

HEATHFIELD JUNIOR SCHOOL



PARENT HANDBOOK 2025-26

Co-Heads: David Colenso (Juniors) and Helen Child (Infants)

Junior Assistant Head: Amy Homer

Junior Inclusion Manager: Jessica Fisher

CONTENTS PAGE

Page Numbers

<u>FIRST DAY</u>	<u>3</u>
<u>THE SCHOOL DAY</u>	<u>4</u>
<u>Attendance/Absence</u>	
<u>Punctuality</u>	
<u>“The Heathfield Way”</u>	
<u>House Teams</u>	
<u>The Reading Diary</u>	
<u>Equipment</u>	
<u>Safeguarding</u>	
<u>Wellbeing at our School</u>	
<u>Medication</u>	
<u>Pupil Voice</u>	
<u>Term Dates</u>	
<u>INTERNET SAFETY</u>	<u>7</u>
<u>UNIFORM</u>	<u>8</u>
<u>COMMUNICATION</u>	<u>10</u>
<u>SCHOOL MEALS</u>	<u>11</u>
<u>FREE SCHOOL MEALS and PUPIL PREMIUM GRANT</u>	<u>12</u>
<u>FURTHER INFORMATION</u>	<u>13</u>
<u>SPECIAL EDUCATIONAL NEEDS and DISABILITIES</u>	<u>15</u>
<u>SCHOOL TRAVEL PLAN</u>	<u>16</u>
<u>BEFORE/AFTER SCHOOL PROVISION “The Club”</u>	<u>17</u>
<u>CONTACT US</u>	<u>18</u>

FIRST DAY

Preparing your child for their first day at Heathfield Junior School.

We hope your child will be excited about moving up to the Junior School. The aim of this information pack is to ease the transition as much as possible. Please read this pack with your child. If either of you have further questions, please contact the school office who will do all they can to answer your questions or concerns. School contact details are at the end of this pack.

To prepare your child for starting school:

- Ensure they have the correct **uniform** and **PE kit**, please refer to the [School Uniform](#) page. Each item of uniform must be clearly marked with their full name.
- Ensure you provide a **packed lunch**. Alternatively, your child can book a **free [school lunch](#)** during morning registration. *Please note the school is nut-free.*
- Provide a **named water bottle** – the school has water dispensers for bottles to be re-filled during the day.
- A reading diary will be given to your child on their first day. Your child must remember to bring it to school each day in their **school bag**.

An **Admission/Emergency Contact form** has already been sent to you for you to complete and return. It is important you inform us, as soon as possible, if any of these details change.

The timetable on your first day:

- 8:45** – Children arrive to the front playground and are welcomed by their new teacher.
- 8:55** – Registration starts.
- 9:00** – Doors close. Late pupils must report to the office to be registered. They will be given a note to show their teacher they have been registered.
- 3:25** – The school day ends. Year 3 children are collected from the front playground, where they will be waiting with their teacher.

Note – Please ensure your child is clear about who will be collecting them at the end of the day. If the plan changes during the day, the school must be contacted before 12:30pm.

THE SCHOOL DAY

Soft Start:	8:45 – 8:55 am (this allows 10 minutes for the children to settle into class)
Morning Break	11:05 – 11:20 am
Lunch	12:35 – 1:35 pm Children can bring in their own packed lunch or have a free school meal .
End of Day	3:25 pm

ATTENDANCE/ABSENCE – Regular attendance at school helps children to develop security, maintain friendships and develop a growing sense of confidence and independence. Absences affect children's progress. Parents/carers are asked to telephone or email (attendance@heathfield-inf.richmond.sch.uk) the school by 9.30am, at the latest, on the first day a child is absent, giving the reason and the expected day of return. It is a legal requirement that any unexplained absence is kept on record and reported. If your child is missing at registration time a message will be sent by [ParentHub](#) asking you to notify the school of the reason for absence.

