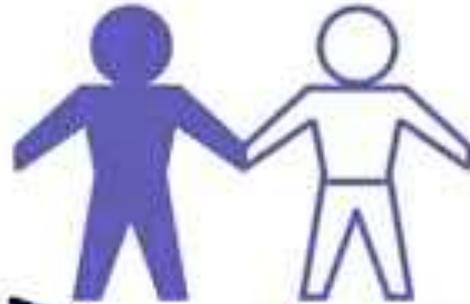


Forward



Together

Hargate Primary School

Prospectus

Updated: February 2017

A message from the Head Teacher

Dear Parents,

Hargate Primary School is a very special place and I am privileged to be Head Teacher.

The contents of this prospectus will give you the information about the organisation and structure of our school, together with the broad aims of the curriculum. However, the only way to really appreciate our school is by visiting and seeing the positive and warm culture we have here. This culture is a product of fantastic children, good personal relationships and the dedication and expertise of the staff team. At Hargate we are all life long learners and we are always improving and moving forward together.

We have the highest expectations of achievement, effort, attendance, behaviour, presentation and respect. Our role, in partnership with parents, is to instil these and other good habits for life.

Please visit our school and see for yourself the happy learners who are actively engaged with all the opportunities our curriculum provides.

I hope you will enjoy reading about the school and look forward to meeting you.

Yours sincerely

Andrew Orgill
Head Teacher

A message from the Chair of Governors

Dear Parents,

I am pleased that you are considering Hargate Primary School.

As chair of the governing body of the school, I am part of a group of people dedicated to making Hargate better and better, so that children can learn and thrive in a place where they are happy, safe and are challenged to reach their full potential.

The governors include representatives of the parents, the staff, the local community and the local authority. In many ways we represent the teamwork which is necessary for the school to be the best that it can be. We all have a part to play. Education is not something that is just for the professionals. We can all work together to give our children the best start in life and the best prospects for the future.

The school has effective leadership in the Head Teacher and his colleagues, and I am confident that Hargate is set on course for a bright future. Come and have a look for yourself!

Yours sincerely

Andrew Sanders
Chair of Governors

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ABOUT THE SCHOOL

Hargate Primary School
Hargate Lane
West Bromwich
B71 1PG

Tel: 0121 553 4178

Web: www.hargate.sandwell.sch.uk

Email: headteacher@hargate.sandwell.sch.uk

School hours

Registers remain open until 9am; pupils arriving after this time will receive a late mark.

(note: for Reception – Year 6 the doors are opened 8.40am - 8.50am before school starts)

	Morning	Afternoon
Nursery & 2 Year Olds	8.40am -11.40am	12.40pm – 3.40pm
Reception	8.50am -12.15pm	1.15pm - 3.25pm
Year 1	8.50am – 12.15pm	1.15pm – 3.25pm
Year 2	8.50am – 12.45pm	1.45pm – 3.25pm
Years 3, 4, 5 & 6	8.50am – 12.45pm	1.45pm – 3.25pm

The Schools Directorate

The school is maintained by Sandwell Metropolitan Borough Council.

Children and Young People's Services

Sandwell MBC

Sandwell Council House

PO Box 16230

Freeth Street

Oldbury

B69 9EX

THE SCHOOL AND ITS SURROUNDINGS

Hargate Primary School was built in 1968. It is situated in central West Bromwich in large attractive grounds.

We are a two form entry school. The accommodation consists of sixteen classrooms, an ICT suite and a large hall that is used for PE, dance, drama, assemblies and midday meals. A new block was opened in 2014 consisting of a library, Art/Design & Technology Room and a dance studio.

The midday meals are cooked on the school site. The administration rooms include offices for the senior leaders, a general office and meeting rooms.

The buildings are surrounded by extensive school grounds which are a feature of the school. These include a Forest School Area, a playground, a Multi-Use Games Area (MUGA), a memorial garden, an allotment, outdoor learning areas and a large school field.

OUR SCHOOL PHILOSOPHY

Our school is developing an ethos where everyone, children, parents, Governors and staff, have a part to play in raising standards and developing our inclusive provision. We aim to provide a secure, caring and friendly environment where everyone feels happy and safe. We pride ourselves on being sensitive to the needs of every child irrespective of gender, ethnicity or ability. All children have equal access to the resources and opportunities available in school and all contributions are equally valued. We encourage parents to take an active part in their child's education and join with us as partners. The school seeks to be part of the local community and to make good use of the local environment.

Forward Together....with hard work and respect

Our children will leave Hargate Primary School having:

- **made outstanding progress and achieved the best that they possibly can**
- **received an outstanding provision of education**
- **developed confidence, self-esteem and an ability to communicate confidently**
- **become responsible young people of whom we can all be proud**

SAFEGUARDING

Hargate Primary School believes that every child has the right to a safe, secure, educational environment where they will learn, grow and flourish into mature and well balanced adults.

