

HARMONDS WORTH PRIMARY SCHOOL



SCHOOL PROSPECTUS

SCHOOL ROAD ~ HARMONDS WORTH ~ WEST DRAYTON
MIDDLESEX ~ UB7 0AU

Telephone:

0208 759 1718

Headteacher:

ELEESA DOWDING

Chair of Governors:

AMANDA HILL

Harmondsworth Primary School caters for the needs of children from 5-11 years. We also have a Nursery for children aged from 3 years old.

The School is situated on the edge of the village of Harmondsworth close to Heathrow Airport and the Bath Road. The present school was completed in 1975 in the grounds of the previous school building which was erected in 1907 and is now used as a village Community Centre. Our School Log Books show there has been a school in the village for over 100 years. The villages of Harmondsworth and Longford are served by the school, as are areas along the Bath Road and parts of West Drayton. We are a "village" school, unique in the London Borough of Hillingdon, maintaining strong local contacts and ties with the village. Parents are most welcome to visit at any time. In order to ensure that the headteacher is available, it is advisable to make an appointment beforehand.

MISSION STATEMENT

Our school aims to serve its community and, in partnership with the community, aims to produce confident, responsible, well educated pupils, in an environment which values effort as well as recognising achievement.

HARMONDSWORTH'S SCHOOL AIMS

Our school is a partnership of Children, Staff, Parents and Governors with the children as its focus.

Our aim within the school is to assist children to achieve their maximum potential in a happy, lively and carefully planned environment, which will respond to the needs of every child in a sensitive, caring and flexible manner.

We offer children opportunities to learn about and explore the surrounding world, their fellows and themselves. We aim to provide a variety of teaching resources and methods. Children are helped to monitor success and failure and develop positive self-images.

Our Foundation stage (Nursery/Reception) department offers the opportunity in a safe, secure and stable environment, for children to socialise with peers and develop their physical, emotional, intellectual and social skills.

Within the Key Stage One (Year 1/Year 2) department we assist children to extend and refine skills and to investigate and experience situations and materials. Communication through listening, language, reading and writing are important and children are fully extended in this area.

During their time in Key Stage Two we encourage children to begin to discover facts for themselves, to think logically, and apply their skills and techniques to a number of learning situations. We use a thematic approach to our work.

We place emphasis on the effective acquisition of numeracy and literacy skills by each child at a level appropriate to him/her. We aim to help our children develop the ability to think logically, to apply understanding to tasks, to enquire freely, ask discriminating questions, discover facts and develop an investigational approach to learning through an exciting and varied presentation of material.

Harmondsworth Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

THE SCHOOL

1. SCHOOL CURRICULUM

The School has Policies and Schemes of work for all areas of the curriculum, according to the requirements of the National Curriculum. These are periodically reviewed and revised accordingly. A new curriculum came into place in September 2014.

Careful planning and monitoring of pupils' work programmes ensures continuity and progression throughout the school. Each pupil has access to all areas of the National Curriculum and is encouraged to work to his/her maximum potential. On-going teacher assessment with the identification of future learning targets, together with the statutory national Standard Assessment Tests at the end of years two and six, and optional tests in Years 3, 4 and 5, to promote achievements and standards within the school.

The core subjects are:-

English
Mathematics
Science
Computing

The Foundation subjects are:-

Design Technology
Physical Education
History
Geography
Art
Music

The school delivers the curriculum through topic based units of work.

Religious Education

The school follows the London Borough of Hillingdon and QCA schemes of work. School assemblies are daily occasions when we meet together as a community for a period of sharing reflection and thought. The moral themes of our assemblies draw on a wide range of sources. Christianity has an unequalled status in our society and it has much to offer. We also consider stories, songs and prayers from other countries.

Our broad aims in the teaching of Religious Education are:-

- a) to enable children to grow in awareness of themselves and to develop a positive attitude to their own emotions, life and learning.
- b) To make children aware of others and to develop relationships in a secure and tolerant setting.
- c) To develop their interest in and their ability to reflect upon the world around them.
- d) To clarify and enlarge their ideas about religion.

Withdrawals

Parents have the right to withdraw their children from religious education and collective worship. Requests should be put in writing to the Headteacher.

Every pupil receives Personal, Social and Health Education. This is planned on a progressive scheme of work and includes food and nutrition, personal hygiene, safety, exercise, family life and relationships, citizenship and sex education.

Sex Education Policy

The Governing Body has determined that sex education should form part of the physical, social and Health Education curriculum in Harmondsworth School. The school supports the London Borough of Hillingdon Local Education Authority policy statement of sex education, and believe it must be presented to young children in as natural way as possible.