PUNCTUALITY – Parents/carers are responsible for ensuring that pupils leave home to arrive at school on time. The first part of the day is a very important time when much of the outline of the day is discussed. Children who arrive late often miss out on this valuable time. Children arriving after registration must report to the school office to ensure they are registered.

Children should not be on the school premises before 8.45am. We are unable to accept responsibility for their safety before this time. Similarly, the school can only be responsible for the children ten minutes after the afternoon session or following after school extra-curricular activities. If you need to drop your child to school before 8:45am or collect them after 3:25pm, you should book them into "The Club", [see page 17](#).

"THE HEATHFIELD WAY"

- *Work hard and do your very best*
- *Learn and help others to learn*
- *Respect all people and property*

This is our school motto that provides all children and staff with a clear framework to ensure that the school is a safe and secure environment in which effective learning takes place. Visitors always comment on the working atmosphere in the school and the positive attitude the children have towards their work, their teachers and each other. The children are reminded of our agreed rules and expectations regularly and parents are notified by letter of any major changes. For further details please refer to the **Positive Behaviour Management Policy** on the school's website.

HOUSE TEAMS – All children are members of a house team (siblings are placed in the same house); blue, green, red or yellow.

THE READING DIARY – How we use our Reading Diary

Year Group	What you can expect from school	What we can expect from home
3 & 4	<p>By this age, many children are reading chapter books so their books will be changed once they are finished.</p> <p>Children are encouraged to change these independently using their classroom libraries. They can also visit the school library and read books from home.</p>	<p>Children read aloud to an adult every day (this might last 15-20 minutes).</p> <p>Adults read aloud to children.</p> <p>Children should record the title and author of their book on the first day only. They should then record the pages they have read and a comment each day.</p> <p>Adults should sign alongside the comment.</p>
5 & 6	<p>By this age, children will be reading a range of literature.</p> <p>They are encouraged to change their book independently using their classroom libraries. They can also visit the school library and read books from home.</p>	<p>Children read aloud to an adult most days and independently on the others (this might also last 20-30 minutes).</p> <p>Adults read aloud to children.</p> <p>Children should record the title and author of their book on the first day only. They should then record the pages they have read and a comment each day.</p> <p>Adults should sign alongside the comment.</p>

EQUIPMENT – Essential equipment will be provided by the school.

SAFEGUARDING – The safety and welfare of children is paramount and we take our safeguarding responsibilities very seriously at Heathfield. Each term we spend one week focusing on safeguarding training in school. We aim to raise staff and children’s awareness of a different aspect of staying safe each term. The contact for the Designated Safeguarding Team is Nikki Allman (n.allman@heathfield-jun.richmond.sch.uk). If you are concerned about your child, or another child in school, please speak to your child’s class teacher, or to the Designated Safeguarding Lead. Equally, if we are concerned about a child, or a child makes a disclosure to an adult in school, we will refer the concern to the appropriate services (including Social Care) and will work with the parents to ensure that the child is protected.

WELLBEING AT OUR SCHOOL – Every member of our community is valued at Heathfield Junior School. Every child has the right to feel safe and secure in school. We want to ensure that our environment is conducive to learning and that our school and community are respected. We do this by respecting each other at all times and respecting the physical environment in which we learn and play.

MEDICATION – Please ensure you have completed the Medical Information section of the **Admission/Emergency Contact** form, with details of any regular medication, such as asthma pumps. Medicine containers (including asthma pumps) must be marked with the child’s name and class. Prescribed medication can be administered in school if needed. All medicines must be left by an adult with the school office at the start of the school day, with a completed form detailing the dose and type of medication, <https://heathfieldschoolspartnership.org/news/wp-content/uploads/2021/06/Medication-Request-Form.pdf>.