Hargate Primary School fully recognises its responsibilities for safeguarding children and operates a policy which applies to all the staff, governors and volunteers working in the school.

The designated teacher for Child Protection is **Mr Andrew Orgill, Head Teacher**, or in his absence **Mr Richard Hipkiss, Deputy Head Teacher**. The nominated Governor for Child Protection is **Mr Andrew Sanders**. If you wish to read the Safeguarding policy please speak to the School Business Manager.

THE CURRICULUM

At Hargate Primary School our curriculum is designed not only to fulfil statutory requirements but also to enthuse our children in the love of learning. The curriculum will help children develop enquiring minds. We follow the Early Years Foundation Stage (EYFS) curriculum in Nursery and Reception and the National Curriculum in Year 1 to Year 6. Each class uses a topic or theme to connect the learning. Some subjects are taught discreetly when it is appropriate.

The EYFS is split into 7 areas of learning:

Personal, Social and Emotional Development

- Making relationships
- Self-confidence and self-awareness
- Managing feelings and behaviour

Physical Development

- Moving and handling
- Health and self-care

Communication and Language

- Listening and attention
- Understanding
- Speaking

Literacy

- Reading
- Writing

Mathematics

- Numbers
- Shape, space and measure

Understanding the World

- People and communities
- The world
- Technology

Expressive Arts and Design

- Exploring and using media and materials
- Being imaginative

The National Curriculum is split into core areas:

- English
- Mathematics
- Science
- Computing
- Religious Education

and foundation subjects of...

- History
- Geography
- Art
- Music
- Design Technology
- Physical Education
- Modern Foreign Languages

The National Curriculum and Foundation subjects:

Literacy

We aim for children to communicate clearly and effectively in writing and the spoken word. We foster a love of books and encourage children to read confidently and fluently by the time they leave us. We teach handwriting skills, phonics and spelling. A literacy lesson takes place every day for all children. This involves whole class teaching and individual or group work. During this time children are taught reading, writing and spelling skills. We also have a Guided Reading session where all children read novels in Key Stage 2. **We ask parents and carers to read daily with their children at home.**

Literacy skills are used throughout all aspects of the curriculum and often these skills are taught through our themed approach. Speaking, listening and developing language are key elements to our teaching at Hargate Primary School.

Numeracy

In mathematics we aim to build mathematical knowledge and skills. Accurate computation, logical thinking and the ability to apply mathematical knowledge to everyday problems are the main objectives. All children in Key Stage 1 and Key Stage 2 receive a daily mathematics lesson. Children also have a discreet Mental Maths session in Key Stage 2 and Early Maths Unit (EMU) session in EYFS and Key Stage 1. We want our children to be number confident! The focus is on mental and oral mathematics and on developing strategies for solving problems. Children work as individuals and in small groups. The school has a written methods policy which highlights how we record numeracy. This is available to parents to help with children working at home.

Science

Children are taught to look, question, measure, make hypotheses, solve problems and draw conclusions. Basic scientific concepts and knowledge are taught through practical activities often as part of a topic or area of interest. Science activities are planned as part of the National Curriculum programmes of study.

Computing

Computing is taught throughout the school in all aspects of the curriculum. The school has interactive whiteboards and computers with access to the Internet in all classrooms, in addition to a computer suite, a bank of laptops, iPads and Kindles.

There are several home learning websites available through our website including our learning platform (visit www.hargate.sandwell.sch.uk).

Personal Social Health Education

The school follows the national Social Emotional Aspects of Learning (SEAL) programme. This work starts in Nursery and aims to develop the children's understanding of themselves and helps them develop strategies to deal with the challenges of life in the 21st Century.

Music

Music is taught by Sandwell Music throughout the school and all children fully participate in singing and the playing of classroom instruments. In Year 3 children are offered the opportunity to learn an instrument as a class (such as a trumpet), this is taught by Sandwell Music. We offer brass and violin lessons to children who have auditioned free of charge. During the year we work closely with Sandwell Music and we join with the rest of the borough for children's festivals and have several performances throughout the year.

Thematic Curriculum

Most of the curriculum is covered through topics or themes. Each term curriculum overviews are sent home - these explain the areas to be covered during each theme and ways that parents can support their child at home. Aspects of other curriculum areas such as art, music, design and technology, history and geography are covered within the topics.

Religious Education

Religious Education is taught as a separate subject in accordance with the agreed Sandwell Syllabus. In Foundation stage the children begin to learn about the religions among the children in the class. During Key Stage 1 the children begin to learn about Christianity, Sikhism and Islam and in Key Stage 2 the children continue to learn about Christianity, Sikhism and Islam and begin to learn about Hinduism and Judaism. The RE topics aim to build on the children's own experiences and progressively develop an understanding of the key features, beliefs, celebrations and values of all the faiths, whilst fostering within the children an appreciation of the significance of both faiths to their followers.

Parents have the right to withdraw their children from the teaching of RE. Any parent wishing to exercise this right should discuss this with the Head Teacher.

