

Dear Parents

Welcome to Hassell Community Primary School

The pupils, parents, staff and Governors would like to welcome you to Hassell Community Primary School's prospectus. We hope you will find the booklet useful, with lots of relevant information about our school that will begin to give you a feel for all that we are about.

We are a popular town centre school, in Newcastle-under-Lyme, Staffordshire which prides itself in creating a happy, caring atmosphere within which everyone is encouraged to achieve their full potential and develop a love of learning.

All children are given the opportunity to make the very best of their unique talents and everyone is valued. We work closely with parents to ensure that all the children are happy and settled in school and are able to develop the knowledge, skills and understanding they need to become confident life-long learners.

You are most welcome to arrange a visit to experience our lively, hard-working and caring school for yourself.

Yours sincerely



Kirsty Broome
Headteacher

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'Learning for Life'

Aims of the School

While at Hassell School we hope to provide the children with a wealth of experiences to enrich their lives and which will be both stimulating and enjoyable.

We aim to:

Achieve a broad, balanced, relevant curriculum which will meet the needs of each individual child and the statutory requirements of the National Curriculum.

- Provide a happy, caring and secure environment in which all children gain recognition and success.
- Foster personal qualities of self esteem, thoughtfulness and consideration for others.
- Create a working atmosphere conducive to independent learning.
- Develop and motivate each child towards their full potential.
- Develop respect, responsibility and an awareness of moral values.
- Create a standard of discipline which is clearly understood by staff, parents and children, and which leads ultimately to independent self-discipline for the children.
- Encourage and facilitate the direct involvement of parents, governors and the community for the benefit of the children.



General Information

Hassell Community Primary School is situated in the centre of the historic Borough of Newcastle. We cater for pupils between the ages of 4+ and 11 years of age. We do have a Nursery unit that is run by the Governors and which admits children in the term after their 3rd birthday, subject to place availability.

Admissions Policy

All admissions are done through Staffordshire County Council. This information can be obtained on the Staffordshire County Council's website under Pupil Support then Admissions.

Arrangements for Parental Visits

Parents who are considering sending their children to Hassell CP School are free to visit by appointment during the school day. A telephone call to the school will ensure that someone senior is available to answer your questions.

All children who are registered here will be invited beforehand. We have planned induction programmes for our Nursery and Reception children.



The School Day

School commences at 8.40 am – The School, can only accept responsibility for a child’s safety and welfare from 8.40 am onwards. Our main doors open at 8.30 am and children can enter from 8.40 am. Classes start at 8.50 am.

RECEPTION, YEARS 1 - 6

Morning	8.50 am	-	10.30 am
	10.45 am	-	12.00 pm
Afternoon	1.00 pm	-	2.50 pm (Rec)
			3.00pm (Y1 – Y6)

Classes

The arrangement of the classes varies according to the number of the children in school, and their perceived needs. The Headteacher will explain the present pattern at the Parents’ meeting prior to your child’s admission into school. At the primary level there are two stages for the different age groups. These are known as “Key Stages” and relate to the following years of schooling as follows:-

Nursery Children may be admitted to the Nursery, if there are places available, in September following their 3rd birthday. Additional places for 3 year olds will be available after September if numbers allow.

Nursery children can receive 15 hours funding and parents are able to pay a top up fee if they wish to have additional sessions. Nursery places are available for mornings, afternoons or full days. Wrap around care can also be provided at Happy Times Care Club.

Even if the school is able to offer parents a place, this is not a guarantee that the school may be able to admit a child into Reception. Parents would have to apply in the normal way.

R = Reception A pre-National Curriculum Year (Foundation Stage) in which the child settles into school. All children in the Foundation Stage follow the Foundation curriculum. (Age 4+).

Y1 =	Year One	Age 5+
Y2 =	Year Two	Age 6+

These are known collectively as Key Stage One

Y3 =	Year Three	Age 7+
Y4 =	Year Four	Age 8+
Y5 =	Year Five	Age 9+
Y6 =	Year Six	Age 10+

These are known collectively as Key Stage Two

The School Governors

The Governing Body of the School consists of the Headteacher, Parent Governors, who are elected by the parents of children at Hassell, representatives nominated by the Local Education Authority, a Teacher and non-teaching representative, and Co-opted representatives.

