

**Academic Year 2024 - 2025**

**Heage Primary School**

**New Starter Information**

**Resilience**


**Respect**


**Honesty**

**Kindness**

**Teamwork**

**Compassion**

 Dear Parents and Carers

 We wish to welcome you and your child to Heage Primary School.

We have put together a 'New Starter Pack' for you with admission documents that we need you to complete and return to school as soon as possible to enable us to enter the details on our pupil information system prior to September.

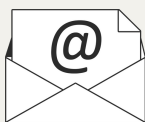
There are quite a few forms and therefore if you need any help please just e mail or call the school office and we will be happy to help.

When you return the forms we will also need to have sight of your child's birth certificate in order that we can double check that your child is starting school at the right time. This is a requirement by law in order for us to verify your child's date of birth and identity.

We will be available on Transition Days to check birth certificates and take any completed forms from you. Alternatively, please just drop into the school office when it is convenient to you.

With Kindness

Mrs Shaw and Mrs White  
The School Office Team



[info@heage.derbyshire.sch.uk](mailto:info@heage.derbyshire.sch.uk)



01773 852188

## Headteachers Welcome

I am thrilled to extend a warm welcome to all of you as the new Headteacher of our caring and nurturing school. Heage Primary is a school that has relationships at the centre of all we do.

We pride ourselves on being a school where pupils, staff, governors, parents and the school community work extremely hard and have high expectations of themselves and others.

At Heage Primary, we believe in providing a safe and supportive environment where every child feels a sense of secure attachment and belonging. We understand that each child comes to us with their own unique experiences and backgrounds, and we are committed to recognising and celebrating the differences and diversity of school community as a whole.

We believe that our differences make us stronger and we strive to create an inclusive learning community, where everyone feels valued and respected. Our curriculum and teaching practices reflect the diverse backgrounds and experiences of our children and their families, ensuring that they see themselves represented and can learn from each other's perspectives.

I hope you find this starter pack useful and informative, please feel free to contact us if you need any further information.

With Kindness

Mrs Hallam

**WELCOME**

## The Heage Team

Headteacher: Mrs Hallam

Deputy Head Teacher: Mrs Roberts

Senior Leadership Team: Mrs Cottrell and Mrs McAnulty, Mrs Lane

SEND Lead: Mrs Lane

Designated Safeguarding Lead: Mrs Hallam

Deputy Designated Safeguarding Leads: Mrs Roberts, Mrs McAnulty and Miss Haynes

Class	Teacher	Teaching Assistant *
FS2 (Froggatt)	Miss Haynes	Mrs El-Gothamy Miss Jackson (M, T)
Y1 (Kinder)	Mrs Price	Miss Evans TBC after Interviews
Y2 (Windgather)	Mrs Cottrell	Mr Walker Miss Evans
Y3 (Castle Naze)	Mrs McAnulty	Mrs Morley Mr Walker
Y4 (Hen Cloud)	Miss Smith and Mrs Darnell	Mrs Nash TBC after Interviews
Y5 (Derwent)	Miss Riggott	Mrs Clarke TBC after Interviews
Y6 (Raventor)	Mrs Roberts	

**Please be aware that our TA's are predominantly assigned to work with individuals and groups and may be in different classes at different times. The allocation is a guide based on current need. If you have any questions, please contact the SEND Lead.**