Physical Education

At Hargate Primary School we are committed to placing Physical Education at the heart of weekly life in school. We meet the full requirements of the National Curriculum through a programme that includes games, after school clubs, swimming, gymnastics activities and dance using indoors and outdoors where appropriate. Children receive two hours a week of physical activity in line with government recommendations. We employ a skilled Sports Coach to deliver high quality PE and develop staff expertise. This enables us to offer a programme of varied sports opportunities at different times during the year in addition to our school curriculum.

We also offer extra curricular sporting opportunities after school through our links with West Bromwich Albion football club. We positively promote, support and celebrate sporting initiatives in which children are involved both in and out of school. We recognise, welcome and incorporate the skills developed into PE and sporting activities in school.

SPECIAL EDUCATIONAL NEEDS (SEN)

The Governors and staff are committed to developing each child's potential in all areas of the curriculum having due regard for the SEN Code of Practice. Additional support will be given where required to enable each child to reach their full potential. This school is fully committed to the Disability Discrimination Act (1999) and will make reasonable adjustments to provide inclusive education.

The school believes that as parents you have a key role to play in the partnership between home and school. If your child requires additional support all programmes and targets will be discussed with you and your child.

The school has a comprehensive policy relating to special educational needs. As with all our policies parents may have a copy on request.

Children who demonstrate exceptional abilities are catered for through enrichment and extension activities prepared by the class teacher. The Head Teacher is the co-ordinator for Gifted and Talented Provision.

Provision for children with Hearing Impairment

In addition to mainstream inclusive curriculum Hargate Primary School can offer children who have hearing impairment:

- Intensive language and communication input including using the principles of Audio Visual Training.
- Regular Access to a Teacher of the Deaf.
- School staff who are trained in the use and management of assistive technology including
 1. Personal FM systems
 2. Sound Field systems
 3. Cochlear Implants
 4. Hearing Aids

- Close contact with support agencies including: Speech and Language therapists, the cochlear implant team and Sandwell Health Trust Audiology department.

GOVERNING BODY STATEMENT ON SEX EDUCATION

Sex education is taught in age appropriate ways within the personal social and health education (PHSE) curriculum. Staff will endeavour to answer children's questions in a way that is appropriate to their age and stage of development.

The aim is to foster an understanding of relationships and caring with reference to families. The family unit is discussed sensitively to ensure all the many variations are included and valued.

ASSEMBLIES AND COLLECTIVE WORSHIP

At Hargate Primary collective worship takes place during the daily assembly. The assembly is non-denominational and broadly Christian. Assemblies are special occasions when achievements are celebrated, values are underlined and spiritual, moral, social and cultural development recognised.

The daily act of worship follows the requirements of the 1988 Education Reform Act. Collective worship is a time for togetherness and sharing for the whole school community. Parents can withdraw their children from all or part of the collective worship provided. If you wish to withdraw your child we request you discuss this with the Head Teacher.

PARENT PARTNERSHIP

We recognise the importance of parent partnership and welcome parental involvement and volunteers in many aspects of school life. There are many ways you can help your child's school either as a parent helper, by joining our Parents' Association or by becoming a school Governor.

PARENT HELPERS

We are very fortunate in having many parents who enjoy helping in school. There are many activities that parent helpers join in and help with on a regular basis including reading with the children. These parents often give up time each week and come in on a regular basis. Parents who cannot make a regular commitment often offer help on an occasional basis for instance accompanying local walks or on school trips or providing assistance during a focused week or on a special day when an extra pair of hands is needed. All parents who help in the school are asked to complete a DBS check (Disclosure and Barring Service) which clears them to work with children in the school. This is a legal requirement for people working with children and involves completing a volunteer application form which is available from the office and providing some documents such as a passport or driving licence as proof of identity.

If you would like to help in school please contact your child's teacher or the school office.

THE GOVERNING BODY

The governing body is an important group of people who are responsible for working with the Head Teacher and the school staff to ensure a high quality education at Hargate Primary

School. They are responsible for staffing levels, school budget expenditure, curriculum policy and the school site. The governing body is made up from elected parents, members of staff, local authority appointments and members of the local community. Each governor usually serves for a term of four years. Hargate Primary School governors are often in school, formally and informally keeping in touch with all aspects of school life. They are happy to discuss any queries you may have and welcome feedback from parents. Governors meetings are held at least twice a term and governor committees meet frequently to discuss Curriculum, finance, personnel and buildings matters. The current list of school governors is available on the school website.

REPORTING TO PARENTS

The sharing of information, concerns and successes between home and school is vital to ensure a child's progress. If you have any questions or anxieties about your child, queries about the curriculum or information that you think we should have, please talk to one of us. We are always willing to discuss any concerns parents may have and class teachers are always willing to arrange talks after school. By contacting the school office appointments can be made with the Head Teacher or Special Educational Needs Co-ordinator. More formal parent evenings are offered during the autumn, spring and summer terms when parents make appointments with class teachers to discuss progress and have the opportunity to view their child's work. During the summer meeting parents will receive a written report of their child's progress along with an opportunity to view their child's work. The results of the Teacher Assessments for all the children will accompany this report. In addition the statutory key stage 2 results are reported to parents in July each year.

