



Thriving Together

Knowledge • Nurture • Enrichment

Parent and Child Handbook

2023 - 2024

Welcome to Heathfield



Our Aims and Values

The principle aim of the school is for everyone in our school community to 'Thrive Together'.

Heathfield has a long track record of high-quality engaging education for children in Basford and Bulwell, this has been guided by our core values of 'Knowledge, Nurture and Enrichment'.



Thriving Together

Knowledge • Nurture • Enrichment

We are a recently expanded Local Authority maintained school with two campuses. Our original school is on Scotland Road in Basford and accommodates up to 280 pupils plus a nursery. Our second campus is on Highbury Vale (approx. a mile apart). The Kersall Drive Campus opened in October 2015 and now accommodates an additional 420 pupils, plus a nursery.

Achievement and enjoyment are important goals that we are determined to provide for all of our pupils in a warm and friendly atmosphere. We pride ourselves in providing a secure, yet stimulating, and challenging learning environment. We want our pupils to develop their strengths whilst having the confidence to address targets and areas identified for improvement.

We welcome participation by parents and carers in all aspects of school life, and we look forward to working in partnership with you. No-one knows your child better than you and for this reason we very much value your co-operation to ensure the best possible outcomes for your child. If you would like paper copies of any of our policies, these are free of charge. Please contact the school office for such requests.

Heathfield Pledge

We provide a rounded and tailored curriculum that meets the needs of every child by knowing their individual contexts, needs, knowledge and skills. We then use our Heathfield Pledge to outline the expectations that we place on the pupils and ourselves.



Thriving Together

Knowledge • Nurture • Enrichment



Happy, Safe
& Confident



Eager to Learn



Aiming High



Taking Care



Healthy
Attitudes



Focused on
Enrichment



Including
Everyone



Environmentally
Aware



Living in
Harmony

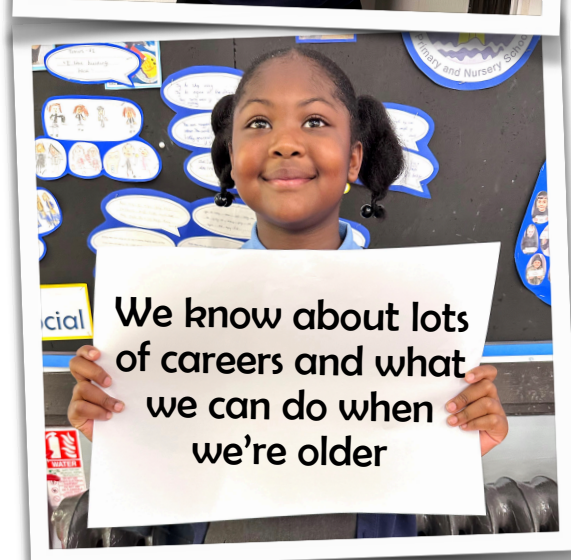


Developing
Global Citizens

Our School Development Plan

2023 - 2024

Here are the key things that we are working on this year at Heathfield.



Curriculum

It is our vision that children who attend Heathfield Primary and Nursery School will become life-long learners. The curriculum at Heathfield has been designed to promote children's creativity and the development of knowledge and skills to enable them to have an enriching, enjoyable and successful education.



Our Curriculum

The principal aim of the school is for **all** children to:

Thrive Together through **Knowledge, Nurture & Enrichment**

Our curriculum, guided by the Heathfield Pledge, is:

- **Ambitious**
- **Broad and Balanced**
- **Creative**
- **Nurturing**







Our Early Years provision at Heathfield sets **solid foundations** for the development of the **whole child** bringing to life a nurturing and stimulating learning experience which, with a focus on early literacy and maths skills, ensures they are school ready.

With children at the heart, we offer an **enriched curriculum** designed to make learning meaningful; delivered through quality first teaching. Our creative topics immerse children into high-quality texts and vocabulary to foster a **love of reading**.


