



# Heritage Park Primary School



**Prospectus**

# Welcome

Welcome to Heritage Park Primary School. We hope that you and your family will have a long and happy association with us and we look forward to welcoming your child into school.

We believe that parents and school should work together in partnership if children are to obtain maximum benefit from their school years and at Heritage Park we are proud of our strong links and good relationships with parents.

We trust that you will find the information in this prospectus useful. It is intended to provide initial information about the school and then to be used for reference. If you have any questions regarding the school, please do not hesitate to contact us.

## Admissions

Children enter school in the September of the school year in which they will have their fifth birthday. Initially they will come to school on a part-time basis, either mornings or afternoons. During the summer term prior to admission, parents are invited to a meeting at the school where they will have the opportunity to meet staff, to learn more about school and to ask questions. The children will be invited to make short visits to the reception class to familiarise themselves with their classroom and new surroundings.

Applications for admission into the school are dealt with by Peterborough City Council's Admissions Team.





# The School Day

**Our school hours are:**

**Morning sessions 8.45am – 12.05pm**

**Afternoon session 1.00pm – 3.20pm**

**Children should arrive at school no earlier than 8.35am. It is expected that all children in the reception class, years 1 and 2 will be collected by a parent, carer, or another nominated adult who is known to the class teacher. For children in the reception class, it is a requirement that schools hold a list of people who parents have authorised to collect their child and that the children should only be collected by people on the list. Parents will be asked to provide a password which they should acquaint all the people on the list with, as the class teacher will ask for this.**

## Break Time Snacks & Drinks

The children in the reception class and years 1 and 2 are provided with a piece of fruit each day to eat during the mid-morning break. The purpose of this is to encourage healthy eating. Children in other year groups are welcome to bring a piece of fruit to eat at break-time if they so wish.

Children under the age of five are provided with free milk each day. For all other children, milk may be purchased through an outside provider. Details of this scheme are available from the school office.

Children in the reception class have access to a water fountain at all times. Children in other year groups are encouraged to bring bottled water to school. We ask that the bottles are transparent, that they only contain water and that they are clearly labelled with the child's name.

## Lunchtimes

Lunchtime is an important part of the school day. Good manners and table etiquette are encouraged and we regard the school meal as an opportunity to practise social skills.

Through an outside provider, we are able to present the children with a good quality and nutritionally balanced school lunch. Alternatively, children may go home for lunch or bring a packed lunch if preferred.

Because some children in school have a serious allergy to nuts, we ask parents not to include nut products in children's lunchboxes. Similarly no sweets of any kind are permitted, nor are cans or bottles of fizzy drink.

School lunches should be paid for in advance and children should bring their lunch money in a sealed envelope clearly marked with their name. Alternatively, meals may be paid for by cheque made payable to Heritage Park Primary School.

Parents who are entitled to free school meals should ask for an application form from the school office.

## What OFSTED said

“This is an outstanding school. All aspects of the school's work are outstanding.”



# School Uniform

At Heritage Park Primary School we believe that a uniform looks smart, wears well and contributes to the feeling of belonging to the school community. Also wearing uniform fosters pride in the school and helps establish the correct attitude for serious work.

The school uniform is as follows:

## Boys

- Grey school regulation trousers or shorts
- White shirt or polo shirt
- Red sweatshirt
- Grey, white or black socks

## Girls

- Grey skirt or pinafore dress
- Grey school regulation trousers may be worn in cold weather (i.e., from the start of November to the end of the spring term)
- White blouse or polo shirt
- Red sweatshirt or cardigan
- White or grey socks or grey, red or black tights
- Red and white checked dress in summer

The children should wear sensible shoes or sandals to school but not trainers.

Red sweatshirts, red sweatshirt type cardigans and white polo shirts, all embroidered with the school logo, are available from the school office.





## PE Kits

For all PE activities, it is important that the children change into the appropriate kit. For indoor and summertime wear this consists of:

- Red shorts
- White T-shirt, either embossed with the school logo or plain.

The kit should be brought to school in a drawstring bag. Red shorts, white T-shirts and PE bags are available from the school office. The children do indoor PE barefooted and should have a pair of plimsolls or trainers for outdoor PE activities.

During the winter months, the children require an extra layer of clothing for outdoor PE. A plain tracksuit top or sweatshirt plus jogging bottoms are ideal.

## Jewellery

Children should not wear jewellery to school other than one pair of stud earrings and a watch. In the interest of safety these items must be removed for PE activities. Therefore, ideally, they should not be worn on days when your child is doing PE.

## What OFSTED said

“Pupils’ engagement in lessons is outstanding. They are reflective learners, interested in the tasks set for them and keen to rise to the challenges they are given.”



# Curriculum

At Heritage Park Primary School, we aim to offer the children as high a standard of education as possible. This high standard is recognised by outside agencies who have presented the school with a number of prestigious awards, including the Primary Science Quality Mark for our commitment to excellence in science; Artsmark Silver in recognition of the work we do with the children in music, art, drama and dance; the International Schools Award for the children's knowledge and awareness of other countries; the School Games Gold Award for PE teaching and extra-curricular activities related to sport.