We assess children every 6 weeks at Hargate Primary School. They are levelled after tests or moderated assessments of work. We have Pupil Progress Meetings every 6 weeks to discuss individual children and to check their progress. Children's levels and progress (Years 1 – 6) are available for parents to view at any time on a secure website (School Progress Tracker Online – SPTO). Log in details are required to access this information (available from school).

The website is **www.mychildsreport.co.uk**

There is a link to the website via our own website: www.hargate.sandwell.sch.uk

CARING FOR YOUR CHILD

The safety of the children is our prime concern and we ask for your co-operation in this matter. All visitors to the school are expected to call first at the school office to explain the purpose of their visit, sign the visitors' book and collect a visitors' badge. Parents who need to bring or collect children within the normal school day are asked to report to the office where your child will be signed in or out of school.

ILLNESS AND INJURY

We take good care of your child at all times, nevertheless children can become unwell or sustain minor injuries. We administer sympathy in the first place, first aid through a trained person when necessary and deal with the very rare more serious injury by informing the parent so that you may arrange for your child to be taken to the doctor. In extreme cases we

would call the ambulance service. We follow very precise policy guidelines about what to do and always act in the best interest of your child. Where possible, you will always be consulted before medical attention is sought. A number of staff are trained in first aid procedures and we have several named first aiders on the staff. If your child is unwell during the school day arrangements will be made for them to go home. It is imperative that the ***school office has up to date contact numbers for you and your partner*** and any other person who may be contacted in an emergency. Please let us know if numbers change. The school has information on contagious diseases and the length of exclusion from school.

HEAD BUMPS

All bumps to the head are treated as potentially serious and all children who report a head bump are sent to the office where they will be seen by a first aider. If your child receives a bump to the head they will be treated with a cold compress and given a note that gives the date and time of the bump. If the bump is minor they are returned to their classroom where they are kept under observation. If there is any cause for concern we contact parents who will decide whether to have the child checked by a medical practitioner or to take them home to keep under observation.

MEDICINES

Children with long term illnesses such as asthma may keep their medication in school to be administered when required. Medicines are stored in the staff room (and refrigerated if required). No medicine may be given that has not been prescribed by a doctor. We will not administer ear or eye drops, sun creams or lotions. If medicines are to be administered by staff in school then parents are required to fill in and sign a form giving dosage, timing and other instructions. Children who have allergies that require special attention have individual care plans drawn up by the school nurse. Staff are trained in the use of the EpiPen and are made aware of the individual requirements of the care plan.

HEADLICE

If you suspect your child may have contracted head lice please do not panic! Unfortunately they are a persistent problem and are often attracted to the cleanest of heads! They are particularly common amongst young children who tend to play closely together. Please inform us and we will send the standard information letter out to the members of the school. Current health advice is to avoid treatment with chemicals but to wash the hair using lots of conditioner and to remove the eggs (nits) and adult lice with nit combs. We are no longer permitted to examine children's heads and rely on the co-operation of all parents to eliminate this problem.

SCHOOL HEALTH SERVICE

The School Health Service is provided by the Area Health Authority with staff allocated to visit our school on a regular basis to monitor children's health and provide support for parents. During their first year at school the school nurse will carry out hearing and eye checks. You will be invited to make an appointment to talk to the school nurse to discuss any medical problems which may affect educational progress.

The school nurse continues to carry out regular vision and hearing tests as children progress through school and may also monitor growth and weight. From time to time dental inspections will be carried out. Parental permission will be first sought. No treatment is given, but you will be advised if your child needs to have any treatment.

SCHOOL MEALS

During the lunch period, the children are cared for by a team of supervisory assistants who collect children from their classrooms, supervise them in the hall while meals are eaten and care for the children outside during lunch time play or in the classrooms if wet.

Sandwell IPS provides a choice of meals each day and these are freshly cooked on the premises. Menus for the term are sent out to parents for their information and to select a meal pattern for their child. The current cost of a school meal is £2.10 per day (£10.50 per week). Please send the money on a Monday if you intend your child to have a full weeks meals. However the office will accept dinner money on a daily basis.

You may be entitled to free school meals if you are on any of the following benefits:-

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, but are not entitled to a Working Tax Credit and whose annual income does not exceed an amount that can be confirmed by the School Office.

Further details on how to claim are available from the office.

* Children in Reception, Year 1 and Year 2 are entitled to a free school meal every day (Universal Infant Free School Meals).

Alternatively, children may bring a packed lunch in a clearly labelled lunchbox. Please do not send glass containers or fizzy drinks. We are a Healthy School and encourage the children in healthy eating. Please do not include sweets or chocolate. As we have children with severe nut allergies we ask lunch boxes to be nut free.