The **curriculum is sequenced** to ensure **progression** across all year groups and subject areas and is guided by timely and effective assessment and intervention in a variety of forms. It is strengthened by our **CPD pathway** for staff. The climate for learning and high expectations of everyone at Heathfield allows children to **enjoy and achieve**, in a **safe and supportive environment**, from often low starting points to comparing favourably to national outcomes at the end of year 6. They are able to apply their skills and knowledge in order to leave Heathfield equipped to successfully access their next stage in learning and to go on to be good citizens who make a positive contribution.





Curriculum

2023 - 2024

Reception					
Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
					
This is Me / Where I Live	Colours	Teeth	Spring	Water	Animals

Year 1 & 2					
Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
					
Transport	Toy Story	Woodland Animals	Roald Dahl	Dinosaurs	Mini Beasts

Year 3 & 4					
Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
					
Our Wonderful World	The Tudors	Nigeria	Healthy Living	Virtual Reality	The Romans

Year 5 & 6				
Autumn 1	Autumn 2	Spring 1	Spring 2	Summer
				
Space	World War II	Storms & Shipwrecks	Greeks	China & Japan

Heathfield Loves Reading



Reading Journeys



Trips to Waterstones



Librarians

Quality Texts
Throughout
the Curriculum



Reading
for Pleasure

Reading Spaces



Reading
Buddies



Rainbow Reading

Stay and
Read in EYFS

Reading
Journals

Book Fairs

Book Weeks

The
Love of Reading



Rainbow Reading

At Heathfield, we know that reading is the single, most-important skill we can teach to children. Being able to read unlocks the entire curriculum and is the single biggest indicator of future life chances. It is **so** important.

Rainbow Reading was established to encourage more children to read more often at home. Children are rewarded with books for meeting key milestones.

Children are asked to read at least three times per week and bring in their cards to get checked by their teacher once per week. Teachers track this in different ways, some have classroom displays which show which children are reading which colour, and some track them on a spreadsheet.

Once all the spaces on the card have been filled up, children move onto the next colour card.

The card colours, in order, are:



Once all children in a class have completed a certain coloured card, the class receives some books from their wish list for the classroom library.

Any children who complete their gold card (and have therefore read at least 190 times at home) will get an individual prize at the end of the year. This is a book of their choosing, completely free of charge as a reward for their commitment to reading.

Last year, we had over 37% of children reaching gold and over 70% reaching green or above!



Positive Behaviour

At Heathfield, we work alongside parents / carers to encourage children to develop as fully as possible. We promote good behaviour through our Positive Behaviour policy.

The Heathfield Pledge

We use the Heathfield Pledge as our guide for positive behaviour. We ask the children: "Are you..."



being happy, safe
& confident?



eager to learn?



aiming high?



taking care?



showing a healthy
attitude?



focused on the
enrichment?



including everyone?



being
environmentally
aware?



living in harmony?



being a global
citizen?

The role of Heathfield Staff	The role of Parents / Carers
<ul style="list-style-type: none">• Exemplify calm and consistent behaviour• Give their first attention to the best conduct• Reward good behaviour which meets our high expectations• Follow relentless routines• Give the same message to all children in regards to conduct• Help children to grow in a safe and secure environment• Update parents / carers about behaviour through a variety of methods, including slips, calls and text messages• Ensure sanctions are followed up	<ul style="list-style-type: none">• Support their child's learning and behaviour in school• Be positive role models to the children• Conduct themselves appropriately whilst on school premises• Build good home / school partnerships, communicating with your child's key adults• Support decisions made by school in an effort for children to reach their potential• Ensure a good routine is in place at home so children are ready for learning at school• Communicate with school as early as possible to share key information which can support us in working with your child• Provide school with at least 2 up-to-date emergency contact numbers

Concerns About Behaviour?

We aim to deal with any queries or concerns as soon as we are aware of the issue, so please speak to us. Please speak to your child's teacher first and then the Phase Leader / Deputy if required.



Teachers have more time at the end of the day for conversations as this does not impact on learning time. If you want to speak to the class teacher please wait until the other children have been dismissed.






