



HARTSIDE
PRIMARY ACADEMY



PROSPECTUS

Helping children **progress** and **succeed**

Headteacher's welcome message

Welcome to Hartside Primary Academy; thank you for your interest. We hope that you find this prospectus a useful way to find out about our expectations, values and ways of learning. If you have any further questions or queries, we encourage you to come and visit us and speak to any of our committed and welcoming staff team.

Lots of information about our curriculum is available on our school website. Please visit: www.hartsideprimary.org.uk

Alongside our curriculum, the development of the whole person is central to our whole school ethos and offer. We teach that 'it's okay not to be okay' and provide activities and resources that encourage everyone to share their fears and anxieties, so that we can help them to overcome them.

We ensure that our staff and wider community feel valued and included; they take an active role in the life of our school through a variety of events and initiatives. We aim to provide a network of support for everyone to access in a way that is appropriate to their needs and feelings, acknowledging that not everyone can be happy all of the time. This is achieved through our specially trained staff, our links to partner agencies and highly effective communication tools.

We ask our children open-ended questions in a variety of lessons and contexts, challenging them to consider their answers thoughtfully and carefully. There are no wrong answers or mistakes, we only see opportunities to learn. We hope that through their thoughts and contributions children will leave our school with the skills and qualities needed to become responsible global citizens in an ever-changing world.

We help every child to make progress and succeed

Learning takes place both in and outside of the classroom as well as in and outside of school. We absolutely love it when parents and carers take an active part in their child's education and we are delighted that many come into our school and support the learning of children.

We aim to meet the needs of our community in a positive way and we welcome all feedback on our development as a growing and improving school. Thank you for taking the time to read this message.

'Your Child is Our Child'



Mr S. Laws, Headteacher

'The quality of educational experience that every child receives must be of equal quality to that you would expect for your own child.'

Admissions

We are a single-form entry Primary Academy. This means that we have one class per year group across the school. The admission limit for each year is thirty children. We also operate a sixty place nursery offering EYFS education to children aged 2–5 years.

Nursery admissions are handled by school. Further details can be found

in this prospectus, via the school website or by visiting the school.

Main-school admissions are handled by the Local Authority, please see their website for further details.

Parents considering sending their child to Hartside Primary Academy are very welcome to make an appointment to tour the school and meet the Headteacher and staff.



Attendance

National and international research has shown that those who attend school most regularly make the very best academic and social progress. As a result, we monitor school attendance closely; we expect all children attend at least 96% of school and have a whole-school average target of 97%.

To support this, we offer a range of incentives for children and families with the best attendance. These include: raffles, certificates, prizes and fun days which are awarded on a termly basis.

Holidays in term time are not allowed unless there are exceptional circumstances and even in these circumstances a maximum of only five school days will be authorised.

If your child is unable to attend school, please inform the school office before 9.30am on the day of absence. We ask that if your child has a medical or dental appointment that cannot be arranged outside of school time that you inform school prior to the appointment. Please see the school attendance policy on our website for further information.

The School Day

- 8.00am–8.55am
Breakfast Club
- 8.55am
Morning Session
- 11.30–12.30pm
EYFS Lunch Break
- 12.00–1.00pm
KS1 Lunch Break
- 12.30–1.30pm
KS2 Lunch Break
- 3.15pm
EYFS End of Day
- 3.20pm
KS1 and KS2 End of Day
- 3.20pm–4.30pm
Kids Club @ Hartside





OFSTED Inspection

- Children in the early years get off to a flying start. They make strong progress and achieve levels of development that are well above average. They play happily together and quickly develop skills in language, literacy and mathematics.
- Senior leaders have high expectations of all staff and pupils. A relentless drive to secure rapid improvement is evident everywhere. As a result, the legacy of underachievement is being successfully overcome.
- Teachers plan interesting activities based on sound assessment of pupils' learning. Classrooms are now hives of purposeful activity where pupils work well together, readily sharing ideas and thoughts. Their attitudes to learning are good.
- Pupils behave well and with consideration for each other. They are warm, friendly and polite.
- Pupils feel safe and have a good understanding of how to keep themselves safe. They say bullying is rare but when it does take place, it is managed well by their teachers.
- The rich curriculum provides well for pupils' spiritual, moral, social and cultural development and prepares them well for life in modern Britain.