PUPIL VOICE – We have an active Pupil Voice Group that encourages the children to develop a sense of responsibility towards their community and at the same time develops a sense of understanding about the democratic process. One child per class is voted on to the Pupil Voice Group. We also have a range of other pupil leadership roles that the children have a chance of achieving during their time at school. For further information see *Pupil Leadership* under the *Pupils* tab: <https://heathfieldschoolspartnership.org/juniors/>

TERM DATES – Children do not attend school on INSET days

AUTUMN TERM 2025	INSET Day INSET Day Children Return to School Half Term Last Day of Term	Monday 1 st September 2025 Tuesday 2 nd September 2025 Wednesday 3 rd September 2025 * 27 th October – 31 st October 2025 Friday 19 th December 2025
SPRING TERM 2026	INSET Day Children Return to School Half Term Last Day of Term	Monday 5 th January 2026 Tuesday 6 th January 2026 16 th February – 20 th February 2026 Friday 27 th March 2026
SUMMER TERM 2026	Children Return to School May Bank Holiday Half Term INSET Day Last Day of Term	Monday 13 th April 2026 Monday 4 th May 2026 25 th May – 29 th May 2026 Monday 1 st June 2026 Friday 17 th July 2026

INTERNET SAFETY

HEATHFIELD
SCHOOLS'
PARTNERSHIP



STAY SMART ONLINE



SAFE Never share personal information (name, email address, phone number, home address, photographs, or school name).



MEET Some people might not be who they say they are. Be careful when someone new wants to become a friend. Do not meet anyone who you have become friends with.



ACCEPT Do not accept emails, texts, friend requests from anyone you do not know or trust. These may contain viruses or nasty messages.



RELIABLE Not everything online is reliable. Sometimes people online may say or write something which is untrue.



TELL If you see something that upsets or worries you then report it immediately to a trusted adult.



Remember: If it is not acceptable offline, it is not acceptable online.

UNIFORM

All children, are expected to wear our school uniform. We ask parents to ensure that children are sent to school correctly dressed.

Our school uniform is:

- Purple sweatshirt, fleece or cardigan with the school logo*
- White or purple polo shirt
- Grey/black skirt or trousers (not leggings or tracksuit bottoms)
- Purple/lilac gingham summer dress
- Sensible black shoes (not trainers or open toe sandals)
- A school bag
- Winter coat for the colder months

PE Kit

- Black shorts or tracksuit bottoms for colder weather
- House coloured t-shirt* (your child will be allocated a house when they start in the junior school)
- Trainers, preferably black

Swimming Kit (for Years 3 only)

- Trunks/Swimsuit
- Swim hat
- Towel
- Goggles – optional

Head Coverings e.g. hijab/patka – children are allowed to wear head coverings for religious reasons, but they must either be purple, white or black.

* These items must be purchased from the uniform retailers listed below.

All other uniform, for example grey trousers and skirts can be purchased from the usual high street retailers.

Uniform Retailers:

- Online at www.yourschooluniform.com (postage is free for orders over £30)
- At the School Days shop in Whitton High Street, www.schooldaysllp.co.uk

PLEASE ENSURE ALL CLOTHING & ITEMS ARE LABELLED WITH YOUR CHILD'S NAME

Hair Styles & Accessories

Hair styles should be natural in colour and suitable for a school formal working environment. Extreme hairstyles are not acceptable (e.g. shaved head, designs shaved into the hair, hair dyed in unnatural colours). Long hair must be tied back with a simple black or purple elastic tie (please keep a spare in your child's bag in case they break) – this is for health and safety reasons. We do not encourage children to wear hair accessories such as hair bands. However, if they are worn they should be plain black or purple to be in keeping with the Heathfield uniform colours.

Jewellery & Watches & Hats

Our policy is no jewellery. If your child has pierced ears, small studs are allowed. Watches and ear studs must be removed for P.E. and games for safety reasons. A hat with a brim or peaked front to shield eyes should be worn in hot weather – sunglasses are not permitted.

Water Bottle (essential) – Please ensure your child brings a water bottle (named) to school every day. There are water dispensers around the school for them to refill their bottles.

Lost Property – We will make every effort to help locate lost property, however, the school cannot accept responsibility for ensuring any lost items are found nor for their replacement. Items of clothing that are not named will be kept in lost property. Unclaimed items will be re-used for spare clothing or donated to charity at the end of each half term.

