

Prospectus



HERTFORD HEATH PRIMARY SCHOOL & NURSERY
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Healthy Schools

View our school website on:

www.hertfordheath.herts.sch.uk

View our School Profile via:

<http://schoolprofile.parentscentre.gov.uk>



Dear Parents/ Guardians,

Welcome to our school. If you are new to our school community we hope that you will find this prospectus both interesting and informative and are encouraged to visit our school.

Choosing a school for your child is one of the most important decisions you will have to make. The staff, Governors and I want you to choose Hertford Heath for the right reasons, because you share with us our expectations, standards and aims. It is an enthusiasm for learning that we wish to promote.

We cannot encompass everything we are working for within these few pages so we would urge you to visit the school and talk with staff, children and parents.

Your child will not fully benefit from our school, or any school, unless they see their parent as part of a partnership, working together with us with one intent to provide a safe, happy and challenging environment where they can fulfil their full potential.

We always welcome the chance to meet prospective families so should you wish to see us at work please feel free to make an appointment to visit.

Yours sincerely,

Janice Smith,
Head Teacher.

September, 2009.

The Head Teacher's Vision

To develop to the full the different capabilities of every child and to provide them with a firm foundation for learning throughout life.

Our school should...

- be happy and welcoming
- provide a safe, secure environment where everyone feels respected and valued
- create an environment where learning is perceived as purposeful, challenging and pleasurable
- work in partnership with parents, the community, the LEA and with outside agencies to promote high expectations and continuous improvement
- develop independent thinkers who are socially and environmentally aware
- enable children to take an increasing responsibility for their behaviour and their role in the learning process
- promote a can-do ethos
- recognise and celebrate each individual's achievements
- keep up to date with the latest thinking on learning and clearly demonstrate best practice
- provide for the professional development of all staff so that we are all part of the learning process

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Organisation

The school is organised into seven classes plus a half-day, morning, nursery. The structure of these classes varies according to intake and particular needs. Each class comprises of a single year group, from Reception to Year 6.

We adopt a variety of teaching methods according to the needs of the children and the demands of the subject.

The Foundation Stage phase includes children at Nursery and Reception level. The teachers in Reception and Nursery plan together for the Foundation Stage and at times the children share the whole inside area and the outside learning environment. At other times they work separately in their own classrooms.

Our Nursery is structured to provide stimulation through a wide variety of activities involving a broad range of materials including: sand, water and clay, puzzles, paper, glue and paint. The children use apparatus and acquire techniques, which will give them the basic numeracy and language skills needed for the challenges that lie ahead in their school career.

Most children leave the Nursery to join our Reception Class. However **a formal County admission application needs to be completed by Parents if they wish their child to continue into our Reception class.**

In Nursery, parents are involved and kept fully informed of their child's progress by regular oral contact. We also give you the opportunity to discuss your child with the staff termly in Parent/Teacher Appointments which are arranged either before or after a Nursery session. Once your child has joined Reception there will be two Parents' Consultation Evenings during the year and a written report at the end of the Summer Term to inform you fully of your child's progress and future targets for learning. However, we pride ourselves on being a welcoming school and parents may come and talk to us at the end of any school day. If a lengthy discussion is anticipated, it is wise to make an appointment so that the member of staff can be sure of being available.

Admissions Procedure

Children are admitted to our Nursery and Reception in two phases. Children with birthdays from 1st September to 29th February are admitted in September. Children with birthdays from 1st March to 31st August are admitted in January. Older children are admitted at any time during the school year to classes where there are vacancies. It should be noted that admission is in line with the Local Education Authority Policy.

Curriculum

Our school curriculum follows the National Curriculum Guidelines. This is an ongoing process, since the National Curriculum itself is being modified and extended. Fortunately, we are well resourced to meet its demands. For convenience the curriculum subjects printed below are under subject headings, but in fact many activities are interwoven or cross-curricular.

Literacy

This is taught through the Renewed Literacy Framework but extra time is given to the skills of handwriting and extended writing.

Children are still encouraged to read in their own time and a wide selection of books, both fiction and non-fiction, is used to support this at school. Parents are encouraged to help with reading at home. We currently have a focus within school on improving children's writing.