In the reception class the children are provided with a wide range of educational experiences to help them meet the Early Learning Goals contained within the Early Years Foundation Stage curriculum. From Year 1 onwards, teaching and learning is in line with the National Curriculum. Where possible, cross-curricular links are made between subjects and taught through topic work. Other subjects, for example mathematics, are taught as discrete subjects.

# Homework

Homework is set in accordance with government guidelines and the style, content and quality of homework change as the children progress through school. We ask parents to support their children's education by encouraging them to read regularly, to learn their weekly spellings, to learn their times tables and to complete homework activities. Our homework policy statement is available on the school website.

# What OFSTED said

“The school's curriculum, with its extensive and meaningful enrichment, provides valuable experiences for pupils and high quality opportunities for learning.”





# Educational Visits

We believe that children gain tremendously through first hand experiences and so we enhance the curriculum by taking the children on carefully selected educational visits and through inviting visitors into school who can provide special expertise and knowledge.

In order for us to be able to provide the children with these opportunities, we ask parents to contribute to the cost of some of these activities. For more information about funding school trips, please see our charging and remission policy on the school's website.

# Extra-curricular Activities

We provide the children with the opportunity to develop their skills and interests by becoming involved in clubs that take place during the lunch-time and after school. Some of the clubs are organised by school staff, others are run by qualified adults from outside bodies.

The following are examples of the activities that are available at different times throughout the year:

- **Football** ● **Rugby** ● **High Fives** ● **Cricket**
- **Cookery** ● **Gardening** ● **Sewing** ● **Choir**

## What OFSTED said

“Pupils’ behaviour is exemplary and reflects their very strong moral and social development.”





## Behaviour

The children at Heritage Park Primary School are frequently complimented by visitors to the school for their excellent behaviour, politeness and good manners. At the start of each academic year the children discuss what should be included in the school's code of conduct. Their ideas are then formalised into our behaviour and discipline policy which may be found on the school website. There will be occasions when things go wrong and the children are aware of the sanctions that are in place for inappropriate behaviour.

## Before School Club

Our before school club is very popular with children and parents. It operates from 7.45am to 8.45am each day during term time. Parents who are interested in obtaining a place for their child should contact the school office for a registration form and full details of the club.

## Children with Special Educational Needs

At Heritage Park Primary School we are committed to helping each child to meet his or her full potential. From time to time, some children have some kind of special educational need and may need additional help and support. This may be provided from within school but sometimes outside agencies may provide additional advice, for example the school nurse, speech and language specialists, educational psychologist. Should any parent have concerns about the progress of their child, please speak to the class teacher or the special educational needs co-ordinator.

## Attendance

Regular attendance and punctuality are vital if we are to help the children achieve their full potential and absences during term time should be avoided whenever possible. Please let us know if your child cannot attend school due to illness. A telephone call at the onset and explanatory letter on your child's return as required.

If your child has to be absent for a medical, dental or other appointment, please inform the school in writing the day before. Whilst realising that it is not always possible to do so, we ask that these appointments be made outside school hours whenever they can be so arranged.

Permission should be sought for a child to be absent from school for all other reasons. Requests for absence will only be granted under exceptional circumstances.

## Medicines in School

School staff are unable to accept responsibility for safely storing or properly administering medicines. Children should not be given medicine or tablets to bring to school to take themselves. There are exceptions to this rule, notably in the case of asthma or other severe allergies. In such instances, the school nurse will draw up a care plan in discussion with parents and school staff.



# Child Protection

All members of staff have responsibility for child protection and receive training in child protection procedures. Legislation means that we have a duty to report any concerns that we may have regarding a child's welfare to the relevant agencies.

# Health and Safety

Qualified first aiders deal with all minor accidents but parents are always contacted if there is an emergency. For this reason it is important that we are informed of any change of address or telephone number.

Being mindful of the health and safety of all our children, we operate a no smoking policy for all staff and visitors. We also ask parents not to park in the school car park or to bring dogs onto the school site.

# Reporting to Parents

Parents are welcome in school and the teachers are usually available at short notice to meet with parents. However parents are asked not to enter into a long discussion with a teacher just before school or to come into school to talk to a teacher whilst school is in session.

There are also two opportunities for parents to discuss their child's progress with the class teacher, one in the autumn term and the other during the spring term. Towards the end of the summer term parents receive a written report relating to their child's progress that year.

# Friends of Heritage Park Primary School

The Friends of Heritage Park Primary School Association organise a range of fundraising activities and social events each year. All parents are automatically members of the association and are encouraged to become actively involved either on the committee or through helping at or attending events.

# School Website

We have developed a comprehensive website to enable parents to access information such as term dates, diary dates and newsletters. You may visit our website at [www.heritageparkschool.co.uk](http://www.heritageparkschool.co.uk).



## What OFSTED said

"Sustained high achievement is the outcome of outstanding teaching. Teachers make learning interesting and enjoyable."





# Heritage Park Primary School

Park Farm Way, Park Farm, Peterborough

Tel: 01733 703656 Fax: 01733 703657

[www.heritageparkschool.co.uk](http://www.heritageparkschool.co.uk)

e-mail: [office@heritagepark.peterborough.sch.uk](mailto:office@heritagepark.peterborough.sch.uk)

Headteacher: Mrs K J Hepworth-Lavery



Scan me with



a smartphone