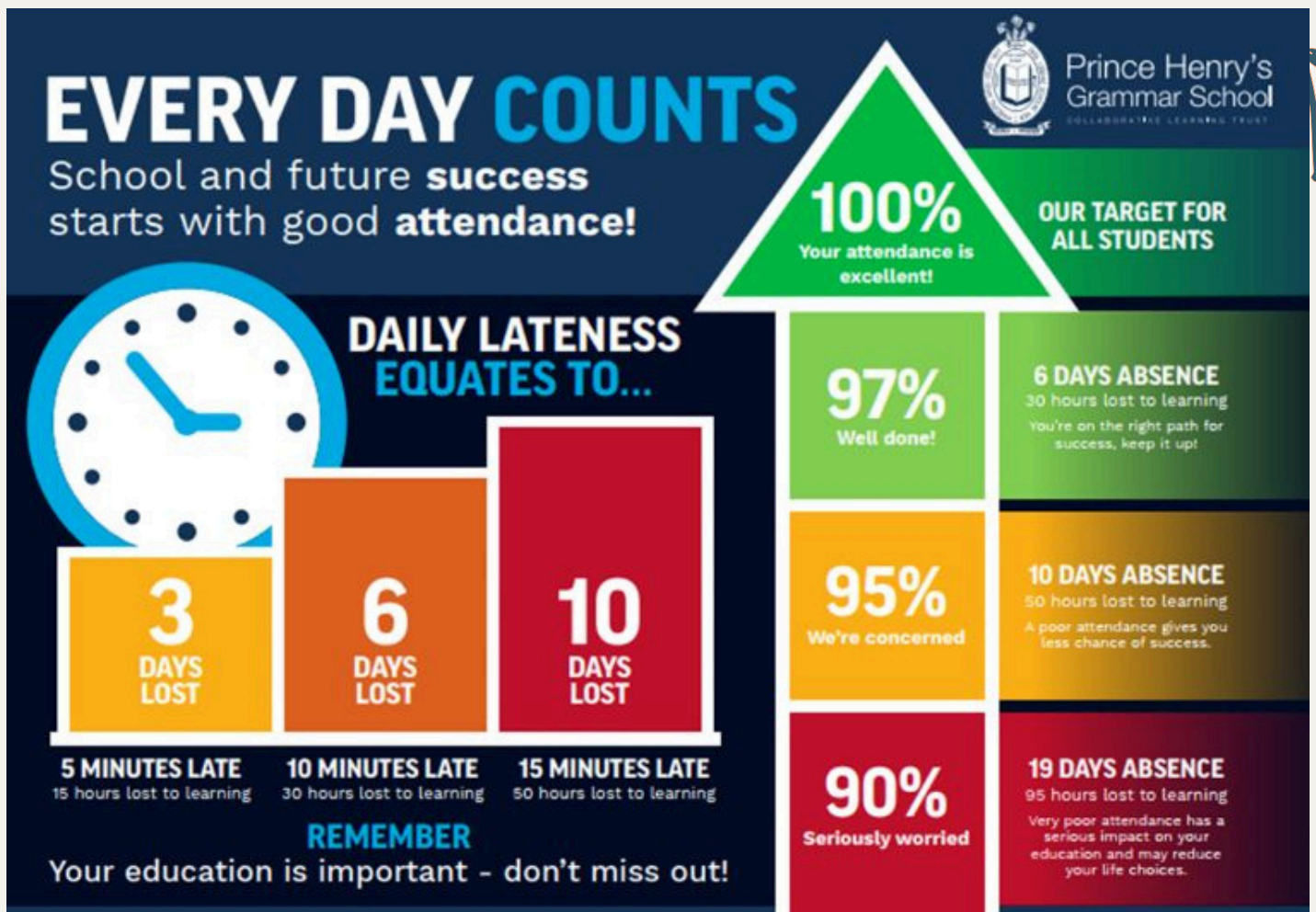
**At the time of production for this pack, we are in the process of recruitment for Teaching Assistants. This should be confirmed by the end of June.**

**Other Members of our Team**

Teaching Assistant/ELSA Lead/Pastoral and Interventions			Mrs Saint (all year groups)
HLTA's Cover PPA and classes	Mrs Hollingsworth	Mrs Craven	
The Base (Before and After School)	Manager Mrs Clarke	Miss Ward Mrs Tonks All TA's also work dinner	
Office Staff	Mrs Shaw and Mrs White		
Midday Supervisors	Senior Midday - Mrs Nash	Miss Jean, Mrs Pardner, Miss Pringle	
Catering Team	Employed by DCC		
Cleaning Staff	Provided by Clean Slate		

## School Day and Attendance

A high attendance level is required at school. Attendance is monitored and you will be contacted if your child's attendance falls below an acceptable level. A high level of attendance is needed for children to do well at school academically and also helps with social skills and maintaining friendships.