'Big Writing' is part of our weekly timetable for children in Reception-Year 6. This is linked to a weekly 'Big Talk' homework when parents are expected to talk to their child at home about an area in preparation for the next day's writing task. 'Big Writing' aims to give children 'the voice to write' and concentrates on the basic skills. It teaches children to use exciting vocabulary, connectives, openers and punctuation in their writing. The weekly 'Big Writing' session is a special time when the classroom is transformed by special soft music and lighting and the children use a special folder, paper and pen/pencil. This is a very special time and is helped by the oral preparation at home; giving every child something to write about, based on the recollection of first hand experiences.

Mathematics

The Renewed Maths Framework is fully in place. Much of the work is now calling on mental strategies to be developed so that children work with greater confidence and competence. Problem solving is also highlighted. It is essential that children can apply their maths skills and knowledge to investigate and solve problems. At Hertford Heath School we give the children as much practical experience as possible in Maths to reinforce new concepts. Calculators are introduced at the appropriate level as recommended by the National Numeracy Strategy/Renewed Framework. Formal recording in Mathematics begins as children progress within the School.

At the top end of KS2, in Years 5 and 6 children are taught in two ability groups. This enables all learning styles and needs to be catered for. Less confident and less able mathematicians are taught using more practical ways and concepts are repeated and reinforced using a variety of methods. Whereas the most able mathematicians are challenged and stretched, giving them the opportunity to tackle the higher levels of maths, in preparation for secondary school.

Science

Science is taught through a practical approach, which tries to explore the world and the child's experiences, posing questions such as:

'Why do shadows move?'

'What happens to water when a puddle disappears?'

'Do plants need light?'

Children are expected to draw on their experiences and their scientific knowledge as they reach the higher levels of science, make predictions based on scientific facts. The correct use of scientific language is encouraged at all levels.

Standard Assessment Tests (SATs)

KS1 SATs are taken by Year 2 children over a period in the spring and summer terms. These are assessed by a mixture of tests and teacher assessments. KS2 SATs are taken by Year 6 children during a week in May each year. There is a national timetable and tests are taken by all Y6 children throughout the country at the same time. It is most important that Y6 children are not absent during this period. From May 2010 children will be tested in English and Maths.

Note also needs to be taken that continual teacher assessment takes place throughout a child's time in school. They can only be attributed a particular National Curriculum level on evidence they produce in each subject, on a consistent basis.

If a child happens to exceed their teachers' NC levelling in the end of Key Stage 1 or 2 tests and tasks, we are always very pleased. However, in cases where this happens test marks show that the child in question has just met the description for the higher level.

Alternatively, some children may not perform as well on the day of the test as they have throughout the year. This is as disappointing for the child and their family as it is for the school. However their teacher assessment shows how they have been performing in class throughout the term.

Foundation Subjects

Design and Technology, History, Geography and Art are taught on a topic basis and are planned so as to avoid undue repetition and to ensure sensible progression. All children have weekly music lessons involving singing, listening and rhythm skills.

Religious Education is taught in accordance with LEA guidelines. We follow the Herts Agreed RE Syllabus which covers all the major world faith communities. Should you have any fundamental reason for not wishing your child to participate in RE, your child may be withdrawn.

We follow nationally approved schemes of work for the Foundation subjects. To ensure progression we supplement these where appropriate, with our own activities that match National Curriculum objectives. We like to arrange practical workshops, visits to museums/exhibitions and invite specialists with first hand experience in order to enhance the learning opportunities for our children or stimulate their interest in the topic. We like to create interest throughout the school in topics and so we plan cross-curricular topic weeks or themed days into our annual calendar. This is when children from a mix of year groups study the same area/topic but at their own level or ability e.g European week or Anti-Bullying week. We often finish this by having a special sharing assembly where the different classes can show each other the work they have produced.

French

Since September 2005 we have taught French in the curriculum for Years 1-6. Children have a weekly $\frac{1}{2}$ hour lesson, two terms per year. Lessons are taught by Mme Michele Fournier (a French speaker) and Mrs Linda Ludwell, one of our classroom assistants. KS2 classes receive an additional $\frac{1}{2}$ hour weekly lesson from their class teacher and Mrs Ludwell.