You can also email your child's class teacher directly using: classname@heathfield.nottingham.sch.uk

Rewards

At Heathfield, we love to reward and celebrate the excellent behaviour and effort of our children. We have many ways in which we do this. Some of the ways we reward good behaviour or effort are listed below:



Effort Scores

Outstanding Effort	
5	 I am working as hard as I possibly can. I have included extras and have shown deeper thinking.
Good Effort	
4	 I am trying very hard and pushing myself to be better. I am taking pride in my work. I am doing more than is asked of me.
Expected Effort	
3	 I am trying hard when working. I am doing just what is asked of me.
Satisfactory Effort	
2	 I have tried but my working is not meeting the expectations set for me.
Poor Effort	
1	 I put little effort in and the work is far from what I am capable of.



Positive Behaviour Policy

Positive Reinforcement



Positives



Green & Gold Slips



Effort Badges



Gold Slip

Recognition for going above and beyond



Green Slip

A positive change in behaviour



Orange Slip

Following a reminder and a warning:

- **Miss next break time**



Red Slip

Repeatedly not following the pledge
or hurting, swearing or bullying:

- **Miss 2 break and lunch times**

Zero Tolerance to Bullying

Bullying is the **repeated actions** or threats of action directed toward a person by one or more people who have or are perceived to have **more power or status** than their target in order to **cause fear, distress or harm**. Bullying can be physical, verbal, psychological or any combination of these three.

Behaviour would be classed as 'bullying' if it were to happen several times on purpose.



Our Principles

We are an inclusive school and believe that every child and adult has the right to come to school without the fear of being bullied, due to their gender, race, sexual orientation, disability, faith or colour.

We have a responsibility to create and maintain a safe and secure environment for all the pupils in our care, so that parents may send their children to school in the confident knowledge that they will be protected from bullies.

School Action

- Any reported incidents of bullying by children or parents will be promptly investigated and recorded on our behaviour system, which will notify the Senior Leadership Team. This evidence may be required to support further actions.
- The Senior Leadership Team will oversee and co-ordinate any reported incidents of bullying, it's subsequent reporting and liaising between staff and parents.
- All such incidents will be shared as an agenda item titled 'Children First'.
- An Individual Behaviour Plan (IBP) written for them or a home/school diary. The IBP will be monitored by the class teacher.
- A child may be offered counselling via the CASY councillor or quality one to one time with the Learning Mentor, and appropriate individualised programmes created.

What bullying is not

Calling someone a name or pushing someone once, being rude or having an argument with someone **is not** bullying. Of course, these behaviours should be addressed, but may have different consequences and interventions, which is why the distinction is critical.

To be defined as bullying, all three components must be present:

Repeated actions or threats

A power imbalance

Intention to cause harm

Attendance Counts

Our pupils are expected to attain a minimum of 96% attendance

Good attendance, including punctuality, is essential to raising the educational attainment of all pupils and affording them the best possible life chances following statutory education. In order to achieve this, children and young people need to attend school regularly and be equipped to learn. Children cannot learn if they are absent from school.

0 - 1.5
Days Off

100% - 99%

Accessing all opportunities

Children have the greatest chance of success

Weekly

- Positives from their teachers for 100% attendance
- Positives from their teachers for 100% punctuality

Half Termly

- Attendance prizes for 100% attendance
- Congratulation messages home
- Certificates
- Additional Rewards - vouchers and prizes

Annually

- Additional rewards for 100% attendance

2 - 7.5
Days Off

98.99% - 96%

Few missed opportunities

Children who miss less than 7 days of school have an 87% chance of higher achievement

8 - 13
Days Off

95.99% - 93%

Risk of underachievement

Children with only 94.8% attendance are less successful than their peers

- Call home from school to discuss attendance
- Text messages sent
- Letter indicating further actions

13.5 - 19
Days Off

92.99% - 90%

Severe risk of underachievement

Over half of children who miss 15 days struggle to reach age related expectations