We are part of the Government Fruit and Vegetable Scheme and children in Foundation Stage and Key Stage 1 are provided with a piece of fruit every day. The kitchen provides toast at a cost of 15p per day and cartons of orange or apple juice for 15p per day. If a child wishes to bring a snack from home we request cereal bars, fruit or savoury biscuits. All children may bring a water bottle with a sports type cap in school every day.

MILK

Milk not only provides your child with essential nutrients but it is rehydrating, energy boosting and a healthy choice. All pupils under 5 are provided with a carton of milk free of charge on a daily basis. In addition, our school provides additional milk during lunchtime for **all** pupils in school. This is available in the dinner hall and all children are able to collect milk when they have a school meal or their packed lunch.

BEHAVIOUR

It is a primary aim of our school that every member of the school community feels happy, valued and respected, and that each person is treated fairly and well. We are a caring community with mutual trust and respect for all.

At Hargate we have the highest expectations of behaviour, manners and respect. We also believe that our appearance contributes to this and that we should all follow the school uniform policy.

The role of adults is to model the above in our own behaviour and appearance.

At Hargate we have our Golden Rules. However, our primary aim is to promote good choices which lead to effective relationships so that everyone can support each other, work together and learn well. It aims to promote relationships which are happy, safe and secure. We aim to help children to become positive, responsible and increasingly independent members of the school community.

Hargate Primary School's Golden Rules

- Tell the truth
- Be polite and respectful to all
- Have good manners
- Follow instructions
- Play considerately
- Look after our school and property
- Walk around our school quietly and sensibly
- Always do your best

The children at Hargate have a choice. Good choices lead to positive consequences and bad choices lead to negative consequences, usually based around our system of warnings. Praise is key to nurturing motivated, engaged children who make good choices and consequently build positive relationships.

'CARROT' (Courtesy And Respect Reward Orange Token)

Children are rewarded for great manners, respect and courtesy around school with 'CARROT' tokens handed out by staff. Each class will have a secure bottle to slot these in to and the class that collects the most, can chose their reward such as a film and popcorn afternoon or a class non-uniform day.

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. See our Anti-Bullying Policy – available on the school website.

ORGANISATION AND ADMINISTRATION

New Entrants

Hargate Primary School admits children onto the school roll for the Nursery and Reception classes. Nursery are admitted in the September in the school year in which the child has his/her fourth birthday and reception in the September in the school year in which the child has his/her fifth birthday. By law, parents do not have to send their children to school until the term following their fifth birthday.

Admission Arrangements

The school Governors are responsible for the admission arrangements to the Nursery class and this is done on a first come first served basis. Therefore, all completed application forms for pupils eligible to start Nursery are dealt with according to their date of application. Parents are recommended to complete a Nursery application form as soon as possible.

Sandwell Metropolitan Council is responsible for admission to reception. A copy of the relevant admission policies can be found at the back of the prospectus.

Pre-school visits

An induction programme takes place during the second half of the summer term. This includes visits to school for parents and children, Story time sessions for children and parent information sessions. Parents with children who are registered are automatically informed of the induction programme. The Foundation Stage leader makes home visits with parents. The purpose of these meetings is to gather information about your child so that we can successfully build on his/her experiences. Children enjoy the informal visit and parents and staff find them useful for sharing information in a more relaxed atmosphere.

Parents of all children starting school are offered an individual appointment with the Head Teacher on request prior to full-time admission.

Visits by Prospective Parents

Prospective parents are welcome to visit the school at any time during the day. You are invited to make an appointment through the school office to meet the Head Teacher and view the school. If normal school hours are difficult other times would be available by arrangement. It is, however, preferable to see the school when it is full of children. The working atmosphere and ethos can then be experienced at first hand.

ORGANISATION OF THE SCHOOL

The school is organised into 8 Year Groups of children. As we are a 2 form entry school, any children admitted to Reception from September 2013 (and every September onwards) will be in one of two classes in their Year Group. In Nursery we have two part time sessions for up to 30 children per session. Each class from Reception to Year 6 has places for 30 children (60 places in total for Reception - Year 4).

THE SCHOOL DAY

Teaching Time

Hours spent on teaching during a normal school day, excluding the statutory daily act of worship, registration and breaks

- in Reception to year 2 = 21 hours and 30 minutes
- in Years 3 to 6 = 24 hours and 10 minutes

	Morning	Afternoon
Nursery	8.40am -11.40am	12.40pm – 3.40pm
Reception	8.50am -12.15pm	1.15pm - 3.25pm
Year 1	8.50am – 12.15pm	1.15pm – 3.25pm
Year 2	8.50am – 12.45pm	1.45pm – 3.25pm
Years 3, 4, 5 & 6	8.50am – 12.45pm	1.45pm-3.25pm

Arrival

The school doors open at 8.40am and children may come straight into school. The school cannot be responsible for children before 8.40am. Children are encouraged to be independent and to carry and put away their own belongings. Registers remain open until 9am; pupils arriving after this time will receive a late mark.