We are keen for the children to develop an enjoyment of languages at an early age and to promote a greater cultural understanding. This is in preparation for the National Languages Strategy for KS2 pupils which comes into effect in September 2009. We hope you will encourage your children to tell you what they have been doing in the French class and to talk to them about other cultures and languages.

We have links with Presdales School and Language College in this subject. Their staff visit us regularly and work with our staff.

Swimming

Children from Year 1-Year 6 are taken to Hartham pool for weekly swimming lessons, for one term each year. The school is charged for the lessons, which are taken by swimming instructors, and the coach which transports the two classes. All children have these lessons, they are not optional. Parents are expected to pay for this and are asked to send in a voluntary contribution either in two instalments (one for each 1/2 term) or by one payment for the whole term.

PPA Time

PPA (planning, preparation and assessment) time is a statutory requirement for all teachers. Our school covers this by releasing class teachers from their classroom for a morning or an afternoon each week. Children are taught for this time in Reception and Nursery by other members of the Foundation Stage team. In Years 1-6 children are either taken to the pool for swimming lessons or they have PE, French and DT - taught by our sports coach, the French staff or the Design and Technology staff.

Assemblies

We hold assemblies daily. Some are Whole-School and some are Key Stage (Infant or Junior). There are often morals apparent in the stories and talks given and some may be taken from the teachings of the different world faiths or celebrations that fall at particular times of the year. Parents may withdraw children for religious reasons from collective worship.

Our Friday assembly is a time when each class shares work that has been covered during the week of which they are particularly proud. We have found that this helps to develop the children's confidence and competence in speaking skills and their own self-esteem. It is a time when the whole school celebrates the achievements of others. At this time we also present Head Teacher Awards Certificates, swimming badges, and hear news about sporting fixtures.

Extra-Curricular Clubs/Activities

These vary according to the expertise available and the time of the year. Football, Netball, Multi-Sports, Board Games, Music Skills, Gardening, Recorder, Art, and Interactive Whiteboard club are some of the clubs that were offered to different year groups during the year.

The multi-sports club is offered (after school) but is run by a private enterprise and at a cost to those who participate.

We are always seeking to extend the range of activities offered and are happy for parents to share their own expertise and help run these.

We offer peripatetic music tuition to those children who are interested in learning to play an instrument and who have parents willing to pay for the tuition - current tuition includes guitar, digital piano, flute, clarinet, violin and trumpet.

The whole of Year 5 are given guitar tuition by a visiting teacher, for the year. This takes place during their weekly music lesson. Guitars are provided by the school and the cost of the tuition is funded by the school.

Sport

Every child has weekly P.E. and Years 1 to 6 have swimming lessons for one term, each year. Children are taught by instructors at Hartham Pool. Games activities vary with the seasons.

The school aims to develop children's physical skills, enhance self-awareness, improve health and fitness and engender pleasure in physical activity so that in adult life they might choose and feel able to live a healthy, active life.

With these aims in mind we offer the following activities at various times during the year:

Football	Unihoc	Cross Country
Netball	Cricket	Tag Rugby
Rounders	Dance	
Athletics	Swimming	

Our scheme of work is structured to meet the requirement of the National Curriculum.

Child Protection

The Head Teacher is also the designated teacher for Child Protection. Should she have any concerns regarding the welfare of a child in the school's care, she is responsible for reporting this to the appropriate body.

Sex and Relationships Education

Sex and Relationships Education is provided as part of our PSHE curriculum in both KS1 and 2. We use the Channel 4 units 'Living and Growing' which may include video materials and worksheets. Parents have the opportunity to view the scheme that we use annually and discuss any concerns they may have. Parents do have the right to withdraw their children from these lessons if they so wish.

Homework

There is a framework for homework, which differs slightly in each year group. Homework will be set regularly and will support class topics (research), be linked to reading, spelling or maths/science concepts being taught at that time. Parents are asked to read regularly with their children at home. Class teachers will be happy to support parents in working with their children by offering guidance and suggestions.

Parents are expected to work with their child/ren on the weekly oral homework, 'Big Talk'. This is in preparation for their weekly independent Big Writing task.

A termly class brochure is produced by each teacher to keep families informed with work/topics to be covered. Part of this aims to help you support your child by keeping you informed of what they are learning during the school day.

