



Believe Achieve Respect

Harcourt New Reception Intake

Handbook for Parents

Meet our Team!

Senior Leadership Team

Anthony Silk - Head teacher

Rachael Green - Deputy Head teacher, Early Years and KS1 Leader

Victoria MacWatt - Key Stage Two Leader and Class Teacher

Tanya O'Connor - Special Education Needs Co-Ordinator

Office and Site Staff

Tracey Haynes - School Secretary

Ben Reed - Caretaker

Kitchen Staff

Denise Hockleyford

Sandra Dickenson

Mary-Jane Buchet

Class Teachers

Victoria MacWatt

Louise Leggott

Zoe Stevens

Kevin Yates

Natalie Glazier

Kelly Geddes

Lauren Smart

Rachael Green

Rachel Darling

Gemma Walker

Specialist Teachers

Louise Leggott - French

Emma Bleach - Outdoor learning

PE - Elite Community Coaching

Philippa Relf - Specialist SEND teacher

Teaching Assistants

Danni Murray

Tracy Denison

Sally Kemp

Katy West

Claire Balfour

Suzanne Dullam
Philippa Relf

Support Assistants

Sarah Crichton
Rebecca Potter
Kayleigh Skilling
Nikki Wellard
Louise Fowler
Hayley Cox

Therapy Team

Suzanne Dullam - Play Therapist
Kayleigh Skilling - Draw and Talk
Philippa Relf - Sensory and Lego Therapy
Claire Balfour - Speech and Language
Sally Kemp - ELSA therapist
Katy West - Fizzy

Key Stages

- Key Stage 2 (KS2) is the older part of the school. This refers to children who are in Years 3, 4, 5 and 6.
- Key Stage 1 (KS1) is the younger part of the school. This refers to children in Years 1 and 2.
- Foundation Stage (FS)/Early Years (EY) is the youngest year group in the school. This refers to the children in Reception class.

Working in Partnership

At Harcourt Primary we are committed to working in partnership with the families of our pupils. We believe that communication is key and we have a number of different systems in place to ensure good communication with our parents.

Our opportunities for parent communication include:

- **The School Gate** - a member of the Senior Leadership Team (SLT) will be available on the main school gate each morning so that you can have a quick informal chat if you need to.
- **Telephone the School** - You can speak to a member of the office staff by ringing 01303 275294 between the hours of 8.30am and 4.00pm.
- **Facebook** - we update our facebook page regularly with notices and news. To find our facebook group please search 'Harcourt Primary School.'
- **School Website** - This will give you an overview of our curriculum and key information such as term dates and OFSTED reports.
- **ParentMail** - All written communication with parents is shared through parent mail. You will automatically be signed up to parent mail using the contact email address that you have given us.
- **Class email accounts** - each class has a dedicated email account which parents can use to communicate directly with the class teacher. The details will be given to you when your child starts school in September.
- **Parent meetings** - We hold formal parent meetings twice a year, giving you the opportunity to speak to your child's teacher about their progress. At the end of the year you will be given a written report of your child's achievements.

- **Tapestry** - Tapestry is a secure online Learning Journal used by our Reception team to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us. The class teacher will also use this for quick, informal communications. If you are happy for us to upload images and observations of your child onto tapestry, please indicate this on the school admissions form.

You are of course always welcome to make an appointment to speak to your child's teacher. This should be arranged through the school office. We will use the contact information that you have provided us with for our records in the office. If there are any changes to your phone number or email address, please notify us so that we can amend your details.

Start and End of the Day

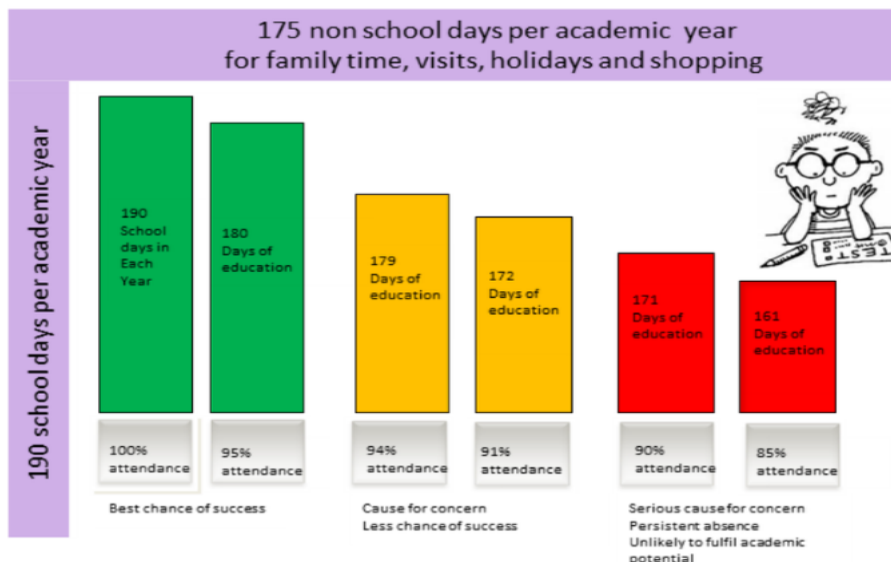
We open our gates to children at **8.30** each morning. Children need to be in school by **8.50am** each day. The playground gates are open for drop-off between 8.30 and 8.50. After this time, the playground gates will be locked and parents should bring their child into school via the school office so that they can sign their child in.

