



Information Booklet

2017/18



Hartford Manor Primary School & Nursery
"Learning Together for Life"

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Welcome from Head Teacher and Chair of Governors

Dear Parents, Carers and Friends of the School

We are very proud to lead Hartford Manor Primary School & Nursery; we hope you find this booklet helpful and informative.

At Hartford Manor we passionately believe that the primary years are the foundation and building blocks for every child's education, where children learn to read, count and write. They also make friends, build independence and develop their attitudes to learning. We do all we can to ensure our school provides the right environment for literate, numerate and confident children with a focus on achievement for all.

At Hartford Manor we believe that the most valuable resource any child can be given in a school, is time. All the adults working at Hartford Manor give children the time they need to support and accelerate their learning and social development.

Academically, the school consistently performs above national expectations at 7 and 11. The curriculum is full of exciting learning opportunities that will motivate and engage your child. The behaviour of our children is excellent and they receive outstanding support at lunch times and break times. Through our Peer Mentor and Oasis project children are kept safe with good safeguarding procedures. There are a wide range of extra-curricular activities available to both Key Stage 1 and Key Stage 2 pupils.

The school will need your support and we expect all parents/carers to take an active role in their children's education by practising basic skills at home. We also expect you to make sure the children have good attendance and arrive at school on time ready to learn.

Please contact us if you would like to visit our school; we will be delighted to show you around.

Our best wishes

Simon Kidwell
Head Teacher

Mike Smith
Chair of Governors



Our Core Values and Vision

At Hartford Manor we will:

... build a learning community based on honesty, openness, trust and equality.

... realise the potential of each child fostering independent, confident lifelong learning.

... work together as a team where everyone is respected and valued.

... be the school at the heart of its community.

... promote high expectations and seek progress for all.

... provide a safe, nurturing environment where children enjoy learning.

... welcome, value and involve parents in their child's education.

Our vision for our children:

Knowledge

- To know right from wrong
- To know their own strengths and weakness and how they make a unique and positive contribution
- To know how important their education is and what it can lead to

Skills

- Be literate and numerate
- To communicate well and interact positively with the world
- Can adapt to change and learn from success and from failure

Attributes

- To be confident and resilient in themselves
- To be compassionate and respectful towards others
- To be realistic and wise in their decisions

About us

Hartford Manor Primary School & Nursery first opened in 1972. Since then it has undergone significant development most recently in 2012 and 2015/16. We are now a two form entry school and opened our stunning new key stage 2 classrooms in May 2016. There are around 330 children in school and 30 in our Nursery.

For this academic year, are three classes across years 1 and 2 – a Year 1 class, a Year 2 class and one mixed Year 1/2 class. All classes follow the National Curriculum with teachers planning lessons together to ensure all our children are given the same opportunities.

Location



You will find us on the edge of the Hartford Campus. Our main entrance is off Stones Manor Lane; with pedestrian access, parking and drop off areas. Our visitor car park is off Chester Road. Parents/carers are asked to leave and collect their children at these points at the start and end of the school day.

Our school day

School is open from 8.40am to 3.20pm each day. Our breakfast club opens at 7.30am and our After School Club is open until 6pm.

Start	8.55am (pupil entrance opens at 8.40am)
Lunchtime	Nursery 11.50am - 12.20pm KS1 12.noon - 12.50pm KS2 12.20pm - 1.10pm
End	3.20pm

In the interest of safety for all children, we operate a clear policy both at the start and end of the school day:

- The school gates are unlocked at 7.30am to allow access to our breakfast club. Children enter school between 8.40am and 8.55am. School starts promptly at 8.55am with registration.
- Years 1 to 6 enter through their pupil entrance where they are greeted by a member of staff.
- Parents/carers are asked to say goodbye at the external doors. This promotes independence and also means lessons can start promptly.

- Reception children enter via the main Foundation Stage doors. We encourage children to be as independent as possible in the cloakroom as this is an important part of their learning. At the end of the day parents/carers collect their children from the classroom doors.
- At the end of the day all KS1/KS2 parents/carers are asked to wait on the top playground. This enables class teachers to dismiss children safely and to ensure that they are met by an appropriate adult.
- From 8.40am in the morning, Nursery children go directly into their classroom. The children are collected at 11.40am or if they are staying for lunch, 12.20pm from the school gate on the main playground. Children are also collected at this gate for the afternoon session at 12.20pm. All Nursery children are to be collected from their classroom door at the end of the day.
- All children must enter and leave the site using the main playground gate.
- For health and safety reasons, bikes and scooters must not be used in the playground. There is a shelter for safe storage of bikes and scooters.
- All external doors and playground gates are closed at 9.00am. At all other times, children enter school via the office door. If your child is late, you will be asked to give a reason.

