



Arrive with a past. Leave with a future.



SCHOOL HANDBOOK

Hartmore Primary

Co-Ed (7-11 years)



WELCOME

We are delighted that you have chosen our school for your child and look forward to working closely with you and your family.

It is our hope that this booklet will provide you with much of the information you need to help you make a smooth and settled start at our school whilst our school website has more detailed information about our policies and the latest happenings across the school.

If you have any questions please do not hesitate to contact one of our team.

The Hartmore School Primary Team

MEET THE PRIMARY TEACHING TEAM

Mike Bennett

Head Teacher

Ross Smith

Assistant Head Teacher

Catherine Almond

Lead Teacher

Dawn Loveys

Teacher

Michelle Ellis

Teacher

Jasmine Tumilty

Teacher

Ange Stranger

Central School Administrator

TRANSITIONING TO HARTMORE

What happens during the first few weeks at school?

- We aim to make the transition to school as smooth as possible.
- We will create a personalised transition plan with yourselves reviewing each week.
- Your child's class teacher and teaching assistants will already know the little important things about your child after speaking to you and previous schools.
- In the first few weeks, we want to make sure your child feels safe and secure in school.
- We want your child to look forward to coming to school and have happy faces as they arrive!

STRUCTURE OF THE SCHOOL DAY

	09:00	Doors Open
09:00	11:15	Morning Lessons
11:15	11:35	Break Time
11:35	12:35	Midday Lessons
12:35	13:15	Lunch Time
13:15	14:45	Afternoon Lessons
	14:45	End of the School Day

SCHOOL UNIFORM

Everyday Uniform

- Royal Blue Sweatshirt.
- White Polo Shirt or Shirt.
- Grey or Black School Trousers.
- Grey or Black Knee Length Skirt.
- Grey Socks.
- Black Shoes or Plain Black Trainers.

Physical Education & Outdoor Education Uniform

- White or Blue Polo Shirt.
- Plain Black, Dark Blue or Grey Jogging Bottoms or Knee Length Shorts.
- Plain Socks.
- Trainers. (Daps/Canvas/Suede Shoes are not permitted as they do not provide the support needed whilst taking part in sporting activities). Please avoid bright colours where possible.
- School Sweatshirt (no hoods) or Plain Jumper and Cardigan.
- We ask that students bring appropriate clothing for the weather, this might include a cap in the summer and a coat or waterproof jacket in the winter.

Physical Education, Outdoor Education & Swimming

P.E. and Outdoor Education lessons will take place every week. Children will be required to come into school wearing their P.E. kits on these days.

Swimming will also take place weekly. Please ensure swimming kits are brought into school on these days.

Equipment & Water Bottles

No specific equipment is required to be brought into school. The school will provide all stationary and learning equipment for your child, in addition they will also provide a water bottle.

COMMUNICATION

Communication

When joining our school, we ask for a contact form to be completed. This includes an email address and mobile phone number, allowing us to send letters, newsletters and other communications.

Consultation Evenings

Consultation evenings are held twice a year – during Term 2 and Term 4 – for parents and carers to meet with the class teacher, look at work and discuss progress. These are run by appointment and will be organised by the teacher. We also have an annual school open day and summer BBQ, providing another opportunity look at the work of their child throughout the year, meet with class teachers and discuss your child's progress.

Daily Handovers

As part of our communication procedures you'll receive a daily handover for your child. This will include a brief description of their day and any significant information we need to pass on.

Attendance and Punctuality

It is our aim for every child to be in school every day. Of course, we know that this isn't always possible, so we set out some guidance on keeping school informed of absence. This helps us check that all children are safe.

Term Dates

Dates for academic terms are published on the school website at least 6 months before the start of each academic year. You can also view this [here](#).

Food and Drink

We encourage children to eat healthy snacks. This might be a piece of fruit, a snack of vegetables, or a savoury item such as cheese, breadsticks or crackers. We do not allow sweets or chocolate as a break and or lunch time snack.

Lunch boxes must be clearly marked with the owner's name. Fizzy drinks, glass bottles, breakable flasks and cans are not allowed.

Due to the increasing number of children with severe allergies, nuts and seeds are not to be brought into school. We are a nut and seed-free school.

Illness

If your child is too ill to attend school, please contact the school on the first and each subsequent day of absence on the school absence line before 8.45am.

You can do this by telephoning 01452 700942.

If your child is suffering with diarrhoea and or vomiting, please allow 48 hours after this has ceased before returning your child to school.

Medical Appointments

We ask that if possible you make routine appointments outside of school hours. If this is not possible or it is a hospital appointment, please send in the appointment letter or card to the school office so we can make a copy and approve the absence.

Holidays

Schools are not permitted to authorise holidays except in exceptional circumstances. If there are exceptional reasons why you would like to take your children out of school during term time, please request a notification of absence form from the school office.



Behaviour

We believe children are behaving in the moment the only way they can. We do not believe that children think of themselves as being deliberately difficult.

If we can meet a child's needs successfully, they will not become upset. If children are happy they are much less likely to present with behaviours. When children do get upset they are met with kindness and often supported so discreetly that it does not really disturb the rest of the children.

Our behaviour policy can be found on the school website, or also can be found [here](#).

Photography

On occasion we would like to use images (photographs and videos), as well as information you or your child may provide about themselves and their experience, in case studies, to populate printed newsletters, success stories, testimonials and for limited use on social media.

Upon joining our school you'll be asked to complete a Media Consent Form which can also be found [here](#). This form relates to your consent for the use of images and video media involving your child

Social Media

The school produces regular news posts directly on our website, in addition to operating a [Facebook](#) social media page that is monitored and run by the school directly. While our social media pages are a great way to stay connected and celebrate what's happening in school, they will not be monitored for messages. If you have any questions, concerns, or queries about your child or the school, please continue to contact the school office directly via telephone or email.



We pride ourselves on operating an open door policy between parents, carer givers and school. We want to work together with you to ensure that your child has a great year in school and works hard to achieve their potential. If you have any concerns or questions, please do not hesitate to contact us.

Finally we would like to take this opportunity to express our excitement for the upcoming academic year. We are looking forward to helping your child to grow, develop and flourish to enable them to reach their full potential. We feel that it is a privilege to be a part of your child's learning journey and look forward to working in partnership with yourselves.

CONTACT INFORMATION

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Alison House
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Hartpury
Secondary Education
Hartmore School
The Old School
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