



Aspiring to achieve our best: moving forward together!

t 01884 252445 | e admin@heathcoat.devon.sch.uk

Available online at www.heathcoat.devon.sch.uk

Start of day procedures-The school day starts at 08.45 and children enter the school building through either a cloakroom door or the classroom door. We encourage all children to become independent by organising their own belongings and getting themselves ready for the start of the day, although a period of transition may occur in our Reception and Y1 classes. As part of our safeguarding procedures we ask that parents do not walk through the school building at the start of the day. If you need to go to the office, please walk around the outside of the building. As I am sure you appreciate, staff are busy getting ready for the school day before 8.45am and once the doors are open the teaching day has started. The staff members standing at the doors are very happy to have a quick chat with parents at this time, however if you require a longer conversation then please make an appointment for a mutually convenient time. It may be easier to arrange for this to happen at the end of the school day or via telephone. Whenever possible, members of the leadership team will also be available around the school site to share longer messages with.

The register is taken at 8.55am and all outside doors will be shut at this time. If your child arrives after 8.55am they will need to go to the office to sign in and order lunch. A member of the office staff will walk your child down to their classroom, in line with our safeguarding procedures.

Uniform - It is lovely to see all the children arriving in school today looking smart in their uniform. Thank you to parents for following and supporting us with our uniform policy. At the end of last term we had a significant amount of lost property which was unnamed. Please can you name all uniform including coats and PE kits so that we can return any lost items. Our lost property box is now outside the school office.

I would like to take this opportunity to remind you of the correct school uniform:

A royal blue sweatshirt with the embroidered school logo

A navy blue pullover or cardigan (with or without the school logo)

Trousers/shorts in charcoal grey or black (no jeans)

Skirt/tunic in navy blue

Blue and white checked summer dress

Pale blue cotton long-sleeved shirt or pale- blue polo shirt (with or without the school logo)

Plain socks/tights in white, grey or navy

Shoes should be flat and should be black, brown or dark blue. Children should wear school shoes. If children need to wear trainers they should be plain black with **no bright colours or white**.

Please note that hoodies are **not** school uniform.

PE- Children need to have a PE kit in school every day including a change of footwear. Children in Reception and Year 1 will initially just change their footwear for PE. Children who have their ears pierced should wear small studs or sleepers and, for safety, these must be removed or covered for PE. Wherever possible it is better for children to not wear their earrings to school on PE days, especially if they can't remove them themselves. If they can't remove them, please tape them. We may provide the children with some tape to cover their earrings if this is not done at home. You will be informed about which days PE takes place via the year group newsletters which will be sent soon. You can also ask your child or speak to your child's class teacher.

Healthy Snacks and drinks -Monday, Tuesday and Wednesday are healthy snack days and children should bring only fruit or vegetables. Children can choose to bring in crisps on Thursday and Friday. Please no sweets or chocolate bars. We have a number of children in the school who have nut allergies therefore we kindly ask that children do not bring in any products containing nuts. This includes chocolate spread. All children in KS1 will continue to be provided with a free piece of fruit every day. We are very keen to instill a healthy attitude to food and so all other types of snacks will be discouraged. All children should have access to drinking water during the day. It is school policy that the drinks that children access during lesson time are plain water, not fizzy or flavoured water. Children can have squash at lunchtime and break time.



Aspiring to achieve our best: moving forward together!

t 01884 252445 | e admin@heathcoat.devon.sch.uk

Available online at www.heathcoat.devon.sch.uk

Diary Dates



Theatre Alibi-
Monday 9th
September

Term Dates



First Day of Autumn Term
Tuesday 3rd September

Autumn Half Term
Monday 21st October –
Friday 25th October

Last Day of Autumn Term
Wednesday 18th December

First Day of Spring Term
Monday 6th January 2020

Spring Half Term
Monday 17th February-
Friday 21st February

Message from Miss Higginson

Welcome back to everyone. I hope that you have had a super summer break and enjoyed the great weather.

The children have already begun to settle into the everyday routines. I know that, with your help and encouragement, the children will be able to maintain this positive attitude to learning and have a really successful year. I would like to extend a warm welcome to the families and children who are new to our school this academic year. As always, if during the course of the year you have any queries, please do not hesitate to contact school.

Our sites and premises team have been busy during the holiday and the school is looking tidier and smarter. A number of classrooms have been decorated and the new hall floor has been stripped and varnished and now looks amazing. We will have to look after these spaces to ensure they continue to look fresh for as long as possible. Some of the markings on the car park have been repainted. Please can we ask that only blue badge holders use the designated accessibility/disabled spaces.

I would like to welcome Mrs Gleeson who has been appointed as our SEMH support worker. I know she is looking forward to starting her new role. Ms Warren has started today and will be teaching classes across the school whilst teachers have their PPA time. I would also like to welcome Miss Hayball, Mr Sandiford and Miss Gallaway who will be working in classes across the school.