- Call home from school to discuss attendance
- Attendance monitored
- Text message sent
- Letter indicating further actions
- Attendance monitored weekly
- Call from Deputy Head teacher

19.5+
Days Off

Below 90%

Serious risk of underachievement

Children who miss more than 30 days of school only have a 20% chance of achieving age related expectations

- Call home from school to discuss attendance
- Attendance monitored
- Text messages sent
- Letter indicated further actions
- Attendance clinic
- Attendance plan put into place
- No Authorised absence & medical evidence required
- Home Visits
- Education Welfare Referral

Illness Guide for Parents

On the occasions that your child is feeling unwell, it can sometimes be challenging to know whether your child is well enough to attend school or whether their illness may spread to others. Please use the simple guide below to assess whether your child is able to come to school.



Come to School

Please send your child to school if they are experiencing any of the following:

- Sore throat
- Cold
- Cough
- Feeling tired
- Hay fever
- Achy or sore limbs

Children can still take part in learning when experiencing any of the above. Give them medication if you feel they need it at the beginning of the day.

Their teacher will be available for your child to speak to if they are feeling unwell. We have first aiders on-site for support.

School will always contact you if your child is ill during the school day.



Come to School, But Let us Know

Please send your child to school and inform the office if they are experiencing one of the following:

- Headache
- Feeling sick
- Stomach ache
- Ear ache
- Toothache
- Experiencing feelings of anxiety
- Twisted, sprained or broken limbs

Children can still take part in learning when experiencing the above. Give them medication if you feel they need it at the beginning of the day.

Children can often feel anxious (e.g. worries about class work or possible sanctions) however, we have a highly-skilled learning mentor team in place and we want children to be resilient and overcome these feelings so that they are happy at school. If children are kept at home, these small anxieties may 'snowball' into a larger issue.

If in doubt, contact their teacher or speak to Mr Battison.



Stay at Home

Unfortunately, there are some rare instances when your child will be too unwell to attend school due to an illness or injury. In the following instances, please keep your child at home:

- Temperature over 38°
- Sickness and diarrhoea
- Contagious illness (e.g. chicken pox, impetigo)
- Operations/medical treatments

Medical evidence should be provided to school wherever possible to ensure that the absence is authorised.

If your child is sick or had diarrhoea, they need to stay at home for 48 hours to stop their bug from spreading to others.

Should your child be absent for more than 5 days, we request that you provide supporting evidence from a medical professional.

Please call or text the school office as soon as possible if your child is not well enough to attend school that day.

You should also remain in regular contact with School and Mr Battison.

Special Educational Needs & Disabilities

At Heathfield, it is our belief that all children have an equal right to a full and rounded education, which will enable them to achieve their optimum potential. We use our best endeavours to secure Special Educational provision for pupils for whom this is required, that is 'additional to and different from' that provided within the differentiated curriculum, to better respond to the four areas of need identified in the SEND Code of Practice

Four Main Areas of SEND



Cognition &
Learning

Communication
& Interaction

Social,
Emotional &
Mental Health

Sensory and / or
Physical

What should I do if I am concerned my child might have SEND?

Firstly speak to your child's class teacher about your concerns. It may be that the class teacher shares your concerns. In addition to this you can contact the SENDCo (Special Educational Needs & Disabilities Co-Ordinator) by contacting the school office.

Additional SEND Information

What is Heathfield's SEND policy?	The SEND policy contains information relating to how we identify pupils with SEND and what provision we offer for children with SEND.
Where can I find Heathfield's SEND policy?	Heathfield's SEND policy can be found on our School website under the 'SEND' tab. It is also included as a QR code on the 'Links' page in this handbook.
Who is the SENDCo at Heathfield?	Mrs Abasspour – Deputy Headteacher for Inclusion Mrs Griffiths – SENDCo Miss Gell – Assistant SENDCo - Currently on maternity leave
How do I contact the SENDCo?	Ring the relevant school office and request to arrange a meeting with the SENDCo
What is the Local Offer?	The Local Offer provides information for children and young people with SEND and their parents or carers in a single place. It shows families what they can expect from a range of local agencies including education, health and social care.
Where can I find the Local Offer?	Heathfield's version of the Local Offer can be found on our School website under the 'SEND' tab.