Special Educational Needs

There will always be a few children who have learning difficulties or are very high achievers. We aim to meet the needs of all children in our school. There are processes in school to address these needs as they arise and these are led by our SENCo (special needs co-ordinator).

Teachers plan for these children using IEPs (individual education plans) which are discussed with children and parents and reviewed regularly.

Disability

Staff and Governors are mindful that all children have equal access to the curriculum including those with physical disabilities. Where the budget allows we will endeavour to make provision for such individuals. An Accessibility Plan is in place and alterations have been made to the structure of the building enabling equal opportunities of access

Behaviour

We endeavour to promote high standards of behaviour here at Hertford Heath. We believe that having respect and valuing others and our environment leads to high self-esteem and pride in oneself. Whilst we all have rights we also carry responsibilities. How we conduct ourselves has an impact on others.

We encourage everyone to follow our golden rules and have high expectations of behaviour. We reward children by offering stickers and certificates to recognise and celebrate the children's efforts and success.

There will be times when children find difficulty in behaving appropriately and systems are in place for dealing with this. These will range from verbal warnings, time out of class to work in another supervised area in school, loss of play time, loss of Golden Time etc. to intervention by the Head and parental involvement. We firmly believe that working with parents is vital, especially if more difficult problems occur. The way forward will be discussed and external agencies involved if necessary.

Where particular forms of behaviour are considered serious, for example, premeditated violence or serious bullying (verbal or physical) procedures will be implemented rapidly. It is of course most important that parents notify the school should they have concerns in this area.

We have an Anti-Bullying policy and produce a leaflet for parents titled 'Tackling Bullying'. This will be included in your admissions pack.

Racism

Racist incidents will not be tolerated. Racism is morally wrong and overt racism illegal. We define a racist incident as 'any incident which is perceived to be racist by the victim or any other person'.

For example:

- Verbal abuse
- Threatened or actual violence
- Expressing racist views intended to cause offence
- Racist graffiti
- Distributing racist literature or artefacts - e.g. badges
- Deliberately isolating or ignoring an individual

All racist conduct will be logged and the parent/s informed. If it persists or a particularly serious incident occurs, the police, the local authority and other agencies will be informed.

Citizenship

Through offering responsibilities to children and making them aware of wider community and life issues, we endeavour to help them develop into healthy, caring and thoughtful people. Wherever possible we make contact with outside agencies e.g. the Police, Fire Service, School Nurse and the local Council to give as much breadth and variety to the children.

Equal Opportunities

The school operates an Equal Opportunities Policy and has an Equality Scheme, which aims to ensure that all pupils have equal access to the curriculum, resources and teacher time, where practicable. We want to ensure that all our children feel valued and have their achievements celebrated and that they can go on to make choices where a full range of opportunities is open to them. We encourage our children to grow up to be tolerant adults who are aware and critical of prejudice.

Drugs

Unhappily the abuse of drugs is a fact of life these days and though this school has no experience of the problem, we must play our part in combating this menace. The school has a

Health Education programme of study, which runs throughout your child's career here and incorporates drug awareness. From time to time we will hold evening sessions for parents where an expert guest speaker will give the best information currently available. Hertford Heath has been re-accredited with 'Healthy Schools Status', Drug Awareness was one of the areas that we focused on.

Should any incident occur in school, the parents will be consulted and the relevant agencies contacted.

Attendance

A child's regular attendance at school is the joint responsibility of parents and the school. Parents are responsible for ensuring that the child attends school, is punctual and is fit enough to participate in normal school activities. It is required of the school that every effort is made to monitor attendance, encourage good attendance and act promptly in the case of non-attendance.

In order to carry out our duties, we require notification or explanation of absence in writing or by word of mouth by 10.00 a.m. that morning. On a child's return to school they must also bring a written note explaining the reason for their absence (this can be emailed into the school office). The school will investigate any unexplained absences. Please note that being more than thirty minutes late for school without explanation, has to be construed as a half-day absence and unfortunately any unauthorised absence can be treated as truancy. There is new legislation in the pipeline regarding children taking holidays during term time and a possible charge being levied. Once we receive clarification on this issue from the Local Authority, we will be in a position to inform parents. In the meantime formal consent should be obtained from the Head Teacher. Forms for doing this can be obtained from the entrance lobby. Please cooperate with us and arrange holidays during school holidays so that we can achieve the highest attendance level.