OFSTED Inspection

For the full report and all other Ofsted reports for the school please see the school website or www.ofsted.gov.uk



'This is a good school'

HARTSIDE PRIMARY ACADEMY

School Uniform

Our children take great pride in their school uniform:

- It is both practical and appropriate;
- It gives children a sense of belonging and inclusion;
- It portrays a strong, smart and respectable image to the general public;
- Makes children easily recognisable while out on educational visits;
- Saves the age-old arguments about what to wear for school.

Children can wear the following:

- ✓ Red jumper or sweatshirt or cardigan
- ✓ White shirt, blouse or polo shirt
- ✓ Grey/black trousers, skirt or pinafore
- ✓ Sensible shoes
- ✓ Navy, grey, black or white socks
- ✓ Grey/black tailored shorts (summer months)
- ✓ Red/white gingham dress (summer months)

Hairstyles & Jewellery

We encourage long hair to be tied back as this will help ensure safety during practical lessons and also prevent the spread of headlice. Hair should not be coloured as swimming is part of the school curriculum and this prevents children from being allowed in the pool.

Ear piercing is allowed, but these should be studs only and are only acceptable at the bottom of the child's ear. Studs must be removed for PE lessons. The children must be able to do this themselves or ideally have it done before they come into school.

If you do wish to have your child's ears pierced, please do this at the start of the summer holiday, so that studs can be removed during term time.



Communication and Payments

We use a system called School Comms to communicate with parents via texts message/email. This sits alongside Class Dojo and has additional benefits such as:

- We can send messages to parents, grandparents and other carers at the same time.
- Emergency or important information can be sent securely by text message.
- You can make online payments for extended services, dinners, trips, uniform, photographs etc.
- You can give permission for events or trips online without having to sign and return forms to us.

Lunchtime at Hartside

We provide a meal service offering hot, nutritionally balanced meals. These are freshly prepared and cooked on the school premises. Three menus are in operation and are rotated over a three-week period. A new menu is published each term.

Parents, with their child, choose a meal in advance and children are given a corresponding band to ensure they get their choice. This means that your child will receive a meal to correspond with their taste and your choosing. Copies of the menu can be obtained from the school website or office.

We offer termly opportunities for parents to taste items from the school menu during the year. At special occasions such as Christmas, an alternative menu is offered.

Registering on School Comms is simple, it only takes a minute and you can do this from a computer or mobile phone.

GETTING STARTED

1. Register for a school account at www.schoolgateway.com
2. Enter an email address and mobile phone number.
3. Link to your child's account. If you have more than one child at school, accounts can be merged so one log in gives you access to all payment requests and history.

Please be assured that School Comms is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

CASHLESS SCHOOL

We are a cashless school. This means that we do not accept cash payments for any events or items purchased – all payments must be made via the School Gateway.

CHARGING AND REMISSIONS

We offer a range of activities and visits to broaden children's learning experiences. The school has developed a charging and remissions policy which allows us to seek voluntary contributions from parents/carers for such activities. This is available on our school website.

The academy reserves the right to cancel any proposed activity should the level of voluntary contributions be insufficient to support it.

Parents might also be requested to pay for lost, broken or deliberately damaged school property if this is result of a pupil's behaviour.



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Helping children progress and succeed



Safeguarding

We aim to ensure that children achieve their maximum potential in an environment which is safe, secure and supportive of all their needs. The safeguarding of all children is our top priority and for this reason is under constant review.

A safeguarding policy is available on our website. It applies to all members of our school community. E-Safety

advice is also provided through our newsletters, website and across our curriculum.

We take a positive, proactive approach, we get to know our families really well and encourage everyone to ask for support if it is required. We offer a school foodbank and uniform swap shop for any families that need additional help.

We support children's wellbeing and mental health. We have a school counsellor and staff who are trained in counselling skills who provide support to individual children and their wider families.

Our busy school calendar includes a range of community events to ensure that everyone feels valued and part of the school.