SEND Support Pathway

At Heathfield, we have created a flowchart to enable you to access the correct support as a family. If you have any concerns or queries regarding your child and believe they may have a special educational need or disability these are the steps you will need to take.

Step 1 Assess

- If you have concerns about your child's learning or behaviour, speak to your child's teacher. They may be able to offer some simple strategies to support.
- Following these initial conversations with the teacher, please arrange a meeting with the SENDCo - Mrs Griffiths. She may be able to provide additional advice and support and offer some next steps

Step 2 Plan

- You will be invited to a joint meeting with the 'Team around the Child' to look at additional support strategies.
- Your child will be able to share their opinions and voice in this meeting (if appropriate)
- Together we will identify your child's strengths and difficulties, strategies that have been tried, any interests your child may have, and any barriers to learning
- Targets will be set for your child, based around their area of need and core learning.

Step 3 Do

- The set targets will be worked on at school and at home to support our partnership
- The provision will be either from Wave 1 or 2 initially, depending on your child's individual needs and targets
- If needed, as a school we would seek support from outside agencies with your consent
- As a parent/carer, Step 3 is where you could visit your GP or Paediatrician, should you feel your child requires additional support or such a referral.
- During this step, school will review progress on targets and decide if more focused, specialist support would be of benefit (Wave 3)

Step 4 Review

- Termly reviews are carried out by the 'Team Around the Child' which includes you as parents/carers
- Your child's progress towards their targets will be discussed and either continued or new ones will be set
- If the outcome was that your child continues to require support then with consent they would be added to our SEND register
- Children on the SEND register have individual pupil profiles with their targets on are reviewed and updated every term and shared with you

SEND Levels of Support

Wave 1	Wave 2	Wave 3
Universal Approach	Targeted Approach	Specialist Approach
Quality provision for all children	Identified support through class and group interventions	Referral to external agencies, 1:1 / small group tailored support or personalised provision

Safeguarding

Safeguarding means that staff will do their best to protect you from harm and to make sure that your well-being is important.

Safeguarding is EVERYONE'S responsibility at Heathfield, so you can help too!

Tell an adult if you are not ok for any reason because of something happening at school or at home

Follow the Heathfield pledge to keep you and others safe

Be friendly and kind to everyone

At Heathfield all adults work to keep the children safe.

Staff Ensure that:

- All planned activities are safe
- Equipment is checked
- All visitors have been signed in at the office
- The Safeguarding Policy is followed
- Gates are locked during the day
- The school is clean and tidy
- The curriculum is well thought out
- There are opportunities for people to talk about how they are feeling

Can it be a Secret?

Heathfield staff do not want anyone to keep secrets that make you feel bad. Sometimes it is difficult to talk about something but if you want things to stop or get better it is often best to talk about it with friends, family members or adults in school.

If you are worried about something and you tell an adult in school, they may need to let one of the safeguarding leaders know so we can make sure we are keeping you safe.

Sometimes we might speak to parents, sometimes we might speak to other children, sometimes we might ring for advice from the Children and Families department at the council because they can help school to make the right choices.

Who can you speak to at school?

You can speak to **any member of staff** who you trust.

The following members of staff have had special training to make sure they know how best to support children, staff and families if there is ever a problem or a worry which needs sharing.

Our Safeguarding Team

Designated Safeguarding Lead



Miss Dickens

Co-Headteacher

At least one member of the DSL team is available at all times during the school day if you are concerned about a child.

We use MyConcern for our reporting and record keeping. This can be accessed out of school hours to report a concern to a DSL.