Again, in the interest of safety, we require you to sign a register of absence when collecting a child during the school day for an appointment out of school times, e.g. dentist, and sign in when the child is returned. The register is kept in the secretary's office.

Children must also be punctual for school and arrive before the bell rings at 8:50a.m. If a child arrives after the external classroom door is shut they must report to the office and sign the late book.

Parents are responsible for their child's behaviour whilst waiting with them in the playground and should supervise them closely.

Security

No school will be one hundred per cent secure but our school is fitted with internal CCTV and monitors. A coded front entrance system, which can only be activated to allow entry from inside the school and panic bars on exterior doors, prevent entry by intruders. There is an entry alarm and we also have CCTV cameras distributed around the outside of the building. Visitors must report to the office and badges are issued for wearing whilst on the premises. We are part of the Hertfordshire Schools Watch Network.

Payments

There will be times when payments to the school have to be made - paying for school meals for example. Cheque payments can be made through the class teacher and then processed by the school secretary. All cash payments need to be made directly to the school office where a

receipt will be issued, change is not held in the office so the correct money should be handed in. Please encourage your child's independence by making them responsible for handing in cheque payments to the class register tray which is sent down to the office daily.

Cheques should be placed in an envelope on which the child's name and class is written, the amount enclosed and the purpose of the payment. The child should bring this envelope into school and give it to their teacher. (Small envelopes are available at a small charge from the office).

Complaints Procedure

In the event of a complaint, parents should first discuss this informally at the school with the Headteacher, the class teacher or a school governor. The school will be happy to supply any parent with full details of the formal complaints procedure laid down by the L.E.A., should this be required.

It is much more appropriate to make an appointment as discuss concerns or complaints face to face, in order to seek a resolution rather than contact another body or department. Working together to solve a problem should be the preferred route.

School Visits

All classes go on day visits during the year. These are usually in connection with class work or for a particular learning experience. We are obliged to ask for voluntary contributions towards the cost of such trips, but would not want a child to be disadvantaged because of a lack of money for the day trips. If such a problem arises, please contact the Headteacher in confidence. We hope to offer a non-statutory residential trip to children in upper KS2 on an annual basis whenever possible. Most recently we have visited Shorefield, for a PGL activity week. During 2008-9 Years 3 and 4 participated in a two night camping trip at Tolmers.

School Events

Throughout the year there are events such as performances, productions, Harvest Festival, Christmas Carol Service, Open Afternoon and Sports Day to which parents are welcomed. These are always well-attended and enjoyable occasions. We also hold regular curriculum evenings to ensure parents are fully informed of how their children are taught and how they learn at school. During 2006-7 we held evenings about ICT, maths and reading. In 2007-8 we held evenings on Phonics, Science and writing. In 2009 we held an e-safety evening and a 'Big Writing' evening.

We try to involve ourselves in the life of the community whenever possible and have strong links with the village and local Parish. The children regularly take part in the local Horticulture Show by growing plants and providing art work. We make guys for the village bonfire and run stalls at the village fete. Our School Council also send representatives to speak at the annual judging of the East Herts Village of the Year Competition. We are visited by teachers and students from Haileybury College, which is nearby. The local vicar is a Governor here and visits school regularly to take assemblies

The children take part in Harvest Festival at the village church and make contributions to a local Hospice at this time. We also visit the church at Christmas for a Children's Carol Service. The vicar, Rev. Nick Sharp, visits the school regularly.

The 'Friends' or Parent Teacher Association (PTA)

Parents automatically become members of the Friends of Hertford Heath when their child joins the School. A committee of volunteers organises events throughout the year, which have both a social and fund-raising purpose. The value of their contribution cannot be overstated. The money raised has subsidised transport costs for day trips, bought items to enhance the school environment, provided books to support the National Literacy Strategy provided outdoor waters fountains and a playhouse for the Foundation Stage. Most recently the Friends have purchased Interactive White Boards, large PE equipment for the hall and outdoor adventure apparatus. The Annual General Meeting of the PTA is held in the autumn term and new ideas are always welcome.