Throughout the day, all visitors must come to the main entrance and use the entry phone system. Visitors must sign in and state the purpose of their visit. Representatives of organisations must also show some form of identity. Whilst on the school premises, all visitors must wear Visitors' Badges provided by the school.

Attendance

If your child is absent from school, please report the reason by 9.00am on the morning of the first day of absence either by telephoning the school or by sending an e-mail. We encourage that all medical/dental appointments are made out of school hours.

The school is unable to authorise holidays in term time. If you have extenuating circumstances that mean you have to take your child out of school in term time, please see our policy and request form on our website.

Walking to and from school

Older children in Key Stage 2 may walk to and from school on their own if parents/carers give their permission. If you wish your child to walk to and from school on their own you must also inform the class teacher. Please also remember that the school has no responsibility for the safety of unaccompanied children on their way to and from school; we advise you to plan a safe route to be taken and discuss it with your child.

Breakfast and after school club

Our breakfast club runs from 7.30am until the start of the school day. The current cost is £2.50 for Reception – Year 6 children and £3.50 for Nursery children. You do not need to book in advance if you wish to use the club. The children are offered toast, scrambled egg, baked beans on toast, porridge, cereal, fresh juice and milk.

Our after school club provides childcare from the end of the school day until 6.00pm. For more information, and a booking form, please contact the office on Tel: 01606 288140.

All payments are made via ParentPay; we also accept childcare vouchers.

Who's who from September 2017

Head Teacher	Mr S Kidwell	
Deputy Head Teacher	Mrs J Diamond	
Assistant Head Teacher	Mrs K Ravenscroft	
Teaching Staff		
Nursery	Mrs K Hague	
Foundation Stage	Mrs K Heywood	Mr J Rose
Key Stage 1	Miss V Holt	Miss L Wakefield
	Mrs L Chapman	Miss K Frith
Key Stage 2	Mrs N Barwise	Mrs C de Wolff
	Mrs N Hickson	Mrs K Atherton
	Mrs C Bentley	Mrs K Ravenscroft
	Mr D Bedford	Mrs J Meyer
	Mrs E Benson	Mrs L Trafford
	Mrs K Smith	
KS2 SENCO and Safeguarding	Mrs J Diamond	
KS1 SENCO/Reading Recovery	Mrs H Ghagan	
Teaching Assistants	Mrs C Boardman	Mrs N Lightfoot
	Mrs D Martin	Mrs H Barrow
	Mrs R Barker	Miss H Fewtrell
	Mrs J Thomas	Mrs C Fitzpatrick
		Mrs J Clarke
Classroom Assistant	Miss J Palmer	
Business Manager	Mrs J Tench	
Administrator	Mrs D Nixon	
Finance Assistant	Mrs H Taylor	
Receptionist	Mrs M Wood	
Site Manager	Mr A Hickson	
Caretaker	Mr T Buckley	

Breakfast Club	Mrs H Barrow	Mrs J Thomas
	Mrs L Davies	Mrs J Howard
After school Club	Mrs R Barker	Mrs J Peters
	Mrs G Connolly	Miss K Ravenscroft
Play Leaders	Mrs R Barker	Mrs H Barrow
	Mrs J Thomas	
Midday Assistants	Mrs B Shinner	Mrs J Clark
	Mrs A Moran	Mrs K Reeves
	Miss H Fewtrell	Miss J Lanceley
	Miss J Palmer	Mrs L Tobin
		Miss L Halfpenny
Cleaners	Miss I Soos	Miss E Soos
	Mrs A Moran	Ms M Kenny
Governors	Rev M Smith, Chair	Mrs C Billington
	Mr M Calloway, Vice	Mrs P Manley
	Mrs M Bebbington, Vice	Mrs J Hudson
	Mrs M Sheridan	Mr C Chapman
	Mr D Woods	Mrs D Robinson
Staff Governors	Mr S Kidwell	Mrs J Diamond
Catering staff (Edsential)	Mrs K Sutherland	Mrs H Clarke
	Mrs L Davies	Ms M Kenny

The Curriculum

We aim to provide a balanced curriculum for all our children. The curriculum includes a wide range of subjects to be taught to all children of compulsory school age and for which there are attainment targets and assessment arrangements. They are:

Mathematics	English	Science
Geography	History	Music
ICT	Art	Religious Education
Design and Technology	Physical Education	Sex and Relationship Education
Personal, Social, Health and Citizenship Education		

All subjects are taught from the key objectives as laid out in the National Curriculum Programmes of Study. Material is always carefully selected to try to ensure that the children progress at their own pace, ensuring that those children who are very able are not 'held back' and those children who are less able can cope with the work presented.