Link Governors:

Pete Cumberland and Clair Taylor

DSL Deputies



Mr Hicks

Co-Headteacher



Mrs Abasspour

Deputy Head
Inclusion



Mr Battison

Deputy Head
Pastoral Support



Mr Padley

Deputy Head
Teaching & Learning



Mrs Baker

Learning Mentor
Mon, Thurs, Fri



Miss Parmiter

Learning Mentor
Mon, Tues, Wed



Mrs Dyer

Safeguarding
Officer



Miss Papp

Learning Mentor

Out of Hours & Referrals:

Nottingham City Council - Children & Families Direct

0115 876 4800

Uniform

It is our firm opinion that school uniform raises our sense of school identity. The governing body has clear expectations that all children at Heathfield wear school uniform. This includes all pupils from Nursery (F1) through to Year 6.

Our school uniform offers a range of choices as stated below:



Polo Shirt or Blouse
White, sky blue, navy or yellow



Sweatshirt, Cardigan or Fleece
Navy



Trousers, Skirt or Pinafore Dress
Dark Grey, Black or Navy



Gingham Dress or Shorts
Blue or Yellow Dress
Grey, Black or Navy Shorts



Tights
Black, Dark Grey or Navy



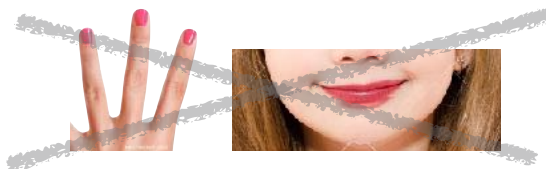
PE Uniform
All Black and White - No Logos.
Any sensible trainers or plimssoles.



Shoes or Trainers
Black



Jewellery
Stud Earring Only



Other
No Extreme Hair Styles.
No Nail Varnish or Make-Up

School Day

Here is the daily timetable of each key area in school.

The start and end of the day is the same for all children. The school gates will often open early so that parents can make their way onto the playground, ready for the start of the day. Any late arrivals will need to come into school through the school reception. Any children who arrive after 8:50 will be marked as late.



Gates Open	8:40
Start of the Day	8:45
Class Registers Close	8:50
End of the Day	3:15

EYFS - F2

8:45	Start of the Day
11:45 - 12:45	Lunchtime
3:15	Home Time

Nursery

AM		PM	
8:40	Start	12:15	Start
11:40	End	3:15	End

Years 1 & 2

8:45	Start of the Day
10:30 - 10:45	Break Time
11:45 - 12:45	Lunchtime
2:20 - 2:35	Break Time
3:15	Home Time

Years 3 & 4

8:45	Start of the Day
10:15 - 10:30	Break Time
12:00 - 1:00	Lunchtime
3:15	Home Time

Years 5 & 6

8:45	Start of the Day
10:30 - 10:45	Break Time
12:00 - 1:00	Lunchtime
3:15	Home Time

Term Dates

Nottingham City Council School Terms and Holidays Calendar 2023/2024

Aug-23						
M		7	14	21	28	
T	1	8	15	22	29	
W	2	9	16	23	30	
T	3	10	17	24	31	
F	4	11	18	25		
S	5	12	19	26		
S	6	13	20	27		

Sep-23						
M		4	11	18	25	
T		5	12	19	26	
W		6	13	20	27	
T		7	14	21	28	
F	1	8	15	22	29	
S	2	9	16	23	30	
S	3	10	17	24		

Oct-23						
M		2	9	16	23	30
T		3	10	17	24	31
W		4	11	18	25	
T		5	12	19	26	
F		6	13	20	27	
S		7	14	21	28	
S	1	8	15	22	29	

Nov-23						
M		6	13	20	27	
T		7	14	21	28	
W	1	8	15	22	29	
T	2	9	16	23	30	
F	3	10	17	24		
S	4	11	18	25		
S	5	12	19	26		

Dec-23						
M		4	11	18	25	
T		5	12	19	26	
W		6	13	20	27	
T		7	14	21	28	
F	1	8	15	22	29	
S	2	9	16	23	30	
S	3	10	17	24	31	

