doing when they are grown ups and there is a bit of a deadly hush, with the odd 'Footballer', 'Mechanic', 'Doctor' - all laudable ambitions but possibly a little limited..... We would like to be able to run a 'World of Work' programme in assembly time. If you feel you could talk to our children about what you do for a short time on a Wednesday morning, please let us know and we can widen our children's horizons with 'real' people talking about real-life! Please contact the School Office if you would like to get involved.

Pupil Census – October 2015

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 back will directly impact our level of funding for 2016-17 so it is imperative that our data is accurate. The number of children who take up Free School Meals will be weighted accordingly in our overall funding allocation. Although all children in Reception, Year 1 and Year 2 are entitled currently to the Universal Free School Meals programme, **additional** funding is allocated to schools on the basis of parents receiving any of the following benefits are entitled to apply to KCC for Free School Meals:

- Income Support;
- Income-based Job Seekers Allowance;
- Income related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of State Pension Credit;
- Child tax credit with an annual gross income into the household that is no more than £16,190 - provided you are not entitled to working tax credit. If you are entitled to any part of working tax credit there is no eligibility with the exception of working tax run-on as shown below;
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.

Currently, Free School Meals funding on the basis of the above continues in children's Junior years and into secondary school. If you think you may be eligible please contact the School Office, in confidence, for further advice and they will be able to make an application on your behalf. With budgets being squeezed, every application counts!

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 can we please ask that you drop them off no later than 8.15 – so they have time to eat and settle before going to class. By 8.30 the breakfast team has cleared the kitchen so dropping off at 8.40 causes us (and your child) issues.

Packed Lunches and Food Allergies

We have a number of children in school with allergies to nuts. Please could parents avoid giving children nuts in their lunchboxes and this also extends to Peanut Butter in sandwiches. Thank you for your cooperation.

Year 6 – Secondary School Selection

Just a reminder to Year 6 parents – and perhaps Year 5 parents would like to make a mental note for next year – Secondary Common Application Forms need to be submitted online to KCC before we start Term 2. Please visit the following address to register with KCC and make your online application: <https://ola.kent.gov.uk/kccadmissions/prefs.php>. **The site is now open and will close at midnight on the evening of Monday 2nd November 2015.**

Statutory Assessment Tests, Year 2 and Year 6

Year 6 tests are in the week beginning 9th May 2016. There are tests every day; it is essential children are in school. Year 2 tests will take place in May 2016 and in order to give the children their best chance of success it is likely that these will take place in the last two weeks of May.

Since this is term-time there will be no authorised holiday, but please be aware that if you take unauthorised holiday during May your child will be disadvantaged. These tests cannot be taken at any other time.

P.E. Timetable for 2015-2016

Please see below for the timetable for P.E. for this academic year. As the weather gets 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 (Reception, Year 1 and Year 2) children won't need trainers until further up the school, but should have plimsolls – Velcro fastened. If you haven't already done so, please ensure P.E. kits are held in school. Thank you.

Year/Class	Indoor Session	Outdoor Session
Reception - Apple	Mondays	Wednesdays
Reception - Cherry	Wednesdays	Mondays
Year 1 - Oak	Tuesdays	Thursdays
Year 1 - Elm	Thursdays	Tuesdays
Year 2 - Beech	Wednesdays	Thursdays
Year 2 - Sycamore	Wednesdays	Thursdays
Year 3 - Ash	Tuesdays	Wednesdays
Year 3 - Maple	Tuesdays	Wednesdays
Year 4 - Rowan	Thursdays	Tuesdays
Year 4 - Willow	Thursdays	Tuesdays
Year 5 - Chestnut	Fridays	Mondays
Year 5 - Silver Birch	Fridays	Mondays
Year 6 - Cedar	Mondays	Fridays
Year 6 - Redwood	Mondays	Fridays

Site News:

Generator in Fairby Lane

Contractors are currently working in Fairby Lane to restore power to the houses located there. Power went down on Thursday 3rd September so understandably, residents are extremely eager to get proper power restored. Please be mindful of limited/restricted access in the immediate vicinity of the rear gates whilst they dig up the road to repair the mains supply.

Leigh Academies Trust News:

Chair of the Longfield Board of Governors

We are pleased to share with you that Mr Graham Clewes has been appointed Chair of the Longfield Governing Body with immediate effect. Mr Clewes was a parent governor prior to our conversion to an academy and was our Chair of Governors before and during the transition process. Mr Clewes is a huge asset to our school and we welcome the appointment.

Upcoming Events:

Meet the Teacher (Years 1 to 6 only)

On **Wednesday 23rd September** from **6.00pm** we will be running an Information Evening – firstly, a 'Welcome' from me, followed by a session by Mrs Lambourne, Vice-Principal on how we are implementing new methods for Assessing and Recording our pupils. From 6.30pm we will host

the 'Meet the Class Teacher' element of the evening. We will be sharing with you our priorities for the new academic year and the expectations we have of our children in their respective year groups. You will have the opportunity to meet with your child's teacher and raise any general questions you may have. It is a really important evening and we urge parents to attend.

For parents who are unable to attend these meetings **all of the information will be posted onto our website. We will not be offering Pop-In sessions simply to go over this information.** There is a huge demand on teachers' time – their work-life balance is impossible to achieve in term-time (and they work during the holidays as well) and we simply cannot afford to run individual sessions for parents.

PTA AGM

On the same evening at **8.00pm** all our parents are invited to attend the PTA AGM in the school hall. At this meeting the PTA will be electing a Chair, since our current Chair is stepping down. We are legally required to have a Chair in post if the PTA is to continue and without one, the PTA will be dissolved at this meeting. Therefore it is vitally important that we elect a Chair (or Joint Chairs) on the evening. If you are unable to attend but wish to stand, please get in contact with the school.

Macmillan Coffee Morning

On **Friday 25th September** we will once again be hosting a coffee morning in the school hall. We would welcome any contributions (please drop off at the School Office on the morning) and would love to see you after dropping off children to the playground. Last year we raised over £350 for the charity – through cake sales and raffles. We had a fantastic response from our families and would love to beat last year's amount! Mrs Skinner, who is coordinating the event, would like to hear from anyone who would be willing to help.

School Calendar

We will shortly be issuing the school calendar of events for parents – to cover the new academic year. We will be emailing this out to parents and uploading the information to our website. Some event dates may be subject to change, but we will endeavour to send out updates on a regular basis – perhaps not every time there is a change (or else you will be inundated!), but we do appreciate that it is useful to see the dates in advance. You may have heard in the media that schools are allowed to make their own decisions about school holiday dates, but we will be adhering with our published dates for this year – we have to try and fit in with a number of different local schools.

Yours sincerely



Mrs Hollingworth
Principal