



**The
Three
Rivers**
Learning Trust

Harbottle CE (VA) First School Parent Handbook

Summary of Information for parents and carers on what we do, why we do it and how.

More information can be found at:

Welcome to Harbottle School

'It takes a whole community to educate a child'

Welcome to Harbottle Church of England (Voluntary Aided) First School. We've a long name for our small school! Our vision is:

- We hope that all who come into contact with our school will flourish and feel loved.
- All will learn the Good News that Jesus proclaimed and have a desire to relate positively to others, the world, God and themselves.
- Our innovative curriculum will equip children to make informed decisions throughout their lives.

We aim for high standards, and to provide a curriculum to suit the needs of every child and in our unique setting deep in the Cheviot Hills. We want our pupils to find school stimulating and exciting through the wide range of activities both academic and social that we provide. Our staff are well qualified and experienced and we are constantly looking to improve our resources, equipment and teaching expertise to meet the challenges of the 21st Century. We also prepare children for the stresses and strains of modern life through the development of skills such as yoga and mindfulness.

We have a firm commitment to partnership with parents and the community and hope that you you will join us in the advancement of your child's education.

Positive links between home and school make a significant contribution to the successful education of our children. It is therefore essential that you as parents feel part of the educational process, which takes place at the school and that you have confidence in this process. Such confidence results from the development of trust between parents, teachers and our academy councillors (governors).

We place a strong emphasis on creating a caring Christian community where pupils will feel happy and secure and in which they have the opportunity to realise their full potential.

We look forward to a productive and happy partnership with you and with your child.

Yours sincerely,

Rev'd Sue Joyner
Headteacher

The Three Rivers Learning Trust Vision

Our Goal "To be amongst the very best Multi Academy Trusts in the country demonstrated by: outstanding teaching and leadership; school success; students who outperform; research based innovative practice; far reaching opportunities for students and employees; fulfilled staff; accomplished students and delighted parents; widespread recognition by others; a fully engaged community; a sustainable future; inclusion and equality for all; operational excellence and yet; striving for work-life balance."

Our mission "To be an exciting, outward-looking learning community in which we show each individual that they matter and will be valued for their contribution to the world in which they live. We provide learning and enriching experiences to inspire, motivate, stretch and meet the needs of all learners. We encourage a lifelong love of learning to enable all to develop the attitudes, skills and knowledge to become confident communicators, resilient and responsible citizens, willing to accept responsibility and demonstrate qualities of leadership."

Our priorities We have thought long and hard about our strategic priorities to achieve our vision

- Raise achievement for all
- Ensure the highest quality of teaching and learning
- Provide the best possible curriculum and assessment procedures
- Prioritise leadership and fully develop partnerships and opportunities beyond the Learning Trust
- Ensure the sustainability of everything which we do
- Give students outstanding support, guidance and enrichment opportunities as a foundation for their journey into further learning and the world of work



Home- School Agreement

We are committed to working in partnership with all parents and carers, to provide an outstanding educational experience for each child.

We exist to serve the pupils of the school, and everything we do is with their best interests at the heart.

We teach the children the academic, spiritual and social skills that they need to be a successful member a family, a team and a community.



There are practical and academic reasons for all of our policies and expectations- please see the rest of our website for the most up-to-date information.

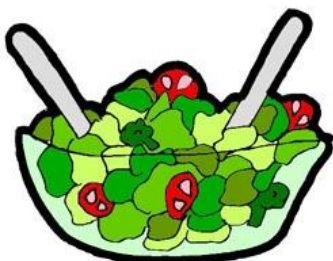
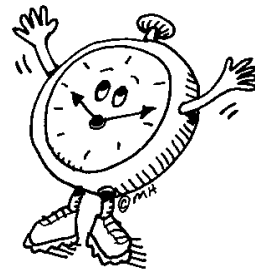




We ask children to...

Be prepared!

- Arrive on time
- Dress in our school uniform
- Get enough rest so you can get the most out of every day
- Bring the things you need- PE kit, reading bag, etc.
- Be quiet and calm when asked to do so.



Do your best!

- Work hard, concentrate and behave well
- Follow school routines
- Eat a healthy lunch

Show respect!

- Move around the building and grounds sensibly and considerately
- Be kind to others and let them do their best, too
- Respect the property of school and other people
- Bring no jewellery, toys or other precious things to school without permission



What you can expect from us...