In addition to the PTA activities, many parents and others, help in the school in a number of capacities, reading, cooking and transport for example. If you are interested in helping, please do not hesitate to tell a member of staff. You will be warmly welcomed and your help will be greatly appreciated.

Health

All children are given a medical examination early in their school life. Hearing, sight and teeth are checked periodically and weight and height are measured by the school nurse or personnel from the Primary Care Trust.

If a child is unwell, we ask that they are kept away from school. If a child suffers sickness or diarrhoea overnight they must be kept at home for 48 hours even if they appear to have recovered in the morning. However, a note or telephone explanation is needed. The authority requires the Headteacher to list any unexplained absence as truancy.

If a child has an accident or is taken ill at school, we will endeavour to contact the parents. If the parents are not available, we will take such remedial action as is necessary (e.g. take the child to hospital) and continue to try to contact the parents. In view of this it is essential that all changes of contact names and telephone numbers are passed on to the school office immediately.

It is not routine for staff to administer medicine during the school day. That includes common proprietary medicines such as Calpol or Paracetamol and prescribed antibiotics. If a child is on a course of antibiotics, the parent should either ask their G.P. for a 3-dose type, which eliminates the need for a lunchtime dose, or they may personally come into school to administer a lunchtime dose.

Children with asthma or a nut allergy should have their inhaler or epi-pen in school every day. In the case of a serious, ongoing condition, such as diabetes or epilepsy we will seek advice from the school nurse so that the child's needs are met. Arrangements for the latter should be made after discussion between the Headteacher and the parent.

We have a form, available from the office, for parents to complete if it is absolutely necessary for your child to receive medication during the school day. However this is in exceptional circumstances only.

If a child is going on a trip, single doses of medication should be supplied with written dosage instructions.

Apart from the exceptions outlined above, children may not bring into school, any self-administered medication, throat sweets for example.

Breakfast Club

We offer a 16 place Breakfast Club facility to our children, which operates Mondays-Fridays during term time. This starts at 8.00 am. Parents are charged £3.50 for each session. The Club operates from our mobile and children are provided with a breakfast and various games/activities to play. They are supervised by two adults. Parents should book in advance.

After-school club

We offer a 16 place After-school club for our children. This operates for either 1 hour, 2 hour or 3 hour sessions after school, Mondays-Fridays during term time, and includes a snack. Costs are £4:00 for 1 hour 3:15-4:15p.m, £6:00 for 2 hours 3:15-5:15p.m and £7.50 for 3 hours 3:15-6:15p.m. The club operates from the mobile and the children are supervised by two adults. Our 'Extended Hours Care' has been approved by OFSTED. Parents should book in advance.

Uniform

Our school uniform is compulsory from Reception - Year 6, but optional in the Nursery. It has been designed to be attractive, inexpensive and easily available.

Sweatshirts, polo shirts, fleeces, hats, PE T-shirts, PE bags and book bags, printed or embroidered with the school insignia, can be purchased from the school at very competitive prices.

All children are expected to have a change of soft-soled footwear for inside School (e.g plimsolls).

Girls

Grey skirt / pinafore / school trousers

Royal blue jumper, cardigan or sweatshirt
White blouse/ light blue polo shirt

Navy-blue tights or white socks

Blue checked dress for summer

Sport

Dark blue T-shirt

Dark blue shorts

Plimsolls

One-piece swimming costume (not bikini)

Swimming hat

A tracksuit is desirable for the winter months

Paint apron for Art and Craft

On swimming days, children in KS1 may wear tracksuits, jogging bottoms or clothing, which makes changing for swimming easier.

Jewellery is not permitted with the exception of children who have pierced ears - they may wear studs **not** sleepers. If they are using studs, then elastoplast or micropore tape should be supplied to cover the earlobes during physical activity or they should be removed. Watches may be worn but must be removed for PE/swimming.