A huge congratulations to Mrs Broom on qualifying as a counsellor following two years of training and hard work. She will be working two days a week as our school counsellor. I know that she is really looking forward to her new role.

Next week you will be receiving further information about the learning the children will be taking part in this term and how you can support your child at home. If you have any questions please don't hesitate to speak to your child's class teacher in the first instance and the team leader (EYFS and Year 1 Miss Neale, Year 2 and 3 Mrs Budden and Year 4, 5 and 6 Mr Hudson).



Mobile Phones– Just a reminder that we have a no mobile phone policy at Heathcoat Primary School to ensure the safety of all pupils and staff. Please ensure that mobile phones are NOT used on the school premises.



Aspiring to achieve our best: moving forward together!

t 01884 252445 | e admin@heathcoat.devon.sch.uk

Available online at www.heathcoat.devon.sch.uk

Medicines-a reminder that if your child needs to have an inhaler etc during school time, these need to be brought into school by the parent and handed to a member of staff. If you have not completed a medicine form to give consent to administer this, please collect one from the school office. When keeping medicines at school we must have the part of the medicine that has the prescription label attached to it.

Parking- Only those people who have been issued with a car parking permit are entitled to park in the staff car park to drop off and collect a child from school. To ensure the safety of all, when entering the car park please drive slowly, follow the arrows to the left and use a marked parking space if one is available. Can we also remind parents to park responsibly in Broad Lane and Orchard Way, or use the Old Heathcoat School Community Centre car park.

Safeguarding and Child Protection- Safeguarding is everyone's responsibility and all child protection concerns need to be acted on immediately. If you are concerned that a child may be at risk or actually suffering abuse please contact Demelza Higginson, Mike Payne or Claire Shanahan within school, or alternatively if not in school hours please contact MASH (Devon County Council multi agency safeguarding hub) who are available to discuss your concern and get advice 0345 155 1071.

Instrument lessons

All children who had instrument lessons last year will be receiving a letter **directly from the teacher** about continuing lessons this year. Lessons will start in the week beginning 16th September.

If your child is interested in starting to learn an instrument please see the following information and ask the office for a letter so you can contact the teacher directly. All instrument lessons are within school time.

Sarah Wheatley - Keyboard lessons for Y2 - 6

Recorders lessons for Y2-4

Ella Partridge - Drum lessons for Y2 - 6

Abi Pring - Singing lessons for Y2-6

Singing club for Y2-6 will be every Wednesday lunchtime, starting on Wed 2nd October.



Situations Vacant- We are seeking to appoint a permanent MTA, £9 p/h, Monday to Friday, 1.83 hours a day, during term time and 2 permanent Cleaners, Monday to Friday, £9 p/h, within the Primary phase of the Federation of Tiverton Schools, to be based at Heathcoat Primary School. Applicants must be supportive, reliable and adaptable in order to meet the daily needs of the school. Please contact the school on (01884) 252445 or email admin@heathcoat.devon.sch.uk for an application pack or further information.

Closing Date: noon on 10th September 2019

We are committed to safeguarding and promoting the welfare of children and vulnerable adults, and expect all staff and volunteers to share this commitment. This role requires a DBS disclosure.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.



Aspiring to achieve our best: moving forward together!

t 01884 252445 | e admin@heathcoat.devon.sch.uk

Available online at www.heathcoat.devon.sch.uk

School Absence Procedures -As a Federation, we believe that in order for children to fully benefit from their education, quite simply, good attendance is crucial. Without good attendance the children miss lessons, vital learning and important information and they will not get the most out of their primary school experience. We work closely with the Education Welfare Officer to ensure that the school monitors pupils' patterns of attendance, informing parents/carers in writing of irregular attendance and arranging meetings with them if necessary. We are working hard to promote good attendance with all children.

With this in mind we would like to remind you of the schools procedure if your child is absent from school:

- If your child is unwell, you should contact the school office by 9.15am on the first day of the absence and telephone every day thereafter unless your child has a doctor's certificate.
- The school will contact you if your child is absent and no contact has been made. If no contact is made, we will continue to try to contact you and the other emergency contacts that you have provided us with.
- If after 2 days there has been no contact, the school may ring 101 and ask the Police to make a welfare call to your address.
- All requests for time off must be on the absence request form which can be found outside the school office and should be returned at least 2 weeks in advance. Any requests for absence will be assessed on a case by case basis.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional or unavoidable reason.

Are you aware that if you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 of the Education Act 1996.

* Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days.

Penalty Notices have been issued to parents at this school.

If you have any questions regarding attendance, please speak to Miss Higginson, Mrs Budden or Mrs Williams (in the school office).