We will keep you informed

- Of the timetable and curriculum
- Of targets and progress for your child
- Of educational visits or special events and the clothing or equipment involved
- Of any special needs or support issues



We will

- Keep children safe with risk assessments and safe recruitment
- Provide a rich and stimulating curriculum which meets academic and emotional needs
- Implement a code of behaviour which respects the rights of every individual
- Involve parents and children in school improvement

- Work with parents and children to sort out problems and reach a win-win solution
- Administer prescribed medicines which are handed to staff in a named container. (Please sign a form - available from the office- to give instructions for medicines)



We ask parents to ...

Support your child by

- Helping with reading and other homework activities
- Providing the correct clothing for a day of work which includes time outside in all weather
- Labelling your child's clothes and promoting independence in dressing and looking after belongings
- Attending parental consultations and other school events, where possible
- Reading the monthly newsletter and other school correspondence
- Checking the school website for information you may have missed
- Giving us your emergency contact details and keeping them up to date



Support the school by

- Respecting the school rules and code of conduct
- Promoting the responsible and safe use of ICT
- Returning slips for school visits promptly and providing any equipment requested
- Paying lunch, milk money and other payments (e.g extra instrumental lessons) on time
- Following the county guidance on incubation periods
- Ensuring your child attends school "on time, every day"

- Adhering to the Morpeth Partnership policy regarding leave of absence and avoiding booking holidays during term time
- Walking to school whenever possible and parking considerately if you and to travel by car

General Information

Harbottle School is proud to be part of The Three Rivers Learning Trust which was established in 2011 and currently consists of a single high school (The King Edward VI High School) , three feeder middle schools (Newminster and Chantry in Morpeth and Dr Thomlinsons in Rothbury) and three first schools (Abbeyfields, Thropton and us). We joined the Trust in April 2018. These schools have a long and proud history of providing an excellent education service to the local population.

Harbottle School serves Harbottle, Sharperton, Alwinton and many outlying communities up to the Scottish border. But in practice, we have many children from out of the catchment area whose parents choose our school because of its excellent reputation and ethos. We currently have 26 full-time pupils children plus 6 in our part-time nursery. Many of our children start attending Toddler Group from a very early age and progress to Nursery when they are three years old. The children leave us in Year 4 when they are nine and most (but not all) move on to Middle Schools within the Three Rivers Learning Trust.

Code of Conduct

We all show kindness and respect through words and actions.

We look after each other and our school.

We smile, we are friendly and we try to make other people smile.

Standards

The standard of work achieved by the children is very high. We aim to recognise potential and help each child to build on that, by setting challenges and very high expectations. This is something we do for all our children, regardless of ability; making sure they make optimum progress in all areas of school is what drives us.

We promote creative, personalised learning through a rich, diverse curriculum. We pride ourselves that "every child is special" and this means we develop each individual through a range of opportunities and we celebrate all our pupils' expertise and talents.

Flexibility

We offer our children all the benefits of the National Primary Curriculum but we also maintain ways of working with young children that, from our extensive experience, we know to be effective. We create pupil 'passports' for all who need to have the curriculum modified and support any child who has difficulties accessing the curriculum.

The Environment

Ours is a lovely site; we are very lucky indeed! Our school is in the Northumberland National Park, nestled in the Upper Coquetdale. The playground has varied zones and the school field is a lovely place to play surrounded, by mature trees and meadow grass. The Harbottle Community Group have provided equipment for the children to play with and the staff encourage the children to play together co-operatively. The whole feeling of space and opportunity means the children have a wonderful place to learn, play and explore.

The opportunities for learning outdoors are endless on our site. Our beautiful Yurt is a treasured resource and loved by all the children. We also have a community garden in which the children learn how to grow, harvest, cook and eat food. There are also wildlife areas, such as an Insect Hotel, Hedgehog log pile and Stumpery. We also have easy access to beautiful forests, the River Coquet, Harbottle Castle and SSI meadow sites.

The Curriculum

We are very lucky at Harbottle School to be part of a community that is full of gifted people- authors, musicians, composers, artists, craftspeople, gardeners...who love to share their enthusiasm and skills with the children.

Our school aims to encourage all of our children to see themselves as authentic learners. For example, to be mathematicians, scientists, musicians, writers, historians, etc.

Our particular strengths are learning outdoors, thinking for learning, local history and music.