Holidays - we will not authorise any holidays during school term time.  
Please refer to DFE guidance on attendance in schools and fines.

Full details of all of the changes can be found by visiting the Government webpage: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

## Dinners, Milk and Snack

Derbyshire County Council Catering Service provides a daily lunch service in School that is available to all children.

A team of experienced staff at DCC carefully plan the menus, they take into account the popularity of dishes, the season, the workload, cost and quality and allergies. An important part of the menu planning is to ensure that the nutritional content meets one third of the recommended daily requirement for children, and all the menus are analysed by a Community Dietician before they are sent into schools.

The lunch consists of two courses with a main meal, vegetables or salad and potatoes, pasta, etc. For pudding there is a choice of assorted fresh fruit or pudding of the day. In addition, as part of the meal, children will be provided with a cold drink of juice or water.

Dinner choices can be made on a daily basis, children are asked at registration what they would like, school dinner or packed lunch from home.

We are very fortunate to have our own catering kitchen on the school. Meals are served in our main school hall as a 'family service', with proper cutlery and crockery, in groups of 8 children.

Food hygiene standards are very important, with particular emphasis placed on temperature control; our catering staff are trained in food hygiene and provide a high standard, caring service to the children.

Special diets can usually be catered for, but DCC may ask for a medical referral from either the dietician or general practitioner.

A hot school meal costs £3.25 per day or £16.25 for the week. Dinners are charged via Parent Pay.

Universal Free School Meals – all pupils in FS2, Years 1 & 2 are entitled to a free school meal, however we still encourage our parents of these children to apply for free school meals as this can bring valuable funds into school.

## Milk and Snack

### Milk

Every child under the age of five is entitled to free school milk. Please register your child with Cool Milk via their website ([www.coolmilk.com](http://www.coolmilk.com)) to enable your child to access free milk for their morning break when they start school. Once your child turns five, they can continue to receive milk at a small cost each term until they leave Y2. This is payable via Cool Milk website. A leaflet with more information will be given to all new parents and can be obtained on request from the school office.

### Snack

All children aged between 4 and 6 (FS2, Y1, Y2) attending a fully state-funded school are entitled to receive a free piece of fruit or vegetable each school day.

This piece of fruit or vegetable is intended to provide one of their 5 A Day portions; the scheme also helps to increase awareness of the importance of eating fruit and vegetables, encouraging healthy eating habits that can be carried into later life. Your child will be offered this snack at morning breaktime. However, you are welcome to send your child with their own piece of fruit or vegetable for snack.

**Please note we are a pea and nut free school as we have children with serious allergies.**

**The pea allergy includes ALL pea products, including hummus, chickpeas, lentils and quorn products.**



# FREE SCHOOL MEALS

## Psssst

Did you know that all reception, year 1 and year 2 pupils are entitled to receive a free meal at lunchtime regardless of family income?

And if your child is in year 3 or above, they may also be eligible, if you receive one of the qualifying benefits.



SCAN ME

Just log into the new speedy free school meal checker system to see if your child is eligible. Scan the QR code and it will take you straight there.



 **DERBYSHIRE**  
County Council

## If school meals are free for reception, year 1 and year 2 - why do I still need to apply?

All children in reception, year 1 and year 2 get free school meals, but if you receive one of the qualifying benefits you may also get help with:

- the cost of residential school trips
- travel costs to school
- school uniform costs
- music lessons at school

For every child registered for free school meals, schools receive a pupil premium payment each year. This will be used to help your child achieve their best at school.

Use the QR code overleaf to access the portal and check your eligibility.