Spare Clothing – If your child borrows clothing from the school, please ensure it is washed and returned to the school office as soon as possible. We would always appreciate donations of uniform your child may have outgrown.

COMMUNICATION

We value our partnership with parents and want to ensure you are all kept well informed about what's going on at school.

The methods of communication we use are:



Parenthub App – This is our prime method of communication. You are probably already familiar with this app, but you will need to add a new school; *tap the logo and choose 'Join a School', enter the handle @HeathfieldJun.*



Tucasi is linked to your Scopay account and enables us to send you emails and texts in regards to school meals and trips. In September you will receive a letter, with your unique code, explaining how to download and join the Scopay app, which enables you to make online payments.



All letters to parents are uploaded to the school website so that you can refer to them at any time www.heathfieldschoolspartnership.org/news/juniors-letters

Reading Diary – Your child will be issued with a reading diary when they join the school. This is a daily communication link between you and your child's class teacher in regards to reading progress.

*It is important we have your contact details in case of an emergency and so it is imperative that you complete and return the **Admission/Emergency Contact form** as soon as you can so that our systems can be updated in time for your child joining us.

SCHOOL MEALS

From January 2025, our free school lunches have been provided by Nourish. Menus can be found on the school website <https://heathfieldschoolpartnership.org/juniors/> under the *Information* tab.



YOUR SCHOOL'S CHOSEN CATERER

Nourish will be providing your children's lunches when they start school in January, a copy of the menu is attached.

OUR COMPANY ETHOS

At Nourish we are passionate about providing nutritional food that our pupils love.

FRESH FOOD Fresh food is the heart of Nourish	FRESH IDEAS Lateral thinking creating an impact	FRESH APPROACH Operators at every level
---	---	---

Our menus are attractive, informative, nutritionally analysed and updated twice a year. We work closely with our schools and hold tasting sessions where the pupils sample a range of dishes and feedback their comments to us. We work with school councils, attending meetings and acting on the children's comments and requests.

MEET MR NOURISH

Mr Nourish is our company mascot. He has been a big hit with the pupils, guiding them through menus and writing his own seasonal newsletter advising them of upcoming events, specials days and seasonal foods. Mr Nourish has also visited many of our schools meeting the pupils during lunch and assemblies.

NOURISH FAMILY TREE

Nourish is unique in that our owner directors all work in the business. We are a family that all work together building lasting relationships and understanding our schools' needs.

We hope you all have a lovely Christmas and look forward to meeting your children at lunchtime.



CONTACT US E: office@nourishcc.co.uk W: www.nourishcontractcatering.co.uk T: 020 8778 1111

FREE SCHOOL MEALS and PUPIL PREMIUM GRANT

From September 2023 every primary aged child in London state-funded schools has been entitled to receive a free school meal. The funding for these meals is provided by the Mayor of London.

In addition, the Pupil Premium Grant (PPG) is awarded to children who qualify due to the financial situation of their parent(s). PPG provides schools with additional funding which enables them to provide discounts to eligible parents for trips, clubs and school journeys.

Schools can apply directly for the PPG on behalf of a parent. The final section of our Admission/Emergency Contact Form requests the information required to carry out the PPG check. Therefore, if you think you may be eligible, it is important you have provided us with the information requested, i.e. National Insurance number and date of birth. The check will then be automatic.

FURTHER INFORMATION

AFTER SCHOOL ACTIVITIES – A wide range of clubs and activities are available after school and at lunchtimes. Details are given to pupils and parents at the beginning of each term. “[The Club](#)” offers before and after school provision, if required. Further details are available from the school office.

ASSESSMENT – High standards are at the core of the School’s vision. Regular teacher assessment, supported by written tests is used throughout the year to inform children, teachers and parents/carers of progress and provide information to set targets. Parents/carers are informed of their child’s current attainment at parent evenings held in October and February. At these meetings, parents are provided with guidance on how to support their child’s progression. As well as this, parents will also receive their child’s school report in July which will document their end of year attainment and progress with suitable targets for the summer holidays.