Reading: the school stocks a wide range of reading schemes and children are guided to choose a book appropriate to their ability and interest. Reading is taught through three main approaches; individual reading, guided reading and whole class shared reading. As the children progress through school they will be taught mainly through guided and shared reading, the frequency of individual reading depends upon the ability of the child. Children who experience particular learning/reading difficulties will be referred to the Reading Recovery teacher. The children are encouraged to read every evening and must have their reading book and diary in school every day.

Religious Education is a compulsory part of the primary school curriculum. Teachers use the Cheshire Agreed Syllabus when planning R.E. lessons. As the religious traditions in this country are in the main Christian, our teaching will give prominence to the study of Christianity. However the children also study the beliefs and practices of other major faiths including Judaism and Islam.

Each day there is a collective act of worship which is, in the main, non-denominational. Local ministers are regularly involved in the life of the school and lead some collective worship activities.

As a parent you have the right to withdraw your child from all, or part, of the religious education and collective worship activities. Requests should be made in writing to the Head Teacher.

Sex and Relationship Education

The school teaches Sex and Relationship Education in accordance with national guidelines. The school aims to provide opportunities for pupils to develop the skills, knowledge and understanding they need to lead confident, healthy independent lives and become both informed and active citizens. We take steps to ensure that Sex and Relationship education is taught in such a manner as to encourage children to have due regard to moral considerations and the value of family life.

Any parent who feels unsure about the content of this part of the curriculum is encouraged to speak to their child's class teacher. It is possible to withdraw your child from this element of the curriculum by prior arrangement with the Head Teacher.

Homework

Homework is set on a regular basis; teachers will tell parents when homework will be given and when it must be returned to school. More details of homework activities are accessible through the class page of the school's website.

Extra-Curricular Activities, trips and visits

We are proud to offer a wide range of activities both during and at the end of the school day.

Our Sports Grant enables us to offer a variety of sporting activities each term, for example - football, rugby, netball, rounders, cricket, dance and gymnastics. We also have a diverse range of extra-curricular activities that are teacher led. These include; Lego, homework, sewing, drama, cookery, nature, choir and computer coding.

We also offer a broad range of trips and visits throughout the school year. Your child will usually have the opportunity to go on at least two educational trips/visits each year. This includes residential trips for all children from year 2 and above; for example:

Year 2 children attend Burwardsley Outdoor Education Centres, which involves an overnight stay

Year 3 children attend a local Forest Camp, which involves an overnight stay

Year 4 children attend Petty Pool Outdoor Education Centre, which involves an overnight stay

Year 5 children attend Lakeside Outdoor Education Centre, which involves a 2 night stay

Year 6 children attend 3 day residential to London, which involves a 2 night stay

As these trips are residential, parents are expected to pay the full amount of the visit. However, parents who have registered for Pupil Premium may be entitled to reduced payments, financial hardship will always be treated with due sensitivity.

Special Educational Needs

At Hartford Manor we have an established system of early intervention and support for children with additional needs. All teachers are responsible for identifying and communicating any concerns they may have and alerting parents and the SENCO. The school employs qualified teachers and specialist teaching assistants to deliver short-term interventions. These are carefully tracked and progress is shared with class teachers and parents.

If we feel that the interventions have not had the expected impact, then with parental consent, additional professional advice will be sought.

The school works in line with the Special Education Needs Code of Practice that came into effect in September 2014. More information is available from the school website or on request.

Arrangements for children with disabilities

Every child is welcome at Hartford Manor; we are an inclusive school with no outsiders. Please contact us if you wish to discuss a place for a child with a particular need.

Our Foundation Stage and Key Stage 1 areas are on one level with ramped access to the entrance, exits and playground where necessary. Key Stage 2 is on two floors with stairs and an access lift. If the school admits a child with a particular need, we will endeavour to make reasonable adjustments to accommodate them.