[www.derbyshire.gov.uk/freeschoolmeals](http://www.derbyshire.gov.uk/freeschoolmeals)

email: [checking@derbyshire.gov.uk](mailto:checking@derbyshire.gov.uk) telephone: 01629 536481



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## Uniform and PE Kit



### Daily Uniform

- White shirt/white or red polo T-shirt
- Black/dark grey skirt, pinafore (both knee length), trousers or shorts
- Red and white checked summer dress (knee length)
- Red sweatshirt, fleece, jumper or cardigan (school logo preferred but not policy)
- Black/dark grey or red tights
- Black/dark grey socks
- Black shoes/boots
- Red, black or grey hair bands/bobbles

### PE

- Black/navy shorts or jogging bottoms
- Black/navy sweatshirt for outdoor PE
- Plain white T-shirt
- White or black socks
- Black PE pumps or trainers
- PE bag with clearly marked name

### Forest/Outdoor Sessions

- Wellies
- Old warm clothes that will be ok getting wet/muddy (waterproofs where possible)
- Waterproof coat

Alongside the standard uniform requirements, it is expected that parents/carers provide their child with appropriate clothing for the weather e.g. sunhats, coats, gloves etc.

**PLEASE LABEL EVERYTHING** - we can then return uniform to the rightful owners quickly which ensures you are not having to pay for new clothes.

# Uniform and PE Kit



## **EARRINGS/JEWELLERY/HAIR BEADS**

Following recent LA guidelines for Health and Safety and Risk Assessments, children will not be allowed to wear either studs or sleepers for PE, Games and Swimming, or to wear plasters covering them. Watches also need to be removed during PE, Games and Swimming.

This is because of risk of potential injury to the wearer or to others taking part in the same activity. School staff will not be expected to remove or replace studs or sleepers.

It is, therefore, recommended that if a child is to have their ears pierced, then it should be done at the beginning of the Summer holidays in order to allow children to safely remove their own earrings when they return to school for the new school year.

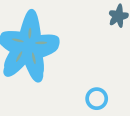
Also, following LA guidelines, the wearing of hair beads to school will not be allowed because of a risk of potential injury to the wearer or others. For reasons of possible loss or damage, the school will not be responsible for children wearing expensive jewellery or watches.

## **HAIR**

The school does not permit children to have extreme haircuts or bright colourings.

Hairbands, clips etc should be discreet and in school colours of red, black or grey. We advise that long hair is tied back and insist on this for practical lessons, such as PE.

# Illness/Appointments and Medical Information



## Illness

If your child is unwell and not able to attend school, can you please ensure you contact the school office by 9.30am each morning they are absent.

If we have not received notification from you by 9.30am a phone call home will be made asking you to confirm the absence reason.

No medical certificates are required. The legislation requires that absence unexplained by a note/phone call by a person with parental responsibility have to be counted as an unauthorised absence. School follows guidance from: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

**Please note it is 48 hours after the last bout of sickness or diarrhoea before your child should be back in school.**

## Appointments and Collections

We encourage all parents to make appointments outside of school hours. Should your child need to attend an appointment during the school day we ask that you send a letter to your child's class teacher stating the time of collection and reason for leaving or you can call the school office. You will need to collect your child from the school reception area as you will need to sign them out. On return to school, your child will need to be signed back into school. School can and will ask for proof of medical appointments - this can be in the form of text message e.g. from the dentist or a letter from the hospital, this is so we can authorise the absence as medical.

## Medical Information

When you first start at Heage you will be provided with a form that asks you to let us know if your child has any allergies or medical needs. We need this filling in and updating regularly by the parent/carer in order to keep your child safe.

## Medicines

We can only give a child medication within school if it is prescribed by a doctor and has to be given 4 times a day (meaning we need to give at lunch time). You will need to fill in consent for this to be given and complete all the details of the medicine being given. The medicine needs to be in date, have the child's name on and also show it is prescribed by a medical practitioner. Please contact the office if you need further information.