Special Educational Needs Disability

The National Curriculum provides the school with the flexibility to respond to the needs of pupils with special educational needs. Individual Education Plans ensure a pupil receives a programme suitable for his/her needs. Learning strategies together with learning time span targets are identified in order to ensure provision. The school's Special Educational Need Co-ordinator (SENCO) monitors the programme throughout the school.

Further details of the content of courses of study with regard to each age range are available on request. The Headteacher welcomes discussion with parents about curricular concerns and about the progress of their children.

Pupils may experience special needs at any time during their education. Their needs are identified through a series of measures including observing them in the classroom, diagnostic testing and through close liaison between class teachers, our SENCO and parents.

Our teachers are skilled in providing support for children of all abilities and needs within the classroom, and we also have skilled, trained support staff who are able to deliver specialist programmes to individuals or small groups, in particular to meet the needs of pupils with Specific Learning Difficulties. Reasonable adjustments will always be made for pupils with disabilities and our pupils' special needs are always carefully considered when preparing for educational visits and transition to new schools.

Support for SEND pupils is recorded on an Individual Education Plan which will be shared with both the pupil and their parents or carers. We work closely with a variety of outside agencies such as the Speech and Language Therapy and Educational Psychology services to gain advice and resources for our pupils.

In order to ensure that pupils with a learning difficulty and/or a disability are not treated less favourable than other pupils, the Governing Body has developed an Accessibility plan – available from the school.

We also have a local SEND offer available on the website.

Other Activities

In addition to those mentioned already, children have the opportunity to attend a variety of clubs run by staff that take place either at lunchtimes or immediately after school. This year we have been fortunate in having the following clubs:

**Computer Football Knitting Gym
Challenger Construction Walk Tall Homework
Choir Science Badminton Gardening**

Any parental support with clubs is always appreciated.

Admissions

The intended admission number for each year is 30.

Children are admitted to the school in September in the year in which they have their fifth birthday.

All prospective parents are welcome to visit the school before making a decision to apply for a place and should contact the school office to arrange a visiting time.

2. POLICY REGARDING THE MARKETING OF ACHIEVEMENTS

At Harmondsworth School the academic, athletic and social contributions made by our children are very highly valued. The children are encouraged to always try their very best and to have pride in their work. Praise is frequently given by the teacher and by other children, while achievements of a very high standard are rewarded publicly in our Monday Afternoon Assemblies. During these special assemblies individual children from each class are called to the front and awarded a certificate. Certificates may be given for excellent work, sports, behaviour or helpfulness. A house system is in operation with every child allocated to a house on arrival into full time school. Housepoints are awarded for good work, behaviour etc., these are accumulated weekly and the winning house receives a cup.

We feel this system of rewarding effort and achievement encourages children to try hard and to be proud of their results.

The format of the annual school sports day will continue to be kept under review to achieve a balance between competition between the best performers and participation of every child.

3. SCHOOL TIMES

School Times are as follows:

Nursery	8.50 am - 11.50 am (morning session)
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Reception	8.50am-11.45am
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12.55pm-3.20pm

Infants

8.50 am - 11.55 am
12.55 pm - 3.20 pm

Juniors

8.50 am - 12.15 noon
1.15 pm - 3.20 pm

We do expect children to be on time, though they should not be on the premises before 8.40 am.

In addition to the lunch break, there is a 20 minute morning break for the whole school and an afternoon break of 15 minutes for the Infants.

4. SCHOOL ORGANISATION

The organisation of classes in the school depends on the number of children in each age group and the numbers of staff available. Sometimes children of different ages and abilities may work alongside each other in the classroom.

5. PASTORAL CARE

We feel at Harmondsworth that the school should provide a welcoming and a caring environment. In order to promote this we have a full time Welfare Assistant who holds a current First Aid Certificate, she attends to all injuries and the care of sick children. She also helps with school medicals, dental and hygiene inspections. Children will receive periodic medical inspections in school and parents are invited to attend. If a child has a health condition e.g. asthma, diabetes etc, medication prescribed by a Doctor can be administered by the Welfare Assistant. Written instructions must accompany the medication which will be locked away and administered according to the instructions. Many of our staff also hold a current First Aid certificate.

Lateness disrupts the start of the school day and is upsetting for the other children and for teachers. If your child is ill, or will be late for particular reasons, please phone the school immediately to let us know.

On return to school, please send an explanatory note, as we have to record all reasons for absence.

The Head will contact parents of children who are persistently late or frequently absent.

