



# Hartest Primary School

Hartest Church of England Primary School  
The Row, Hartest, Bury St Edmunds, Suffolk. IP29 4DL



# Welcome to

# Hartest CE Primary School



**'Inspiring - Nurturing - Caring'**



**St Edmundsbury and Ipswich**  
Diocesan Multi Academy Trust

**2022-2023**

The Governors, staff and pupils at Hartest look forward to welcoming your child into our school.

**Our Vision is.....**

**"To inspire, nurture and care"**

**We are a warm and caring school underpinned by a strong Christian ethos. All members of our school family are valued and respected. Each child is individually known, enabling us to ensure that every child achieves their very best.**

Our aim is to provide the highest quality of learning for all.

We foster and encourage our children to develop:

- personal growth
- lively, enquiring minds
- the ability to work hard, to be resilient, to learn from mistakes and to succeed
- the confidence to question
- self-belief, self-confidence and an awareness of the 'worth' of others.
- independent learning and the ability to learn with and alongside others
- the development of personal values and beliefs, and respect for the religious and moral values of others.
- for all children to make a positive contribution to the life of our school and community



## Equality

At Hartest CE Primary School everyone is treated as being of equal worth.

We have high expectations for all our pupils irrespective of gender, learning needs, disability, culture or difference.

## School Meals

Universal free school meals are provided for all children in Reception, Year 1 and Year 2.

Children are encouraged to try different foods.

Further information is available at: <http://www.eats-catering.co.uk/>

**Parents in receipt of** Income support, Job Seekers Allowance, Employment Support Allowance, Child Tax Credit or Pension credits are urged to complete an '**Application for Free School Meals**' form as this provides additional funding to the school. Applications are made online at [suffolk.gov.uk](http://suffolk.gov.uk) or speak to Mrs Miller in the office.

**Packed Lunches** may be brought to school in named lunch boxes. Canned and fizzy drinks, chocolate bars of any description and sweets should not be part of a packed lunch. Packed lunches may contain a carton of fruit drink as an alternative to water.

Parents / carers should be aware that some of our pupils have nut allergies which can be triggered by simply being in close proximity to nuts. We request that parents / carers do not include nuts or products containing nuts when preparing packed lunches.

**Mid-Morning Snacks:** Reception and Key Stage 1 children receive a free piece of fresh fruit each day.



## Attendance and Absence

***For children to be able to make good progress in their learning they need to attend school.***

If your child is absent please let us know by email via [admin@hartest.suffolk.sch.uk](mailto:admin@hartest.suffolk.sch.uk) or through the Absence Reporting Tab on Parentmail, on the first morning of absence and give the reason. This information is required for our attendance records.

If you have a medical or other appointment for your child, please advise us by email what time you will collect and return your child to school that day, and the name of the person collecting. A copy of the appointment letter or confirmation is also helpful.

*All term time holiday absence is normally recorded as unauthorised.*

In line with national guidance the headteacher is only able to authorise absence in exceptional circumstances.

As from 1<sup>st</sup> September 2013, the Education (Pupil Registration) (England) Regulations 2006 have been amended. All references to family holidays and extended leave have been removed, together with the right for parents to apply for up to 10 days leave of absence. Therefore, the school is no longer permitted to grant leave of absence during term time, unless there are exceptional circumstances.

If the absence is not authorised and the holiday is taken the case will be referred to the Educational Welfare Service which could result in a penalty fine.

We recognise that some children will be joining Reception before they have reached statutory school age (the term after they are 5 years old) and may attend part time initially. Our policy is for children who are not statutory school age to attend a minimum of five mornings.

## Medical Care

If your child has a particular medical condition, we really need to know about it so we can help your child to thrive at Hartest; this may include severe allergies, impaired hearing or vision, eczema, asthma, diabetes or epilepsy. Please make sure that we are kept up to date with any changes that might affect your child's well-being in school.

Non-prescription medicines (eg paracetamol) are not normally given by staff in school. Parents /carers are able to visit school at lunchtime to administer non-prescription medicines to their children. On occasions when prescribed medication is required, a form from the school office must be filled in and handed into the office or class teacher with the medication. Parents should discuss special circumstances requiring 'on going' medical treatment with the headteacher. Written agreement for this would require a parent/ guardian's signature.