# FS2 (Froggatt) School Day and Curriculum

## Typical Day for Froggatt class

### Morning

**8.45** – school gates open and children come straight into school.

Froggatt class children hang up their coats, and put their book-bags and water bottles into their designated areas. They do their emotional 'check-in' (using the emotions from 'The Colour Monster' book) then engage in a play activity of their choice while everyone arrives.

**8.55** – the children all sit down on the carpet and the morning register is taken. We check who has brought a packed lunch and who will be having a school dinner.

**9.00** – morning lessons begin:

Whole class phonics lesson takes place on the carpet (following the Little Wandle Letters and Sounds programme).

Adult-led activities then begin: these can be reading groups; maths activities (linked to the White Rose maths schemes of learning); writing activities; understanding the world activities; or expressive art and design activities (these may be inside or outside).

While children are accessing the adult-led activities in small groups, there are also numerous child-led activities/resources available for the children to choose from (these may also be inside or outside).

**10.15** – snack time: the children have a drink (from either their water bottle or a milk carton, if they are 'on the milk list!') and a piece of fruit/vegetable provided by school.

**10.30** – as we progress through the academic year, children will start to attend the whole school assemblies (we don't usually go to these straight away, though!)

**10.45** – infant break time (we join up with the Year 1 and 2 on the playground).

**11.00** – Adult-led and child-led activities resume.

**12.00** – lunch time in the school hall, followed by play time on the playground with Year 1 and 2.

# FS2 (Frogatt) School Day and Curriculum

## Afternoon

**1.00** – the afternoon register is taken and we 'Drop Everything And Read' (which is done by every class in the school): on Mondays, Wednesdays and Fridays this is the teacher reading a story to the class, on Tuesdays they look at a book by themselves, and on Thursdays they share a book with a friend.

**1.15** – afternoon lessons begin:

Again, these are a mixture of adult-led and child-led activities and may be inside or outside. We make sure the children get plenty of time outside!

**3.00** – children organise their things ready for the end of the day, then enjoy a whole class story on the carpet.

**3.25** – home time (Phew, what a busy day!)

Also, across the week, children will have a specific P.E. lesson, a Forest School session (led by Mrs Clark, our Forest School leader), a library session where they can choose a book to bring home, and we try to alternate doing some baking or gardening each week.

Every week, we make sure we provide a balance of adult-led and child-initiated activities that give children a variety of learning opportunities across the seven areas of learning from the Early Years Foundation Stage (EYFS) curriculum.

The seven areas of the EYFS Curriculum are:

Communication and Language, Personal, Social and Emotional Development, Physical Development, Literacy, Maths, Expressive Art and Design and Understanding of the World.



## Forest School

At Heage Primary School we are lucky to have extensive grounds. Fortunately, we are able to maximise this by providing Forest School/Outdoor sessions as part of the children's curriculum.

Forest School is not simply outdoor learning. It is a child-centred approach which offers opportunities for holistic growth. It is a long-term program that takes place throughout the year and supports play, exploration and supported risk-taking.

It develops confidence, self-esteem and resilience through learner-centred experiences in a natural setting. The process facilitates more than just knowledge-gathering, it helps our children develop socially, emotionally, spiritually, physically and intellectually.

At Heage, our Forest School sessions take place throughout the year in all weathers! We have a beautiful, rich woodland at the far edge of our grounds which is where most of our sessions take place. Each session begins with a group game.

The children then spend the rest of the session playing in whatever way they choose providing it fits within our Forest School Rules. Our Forest School Leader, Mrs Clark, ensures that the site is safe before each session and her priority is maintaining everyone's safety throughout the session, but the main target is to develop the children's own risk assessment of their play without relying on adults to tell them all the time.

In every session Mrs Clark offers a skill based, adult-led activity which the children can choose to take part in. This may be developing the use of tools to make things using natural materials, climbing or something round the campfire – a very popular part of Forest School! We finish the sessions by reflecting what the children have been doing and engage in some mindful appreciation of the environment.