If you wish your child to be absent from the school for a particular reason, other than illness, this must be discussed with the Head.

6. DISCIPLINE AND SCHOOL RULES

The school has a positive approach to the management of behaviour in partnership with parents and governors. The behaviour policy is available on the website.

The school follows a clear behaviour policy. Within that policy are the Golden Rules, Consequences and Rewards. The rules are kept to a minimum and are based on common sense. Children are expected to treat their fellows, and their surroundings, with sensitivity and respect. When a child's behaviour falls below that which we would expect, the consequences are applied. These are a set procedure of sanctions which range from rule reminders, time out to loss of privileges or free time. The children are rewarded for good behaviour e.g. Golden Time, stickers, house-points and verbal praise.

7. HOMEWORK

At Harmondsworth, we believe homework is important because not only does it extend the schoolwork, but also it provides the means of an additional link between school and home. It helps parents to become more familiar with the learning activities of their children.

The school homework policy outlines the suggested homework times for each year group and gives examples of activities.

In addition all children are encouraged to read at home each night.

We encourage children to take home library and reading books to further home/school links. Occasionally books are lost or damaged in which case we ask parents for their replacement value.

8. SCHOOL UNIFORM

The school takes its motif from the fourteenth century Tithe Barn in Harmondsworth Village.

The wearing of school uniform is expected, and we do encourage children to wear it. We sell maroon sweatshirts with the school motif for boys or girls, cardigans for girls and printed T-shirts for games. We request that every article of clothing be clearly named. We ask parents to provide a painting smock in the form of an old shirt.

BOYS - Grey Trousers, White Shirt, Maroon Sweatshirt, Grey Socks, Black Shoes (trainers not permitted as everyday footwear)

GIRLS - Grey Skirt/Pinafore, or long, grey trousers, **not** leggings. White Blouse, Maroon Sweatshirt/Cardigan, White/Grey Socks, Black Low Heeled Shoes. Blue and White Check Dress.

P.E.KIT - A bag to hold PE/Games kit is essential. The kit for Reception, Infant & Junior children consists of - shorts, school T-shirt with school motif, plimsolls. A tracksuit and trainers are required for the colder weather. Reception children are encouraged to wear this kit for outdoor PE in the summer term.

The wearing of jewellery in school is not encouraged, though small stud earrings are acceptable. Jewellery is not permitted to be worn during PE and swimming sessions.

Children in year 4 attend one swimming session per week at Botwell Green Sports and Leisure Centre. It is important that all swimming clothing is marked. All children need a swimming cap, which can be purchased from the school office.

9. SCHOOL LUNCH

There are onsite catering facilities at the school, so hot meals are available each day. There is a different menu daily, (3 choices, 2 of which are vegetarian).

Meals can be paid for on a weekly, half termly or termly basis, up front. Prices for hot meals are £2.50 per day. Some families could be eligible for free meals and application forms are available from the Administration Officer.

For those children not having hot meals, a packed lunch must be provided. We ask that no glass bottles be sent in.

Children are supervised during the whole of the lunch hour by School Meals Supervisors.

10. REPORTS ON CHILDREN'S PROGRESS

Parents' Evenings/Afternoons are held each term when teachers are available to discuss each child's progress and targets set. It is emphasised that parents **do not have to wait for Parents Evening** if they have a specific problem.

At the Spring term parents' meeting an interim report concerning, attendance, punctuality, behaviour, effort and attitude is discussed.

Annual reports are written for children during the Summer Term and staff are available to discuss these at the July Open Evening.

11. GOVERNING BODY

Governors play an important part in the life of the school. They oversee the pastoral and educational provision we afford our children; appoint and encourage the development of teaching staff and are responsible for the maintenance of the school buildings.

The Governing Body of the school is made up of representatives from the school and the local community. Parents of children at the School elect four members, local political parties nominate a further three, and teaching and non-teaching staff elect one representative each. These Governors together co-opt four more representatives of the local business and community. The Headteacher serves on the Governing Body as an ex-officio member (a full list of the Governing body is enclosed).

12. PARENT STAFF ASSOCIATION

The school has a flourishing PSA with an extremely hard working Committee, which meets monthly to discuss a variety of matters and to organise activities. The Association raises much needed money for various extra items of equipment and organise many social activities for children, parents and other members of the community. All parents are automatically members of the PSA.

13. PERSONAL ACCIDENT INSURANCE COVER FOR PUPILS

The London Borough of Hillingdon carries what is almost standard insurance cover, in common with practically every other authority, but does not carry personal accident insurance for pupils. Parents, if they wish may make their own arrangements either by taking out a separate policy or by modifying any existing policy.