End of Day

Children are dismissed from their classroom doors in Nursery to Year 4, and the entry doors of the new building for Years 5 and 6 to a parent or carer. If you are unable to come please telephone or send a written note informing the class teacher of the alternative arrangements you have made.

Parking

We ask that you take all reasonable care when bringing and collecting children by car. Parents should not bring their cars into the school grounds because of the obvious danger to children, and also because this is private property reserved for staff parking. When parking locally please avoid obstructing entrances, exits and driveways of local residents. This all needs patience, consideration and co-operation from everyone in the interests of safety. Parking is available on the Hargate Arms pub whilst you drop off or collect your child. Bernard Street now operates a one way system.

Please do not bring dogs (except guide dogs) into the school grounds. The Sandwell by-laws do not allow dogs on school premises and may result in a fine.

SCHOOL ATTENDANCE

In order to get the very best out of their education, children should attend school regularly and arrive on time. Please make sure that your child arrives on time. School starts at 8.50am and registers are taken at the beginning of the morning and afternoon sessions; children may come straight into their classrooms from 8.40am where they will have the opportunity to read and share books before registration at 8.55am. To help develop their growing skills of independence please work towards saying goodbye to your children on the playground or at the door. In case of absence, please inform us of the reason as soon as possible in person, by telephone or letter on the first day of absence. On the return to school we require a short note detailing the reason for absence.

Holidays in Term Time

There is no automatic right for pupils to be granted authorised absence. Hargate Primary School considers every request for leave in relation to the individual pupil's attendance and educational attainment. The Governing Body of Hargate Primary School have made the decision to no longer consider authorising any Leave of Absence during term time for parents whose children have attendance of less than **95%**, without proof of medical reason for the absence.

The school does not authorise leave, including holidays during term time, although we have the power to do so in exceptional circumstances. If we agree, it is important that your child comes back to school promptly on the agreed date. If a pupil fails to return on the agreed date and the school is not informed of the reason we may remove your child's name from the school roll. Try not to ask for absence when your child is preparing for exams and important tests. We can advise you of these dates.

In line with legislation and our school attendance policy we may refer unauthorised leave of absence to the Attendance and Prosecution Service. Such a referral may lead to a Fixed Penalty Notice being issued.

Please be advised that parents who fail to ensure their child's regular attendance can be fined £60 (per parent, per child). If payment to the local authority is not made within 21 days (of a penalty notice being issued) the penalty will rise to £120 (per parent, per child).

SCHOOL UNIFORM

School Uniform

School uniform is actively encouraged as this helps promote a smart image and pride in the school.

Girls

Dark Grey/Black skirt, pinafore or trousers
White blouse or white polo shirt
Navy sweatshirt or cardigan
White socks or grey tights
Dark blue checked dress in summer (optional)

Boys

Dark Grey/Black trousers or shorts
White shirt or white polo shirt
Navy sweatshirt

Religious garments (including head scarves)

These should follow school colours of either dark blue or white

P.E. Kit

Plain white T shirt
Dark blue or black shorts
Plimsolls

ALL ITEMS OF CLOTHING NEED TO BE CLEARLY MARKED WITH THE CHILD'S NAME

Jewellery

For health and safety reasons children are not permitted to wear jewellery in school. The only exceptions to this rule are: one pair of simple stud earrings in pierced ears and small objects of religious significance such as a necklace, bangle or bracelet. These objects must be removed or covered with a plaster or sweatband, to prevent possible injury, during PE lessons and games.

Watches are permitted in school but these must comply with the Aims and Objectives of this policy where appropriate. Watches must be removed during PE lessons and games.

Make up and nail varnish

Children are not allowed to wear make- up or nail varnish in school.

Hairstyles

Hairstyles are a part of our school uniform. As with uniform generally, hairstyles should be in line with the Aims and objectives of this policy and be practical, smart and not cause distraction. While we accept hairstyles can be a result of religion and/or beliefs, extreme hairstyles which are a pure fashion statement, including patterns shaved into the hair and/or tramlines, are not permitted in school.

Hair Accessories

Colourful or patterned hair accessories including bows, flowers and headbands are not part of our school uniform and should not be worn in school. Plain headbands are permitted that are in line with school uniform colours.

Footwear

Children need to wear sensible black school shoes or all black trainers (no stripes/colours etc). Jelly shoes and high heels are not permitted for health and safety reasons. If children persistently wear inappropriate footwear then they will be asked to wear PE pumps while in school.