The Staff and Governors work jointly to ensure that the school's policies reflect the needs of the children.

Should you wish to contact or speak to a Governor, Mr Phil Richards, the Chair of Governors can be contacted via the School Office.

School Council

One of our aims at Hassell CP is to develop citizenship in children. Our School Council is made up of representatives from Y1 upwards. The representatives are voted in by the children. This is a way of giving children a say in the issues at school that affect them. They discuss a variety of matters, which they feel are important and which affect them directly – for example – playground equipment, playtime arrangements, concerns about bullying etc. The children are encouraged to find solutions, with the support of staff.

The Happy Times Club

Because we feel strongly about the making and maintaining of good home school links, we have a very special, well established club for before and after school; The 'Happy Times' Care Club. The club is available for any child who attends our school. It provides a high quality of care with the emphasis on fun activities and enjoyable pastimes. The facilities available include computers, television, art and craft materials, table tennis, other games and books with a quiet area set aside. Children in the Foundation Stage follow the EYFS during their time at Care Club.

The unit is run by a team of well qualified staff who create a safe and happy environment for your child. During the school holidays the facility will continue to run in conjunction with a play scheme. Happy Times Care Club is open during school holidays except for Christmas and Bank Holidays.

Opening times during school terms

Morning ... 7.30 am to 8.50 am.

Afternoon ... 3.00 pm to 6.00 pm

The written constitution of the club is available on request.

Please apply to the School Secretary or Care Club Manager for further details.

Organisation and Pastoral Care

We aim to create a happy environment in which the children can develop to their full potential. We therefore try to provide a carefully structured programme of activities to develop the children's academic achievements and build their confidence and self esteem by recognising and rewarding their successes.

When the children commence school they are made to feel welcome and secure and that their presence is valued in their environment. All children are taught in mixed-ability classes throughout, in the care of their own class teacher.



The teachers have help in the day-to-day running of their classrooms from Teaching Support Staff (TA's) who work under the direction of the Head and class teachers.

CURRICULUM

Throughout, the children are encouraged to develop lively and inquiring minds. Their interest about the world around them is stimulated and enriched by local visits to markets, the library, churches and museums etc. situated in town or easily accessible, as well as visits further afield. These first-hand experiences are essential in helping children to develop a deeper understanding of issues raised within the confines of the classroom.

Termly topic letters notify parents of children's activities and additional theme days to coincide with the curriculum topics. The school website contains additional information.



Home – School Links and Homework

In response to the requirements of the 1988 Education Act, ALL parents will receive an end-of-year report on their child's progress. However, parents of children who are completing a Key Stage and have undertaken the Standard Assessment Tasks will also receive a report on their progress in the subjects for statutory assessment.

We believe firmly at Hassell CP that working with parents will enhance children's learning. Supporting your child through involvement with the school

can take a variety of forms – from attending parent’s evenings and helping with a range of activities in school. Parent volunteers are welcome in school. We will contact you each year with a questionnaire to get your thoughts and suggestions.

We consider that homework is an important support to the school curriculum. It definitely helps with children’s progress and for forging links with home and school. Every child has a reading diary which comes home. We invite parents to add their comments in this diary. Children at KS1 also have a small amount of homework, which increases as your child moves through the school. A homework policy is posted on our website.

Assessment and Recording

The Foundation Stage children will have their abilities assessed against the Foundation profile.

Children in Year 1 undertake phonic screening at the end of the year. Information is given to parents to say whether their child has met/not met the standards.

The children will undertake a Statutory Assessment at the ages of 7 (Yr 2) and at 11 (Yr 6). This aims to demonstrate the child’s level of achievement on the attainment targets in each core subject. The level reached will be measured on the basis of teachers’ assessments and national tests called Standard Assessment Tasks (SATs). The results of these tests are distributed to parents, whose child is at the end of a key stage.

The children’s records compiled by the staff and examples of children’s work will provide the ongoing basis for each teacher’s assessment of children’s abilities. Children are assessed regularly – parents will be notified of any concerns. We hold open evenings to which you as parents are invited, to discuss your child’s progress and to talk about targets for further progress. However, if you ever have any areas of concern, the Headteacher and members of the teaching staff will be pleased to discuss these with you. We also provide, where appropriate, workshop evenings to inform you of developments in the school curriculum.