N.B. PLEASE LABEL EVERYTHING CLEARLY WITH YOUR CHILD'S NAME

Later

1. Show an interest in your child's work. Talk to your child about what he or she has been doing. Can you visit a museum or borrow some books from the library relating to current class topics?
2. Television is a mixed blessing. It is undoubtedly informative, but also time absorbing and sedentary. Again, talk to your child about what he or she is watching. This will not only increase understanding, but also develop concentration.
3. As your child gets older, encourage self-reliance. Why should parents have to find games kit or homework at ten to nine in the morning? Encourage your child to develop their organisational skills and independence.
4. Make sure your child takes regular exercise, has a balanced diet and develops sensible sleep patterns. Children's activities are becoming more sedentary. Playing on a computer may be fun, but it hardly enhances your health. The children who start the day with an adequate breakfast after a good night's sleep are immediately obvious. They exude good health, are full of drive and energy and are capable of sustained concentration and application.

School lunches

Meals are cooked and served on the premises but children may bring packed lunches if preferred. Children may have either a packed lunch all week, school dinners all week or packed lunch Monday to Thursday with a school 'fun day' dinner on Fridays.

A week's notice (before half term) in writing must be given if a change is to be made.

School dinners may be paid for weekly, monthly or half termly in advance. The school secretary will let you know the current rate.

Peripatetic Music Tuition

Peripatetic Music Tuition is available to children whose parents express an interest and are willing to pay for the lessons. At present we have groups of children who receive tuition from the Herts. Music Service either individually or in small groups. Peripatetic teachers take the lessons in school, during the school day. Details can be obtained from the school office. Currently we have children learning the digital piano, guitar, violin, saxophone, clarinet, flute and trumpet. Financial assistance may be available to children who receive Free School Meals through the Music Service.

Pupil Numbers - Autumn Term 2009

Class 6 Yr. 6	21
Class 5 Yr. 5	28
Class 4 Yr. 4	28
Class 3 Yr. 3	28
Class 2 Yr. 2	26
Class 1 Yr. 1	27
Reception	14 (rising to 28 in January)
Nursery	26 (half day)

Total on roll 198 Total full time 172

School Profile

Schools no longer produce an Annual Governors Report to Parents. This has been replaced by a School Profile which is written retrospectively, looking back on the previous school year. Please visit <http://schoolprofile.parentscentre.gov.uk> to view our 2007/8 report.

It gives a clear view of the school and can be compared to other schools' reports as all School Profiles have to be written using the same format. The data is submitted automatically by the DfES. This can also be accessed via a link on our school website.

School website

Please visit our school website on www.hertfordheath.herts.sch.uk for regularly updated information about our school. It has been designed as a communication tool and we would like you to use it regularly to access information about events at the school and your children's work. There are copies of the Head teacher's half-termly newsletters on the website so that you can refer to the most recent newsletter if it is lost at home. There is also a list of dates on the Diary page so you are aware of events in advance.

Attendance figures 2007/2008

Our % attendance figure for 2007-8 was 95.6%

Secondary Schools

Pupils moved on to the following secondary schools in July/September 2009.

Simon Balle Presdales Richard Hale John Warner

Please note:

Whilst every effort is taken to ensure that the information in this prospectus is correct, it may be necessary to amend certain arrangements or particulars throughout the year.

School results

Summary Report Percentages

Key Stage Results 2009

Key Stage 2

These tables show the percentage of Year 6 children achieving each level this year. Please note that this particular cohort had a higher than usual proportion of pupils with learning difficulties, over one-third. Therefore we were particularly pleased with individual achievements and individual progress.

Teacher Assessment: percentage at each level

	Dis	Abs	Level 2	Level 3	Level 4	Level 5	Level 6	Levels 4+
Reading	0	0	0	7%	33%	59%	0	92%
Writing	0	0	0	37%	52%	11%	0	63%
MATHEMATICS	0	0	4%	15%	44%	37%	0	81%
SCIENCE	0	0	0	4%	59%	37%	0	96%

Test results: percentage at each level (the tests are for children working between levels 3-5. The highest a child can score is level 5, therefore level 6 is not given even if a child scores 100%).

	Dis	Abs	B	N	Level 2	Level 3	Level 4	Level 5	Levels 4+
ENGLISH	0	0	0	0	0	19%	48%	33%	81%
Reading	0	0	0	0	0	15%	37%	48%	85%
Writing	0	0	0	0	0	33%	48%	19%	67%
MATHEMATICS	0	0	4%	0	0	11%	48%	37%	85%
SCIENCE	0	0	0	0	0	0	59%	41%	100%

Dis = disapplied under sections 92/93 of the Education Act 2002

Abs = failed to register a level due to absence from a test

B = children not entered for the test because they were working below the level of the tests

N = pupils not achieved a mark high enough for the lowest level of the test

(The figures may not total 100% because of rounding)

Key stage 1

These tables show the percentage of Year 2 children achieving each level in 2009.