Our learning programmes cover the National Curriculum using this real-life approach, therefore encouraging life-long learning. Our local community models this as our school is used for adult courses and activities too, including ICT, sewing, exercise, and art classes.

For detailed information on the Curriculum, including phonics, reading and nursery- please visit our website.

Homework

We believe that homework plays an important part in a child's education. The benefit of doing homework needs to be instilled at an early age so that independent study can be achieved. We are also aware that children have opportunities and experiences outside of school that are equally important in developing and enriching their lives. We give careful consideration to making homework well-balanced across the school. [See Homework Policy for details]

Reporting to Parents

We offer parental consultations in all year groups on a termly basis to discuss progress, happiness and any other important factors. Obviously, we don't wait until these formal invitations, if we have an issue that crops up. This is reciprocal. If you have any questions, please contact us by telephone or email. For longer conversations, please make an appointment.

Each July, all pupils receive a written progress report which gives an overview of how your child is progressing. Other more regular communication takes place via the Learning Journals for Early Years and home-school reading booklets for Reception to Year 4.

Special Educational Needs and Disabilities and Inclusion

Harbottle School provides an inclusive education. Awareness, knowledge, understanding and tolerance are all vital attributes we teach discreetly. The school aims to meet the needs of all children in its care with a curriculum that is well matched to each pupil.

Please see our SEND Information Report and our SEND policy for details.

Concerns and Complaints

Should any aspect of the school give cause for concern, do not hesitate to contact us. Please contact the teacher in the first instance if you have any cause for concern about your child's education, happiness, behaviour etc. If the teacher cannot resolve an issue, they will include the Headteacher to help find a solution.

In the event of a formal complaint, when all other avenues have been exhausted, there is a statutory procedure, details of which are available on the school website.

Visits and Visitors

Teachers are asked to make every effort to invite visitors into school and to go outside school on relevant visits as part of their topic work. No charges are made for such visits but parents are asked for contributions towards the costs, as our school budget is not adequate to meet these costs (see "Charges" below).

All Visitors to school must sign in at the Main Office and wear a visitor's lanyard while they are on-site. All adults involved in working unsupervised with children are checked by the Disclosure and Barring Service and the school are advised of any problems. We ensure that this check is complete before an adult is allowed to have contact with the children.

Charges

There are some activities which take place in school for which we are charged - outside concerts, days out, swimming lessons, instrumental tuition etc. When such activities are being arranged we advise you of the cost to the school per pupil and ask for a voluntary contribution of that amount from you. If we are able, we use The Friends of Harbottle School fund to subsidise or pay for these activities. You will receive details of such events with plenty of time to gather voluntary contributions.

Property

Your co-operation is sought in caring for your child's belongings - please name everything. If something is lost, we do have a lost property box in the cloakroom. Essentially, the sooner we know if something has gone missing the more likely we are to find it, and if it has a name on it, it will be returned to its owner immediately.

First Aid

For minor accidents, we administer "comfort and sympathy." Acting in loco parentis, staff will comfort the child and minimise distress. If any attention, other than that above is deemed necessary, a First Aider will be consulted. All accidents, no matter how minor are entered in the accident book, which is in the First Aid bags, recording child's name, date, time and place of accident, nature of injury, action taken and name of First Aider. More serious accidents are recorded on Northumberland County Council ACC1 forms and reported to NCC and the Health and Safety Executive as appropriate.

If the child has a bumped head, there is a standard "Bump Letter" and Mr Bump sticker, which is sent home in order to alert the parents to the possibility of concussion (even with very minor bumps). If any child has to

be taken to hospital, every effort will be made to contact the parent, guardian or family, so that they can accompany the child concerned to the hospital. If no-one can be contacted, a member of staff will accompany the injured or sick child. In this case the member of staff will take along the Emergency Contact Form with all the relevant details.

Once at the hospital, on no account will a member of staff authorise treatment, unless it is in a life threatening situation and they are advised that this is so by medical staff.

Absence and Punctuality

When a child has been absent, we satisfy ourselves that the parent was aware that the child was not at school and that the reason is appropriate. Parents are asked to inform us immediately by telephone or email. Our registers must show the reason for absence.