14. POLICY FOR CHARGING FOR SCHOOL ACTIVITIES

During the course of the year the children are likely to undertake various outings. There might be a local trip involving public transport, or a more distant excursion involving coach transport. Year 5 and 6 children have the opportunity of a residential school journey.

We are required to maintain a policy for charging for school activities. No charges can be made for any education during school hours, except music tuition and the cost of board and lodging on school trips.

An "optional extra" is defined by the 1988 Education Act as an activity that is provided for pupils outside school hours. We provide after school sports clubs for which no charge is made.

There are occasions when materials may be required for certain lessons during school hours. Where this is necessary, parents will be asked to provide the materials or a contribution to the cost on a voluntary basis. There is no obligation for parents to provide materials or make any contribution towards the cost of materials and nor will pupils be treated differently whether or not contributions have been made.

If school activities are organised within school hours, parents may be asked for a voluntary contribution. The Act states that no pupil may be excluded from an activity during school hours on the ground of his/her parent's inability to contribute.

15. POLICY FOR REMISSION OF CHARGES

The Education Reform Act 1988 requires the Governing Body to maintain a policy for the remission of certain charges made for school activities.

Those parents in receipt of Income Support or Job Seekers Allowance (Income based) may have the following charges paid for them by the school.

- Board and lodging costs for residential trips in school hours.

- Any activities where the trip is provided specifically to fulfil statutory duties under the National Curriculum.
- Voluntary contributions requested towards the costs of activities during school hours, and charges for optional extra activities.

16. COMPLAINTS PROCEDURE

If parents have a query or complaint about the School Curriculum, they should contact the Headteacher. A difficulty can usually be settled informally at this stage. If this should not prove possible, parents should ask to see a copy of the School's document entitled "Complaints Procedure."

17. TEACHER TO CLASS RATIO

Average class size 30

Teaching time per week

	Hours	Minutes
Nursery	15	00
Key Stage 1	22	30
Key Stage 2	23	45

Pupils' attendance

2015-16	Actual Attendance	Authorised absence	Unauthorised absence
	96.18	3.28	0.54

18 Standards 2015-2016 at Harmondsworth Primary

Standards at KS2 2016	Reading	Writing	Maths	SPAG
Pupils achieving the expected standard	80% (66%)	70% (73%)	87% (70%)	80% (72%)
Pupils working at greater depth within the expected standard	20%(19%)	23% (14%)	23%(17%)	37% (22%)
Progress measures KS1-KS2 (A positive score means pupils in this school on average do better at KS2 as those with similar attainment nationally)	2.0	1.5	2.7	N/A
Average scaled score	103.5 (102.6)	Teacher Assessment	104.6(103.0)	105.5 (104.0)
Pupils achieving the expected standard in Reading, Writing and Maths	67% (60.3%)			
Standards at KS1 2016	Reading	Writing	Maths	
Pupils achieving the expected standard	75.9% (74%)	69% (65.5%)	75.9% (72.5%)	
Pupils working at greater depth within the expected standard	24.1% (23.65%)	13.8%(13.3%)	27.6% (17.8%)	
Pupils achieving the expected standard in Reading, Writing and Maths	59% (60.3%)			

CURRENT LIST OF STAFF AT HARMONDSWORTH PRIMARY SCHOOL

Mrs E Dowding	Headteacher/Child Protection/Safeguarding Lead
Mrs Sarah Groenen	Acting Deputy Headteacher, Deputy Safeguarding Lead, Reception Teacher
Miss N Hepworth	Maternity leave –Deputy Headteacher
<u>Teaching Staff</u>	
Mrs A Sharif	Year 1 Teacher/History/Geography Co-ordinator/ Healthy Schools Co-ordinator
Miss G Daheley	Maternity Leave
Mrs E Read	Year 5/Numeracy Co-ordinator/More Able
Mrs N Rikhi	Nursery/RE Co-ordinator/ICT support
Mrs G Heath	Music Co-ordinator/PPA
Miss S Allum	Reception/International Links/Modern Foreign Languages
Mrs E Galko	SENCO/Inclusion
Mrs M Matthews	Year 4 Teacher
Miss A Bahra	Year 2 Teacher
Mr M Shiels	Year 3 Teacher
Mr Ruth Nicholson	Year 6 Teacher
Mr David Beeston	Year 6 Teacher