**Health Checks:** Eyesight, hearing, growth and general national health checks take place regularly in school, the first one being during the term in which a child has their 5<sup>th</sup> birthday, and also in year 6. We can contact the school nurse or doctor for you at any other time if you have any worries about your child's development.

**Illness in school:** The school is not able to care for a child who is ill at school and needs to go home or visit the doctor. School will contact parents to collect their child if necessary. Please be aware that supporting a child who has been sick may involve staff providing intimate care.

**Any child who has been sick or has suffered from diarrhoea or vomiting should be clear for 48 hours at home before returning to school, to prevent the spread of infection.**

All teaching and learning support staff are trained in first aid. We have three members of staff trained in Paediatric First Aid.



### **Safeguarding**

The school is committed to promoting and safeguarding the welfare of children, young people and vulnerable adults and expects all staff, volunteers and visitors to share this commitment.

Our Safeguarding & Child Protection policy is reviewed annually by the Local Governing Body. All staff receive an annual safeguarding update in addition to statutory safeguarding training. Safeguarding posters are clearly displayed around the school and detail designated members of staff who deal with safeguarding.

The designated staff have a duty to follow the Local Authority published procedures requiring them to inform the relevant authorities immediately that an allegation has been made and to respect confidentiality.

Senior Designated Person:	Mrs V Gentry (Head of School)
Alternate Designated Person:	Mrs M Miller, Mrs A Woolmer
Safeguarding Governor:	Mrs E Long

A copy of the Safeguarding Policy is available on the school website or at the school office.

### **Health, Safety and Safeguarding**

Our duty of care to each child is our primary responsibility. We request that parents / carers support the school in this in the following ways:-

- ✓ We try to make our school building as secure as possible. Access for visitors during the day is via the locked pedestrian gate only.

- ✓ Please email school before 9am on the first day of absence to let us know your child is safe at home and the reason for their absence. Absence messages can also be left on the school answerphone. This should be followed up with an email.
- ✓ Make sure the school has up to date contact details for you and a named person who will care for your child in an emergency.
- ✓ When entering and leaving the school site please make sure you close the school gate behind you.
- ✓ A child is only allowed to leave the school premises during school hours via the school Reception, with their parents / carer, or an identified named person. Children leaving and returning to school must be signed out and back in at the Office.
- ✓ Parents / carers should contact the office as early as possible by letter, email or phone if there are changes to the 'pick up' arrangements at the end of the day.
- ✓ Adults must not attempt to resolve any 'differences' with other children on the school site.
- ✓ Unless a child is attending a club, parents / carers have full responsibility for their own children before 8:40 and after 3:00pm whilst on the school site and must supervise their children at all times when using the play equipment.

#### **Photography in school**

Upon admission to Hartest, parents are asked to complete consent forms to comply with General Data Protection Regulations.

We regularly take photographs in school for displays, to help with learning and to share with parents.

*Parents are asked to be mindful of the privacy of others when taking pictures at school events, particularly if posting these on social media.*

#### **Hartest Code of Conduct**

**Always act in a safe manner**

**Do our best at all times**

**Allow everyone their right to learn**

**Walk quietly about the school**

**Speak and act with courtesy, respect and kindness**

**Look after one another, our belongings and our school**

Hartest has the highest expectations and standards of behaviour, so that children are able to be and feel safe, to learn, and to feel valued as a member of our school community.

We have a positive management approach to behaviour which allows children to develop a sense of responsibility for themselves, towards others and to their environment.

Respect, honesty and courtesy are expected at all times.

Bullying has no place in our school and will not be tolerated.



### Rewards and Sanctions

The greatest reward of all to a child is the feeling of pride and the feeling that says, "Yes I can do it!"

Verbal or written encouragement, a 'well done' or 'congratulations' are given to children throughout each day.

In addition, each class has a range of stickers, stamps and certificates that can be given by staff. Certificates are awarded for their good learning behaviour and conduct as well as being a good citizen in the wider community.