Communication

At Hartford Manor we recognise the importance of having strong relationships with the parents/carers of all of our children. Nursery, Reception and whole school newsletters are emailed to parents/carers each week; these are also published on our website. Parents/carers are encouraged to speak to their child's class teacher and to contact us if they have any questions or concerns at any time through-out the year

We hold three Parent Consultation Evenings each year, one per term. The first is held in November, the second in March and the third in July. These give parents/carers the opportunity to speak to teachers about their child's progress and to talk through their termly report. Parents/carers are invited to make an appointment using our online booking system.

All parents are required to fill in a registration form when their child first enters school. This includes providing contact details in the event of an emergency during the school day. It is very important, that you tell the school of any changes in home circumstances e.g. change of address, phone number, place of work, family doctor, as soon as possible. We also need an additional emergency contact number in case you are not available.

Pastoral Care and Discipline

We are very aware that we share responsibility with parents/carers, for the children in our care. In the complexities of school life, the smooth running of large groups of children entails constant vigilance and exacting care. We aim to help our pupils to grow and develop as individuals, self-controlled and responsible in their behaviour towards others.

We cannot achieve any real measure of success without the confidence and support of all our parents/carers. Life in school today is founded on a closer co-operation between teachers and children with a minimum number of rules to promote good behaviour.

While serious breaches of discipline are rare, when they do occur, they are dealt with firmly - most often in consultation with parents/carers.

A school cannot truly function without good order, so discipline is high on our list of priorities, along with the development of self-esteem and responsibility in our children. Thought for others and an understanding of the need for courtesy at all times is of paramount importance at Hartford Manor. A member of the school's Senior Leadership Team investigates all reported incidents of bullying. We ask that all parents/carers give us their support in keeping the school safe.

Our main policies are on our website www.hartfordmanorcpschool.co.uk and are available, on request, from the school office.

Safeguarding Children

Because of the day-to-day contact with children, schools are particularly well placed to observe outward signs of ill treatment, neglect or other forms of abuse. Parents/carers should be aware that the school would take any reasonable action to ensure the safety of its children. In cases where the school has reasons for concern, members of staff have no alternative but to follow the Local Children's Safeguarding Board's procedures and report their concerns to Cheshire West and Chester Council. In most cases we inform parents before making a referral. Mrs J Diamond is the designated Safeguarding Officer with Mrs C Billington the designated Safeguarding Governor. Our safeguarding and health and safety policies are available on the school's website.

Equality

At Hartford Manor, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, religion and belief, or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and are able to participate fully in school life.

The achievement of pupils is monitored by race, gender and disability. We use this data to support pupils, raise standards and ensure inclusive teaching. We tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. We believe that diversity is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Starting School

Nursery

Our Nursery is open on each school day throughout the year. We offer places for 3 and 4 year olds including the free 30/15 hours childcare. If you are eligible for a funded place you may also be able to book additional paid sessions where space allows.

For more information please ask for a copy of our new Nursery Information Booklet or contact us to arrange a visit.

Admissions into reception and other year groups

Our catchment area covers the district surrounding Hartford Campus and includes:

- *School Lane*
- *Chester Road (from Hartford Church to Iron Bridge, Castle)*
- *Beach Road*
- *Hodge Lane and surrounding avenues*
- *Greenbank Estate*
- *Stones Manor Lane*
- *King Street*

Current Arrangements

Following Local Authority guidelines, the governing body has decided that there will be one admission date for reception children coming into the school. All children who are 4 between 1st September and 31st August in any given year will start school in the September after their 4th birthday.

The planned admission number (PAN), which is the maximum number of pupils in each year group, is currently 60.

All primary admissions, including in-year transfers, are dealt with centrally via the Cheshire West and Chester Admissions Office. They can be contacted on 0300 123 7039 or admissions@cheshirewestandchester.gov.uk.

Further information about admissions criteria, the admission process and online application forms can be found at [school admissions](#).

Parents/carers are usually sent information on how to apply for a place in a primary school in the autumn term of the academic year in which their child will turn 4. Applications must be submitted to Cheshire West and Chester by the prescribed day in the January before the September in which their child will start school - this is 15th January 2018 for September 2018 admissions).

Parents/carers are welcome to visit the school at any time, by making an appointment with the school office. We also hold open days during the autumn term each year; dates are advertised in the local press, local nurseries and on our school website.

The Council will notify all parents/carers of the outcome of their school application – usually in late April. Parents have a right of appeal if they do not secure a place in the school of their choice, as detailed for Local Authority schools in 1980 Act.

Other useful information

School Meals

At Hartford Manor we believe that children deserve a delicious and nutritious meal at lunchtime. With the support of Edsential, we offer an appetising menu designed especially for our children. There is always a great selection to choose from including pasta dishes, wholesome roast dinners, homemade cakes, biscuits and fresh fruit.