Support Staff

Mrs L Trim	Finance / Administration Officer
Mrs R Delaney	Welfare Assistant
Mr J Anderson	Premises Supervisor
Mrs P Booth	Nursery Nurse
Mrs T Widdows	Teaching Assistant/SMSA
Mrs K Harper	Teaching Assistant/HLTA/SMSA
Mrs D Daoud	Teaching Assistant / SMSA
Mrs S Mitchell	Teaching Assistant / SMSA
Mrs N Richards	Teaching Assistant / Special Needs Support Worker
Mrs M Huntley	SEND Teaching Assistant
Miss C Fisher	SEND Teaching Assistant / SMSA
Miss J White	SEND Teaching Assistant
Miss S Aggarwal	SEND Teaching Assistant
Mrs N Hawgood	SEND Teaching Assistant / SMSA
Mrs Z Harrop	Nursery Nurse
Miss R Winton	Nursery Nurse/HLTA
Mrs F Goodliffe	Senior SMSA
Mrs E Lawrence	SMSA
Mrs C Isaac	SMSA
Mrs Lewis	SMSA
Mrs S de Oliveira	Cleaner
Mr G Smith	Cleaner
Miss J Ryan	Cleaner / SMSA

HARMONDSWORTH PRIMARY SCHOOL GOVERNING BODY

Members of the Governing Body are as follows:-

Ms Amanda Hill (Chair)	Community Governor
Mr Hardip Lawana	Community Governor
Mrs Sandra Davidson	Co-Opted Governor
Mr Anil Sharma	Parent Governor
Mrs Saeeda Khan	Parent Governor
Mr Zubin Limbuvala	Parent Governor
Mrs Jenny Baker	Parent Governor
Mr Simon Bennett	Parent Governor
Mrs Eleesa Dowding	Head Teacher
Miss Ngaire Hepworth	Associate Governor
Mrs Amber Sharif	Staff Governor
Clerk to Governors:	Mrs Pat Campbell

ADMISSIONS POLICY

The Local Authority is responsible for admissions to Harmondsworth Primary. They are able to admit 30 pupils in each year group.

Where there are more applications than there are places available, the Local Authority will admit pupils according to the following criteria, which are listed in order of priority:

<http://www.hillingdon.gov.uk/article/9682/Contact-details-for-School-Placement-and-Admissions-Team>

- 1.** A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or a special guardianship order.
- 2.** Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant.
- 3.** Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant. The supporting evidence in 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The Admission Authority cannot give higher priority to children under these criteria if the required documents have not been produced.
- 4.** Children who have a sibling living in the same household who currently attend the fulltime school (not the nursery) and will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.
- 5.** Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system.
- 5a.** Children whose parents have stated a preference for Harmondsworth Primary School and who live in the area bounded by:
 - The M4 to the north
 - The M25 to the west
 - The M4 Spur to the east
 - The Bath Road to the south, including any children living between the Bath Road and the Northern Perimeter Road and who do not fall within the priority areas for Heathrow Primary School, will be allocated places in order of distance, measured in a straight line from the school to home.

Admission Appeals:

Parents who are not offered a place for their child are entitled to appeal to an independent appeal committee under the Provision of the 1980 Education Act. Parents wishing to appeal should complete an appeal form available from the school. The form should then be returned to the Clerk to the appeals Committee via the school within 14 days of notification not to admit.

WHAT YOU CAN EXPECT FROM THE SCHOOL:

“As teachers at the School, parents/guardians can expect us:

To be trained and motivated to teach your child at the level appropriate to them as individuals;

To teach your child the National Curriculum as laid out in National Curriculum documents;

To plan, monitor and assess all work, in different forms, produced by your child;

To cultivate, extend and support your child’s academic and social development;

To ensure you are kept informed of progress, development or any concerns;

To be available, by appointment if not immediately, to discuss any queries you may have, and to work in partnership with you to ensure your child is happy and develops as s/he should”.

WHAT THE SCHOOL EXPECTS OF YOU:

“As parent(s)/carer(s) the School can expect me/us:

To co-operate with the School to the best of my/our ability in the enhancement of my/our child’s education both academic and social;

To work in partnership with teachers to ensure my/our child is happy and develops as s/he should;

To ensure that my/our child attends school regularly and arrives and is collected on time;

To support the School Behaviour Policy and the decisions made in this area;

To attend Parents Evenings/Afternoons and be involved in my/our child’s development;

To send my/our child to school in suitable clothing, and in school colours where possible, and ensure that all clothing is clearly marked”.

CONCLUSION

As Headteacher of the school it is my hope that your child will be happy here and gain from all of the opportunities that we offer. We aim for all children to be fulfilled, confident and independent young people equipped to make a full contribution to our complex and ever-changing world.

Please contact me if you have any concerns or questions about the school.

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