The children's achievements are celebrated during our Friday Collective Worship. At this assembly we also recognise and congratulate out of school achievements, and announce the weekly house point results.

We expect children to accept responsibility for their actions. This includes accepting the consequences which includes both rewards and sanctions. Sanctions can range from 'time out' (appropriate to the child's age) to think about their behaviour before talking with an adult, to loss of privileges in Years 1-6.

The school works closely in partnership with home and will contact parents if their child's behaviour is beginning to show signs of decline.

A copy of the Behaviour Policy is available on the school website or via the office.

### Sorting out Problems

We actively encourage parents to come and talk to us about any worries they have, sooner rather than later.

### Toys and electronic items

Children can become very attached to a favourite toy. As these are so special we ask that they are left at home where they are safe.

This rule also applies to older children who may have mobile phones, electronic games or iPods etc. Leaving such items at home reduces the risk of them becoming a distraction to their learning or being accidentally lost or broken.

All such items, if brought to school, will be kept safe in the school office ready for collection at the end of the day.

### **Special Educational Needs & Disability**

Our SENDCo is Mrs Karen Temple-Nidd.

Children's personal growth / development and their progress in learning are closely monitored from their point of entry to Hartest PS. Termly monitoring helps us identify for example; those children with learning difficulties, those who have a particular skill or ability and those children with less developed social or emotional behaviours.

Our fantastic team of experienced Learning Support Assistants (LSAs) provide in-class support and out of class intervention programmes to individuals and small groups of children.

The Learning Development Room (LDR) allows children to be challenged appropriate to their needs in an environment which nurtures, helps to build self-confidence, and focuses their attention in short frequent sessions.

Our SENDCo works in consultation with parents and class teachers to provide the most appropriate support for children with SEND, and liaising with external agencies as appropriate.

### Quotes from our children:

**'We learn about all religions of the world, not just Christianity'- Harry**

**'I really like this school because the teachers make the lessons interesting'- Rowan**

**'I like being able to spend time doing mindfulness colouring'- Ralph**

**'In a big school you might not see when someone needs help, but in our school, we notice them and can see if they are safe'- Sienna**

**'I love going down the mud slide at forest school, and eating food we cook on the fire'- Paige**

Able pupils are challenged and extended in their learning within the classroom and through enhanced learning opportunities.

Our SEND information report is available on the school website or via the office.

### Accessibility

Although the school is on three levels, a chair lift allows access to the main part of the school. The school has 2 accessible toilets, one in the hall and one at the back of school near the playground. For further information, please see our Equalities Policy & Accessibility Plan, which is available on the school website.

### Charges and Remission

The governing body recognizes the valuable contribution that additional opportunities beyond the classroom and school make to your child's learning and personal development. Such activities will be offered within a broad and balanced curriculum, and as additional optional activities.

At times some of these activities will only be achievable by inviting parents to make a voluntary contribution towards their cost.

**Remissions:** In special circumstances parents may apply to the Governors for remission of board and lodgings for residential trips.

### Extra-Curricular Opportunities

We are fortunate to have independent providers leading sport and drama clubs at a competitive charge. These usually reflect personal interests, or may be in response to a request from the school Student Council.

Our older pupils also lead clubs which are discretely supervised by a member of staff. Clubs for Years R - 6 may include: netball, art, maypole dancing, ICT, music club and multi sports!

We work closely with other primary and secondary schools and out of school services to provide activities such music performances, cycling sessions for KS2 children and inter school competitions.

A range of day visits during the year are organised to support, stimulate and extend learning beyond the classroom.

### Friends of Hartest School

The school is privileged in having a thriving, enthusiastic and successful 'Friends' association.

It supports the school by organising numerous events- including cake stalls, pamper evenings, a Christmas Fair, and co-organises the Hartest Village Fete with All Saints Church PCC.

All funds raised support projects and 'extras', that enhance every child's time and experience at Hartest.

The Friends also organise social events and run the swimming club after school during the summer term.

Parents automatically become members of 'The Friends of Hartest School' when their child starts school. The A.G.M. is held in the Autumn Term and this is when the committee is elected. New parents are welcome and encouraged to join.