Behaviour

We are focussed on positive, restorative behaviour strategies and always seek to reward children for their good behaviour. We offer competitions and incentives such as certificates and prizes for all children who behave well. Our reward systems are closely linked to our character education programme.

The children are assigned house teams. At their request these have been named after super heroes; the teams are Green Lantern, Iron, Spider and Wonder. Siblings will always be in the same house.

A behaviour management policy is available on our school website along with supporting guidance. In the event of a concern being raised, we will look to involve parents at the earliest opportunity. By working together any issue can be overcome.



Our School Intent Statement

At Hartside we help every child to make progress and succeed.

'The quality of educational experience that every child receives must be of equal quality to that you would expect for your own child.'

As children progress through Hartside, they are given a range of opportunities to thrive as individuals. We want our children to develop their

own character, skills and knowledge and confidently take part in a variety of situations.

To support this, each subject within our curriculum is unique and powerful. We are adopting a teaching for mastery approach for delivery. We teach key concepts which are broken down into small steps, allowing children to effectively build upon their previous knowledge. We enable

children to communicate their ideas with precision and clarity using subject specific and relevant vocabulary. Variation is used to challenge thinking and help children to create meaningful connections in their learning. Layered intervention and effective feedback aims to ensure that everyone moves forward together.

Children are ready for the next phase of their education and lives.

'Your Child is Our Child'

Early Years Foundation Stage (EYFS)

Experiences in the Early Years create strong and lasting foundations on which to build in later life. We believe it is vital that these first experiences are of the highest quality; by working in partnership with you, we aim to provide a stimulating, challenging environment where children and adults can explore, have fun, play, talk and learn together. Hartside staff will provide a full induction programme to ease the transition for children and parents into EYFS.

Hartside's EYFS consists of a Nursery and Reception class. The boys and girls are taught in groups, but they access the large, exciting indoor and outdoor classrooms that make up our EYFS unit.

Our aim is to provide a curriculum that is enriching, broad and balanced to prepare children for their future school life and beyond! Staff plan a range of play experiences in response to the children's interests to help children to progress in each area of learning.

LEARNING THROUGH PLAY

It is a well-known fact that children learn best through play. Play helps children to learn and develop through doing, talking, exploring, investigating, creating and experimenting. We provide interesting experiences that are appropriate for children's age and stage of development. Staff endeavour to take your child forward in their learning by building on what they already know and can do. Every day is varied, stimulating, imaginative and fun!

ASSESSMENT

Assessment of children is carried out daily with staff playing alongside children and making regular observations of what they do and say. Photographs, jottings, annotated pieces of work are collected to record children's individual progress and inform future plans for learning. We keep all of this evidence in individual children's learning journals.

LEARNING JOURNALS

Each child's Learning Journal builds up during EYFS to become a lovely document showing how your child has grown and progressed in our care. We encourage parents to become involved with Learning Journals by sharing your observations and stories about your child from home.

KEY PERSON

Each member of EYFS staff is a key person for a small group of children for whom they are particularly responsible. They will aim to get to know your child very well and will be your first port of call for communication.

Information about the EYFS Curriculum can be found on the school website: hartsideprimary.org.uk

Getting ready

In order to prepare your child for their time in nursery there are some really simple things you can do:

- Help your child to become more independent in going to the toilet themselves.
- Show them how to wash and dry their hands themselves.
- Share meals at a table, so your child can begin to use a knife and fork themselves, and experience the taste and textures of lots of different food.
- Encourage independence by teaching your child to put on shoes, coats and jumpers themselves.
- Talk! Talk! Talk! Talk about everything you see and do with your child – this is the best learning experience for them!



Assessment, Reporting and Homework

Class teachers continually assess the progress made by children. Each half term, a report is produced to share with parents. Children are graded with either an A, B or C dependent on their behaviour, effort and progress. At the end of each term, class teachers share details of a child's stage of development in key areas of the curriculum. Children will either be 'On track', 'Working Towards' or 'Exceeding' Age Related Expectations. A formal written report is shared at the end of the school year.