## Forest School



Mrs Clark is passionate about helping the children to love and appreciate the natural world and we are blessed at Heage to have such a diverse environment. Even in the coldest, wettest weathers we will still go out to explore how the weather affects us and our environment and if it is not safe to be in the woodland because it is too windy, we do our Forest School sessions on the field and in our outdoor classroom – some of our best, happiest sessions are when there are extreme weather days!

Therefore, for every Forest School session your child will require full waterproofs, wellies and warm layers which you do not mind getting dirty! It hasn't been a good Forest School session without getting dirty!! We encourage long sleeves even in the summer to reduce stings and scratches from nettles. You will be given a full kit list and further details about when your child's Forest School/Outdoor sessions will be when they start school in September.

Finally, if you are interested in helping at any of our Forest School sessions, we are always looking for volunteers. Ideally you would need to commit to coming every week but if you can only offer occasional days we are still interested!

If you have any questions about Forest School for your child, or volunteering, please do not hesitate to contact Mrs Clark!

Thank you.



## **Communication and Class Dojo**

We value face to face communication wherever possible and the Team at Heage will always endeavour to communicate with you in this way first.

We do however know that this isn't always possible and therefore you can phone during office hours 8.30am - 4.30pm or e mail [info@heage.derbyshire.sch.uk](mailto:info@heage.derbyshire.sch.uk) and your e mail will be forwarded to the relevant person.

Please be aware that during teaching hours we cannot ask staff to call back and e mails will not be responded to during the day as the focus will be on the children, teaching and learning.

We will aim to respond to all communication within 48 hours.

We use Class Dojo to communicate with the whole school community and individual classes about things that are happening within school, letters and newsletters (these will also be e mailed), updates and PTFA information.

You will be given a User Agreement for Dojo that you will need to sign before being given a QR to connect. We do this so our communication remains as face to face as possible, messages are not missed and also to support staff wellbeing.

Staff will not use Dojo for messaging apart from letting you know your child has been chosen for Star of the Week or to let you know about something exceptional.

## Parent Pay



We are a cashless school (other than PTFA events), therefore payments can be made via ParentPay for trips, meals and The Base (before and after school club).

You will be issued with a letter detailing how to set this up once your child has attended their first registration at school, as your details on your school records must match those supplied to ParentPay to verify parental responsibility.



## **The Base** **(Breakfast and After School Club)**

### **Hours and Cost**

7.45am - 8.45am - £5.25

8.30am - 8.45am - drop off session - £1.50

3.25pm - 6pm - £10

### **How do I book?**

If you would like a space in The Base for your child, they are booked on a half termly basis and it is a first come, first served basis.

You will need to book via a Microsoft form that is sent out via Class Dojo and e-mail towards the end of the half term ready for the following half term.

### **What about short notice bookings?**

Ad-hoc bookings can be made by contacting Mrs White in the school office - this will be subject to availability of spaces.


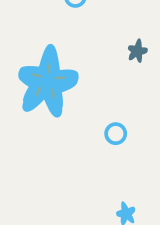
### **I have a childcare voucher, what do I do?**

There are various childcare voucher schemes available through your employer to help with childcare costs. You must contact your employer for these or visit [www.gov.uk/help-with-childcare-costs/childcare-vouchers](http://www.gov.uk/help-with-childcare-costs/childcare-vouchers)

NB: When you sign up for the childcare voucher scheme please contact the school office for the relevant bank account details for The Base, this will ensure your bill is adjusted accordingly. Failure to ensure you have the correct details may result in you being overcharged.

### **What happens if I am late paying?**

We advise all of our families that use The Base to pay in advance for the half term however, we appreciate this is sometimes not possible and therefore ask for the remaining balance to be paid by the end of that half term. Failure to clear any debts will mean that you are unable to book on for the following half term.