All Key Stage 1 children are entitled to a universal free school meal. Children are invited to select their meal choice each day, this provides maximum flexibility and allows you to provide a pack lunch as and when you wish to do so.

For Nursery and Key Stage 2 pupils, payment must be made on ParentPay at the beginning of each week; you can also pay half termly/termly if preferred. Those children who wish to bring their own sandwiches may do so.

Uniform

Our school uniform is popular with parents and children alike; it can be bought in the Buccaneer shop at Moss Farm or ordered online at www.buccaneerpromotions.co.uk

Boys	maroon sweatshirt	grey trousers/shorts
	blue polo shirt	black shoes
Girls	maroon sweatshirt/cardigan	grey skirt/pinafore/trousers/shorts
	blue polo shirt	black shoes
	summer dress, (blue check only)	

For formal occasions such as New Parents' Evenings or the Carol Service, all **Key Stage Two** children, (Years 3 – 6), wear blue long sleeve shirts, grey trousers/skirt and a school tie (available to buy for £3 or loan from the school office).

Friends of Hartford Manor also offer a selection of pre loved uniform for sale.

Please ensure that all items of uniform, coats and PE kit are clearly marked with your child's name.

Games and PE

Boys and girls need navy blue shorts, white polo shirts and black plimsolls for PE and essential warm clothing for outdoor games – for example, navy jogging bottoms may be worn. We encourage children with long hair to tie it back, particularly for PE lessons.

Jewellery

Children are not allowed to wear jewellery in school. Children who have pierced ears must only wear **plain gold or silver studs**. However, in the interests of safety, we prefer that no earrings are worn. All earrings will need to be covered during PE and swimming lessons.

Medicines

We adhere to Cheshire West & Chester's guidelines for the administration of medicines. There are two main sets of circumstances in which requests may be made to the Head Teacher to deal with the administering of medicines to pupils at school:

- A. cases of chronic illness or long term complaints, such as asthma, diabetes or epilepsy; and
- B. cases where children recovering from a short-term illness are well enough to return to school but are receiving a course of antibiotics etc.

A form giving the school permission to administer any medication must be completed at the School Office at the beginning of any treatment.

Inhalers for asthma sufferers must be clearly labelled with the child's name; they are kept in the first aid cupboard for KS1 children and on the teacher's desk for KS2 children. Children on school trips who need medication may be accompanied by the parent or nominate somebody to administer the medicine. On KS1 school trips, the first aider will carry the inhaler. On KS2 trips the children will be responsible for their own inhalers. Special arrangements are made for diabetics.

When can my child return to school after illness?

The guidance from the school nurse is set out below:

Illness:	Return no sooner than:
Whooping cough	21 days from onset
Measles	7 days from onset of rash
Chickenpox	6 days from onset of rash
German Measles	4 days from onset of rash
Mumps	until swellings have gone down – at least 7 days
Sickness/Diarrhoea	48 clear hours from the time of last vomiting/diarrhoea

Head Lice are unfortunately becoming a more common occurrence in all schools. It is important that if your child's hair is infested that treatment is given before he/she returns to school. Please inform you child's class teacher staff, so that we can do our best to ensure that your child does not become re-infested. Remember – anyone can get head lice – they love clean hair!

Parent/Carer involvement in school

We receive invaluable help from parents, both inside and beyond the classroom. Activities such as school outings, mentoring reading and concerts all benefit from parental help and support - we are always grateful for any help you can offer. Please talk to your class teacher and respond to requests for help whenever you can!

Safeguarding checks, according to the regulations, are always made on any volunteers who work in our school.

Friends of Hartford Manor (FOHM)

This is a volunteer group of Mums, Dads, Carers and Guardians who arrange all sorts of activities in conjunction with the school to raise funds for various projects. They appreciate any contribution parents/carers are able to make, be it big or small.

From Discos to Film Nights, Non-Uniform Days, Quiz Nights and the School Summer Fair, they work with the school throughout the year to help raise funds for projects that otherwise might not be possible.

The FOHM Committee Meetings are held once a month. It is a great way for parents/carers of children who attend our school - and the school staff - to get involved in organising events and many other activities to help raise valuable funds for the children of Hartford Manor. Parents/carers are all automatically members of FOHM.

The school has always received excellent parental support and generosity of FOHM is outstanding and greatly appreciated by the children and all of our staff.