OPEN AFTERNOONS

We operate an open-door policy; parents are welcome to make an appointment to come in and meet

with their child's class teacher. On some occasions during the year, we will organise open afternoons to provide an opportunity for you to sit with your child and find out about their learning. Children are always proud of their effort, keen to show off their progress and enjoy these sessions enormously. Formal parents' evenings are held each term.

HOMEWORK

Homework has an emphasis on Literacy and Mathematics and will relate to teaching activities that have already been delivered in class. Activities include phonics, reading, spellings and number facts and mathematical problem solving.

Homework is given out on a Friday and should be returned by the following Wednesday. Children who complete their homework earlier are rewarded with Dojo Points.

The best learning takes place when children and their parents learn in partnership. To support this, we have bought into a range of parent platforms that engage the children but also allow active involvement from parents. Platforms include Maths with Parents, Mathletics, Times Table Rockstars and Accelerated Reader.

Further information about how to access these resources can be found on the school website.



Special Educational Needs (SEND) Provision

Hartside Primary Academy prides itself in being an inclusive school and will endeavour to support every child, regardless of their level of need. The school implements the Code of Practice for the Identification and Assessment of Special Educational Needs and Disability. At Hartside Primary Academy we seek to identify, as early as possible, those children with Special Educational Needs and to provide for those needs. Most children and young people will have their special educational needs met through good classroom practice, otherwise known as **Quality First Teaching**.

As a school, we assess all children continuously. We carry out formal assessments at the end of every half term to measure their progress and identify the next steps in their learning. We work in partnership with parents/carers and pupils to build working relationships. If there is an identification of need then a class

teacher will meet with parents/carers to complete a 'Short Note'. The Short Note outlines areas of strength and difficulty and sets agreed outcomes and next steps. We may begin to consider the involvement of relevant, external agencies or use assessment tools, classroom observations and materials to support the early identification of SEN status for a pupil.

Where a pupil is identified as having a special educational need, school will follow a **graduated approach**. As part of this approach, we will produce an individualised SEN Support Plan that describes the provision that we will make to meet a child's special educational needs and agreed outcomes. Parents and carers will be fully involved in this process.

A small percentage of children and young people with significant learning difficulties might need an assessment that could lead to an Education, Health and Care Plan.

EHC Plan

The purpose of an EHC Plan is to make special educational provision to meet the special educational needs of the child or young person, to secure the best possible outcomes for them across education, health and social care and, as they get older, prepare them for adult hood. (Ref CoP p. 142)

The Special Educational Needs Coordinator is Mrs Clarkson. The Special Educational Needs Governor is Mrs Dawn Brown.

Further details about SEND are available on the school website.



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SMSC and British Values

At Hartside Primary Academy, we recognise that advancing children's spiritual, moral, social and cultural development, as well as promoting the British Values of Individual Liberty, Respect and Tolerance, Democracy and Rule of Law is integral to their personal development. Through promoting SMSC development and British Values, we seek to develop attitudes and principles that will enable students to become responsible and caring citizens, ready for a diverse and ever-changing society.

SMSC and British Values permeate through the life and work of the school, including extra-curricular activities, playtimes, assemblies, student leadership opportunities and every subject we teach. We feel it is important that children understand the importance of SMSC development and British Values, which is why we make the links as explicit as we can.

We give students the opportunity for spiritual reflection and encourage them to explore the fundamental questions of life, including their own personal existence, journey and purpose, as well as that of others. We provide students with a curriculum that will enable them to develop a knowledge and understanding of diverse cultures, particularly those within their own society.

We seek to foster an attitude of tolerance and value towards those from a culture, background or community different from their own, in order to stamp out discrimination. They are encouraged to develop an understanding of the world, society, community and law and to accept responsibility as a citizen. They are encouraged to reflect on and discuss moral and spiritual dilemmas and to try to reach independent judgments, which reflect universal human principles. Through perception and sensitivity, tolerance and respect for others as individuals and in groups, we would also expect students to develop questioning, enquiring minds and learn how to express their ideas appropriately. We listen to student voice through weekly class meetings, as well as student leadership meetings and we encourage children to be actively engaged with decision making.