CURRENT STAFFING LIST - School Staff 2016/2017

Head Teacher	Mr Andrew Orgill		
Deputy	Mr Richard Hipkiss		
Assistant	Mrs Heather Paul Mr Simon Andersen Mrs Parveen Bains		
Head Teachers	Mrs Heather Paul Mr Simon Andersen Mrs Parveen Bains		
Teachers	Miss Emma Peters Mrs Stacey Worton Mrs Helen Penn Miss Kirsty Cross Mr Steve Turvey	Mrs April Hipkiss Mrs Emma Higgitt Mr Luke Kimberley Miss Toni Wildman Mr James Wood	Miss Rebecca Rackham Mr Dean Birmingham Miss Rita James Mrs Jaine Hobson Miss Shanice Jeavons
Teachers of the deaf	Mrs Fiona Patterson	Mrs Rachael Freestone	
Support Staff	Mrs Manjit Kaur Mrs Nema Howell Mrs Katarzyna Orlicka Mrs Heather Downes Miss Nicola Sperry	Miss Samantha Shenston Mrs Zoe Pickering Ms Noulla Demetriou Miss Gabbie Thorp Ms Donna Jones	Mrs Amanda Carragher Miss Lisa Durnall Mrs Tajinder Bains Miss Sonam Dosanjh Miss Rachel Wood
	Miss Jade Hartshorne	Miss Danielle Smith	Miss Cassie Gibbs
	Miss Zoe Rodney	Mrs Amelia Wright	Miss Hannah Ffrench
	Miss Katie Whitehead Mrs Bozena Szymanska-Libchaber	Miss Zoe Price	Miss Catherine Danks Miss Weronika Rybicka
Sports Coach & Mentor	Mr Craig Jones		
School Office	Miss Nicola Carr		
Manager	Miss Nicola Carr		
Office Admin	Mrs Claire Lloyd	Miss Jessica Riley	
ICT Network & Data Manager	Mr Saghir Anwar		
Site Manager	Mr James White		
Cleaners	Mrs Jill Russell Mrs Dallwyn Skett	Mrs Michelle Lockley	Mrs Parminder Kaur
Supervisory	Mrs Jean Abrahams Mrs Anita Powell Mrs Pat Wood Mrs Rajbir Gill Mrs Yvonne Davenport		
Assistants	Mrs Jean Abrahams Mrs Anita Powell Mrs Pat Wood Mrs Rajbir Gill Mrs Yvonne Davenport	Mrs Shirley Mills Mrs Dalwyn Skett Ms Jane Wootton Mrs Sukhvir Kaur Mrs Hayley Hammond	Mrs Michelle Lockley Mrs Wendi Stackhouse Mrs Rachel Gibbs Mrs Parminder Kaur

Appendix 1

Primary (Key stage 1) Performance in 2016

Official KS1			
Subject	EXS (expected standard met)	GDS (Working at a greater depth)	EXS + GDS
Writing	48.30%	11.70%	60.00%
Reading	53.30%	15.00%	68.30%
Maths	48.30%	18.30%	66.60%
Science	71.70%		71.70%

Primary (key stage 2) performance in 2016

These figures tell you about performance of pupils at this school at [key stage 2](#) (school years 3 to 6), which are the last four years of the primary phase of education. These figures were published in December 2016 and relate to pupils who completed key stage 2 in the summer of 2016.

Progress in reading, writing and maths

These scores show how much progress pupils at this school made in reading, writing and maths between the end of [key stage 1](#) and the end of [key stage 2](#), compared to pupils across England who got similar results at the end of key stage 1.

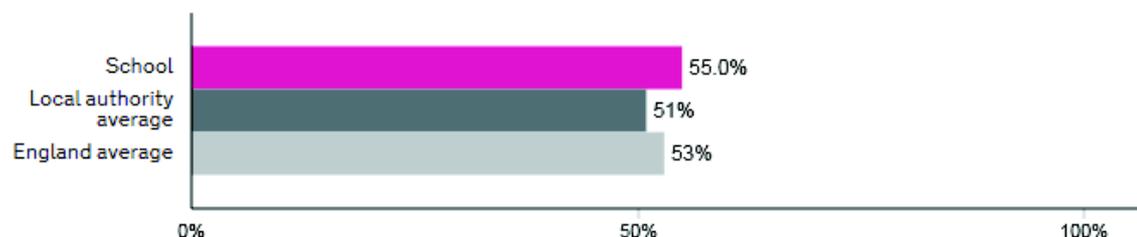
► [Show more info](#)

	Reading	Writing	Maths
School progress score	+1.8	+5.8	+6.8
Confidence interval	-0.40 to +4	+3.5 to +8.1	+4.9 to +8.7
Well above national average (about 10% of schools in England)		●	●
Above national average (about 10% of schools in England)			
Average (about 60% of schools in England)	●		
Below national average (about 10% of schools in England)			
Well below national average (about 10% of schools in England)			
Sandwell average (local authority)	0	+0.6	+0.9
National average	0	0	0

Percentage of pupils meeting the expected standard in reading, writing and maths

▼ [Hide more info](#)