Sometimes we find that a child has a worrying number of absences, or that they are regular e.g. every Friday, or that the reason given is not acceptable e.g. to buy new shoes or to accompany another child to the doctor. We may also be concerned about the validity of the reasons given e.g. regular visits to the dentist when tooth decay is unattended to. Absence is recorded on our computer data-base and checked regularly. Where we have concerns with absence, parents are contacted by telephone or email. In some cases parents are invited into school to discuss persistent absence and the emphasis will be to seek a solution to the problem, which may be outside a parent's control. The focus is always on how we can help and support. However, if there is no improvement, it may be necessary to enlist the support of the Educational Welfare Officer who will work alongside parents/school to seek an improvement to the child's attendance.

Please, please avoid term time when taking your child on holiday, but if this really is unavoidable, you must fill in a Leave of Absence Request Form well in advance of the leave taking place and return it to the Headteacher. Leave is granted at the discretion of the Headteacher and since new regulations came into force on September 1st 2013, leave can only be granted in "exceptional circumstances." For more information please visit the school website or ask the Headteacher for advice.

School opens at 8.50am and we ask that ALL children are on the school premises for a **9am** start. It is vitally important, not just for your child, but for all others in your child's class that the day starts well and on time. We really appreciate your support in this. Persistent lateness will be monitored and support offered in the first instance. If no improvement is

achieved, a meeting will be held without the headteacher who will search for further solutions to any issues. We want to work with you to make sure your child reaches their full potential.

Medicines

There are times when a child has to bring medicines to school...many of our children are asthma sufferers and so on. We are able to administer prescribed medicine when necessary and to supervise the taking of inhalers. For medicines, please send the original container into school clearly marked with your child's name, the type of medicine and when it should be given and complete the appropriate medicine administration form which is held in the office. These should be handed directly to the class teacher, who will store the medication appropriately, as medical instructions state.

We cannot administer over the counter medicines at school, but, due to the distance that children are travelling, please discuss issues with us (such as a lozenge for a cough). Please help us maintain a safe school by keeping to this ruling.

School Uniform

We love to see our children in their Harbottle uniform – it gives them a sense of identity and pride. We are hopeful it will also make life easier for speed and expectation of dressing/choice of clothes each morning. Our school colours are a navy sweatshirt or cardigan with the Harbottle school logo (available to order from the school office). Other items are generic to cut down on costs. Again- details on the school website.

Playtimes

Staff who are on the playground ensure that the whole play area is supervised. All staff are requested to facilitate play through activity zones and they are especially vigilant in the prevention of bullying. The children go out in all weathers, except extremes! If an indoor play area Each classroom has a selection of wet playtime activities for the children to do and each class is supervised.

We usually have three playtimes in the school day:
10.30-10.45, 12.40-1pm and 2.00-2.15pm

Jewellery

Watches are useful in our everyday lives and children are welcome to wear these to school.

We ask for your cooperation in not sending your child to school wearing any jewellery/earrings (except the plain studs that must be removed for PE).

Rewards and Sanctions

Harbottle is a very positive school. The ethos of the school is one of celebration and value. Children are happy, polite, friendly and well behaved because they want to be, because their self-esteem is high and they feel important to other people.

At Harbottle they experience tolerance, encouragement, praise, fairness, security and approval. There is a school-wide system of praise and rewards to build the confidence of the children.

Sanctions usually take the form of the removal of this praise and encouragement. From time to time it may be necessary to remove a child from a difficult situation and this will be done, but at all times we endeavour to modify a child's behaviour by making him or her want to return, to regain the teacher's approval. Sometimes it takes a lot of patience but it always works and the behaviour changes are permanent. We also employ the "go for green" system across school which is a visual prompt for the children to evaluate if their behaviour is acceptable or needs some modification. For further information, please see our behaviour policy on the school website.

Restraint

We find it acceptable to use physical restraint in any situation where verbal restraint will not suffice in order to protect either the child at the centre of the situation or other children and staff e.g. if the child is about to run across a busy road or attack someone else and telling him or her to stop is no good.

Policies

We have a selection of policies available on the school website (link as above). If there are any other policies you would like to see, please contact the Headteacher.

Friends of Harbottle School

'The Friends of Harbottle School' can offer you an opportunity to become actively involved in school. Without our parents and friends the school would be a much poorer place in many different aspects - not simply financially! Please help this dynamic and tireless group to help the children. More information on our website.

Volunteers

If you can help in school on an occasional or regular basis, please refer to our Parent Volunteer Policy on the school website. An enrolment form is available from the school office or speak to a teacher or the headteacher for more details.

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