Class Dojo

Class Dojo is a tool to support communication between school and parents in a secure and safe online environment. It connects teachers with children and parents to build amazing classroom communities.

CREATE A POSITIVE CULTURE

School staff reward children for their good behaviour linked to our school character traits: respect, empathy, kindness, self-control, integrity and grit. For every point received by a child, their parent receives a notification through the app.

When children reach 100 dojo points they receive a Dojo Dollar which they can spend in the monthly Dojo shop.

GIVE STUDENTS A VOICE

Children, with their parents, showcase and share their learning by adding photos and videos to their individual portfolios.

SHARE MOMENTS WITH PARENTS

School staff upload images, video and snippets of learning to class pages to share exciting school projects and events.

COMMUNICATION

Parents can contact all school staff members, including office staff, the SENDCO and Headteacher to find out more about their child's learning, progress and development. Important information is also shared regularly via class and school stories.



Character Education

At Hartside Primary Academy, 'we want children to develop their own character, skills and knowledge and to confidently take part in a variety of situations.' By doing this, we hope that they will mature into well-rounded individuals, prepared for the many challenges and diverse aspects of life. We feel that the best way to do this is through character education. This involves teaching and instilling in the children positive

values, attributes and behaviours, so that they can fulfil their potential and become positive members of the school, their local communities and wider world.

We deliver character education through six school character traits, chosen by the children:

- Integrity
- Grit
- Empathy
- Respect
- Kindness
- Self-Control

These character traits are threaded through everything we do: break times, assemblies, lessons, extra-curricular activities, as well as our behaviour policy.

The children are encouraged to recognise which activities develop certain character traits and which of the above character traits they need to work on so that they can be their best self.



INTEGRITY

The quality of being honest and having strong morals



RESPECT

Being able to appreciate the rights, beliefs, practices and differences of others



GRIT

Finishing what you start; completing something despite obstacles



KINDNESS

Being generous, friendly and considerate



EMPATHY

Understanding and sharing the feelings of others



SELF-CONTROL

Managing what you feel and do; being self-disciplined



Student Leadership



We believe that student voice is crucial in helping us to shape our school, so that we can meet the needs of the children in our community. One of the ways that we gather and promote student voice is through providing a range of student leadership roles:

- Eco Warrior – tasked with making our school eco-friendly;
- Librarian – responsible for managing all aspects of our library (Year 6 only);
- Opal Leader – responsible for outdoor play and learning projects; and
- Peer Mentor – tasked with managing conflict on a break time and supporting peers.

At the start of each academic year, we advertise our student leadership vacancies and role descriptions (two vacancies for each role, in each class). Children then apply and are chosen through a simple application and interview process. The process for choosing school councillors is slightly different as they are elected through a democratic class vote.

Student leaders are expected to meet at least once half term with their link teacher, to actively contribute to meetings and projects and to be a role model to other students. To fulfil their duty as representatives of the student body, they are required to gather student opinion through class meetings and to feedback updates regularly.



OPAL Outdoor Play and Learning

Playtime makes up 20% of the time that children spend in school, therefore we want to make sure that children get the most out of it. We believe that play is essential for children's physical, emotional, social and intellectual development and we are committed to ensuring quality play opportunities are available to all of our children.

Through our commitment to improving playtimes, Hartside have earned platinum OPAL status, certifying that

our environment and the opportunities we provide are of high quality. We remain committed to ensuring this continues to improve and develop, and we regularly speak to our children and community to ensure they remain active and engaged in our project.

Children are offered challenges and allowed to play with a range of equipment and resources. They are allowed access to different parts of the school such as the field, wooded

area and activity trail, and we play out in all weather. We believe there is no such thing as inappropriate weather, only inappropriate clothing!

'As a natural and compelling activity, play promotes cognitive, physical, social and emotional wellbeing, offering the necessary conditions for children to thrive and learn.'

(Bento, 2016, The Importance of Outdoor Play for Young Children's Healthy Development)



PESSPA

Requirements

All children require:

- A pair of shorts and a school house-coloured T-Shirt;
- Plimsolls or trainers with non-marking soles.