Jan-24						
M		1	8	15	22	29
T		2	9	16	23	30
W		3	10	17	24	31
T		4	11	18	25	
F		5	12	19	26	
S		6	13	20	27	
S		7	14	21	28	

Feb-24						
M		5	12	19	26	
T		6	13	20	27	
W		7	14	21	28	
T	1	8	15	22	29	
F	2	9	16	23		
S	3	10	17	24		
S	4	11	18	25		

Mar-24						
M		4	11	18	25	
T		5	12	19	26	
W		6	13	20	27	
T		7	14	21	28	
F	1	8	15	22	29	
S	2	9	16	23	30	
S	3	10	17	24	31	

Apr-24						
M		1	8	15	22	29
T		2	9	16	23	30
W		3	10	17	24	
T		4	11	18	25	
F		5	12	19	26	
S		6	13	20	27	
S		7	14	21	28	

May-24						
M		6	13	20	27	
T		7	14	21	28	
W	1	8	15	22	29	
T	2	9	16	23	30	
F	3	10	17	24	31	
S	4	11	18	25		
S	5	12	19	26		

Jun-24						
M		3	10	17	24	
T		4	11	18	25	
W		5	12	19	26	
T		6	13	20	27	
F		7	14	21	28	
S	1	8	15	22	29	
S	2	9	16	23	30	

Jul-24						
M		1	8	15	22	29
T		2	9	16	23	30
W		3	10	17	24	31
T		4	11	18	25	
F		5	12	19	26	
S		6	13	20	27	
S		7	14	21	28	

- School Holiday
- Bank Holiday
- INSET Day

Contact Information

Please direct all enquiries to the Office Managers:

Scotland Road	Kersall Drive
Main Office Heathfield Primary and Nursery School Scotland Road Basford Nottingham NG5 1JU Telephone: 0115 9155725	Main Office Heathfield Primary and Nursery School Kersall Drive Bullwell Nottingham NG6 9EU Telephone: 0115 9794304
Breakfast and After School Club: 07949334782	Breakfast and After School Club: 07761699448

Email

Please direct all email enquiries to the staff member concerned via:
admin@heathfield.nottingham.sch.uk

You can contact your child's class teacher on the email addresses below:

EYFS	Year 1 & 2	Year 3 & 4	Year 5 & 6
Seahorses Whales Dolphins Jellyfish Turtles Octopus	Badgers Foxes Hares Hedgehogs Squirrels Rabbits Owls	Flamingos Toucans Parrots Peacocks Falcons Eagles Pelicans	Tigers Jaguars Lions Leopards Panthers Pumas Cougars
Class Name @heathfield.nottingham.sch.uk			

Points of Contact

Chair of Governors:	Julie Nicholson
Co - Headteachers:	Gareth Hicks & Julia Dickens
Deputy Headteachers:	Luke Padley, Liam Battison & Gemma Abasspour
School Business Manager:	Melloney Adams
Data Protection Officer:	Melloney Adams



Parent App

We use Arbor to help us manage our school.

The Parent App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way. Log into Arbor to see and update your child's information, get live updates and make payments or bookings on the go!

The Parent Portal works on Google Chrome (computer or laptop) and you can download the Parent App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

How to Get Started

1. Wait for your welcome email from us - you won't be able to log in before
2. Click the link in your welcome email to set up your password
3. Go to the App Store on your phone and search 'Arbor'
4. Download and open the app
5. Enter your email, select the school, then enter your password
6. Accept the Terms & Conditions and enter your child's birthday

The Sunnyville School of Magic
W10 5BN, London, GBR

Enter your password

Log In

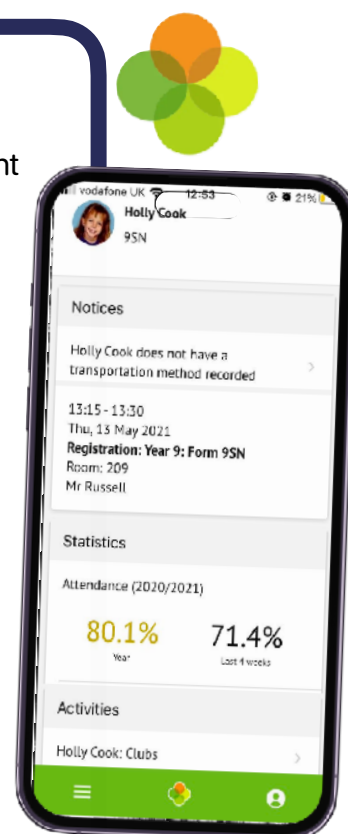
Forgotten password?