Parents are informed of events in school by a Newsletter which is sent out on a regular basis. The school also has a website (www.hassellschool.org). This contains a variety of useful information for parents and links to site of educational interest.

Records of Achievement

All children have a record of achievement which stays with them throughout their time at Hassell CP. When they leave this gives them a permanent record of their success to keep for the future.

Attendance

If your child is absent from school you must notify the school at the earliest possible convenience.

If a child has not arrived at school by 9.15 am then the school's office staff will contact parents to ascertain the reason for absence.

If attendance falls below 85% then the school is compelled to contact the Educational Welfare Officer, who may well visit parents.

Holidays During Term Time

Any application for leave must only be in **exceptional circumstances** and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave; in these cases it is the Headteacher who determines the number of days a child can be away from school if leave is granted.

Parents wishing to apply for leave of absence for their child in an exceptional circumstance should complete a **Request for Absence in Exceptional Circumstances Form** obtainable from the school office. If your child's attendance is less than 87% the leave of absence will not be granted.

We are aware that it is cheaper to take a holiday during term time and fully appreciate the challenges that some parents face when booking holidays, particularly during school holidays. However, evidence has shown that absence from school has a detrimental effect on a pupil's learning. Therefore, please consider this and support your son/daughter's education by avoiding taking holidays during term time.

Food and Meal Arrangements

Children may have a school meal or bring a packed lunch. Mellor's Catering Service provides a choice of 'healthy eating' foods on a varied menu each day.

Children bring a packed lunch should also bring a drink in an unbreakable container. Packed lunches are left in the cloakroom during the morning. Lunch boxes and drinks' containers should be marked with the child's name. A place will be provided for your child to eat his/her packed lunch.

The KS1 and Foundation children have free fruit provided, under our healthy eating policy. The Foundation Stage children are also eligible for free school milk. Children in the remainder of the school may purchase milk at a reasonable cost.

We have a healthy eating policy, so children who bring their own snacks in the morning, should bring fruit, cereal bars or other healthy options. Children in the juniors also have the opportunity to purchase toast, teacakes and other snacks from the school kitchen.

Please bring water bottles with the child's name on it. You can also purchase water bottles from the school office.



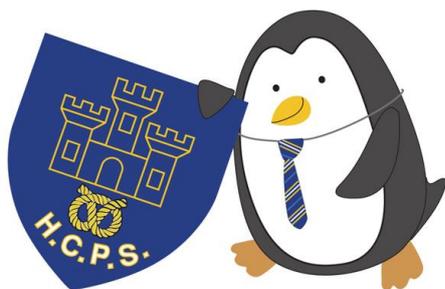
School Uniform

As a result of the wishes of the majority of parents, the policy of pupils wearing a school uniform will continue. We have adopted a practical and adaptable combination of clothing which is flexible and easily looked after. It is important that children should be appropriately dressed for school and imperative that each item marked with the child's name.

A list of School Uniform is contained at the back of this prospectus.

For particular lessons in art and craft some kind of protective clothing is desirable. An apron or old shirt would be adequate.

PTFA



The Parent, Teacher and Friend's Association – (PTFA). The school is pleased to have the support of a thriving and enthusiastic PTFA. All parents are automatically members. The committee meets, on average, once a term, and on other occasions when the situation demands. The PTFA works with the school by organising a variety of events and activities

throughout the year. The proceeds from these events finance projects which will benefit/enhance the children's education. These include The Celebration of summer and the crowning of our School's Summer Queen, followed by games and stalls. We also have our annual Christmas Fair where Santa makes an appearance plus there are plenty of stalls to buy your Christmas presents from. Other social events include are organised for parents and children. The PTFA is a member of the National Confederation of Parent Teacher Associations, which gives access to a wider network of support and insurance cover for events.

Complaints Procedure

As required by section 23 of the Education Reform Act 1988 the Local Authority has drawn up a procedure for dealing with complaints from parents and others relating to the curriculum and collective worship. A copy of the procedural document is available from the Headteacher.

However, the school always seeks parent's comments about their children's education and we will always work hard to resolve any difficulties that may arise. We will contact you periodically to ask your views about aspects of the school. If you have concerns or queries, please do not hesitate to contact us.