	Working towards (W)	Level 1	Level 2	Level 3	Levels 2+
Speaking & Listening	0	14%	71%	14%	85%
Reading	4%	14%	61%	21%	82%
Writing	4%	36%	46%	14%	61%
Maths	0	14%	64%	21%	86%
Science	0	21%	61%	18%	79%



HERTFORD HEATH PRIMARY SCHOOL

TERM CALENDAR

2009-2010

Autumn Term 2009

Inset Days: Wednesday 2nd September
Children start: Thursday 3rd September to Friday 23rd October

Half-Term: Monday 26th October to Friday 30th October

Children start: Monday 2nd November to Friday 18th December

Spring Term 2010

Inset Day: Monday 4th January
Children start: Tuesday 5th January to Friday 12th February

Half-Term: Monday 15th February to Friday 19th February

Children start: Monday 22nd February to Thursday 1st April

Summer Term 2010

Inset Day: Monday 19th April
Children start: Tuesday 20th April to Friday 28th May

Half-Term: Monday 31st May to Friday 4th June

Inset Day: Monday 7th June

Children start: Tuesday 8th June to Wednesday 21st July

Inset Day: Thursday 22nd July
Occasional Day: Friday 23rd July

HERTFORD HEATH PRIMARY SCHOOL - LIST OF GOVERNORS

Chairman

Dr. Bill Worthington, 13 The Elms, Hertford

Vice Chairman

Mrs. Sue Dixon, Edmondstone, Haileybury, Hertford Heath

Clerk to the Governors

Antonia Morris

LEA Governor

Mr. Alan Carter, 96 Heathgate, Hertford Heath, Herts.

Dr. Bill Worthington, 13, The Elms, Hertford

Community Governors

Mrs Jenny Short, 169 London Road, Hertford Heath

Rev. Nick Sharp, The Vicarage, Barclay Close, Hertford Heath

Mrs. Sheila Stephens, 3 Colehills, Clavering, Saffron Walden

Mrs Anne Oliver, 134 Longfield Lane, Cheshunt, Herts.

Mrs. Alison Scarll, 8 Priorswood Road, Hertford Heath

Parent Governors

Mrs. Gael Bootman, Cedar Lake, Netherfield Lane, Stanstead Abbots.

Mrs. Sue Dixon, Edmondstone, Haileybury, Hertford Heath

Teacher Governor

Mr Stuart Whiteland

Headteacher

Mrs. Janice Smith

STAFF DETAILS

Head Teacher:	Mrs. Janice Smith
Deputy Head Teacher:	Mr Stuart Whiteland
The Foundation Stage	
Nursery:	Mrs. Corinne Clements
Reception:	Mrs. Valerie Burston
Key Stage One (KS1)	
Year 1:	Miss Emma Cooke
Year 2:	Mrs. Kelly Lord
Key Stage Two (KS2)	
Year 3:	Mrs Judith Goodwin/Mrs. Ann Powell
Year 4:	Mrs. Linda Rogers
Year 5:	Mr Stuart Whiteland
Year 6:	Mrs. Chris Jackson
SENCO	Mrs. Ann Powell
Classroom assistants	Midday supervisors
Tina Davis	Ann Crathern
Tricia Crumpton	Josie Bartlett
Cathy Hoskins	Lynn Welch (SEN)
Josie Bartlett (SEN)	Nikki Beadle
Lynn Welch (SEN)	Tricia Crumpton
Liz Hammond	Dawn Oliver
Elaine Kell	Caroline Leishman
Jackie King	Dee Glock
Andrea Allen	
Linda Ludwell	
Secretary:	Mrs. Karen Jones
Admin Assistant:	Mrs. Caroline Graves
Caretaker:	Mrs. Paula Allen
Cleaner:	Mrs. Dawn Oliver
Cook:	Mrs. Joy Brockwell
Assistant Cook:	Mrs. Liz Hammond