Children are dismissed at **3.15** each day. Reception and Key Stage 1 children are dismissed from their classroom doors. Key Stage 2 children are dismissed from the KS2 playground. After 3.30, children who have not been collected will be taken to wait for their parents in the school office. Year 6 children are allowed to walk home by themselves if we have written permission from their parents.

Please note that the school gate is closed to cars between 8.00am and 8.30am, and again between 3.00pm and 3.30pm. This is to allow parents and children to enter and exit the school grounds safely during drop-off and pick-up times.

Attendance and Punctuality

Our school day beings at **8.50am** each day. Please make sure the children are here in plenty of time each morning. All children are set the target of being in school 96% of the year. Our attendance is monitored weekly. Any absence from school during term time for holidays will not be authorised except in truly exceptional circumstances. Please be aware that unauthorised absence can and usually does result in KCC issuing Fixed Penalty Notices.



School Uniform

Children at Harcourt are expected to wear the following to school every day:

- A sweatshirt with the school logo or a cardigan with the school logo
- A white polo shirt
- A pair of grey trousers or grey skirt
- A pair of sensible black shoes
- A pair of black or grey socks
- A fleece with the school logo (optional)

They will need a PE kit as follows:

- A pair of black plimsolls
- A pair of black shorts
- A PE bag with the school logo
- A plain white t-shirt

Please ensure that all your child's clothes are clearly labelled using sewn in or iron on name tags. Please avoid writing your child's name into the label as this will wash out.

Our uniforms are available from Channel Uniforms (01303 487075).

School Meals

We pride ourselves on providing high quality and nutritionally balanced school meals which are prepared on the school site by our own staff. You have a choice of either a school hot meal, school packed lunch or you can provide a lunch yourself. All Early Years and KS1 all children are entitled to a 'Universal Free School Meal' which is paid for by the government. We produce a weekly menu that is published on the school Facebook site and website. Children can then select the meal that they would like. For more information on school meals please contact the school office directly:

office@harcourt.kent.sch.uk

Pupil Premium

If you receive certain benefits, your child's school can also get some additional money to support their learning if you register. Your child may be entitled to this money if you receive any of the following:

- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.

To apply for Pupil Premium for your child, please go to the following link:

<https://www.cloudforedu.org.uk/ofsm/kent/>

Or alternatively you can complete the form included in this pack entitled 'application form for Free School Meals' and return it to the school.

SEND

SEND is a need pupils have that might make it harder for them to learn and develop emotionally. They may benefit from extra support whilst they are at school. At Harcourt we are we are fortunate to have a team of staff who are trained in various aspects of Special Educational Needs including

- Speech and language
- Dyslexia
- Dyscalculia
- Autism
- ADHD
- Dyspraxia
- Mental first aid
- Bereavement and loss

Children who are identified as needing support will receive targeted support from their class teacher within the classroom. Once progress has been reviewed every 6 weeks, they may then receive small group or individual support from a trained teaching assistant. If needed, the school will then work with parents to identify external support and advice such as a speech and language therapist or a behavioural specialist. This support is reviewed regularly with parents. In a few cases, parents and the school may agree an Educational Health Care Plan is needed.

What to do if you are worried about your child?

If you have any concerns, speak to your child's teacher initially. Decide together if you would like some more help or information from the SENCO (Special Needs Coordinator) Mrs O'Connor.

PE

KS2 - Children in KS2 need to have their PE kit in school with them every day. This will be returned at the end of each term and needs to back in school at the beginning of the next term.

KS1 and FS - Children in KS1 and FS have their PE and Outdoor learning sessions on a Wednesday. They need to wear comfy clothes that they can move easily in, along with appropriate footwear for PE. These should be clothes that you are happy for your child to wear for messy outdoor activities, and that cover their arms and legs to protect them during outdoor learning sessions. Children in KS1 and FS are also asked to keep a pair of named welly boots in school throughout the term so that they can change into these when needed.

Thank you for taking the time to read this Handbook and we look forward to welcoming your family to the Harcourt Community!