## **The Base** **(Breakfast and After School Club)**

### **'A Place for Friendship and Fun'**

At Breakfast Club the children are welcomed at the bottom gate at 7.45am by Mrs Clark or another member of staff who will take them to the hall.

If you arrive later than 7.45, you will need to come to the gate at the top of the drive, call our number (07731 497201) and you will be greeted by one of our friendly staff, Mrs Clark, Zoe or Sam.



Any children who find that initial separation from their parent a bit tricky are comforted, supported and soon settle. You are more than welcome to accompany your child to the hall when they first start.

The children are encouraged to have some breakfast (a choice of cereals and/or toast plus some fruit juice) and then are free to play happily and calmly with a range of toys and games until it is time to go down to the classrooms.

The adults always escort the children safely to their classrooms so we can pass on any messages to the appropriate class teacher if necessary.

Our after-school provision takes place in the hall and again, the children are escorted from their classrooms by members of school staff to ensure they arrive safely with all their belongings. Once they arrive it is their time – after a busy day at school the children all have different needs, so our wide variety of toys, games and activities reflect and cater for this.



## **The Base** **(Breakfast and After School Club)**

For those children who just need some quiet time we always provide a quiet reading corner with comfy cushions, or they can do quiet colouring or puzzles.

For children who want to be more active we have lots of construction toys, role play resources and games. We go out for some outdoor play as often as possible either in the tennis courts, on the field or the orchard (behind the hall) which offers some much-needed shade on those warm summer afternoons.

Every week we have a different theme. We provide adult-led activities which the children can choose to do if they wish linked to that theme, usually craft or cooking activities but also science and fun challenges too! We always provide a healthy, light snack/tea to tide the children over until they get home ready for their tea with their family, usually around 4/4.15pm, and we are able to cater for any special dietary requirements. You can collect your child any time before 6pm. You will need to come to the gate at the top of the drive, call our number (07731 497201) and we will let you in to come up to the hall to collect your child.

We are very proud of our before and after school provision and the children love coming – it is like one big, happy family!

If you have any further questions about The Base and our 'wrap around care' provision please either contact the office or Mrs Clark who will be only too happy to help.

Thank you



## **Heage Primary Parents, Teachers and Friends Association**

Welcome to Reception Class at Heage Primary. Our School PTFA is open to everyone. We aim to develop effective relationships between the staff, parents and others associated with the school. We arrange events and activities to raise funds for equipment and projects in school and organise social events for the enjoyment of pupils, their families and the wider community.

We do this through running events such as Reception Starter Picnic, Coffee and Cake Mornings, Autumn Disco, Christmas Cards, Half-Term Small Events and the Summer Event. We also supply First Day Parent Bags, Red Book Bags for Reception Starters and organise Year 6 leaving hoodies. We also raise extra funds through companies such as Stampstastic, The Giving Machine, Stikins, Easy2Name and the Big PTFA Raffle – further details below.

We hold meetings once a month throughout the year and separate sub-committee meetings as and when required. These take place in person and virtually online. We keep people updated via our Class Representatives, the School Website, the school Newsletter and our Social Media Facebook Page. Our Facebook Page is called Heage Primary School Parents, Teachers and Friends Association and our email is [heageptfa@gmail.com](mailto:heageptfa@gmail.com)

We are looking for a few of you to become Class Representatives and pass on information to your Class WhatsApp or Facebook groups so please get in touch if you are willing to help.

We do hope to see you at one of our meetings and look forward to the next 7 years as you watch your child grow at our wonderful school.

On behalf of the PTFA Committee

Ways to support us online:

<https://www.thegivingmachine.co.uk/causes/heage-primary-school/>

[www.mynametags.com](http://www.mynametags.com) using Our School ID is 31961

[www.stikins.co.uk](http://www.stikins.co.uk) Our School ID is 9257

[easy2name](http://easy2name.com) : code is FR-HEAGEPRIMARY-63