### The School Day

8:30 am	Hartest staff are on duty on the playground to meet the children from the buses.
8:45 am	The school bell is rung on the playground. At the second bell the children line up and when instructed by the teacher walk quietly into school.
8:50 am	Registration (closes at 8.55am)
9.05 am	English/Maths
10:30 am	Break

- 10:50 am Focussed Learning Activities
- 11:55 am Lunch: starting with Hedgehog Class
- 1.00 pm Registration followed by Learning Activities
- 3.15 pm End of school day

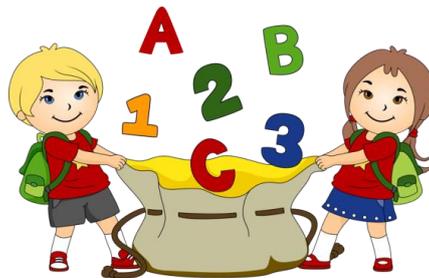
At Hartest CE Primary School we celebrate reading with every child from Reception to Year 6 and children look forward to receiving 'Star Reader' certificates during Collective Worship

### Home Learning

Children will be given home learning to reinforce their class-based learning. This gives you another opportunity to gain an insight into how we approach and develop their learning.

Examples of Home learning tasks include:-

- Letter sounds of the week
- Key Words
- Sharing books and reading together
- Project work



It is very important that a child's home learning experience is positive and encouraging. If your child is tired or becoming anxious, do not force your child to complete the task. Simply stop, change the activity or allow your child to listen to you reading a story etc.

Please remember to positively acknowledge your child for their effort rather than focussing on any errors. At school we would far prefer a child who is confident to have a go at anything and try their best than one who is afraid to be wrong and therefore afraid to try.

**Reading:** Each child will be given a Reading Diary, which should be kept in their bag or book bag all the time. The children will choose reading books from the school library collection to take home,

One book will be chosen with an adult to carefully reflect the reading level of that child. This book should be decodable by the child themselves but remember to talk to you child about the book to reinforce their understanding.

A second book will be freely chosen by your child and may be beyond their ability to read independently but something they would enjoy sharing with you of having you read to them. This is to help encourage a love of reading in all children.

We do appreciate the demands and time constraints within families each evening, however 5-10 minutes shared reading activities and talking about the book each day is quickly rewarded and the impact is obvious in the classroom. Please sign the reading diary each time you read or share a book with your child. Your comments about these activities are also welcomed.

Remember that reading comes in many forms so please feel free to record all forms of reading that you do outside of the books which are sent home. This could be anything from reading a recipe or instructions manual, a magazine or newspaper, a comic or even reading online.

**Book Bags (Reception, Year 1 & Year 2):** Please make sure that your child brings his or her book bag to school every day. Ruck sacks should only be used for PE kit, not reading books. In addition to the reading books we find that school letters, birthday invitations and thank you letters etc are kept safe in the book bags. We request that parents check the book bag daily and as a minimum every Friday evening.

### School Houses

The school has a house system through which the children can learn in cross phased groups, compete in sports events as a house, or receive house points for their efforts, good citizenship and achievements.

Your child will be placed in a house during their first week at school and siblings are placed in the same house. The house names were chosen by the children themselves.

## School Uniform

Children are expected to come to school wearing the appropriate school uniform which is available from Marks and Spencer's at <https://www.mandsyourschooluniform.com/>

Uniform	Colour
Tailored trousers, skirts	Grey or black
Shirts and blouses	Light blue or white
Polo shirts	Light blue or white with school logo
Sweatshirt / cardigan or fleece	Royal blue with school logo ( <b>compulsory</b> )
Summer Dresses	Blue and white stripes or checks
Indoor shoes	Black shoes with a maximum 2.5 cm heel. No open toed shoes or sling-backs
Reversible coat	Royal blue with school logo (optional)
Socks or "children's" tights,	Plain black, navy blue, grey or white

PE kit	Colour
Plain shorts	Black
Plain T shirt	White with round neck
Black Plimsolls or trainers	White socks
Track suit or warm jumper / jogging bottoms	Plain dark colour with no logos or motifs
Yr 5/6 only: Football boots	No metal studs
One- piece swimming costume, hat and towel	Any colour. Summer term only
For Art & DT: Apron, old shirt or T Shirt to be in school at all times	All round protection from paint & glue is useful for younger children!
Rec. and Key Stage 1: Bookbag <b>only</b>	Provided by the school
Key Stage 2 <b>only</b> : Rucksack	Any colour

**Fashionable dress and appearance are not part of Hartest's dress code**

Examples of unacceptable dress include:-

Drop or looped ear-rings, jewellery, make up, nail varnish, hair gels or similar

Extreme fashion hairstyles, shaved patterns or unnatural colours, large or decorative hair accessories etc.