Need Help?

Contact the school office if you have questions about Arbor, the App or Parent Portal.

Some tips to try:

1. Ensure your username is the email address you use for Arbor. Ask us to check the email address linked to your account.
2. Reset your password from the login page, or ask us to do this.
3. If the login email was sent to you more than 96 hours ago, the password link will have expired. Ask us to send it again.
4. Ask the school office to check that your email address has not been used twice - e.g. on another guardian or child's profile.
5. Enter the birthday of one of your children to log in.
6. Only relatives who are Primary Guardians of a child can access the Arbor App. Ask us to check you can access Arbor.



School Partnership Agreement



As the parent / carer I will:



As the pupil I will:



As a school we will:



Attendance, Punctuality & Safety

- Ensure my child arrives at school on time every day and attends regularly
- Always contact the school promptly in the morning if there is any reason why my child is absent

- Be responsible in taking care of my school, the environment and its books and equipment

- Provide a safe, welcoming well-ordered, caring and supportive environment
- Maintain the safeguarding of our pupils as our number one priority



Working & Learning

- Support my child with their home learning, including reading and times tables

- Do all of my work, both in and out of school to the best of my abilities
- Work hard to achieve my targets
- Seek support when needed

- Encourage children to do their best at all times by promoting high standards
- Offer support to all children
- Provide a rich and stimulating curriculum and learning environment
- Arrange parents' evenings to discuss attainment, progress and areas for improvement
- Ensure that all children receive as much praise as possible



Behaviour & Attitude

- Give my support of the school's policies and guideline for behaviour, and ensure that they are adhered to
- Ensure my conduct meets the school's expectations and is appropriate in and around school

- Follow the Heathfield Pledge
- Behave well
- Be polite to all adults and children both in and out of school
- Earn as many positives and green & gold slips as I can

- Promote high standards of behaviour
- Let parents / carers know about any concerns or problems that affect their child's work or behaviour



Partnership

- Fully support the school's uniform policy
- Ensure my child has the correct kit and equipment, for example PE and swimming
- Attend parents' evenings
- Read communications from school
- Ensure my child gets enough sleep on school nights
- Give my child a suitable breakfast in preparation for a hard days work at school.
- If they are not having school dinners, I will provide them with a healthy packed lunch

- Wear my correct school uniform at all times
- Keep smart and tidy, following the school's dress code
- Be a good ambassador when representing Heathfield t other events and activities

- Keep parents / carers know about school life through regular communication
- Listen to children and their parents / carers and act accordingly

[Signature]

Parent / Carer Signature

Pupil Signature

Co-Headteacher Signatures

New School Starter Information



Thriving Together

Knowledge • Nurture • Enrichment

We're so pleased that you're joining us at Heathfield Primary and Nursery School!
Here is some useful information to help you settle in:

My Teacher:	
My Class:	
Day to wear your PE uniform to school:	
Day to bring in your homework:	
Day to bring in your Rainbow Reading card:	
Other:	

I have been shown:

- ☐ Who my teacher is
- ☐ Where my classroom is
- ☐ Where to put my bag and coat
- ☐ Where the toilets are
- ☐ Where I will play
- ☐ Where I will eat dinner
- ☐ Where to enter and exit school

The following has been explained:

- ☐ Heathfield Pledge
- ☐ Behaviour Policy
- ☐ Safeguarding Team
- ☐ School Gateway App
- ☐ My Rainbow Reading Card
- ☐ What to do on my first day