COMMUNICATION is key to a successful school/parent partnership. Staff are available at the beginning and end of each school day, in case you have any quick information to share or queries to raise. If there is a particular issue that may take a little bit longer, an appointment can be made through the office team. Our prime method of communication is via the ParentHub App. You are probably already familiar with this app whilst your child was in the Infants. However, you will need to join your child’s new school by entering the handle *@HeathfieldJun*. To enable this to work correctly it is crucial that you keep the School informed of any changes to your email and mobile contact details. You can also communicate with your child’s class teacher via the reading diary.

GOVERNING BODY – The Governing Body oversees the direction of the School, working in partnership with the Co-Heads and staff. It is responsible for the strategic direction and management of the School. The Governing Body includes representatives from parents, staff and members of the local community. Governors may be contacted via the School if you wish to discuss any issues relating to their role. For further information please refer to the school website, <https://heathfieldschoolspartnership.org/federation/governors/>

TOYS & OTHER PERSONAL ITEMS

Please do not allow your child to bring in toys or other personal items from home. These things are often special and cause great upset and disruption to the school day if they get misplaced or damaged. There will be occasions when your child can bring in a personal item to share in class and families will be notified of this.

MOBILE PHONES – Pupils in Years 3, 4 and 5 should not bring a phone into school. In Year 6, children may bring in a phone, however it is at their own risk and must be switched off and handed to their class teacher on arrival to school.

NEWSLETTERS are sent out regularly via ParentHub and can be found on the School’s website. <https://heathfieldschoolspartnership.org/news/newsletters/>

BIKES AND SCOOTERS – When bringing bikes and scooters to school please ensure your child parks them in the designated area and secures them with a lock. We cannot be responsible for any lost bikes or scooters. Please also ensure they abide by school rules by not riding them in the playground.

MILK – Please refer to the Cool Milk leaflet with details on how to order a daily carton of milk.

FRUIT – The government do not provide free fruit for children when they are in the Junior School, therefore, if you would like your child to have a fruit snack at breaktime, you will need to provide this.

PARENTS' VIEWS – The school is committed to continually develop the quality of its work. An important part of this process is seeking the views of our parents. We would encourage you to make any suggestion by contacting the school by email, meeting with senior staff or feedback via parent governors. 'Parent View' is the main route for parents and carers to give their views to Ofsted during school inspections and at any time of the year:

<http://parentview.ofsted.gov.uk>.

PARTNERSHIPS WITH PARENTS – We believe that parents have a vital role to play in the education of their children and are warmly welcomed in school. If the partnership of child, parent and school is to work properly then sufficient time must be given to parent/teacher communication. Parents/carers are invited on a number of occasions during the year, to share our assemblies and performances and to discuss any concerns with the Co-Heads and staff. Parent/teacher consultations take place during the Autumn and Spring terms. A full national curriculum report is completed during the Summer term.

POLICIES – are available on the school website or on request from the school office.

<https://www.heathfieldschoolspartnership.org/federation/safeguarding.php>

SCHOOL JOURNEYS AND CURRICULUM ACTIVITIES – Pupils have the opportunity of two residential school journeys; Isle of Wight in Year 5 for 2 nights and Osmington Bay in Year 6 for 3 nights. Additionally, we have termly educational day trips/workshops which all children participate in, these trips and visits require parental contribution in order for them to go ahead.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES – Children with additional needs are identified and supported in school so that they can access the curriculum and make good progress. Additional support, where necessary, includes 1:1 and small group teaching, assessment, advice from outside professionals (e.g. Educational Psychologist) and close monitoring by the Inclusion Manager. Some children with additional needs, including all those with an Education and Health Care Plan, will have an SEN Support Plan (SSP), which is formally reviewed regularly.