Kit should be brought into school on a Monday morning in a named kit bag.

In addition:

- Long hair should be tied back for PE activities;
- All jewellery should be removed including piercings;
- Fashion and designer tracksuits should not be worn.

PESSPA – Stands for Physical Education, School Sport and Physical Activity. At Hartside Primary Academy we recognise the role that PESSPA has to play in promoting a long-term healthy lifestyle which is both enjoyable and fulfilling.

We aim to provide a high-quality physical education curriculum that inspires all of our pupils to succeed and excel in competitive sport and other physically demanding activities. Through our physical education culture, we will enhance academic achievement, as well as the health and wellbeing of our pupils and by doing so, directly impact their progress in other curriculum areas.

We want to provide opportunities for our pupils to become confident and physically literate in a way which

supports their wellbeing. In addition to this, we aim to provide opportunities for children to compete in sport and other activities in order to build resilience and embed values such as team work, fairness and respect.

Our PESSPA programme inspires children to build self-esteem, teamwork and leadership skills enabling each child to be the best they can be by:

- Improving health and wellbeing;
- Providing high quality opportunities and outcomes for all;
- Encouraging community involvement;
- Promoting active participation and competition;
- Raising achievement and supporting excellence.

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Extra-Curricular Activities

We offer a range of extra-curricular activities which build character and promote SMSC development and British Values. We try to cater to the needs and interests of the children and aim for every child to experience at least one activity per half term. These activities include: assemblies, World Book Day, Hartside's Got Talent, curriculum enrichment days, OPAL Stay and Play, Macmillan Coffee morning, as well as clubs and class meetings.

CLUBS

We try to offer a broad range of clubs, across a range of year groups. Some clubs are delivered by school staff; others are delivered by external coaches and visitors from local clubs.

Recently, our club offer has included: football, handball, tag rugby, times tables, choir, dance, outdoor adventure, creative club, Christmas project club, Lingotots, gardening, book club, as well as cricket, art club and OPAL club.

Many of our club opportunities are at the end of the school day, however we are trying to build in more opportunities for children to access clubs during break times.

BREAKFAST CLUB

The Breakfast Club is based in our club room and runs from 8.00am to 8.45am. Children are given access to a healthy breakfast including cereals, toast and fruit. We build independence by asking children to serve and clean up after themselves.

In addition to a healthy breakfast, the children are offered a variety of activities. These will again change according to the time of year. A sport will be delivered tying in with the school's PESSPA programme. Children also have access to laptops, games, creative activities and the outdoor environment.

Helping children progress and succeed

The costs of the Breakfast Club are on the school website.

A booking form is available from either the school office or website. An invoice will be created and is payable through the School Gateway. Sessions must be booked in advance to allow sufficient food, equipment and staffing to be organised.

KIDS CLUB @ HARTSIDE

Kids Club runs from 3.20pm to 4.30pm each night. Children will take part in a range of activities, which will vary across the school year.

A snack is provided as part of the session and drinks and fruit are always on offer.

All sessions must be pre-booked via the aforementioned booking form; they will then be invoiced and must then be paid for via the School Gateway. The cost of a session is on the school website. This covers the cost of staffing and equipment.

EYFS EXTENDED SCHOOL

The EYFS department run their own Breakfast and after school clubs. Children remain in the EYFS unit with familiar staff and their friends. Further details of costs and booking can be found in the EYFS section of this prospectus.

ASSEMBLIES

A daily assembly takes place which is attended by children from Key Stage One upwards. Each day has a particular focus:

Monday: Star Assembly

Individual children, classes or house teams receive recognition for effort and achievement.

Tuesday: Big Questions

Children reflect on and respond to some of life's big questions.

Wednesday: Headteacher Assembly

Topical issues, awareness days, events.

Thursday: OPAL

Outdoor play provision and projects.

Friday: Class Meeting

Student voice and feedback from student leadership team.

Assemblies are generally delivered by school staff, but visitors including representatives from local churches, the Police, Fire Brigade and local clubs and organisations are also invited into school throughout the year.





HARTSIDE

PRIMARY ACADEMY



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