Extremes lengths of skirts: e.g. too short or hipster style trousers etc

- Jewellery: Pupils may wear a small ear stud only. These should be plain and not decorative with only one stud in each ear. Older pupils may wear a wrist watch.
- Long hair must be fastened back in a plain simple style using hair bands or similar in school colours.
- Please remember that children must be able to remove their own watch and ear-studs for PE, otherwise they should not be worn on days when they have PE.

**Our aim is to maintain the highest standards and expectations in all we do.**

Children in our classes will be learning outside each day and therefore should have a pair of **named** wellies or old trainers, coat and sun hat in school every day so they are prepared for all types of weather.

**ALL UNIFORM, SHOES AND PLIMSOLLS MUST BE NAMED PLEASE**

People in School

Mrs Amanda Woolmer	Executive Headteacher
Mrs Vicky Gentry	Head of School
Mrs Melinda Miller	School Administration Officer
Mrs Cheryl Morgan	Chair of Governors
Mrs Sarah Wilson	Friends of Hartest School Chair

**Contact Details:**

Telephone 01284 830343

Email [admin@hartest.suffolk.sch.uk](mailto:admin@hartest.suffolk.sch.uk)

Website [www.hartest.suffolk.sch.uk](http://www.hartest.suffolk.sch.uk)

# **Privacy Notice**

## **Privacy Notice - How we use Parent and Pupil Information**

Under Data Protection Law individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils and parents. St Edmundsbury and Ipswich Multi-Academy Trust, is the 'data controller' for the purposes of data protection law. Our data protection officer is Ms Sian Durrant (see 'Contact us' below).

## **The personal data we hold**

Personal data that we may collect, hold and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## **Why we collect and use this information**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

## **Our lawful basis on which we process this information**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- It is in the legitimate interest of the school

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- There are health or medical safeguards in place

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **When should this information be provided**

We expect to be in receipt of your child's data on entry to the school. If our systems are updated or change, we will re-issue consent forms. It is your obligation to ensure the data we hold is accurate and that we are notified of any changes.

### **Storing this information**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Please see the Information and Records Management Society's Toolkit for Schools for further information on how long we keep information about pupils.

### **Who we share this information with**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education- to share census and pupil assessment data
- The pupil's family and representatives
- Educators and examining bodies
- OFSTED
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Future schools that your child may attend

We may also share personal information about pupils with information management systems such as SIMS and Tapestry to enable us to carry out our official functions in the public interest.

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data. For more information, see the Department's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

Requesting access to your personal data Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about

them. If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
  - Tell you why we are holding and processing it, and how long we will keep it for
  - Explain where we got it from, if not from you or your child
  - Tell you who it has been, or will be, shared with
  - Let you know whether any automated decision-making is being applied to the data, and any consequences of this
  - Give you a copy of the information in an intelligible form
- Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our data protection officer. Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Mr Matthew Coombs, Headteacher, at the school.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
  - Prevent it being used to send direct marketing
  - Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
  - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
  - Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact our data protection officer.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Data Controller: St Edmundsbury and Ipswich Multi-Academy Trust Tel: 01473 736276 Or  
Amanda Woolmer (Headteacher) Tel: 01284 830343 Email:  
[headteacher@longmelfordprimaryschool.co.uk](mailto:headteacher@longmelfordprimaryschool.co.uk)

Data Protection Officer: The DPO is Sian Durrant. She is contactable via: Diocesan Director of Education  
Direct Dial: 01473 298560 E-mail: [jane.sheat@cofesuffolk.org](mailto:jane.sheat@cofesuffolk.org)