We also have two specialist provisions at Heathfield, one for children with Social, Emotional and Mental Health (SEMH) needs and one with Social Communication and Interaction needs (including Autism). Places within these provisions are allocated by the Local Authority and children would typically have an EHCP. Our provisions are fully integrated into the main school and children within the provisions are also allocated a mainstream class.

Our Inclusion Manager can be contacted via the following email:

Junior School: Jessica Fisher
junsenco@heathfield-jun.richmond.sch.uk

SCHOOL TRAVEL PLAN

Transport for London's Travel for Life is a School Travel Plan accreditation programme for schools across London. It is designed to inspire young Londoners to travel actively, responsibly and safely. It promotes sustainable travel methods like walking, cycling and public transport, while also addressing issues such as congestion and air pollution around the school.

Based on activities we have taken part in over recent years, such as using public transport for local trips, undertaking scooter training (Year 2), safe walking training (Year 3) and cycling proficiency (Year 6) as well as initiatives promoting road safety across all year groups, we have been awarded a gold accreditation.

**WE HAVE
ACHIEVED**



Many of our families travel actively to and from school.

For those unable to walk all the way from home, parking a short distance away from school and walking from there is also encouraged. Walking is a great form of exercise and offers other health benefits such as improving mental health by reducing stress and anxiety. In addition, it reduces traffic congestion and pollution around school.

SCHOOL STREET SCHEME

London Borough of Richmond are responsible for the School Street Scheme around Heathfield Schools and the surrounding streets. Automatic Number Plate Recognition (ANPR) cameras are now operational during the following term-time hours:

- 7:45am - 9:30am
- 2:30pm - 3:45pm

You are liable for a Penalty Charge Notice unless you apply for an exemption.

For further information regarding the school street scheme visit:

https://www.richmond.gov.uk/school_streets

BEFORE / AFTER SCHOOL PROVISION (The Club)

Heathfield Schools' Partnership run their own wrap-around care service. The Club provides before and after school care for children attending Heathfield Infant and Junior Schools.

We operate between 7.30am and 8.45am for Breakfast Club and between 3.00pm and 6.00pm for After School Club. The Club is run from the dining halls at Heathfield and also makes use of the field. The children are cared for by play workers employed by the school. They are able to relax, take part in planned games and activities plus they can complete homework, as appropriate. The Club is managed by the school and our Management Team consists of Ms Helen Child, Co-Head (Infants) and the Club Manager, Ms Kasia Michalska who is in charge on a daily basis.

THE BREAKFAST CLUB

Open from 7.30am – 8.45am

Breakfast of cereals, fruit and toast is provided.

THE AFTER SCHOOL CLUB

Open from 3.00pm – 6.00pm.

A light meal is provided if your child stays after 4.45pm such as pasta, fish fingers, salads, yoghurts, fresh fruit.

All children receive a drink and biscuit when they arrive after school.

Sessions must be pre-booked and paid for in advance.

PRICES PER CHILD

Breakfast 7.30am – 9.00am	£8.00
Afterschool until 4.45pm (no meal)	£8.00
Afterschool until 6.00pm (includes meal)	£15.00
Afterschool 4.30pm – 6.00pm (after a club)	£10.00
Breakfast & Afterschool Club (includes meal)	£18.00
Late Booking Fee (booked after 11.00am)	£3.50
Late Collection Fee (after 6.00pm)	£20.00

Please contact the School Office on 020 8894 4074 or call or text mobile 07484 510907 or email theclub@heathfield-inf.richmond.sch.uk to register or book or for any further information.

Additional details are available on our website. Follow the link:

https://heathfieldschoolspartnership.org/federation/before_and_after_school_provision.php



CONTACT US

HOW TO CONTACT US

TELEPHONE	020 8894 3525
EMAIL ADDRESS	office@heathfield-inf.richmond.sch.uk
TO REPORT AN ABSENCE	attendance@heathfield-inf.richmond.sch.uk
POSTAL ADDRESS	Heathfield Junior School Cobbett Road Twickenham TW2 6EN
WEBSITE	www.heathfieldschoolspartnership.org