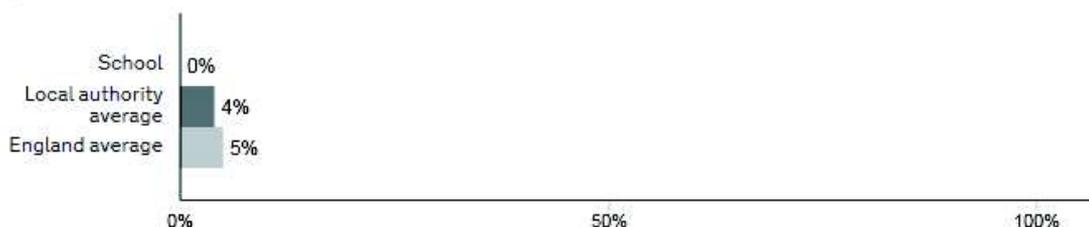
Pupils are 'meeting the expected standard' if they achieve a 'scaled score' of 100 or more in their reading and maths tests, and their teacher assesses them as 'working at the expected standard' or better in writing. For a more detailed explanation, see [Scaled scores at key stage 2](#), [Key stage 2 teacher assessment](#) and [Primary school accountability](#).



Percentage of pupils achieving at a higher standard in reading, writing and maths

▼ [Hide more info](#)

Pupils are 'achieving at a higher standard' if they achieve a 'scaled score' of 110 or more in their reading and maths tests, and their teacher assesses them as 'working at a greater depth within the expected standard' in writing. This standard was set for the first time in 2016 by the Department for Education to provide information about pupils across England achieving in the top 5%. For a more detailed explanation, see [Scaled scores at key stage 2](#), [Key stage 2 teacher assessment](#) and [Primary school accountability](#).



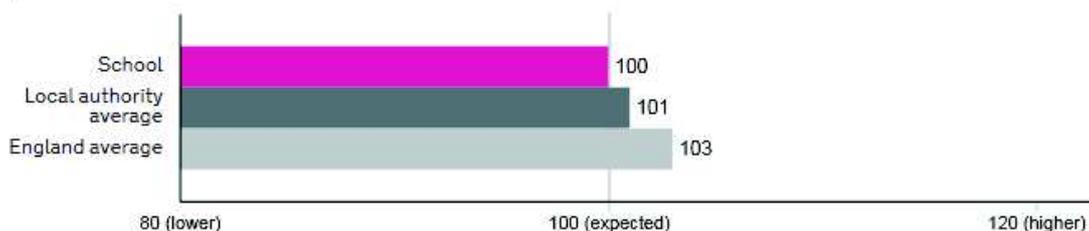
[View as table](#)

Average score in reading

This score shows how well pupils performed in the [key stage 2](#) reading test.

▼ [Hide more info](#)

This score is known as the reading 'scaled score'. The score is an average for pupils in the school. The expected standard is a score of 100 or more. The higher standard is 110 or more. For a more detailed explanation, see [Scaled scores at key stage 2](#) and [Primary school accountability](#).

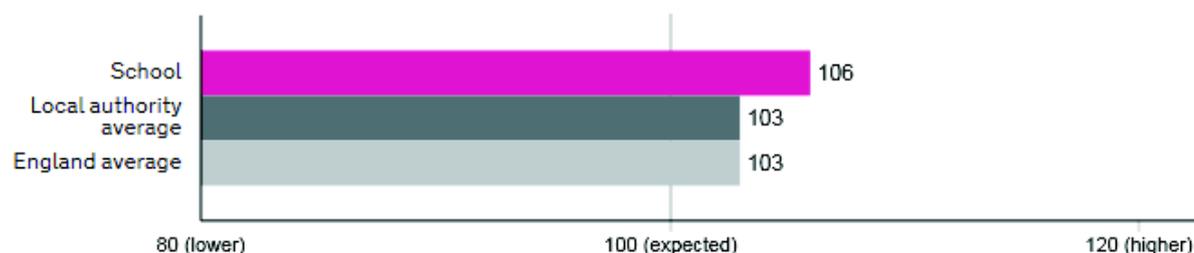


Average score in maths

This score shows how well pupils performed in the [key stage 2](#) maths test.

[Hide more info](#)

This score is known as the maths 'scaled score'. The score is an average for pupils in the school. The expected standard is a score of 100 or more. The higher standard is 110 or more. For a more detailed explanation, see [Scaled scores at key stage 2](#) and [Primary school accountability](#).



Performance of girls and boys

	All pupils	Girls	Boys
Progress in reading more info	1.8 Average (-0.4 to 4)	1 Average (-2.3 to 4.3)	2.5 Average (-0.6 to 5.6)
Progress in writing more info	5.8 Well above national average (3.5 to 8.1)	6.3 Well above national average (3 to 9.6)	5.4 Well above national average (2.3 to 8.5)
Progress in maths more info	6.8 Well above national average (4.9 to 8.7)	6.1 Well above national average (3.3 to 8.9)	7.4 Well above national average (4.8 to 10)
Percentage of pupils meeting the expected standard in reading, writing and maths	55%	47%	63%
Percentage of pupils achieving at a higher standard in reading, writing and maths	0%	0%	0%

Further details:

Please visit this webpage for further details

<https://www.compare-school-performance.service.gov.uk/school/103905>