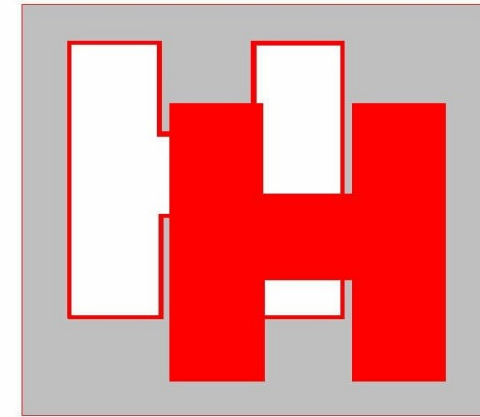


Holland Haven Primary School

School Prospectus



School Visits

The local community is an extension of the classroom and it is used regularly. For this reason we ask you to sign a permission slip to enable your child to be taken out of school on local field trips.

We strive to provide activities that build on subjects taught within school. These activities are important to the children's experience and much of our learning stems from them. No child will be penalised if you cannot make a contribution but we must point out that in the event of insufficient voluntary contributions, the activity may not go ahead. This is because we have no special funds to pay for these activities, although they are sometimes supported by money raised by the 'Friends of Holland Haven'. All activities are free to those who are eligible for Pupil Premium allowance.

Administration of Medicine

If your child has been prescribed medicine which needs to be taken during the school day, we are able to administer the medicines for you. A form is to be completed at the school office authorising this. The medicine should be in the original bottle or packet and **NOT** in an individual dosage e.g. in a calpol syringe or tablets wrapped in cling film. Parents are welcome to come in and administer the medicine to their child themselves. Please arrange this with the school office.

Homework

Homework is set so that parents can work with their child, for example, in sharing a reading book or supporting focused Literacy and Numeracy skills. We emphasise the importance of regular reading with, and to, your child. Children are given a homework book each in which details of homework is recorded. They are given a full week to complete each homework activity.

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Text Messaging, Online Payment Systems & School Website

We have a text messaging and email service which alerts parents of any vital school information, this includes 'Eduspot' online payment system for parents to pay for school lunches and trips. We strongly recommend you join this service; a password will be sent to you via text.

Our website was introduced in January 2013. This has school documents and policies that will provide parents with details about the way the school works and what is taught. The website address is: www.hollandhavenschool.co.uk

An example of the documentation available is shown below:

- School policies
- OFSTED, Parents view
- SATs results
- Attendance and Absence from school
- School Menu
- Essex School Term Dates
- Reading scheme/Homework/Curriculum Maps
- Timetables
- SEN Provision
- Governor information
- Class Pages
- Events
- Achievement and Clubs

Uniform, P.E. Kit & Outdoor Learning Kit

We encourage the wearing of school uniform. It promotes school identity and a positive image in the community.

Winter uniform is: Black/grey pinafore dress/skirt/trousers, white blouse/shirt, white/red polo shirt, red cardigan/sweater/fleece.

Summer uniform is: Red gingham dress, Red polo dress, black/grey shorts/trousers, white blouse/shirt, white/red polo shirt, red sunhat. Shoes are to be of a smart black design or plain black trainer. High heels, boots or sandals **are not** to be worn.

Your child will need to have a change of clothing and shoes for P.E. For most activities your child will need red shorts, white t-shirt and plimsolls or trainers. The kit should be kept in a draw string bag. For the winter months, track suits can be worn. These should be plain red, black or dark grey track suits—no logos. On the school grounds we have 'Hadley Woods and Hadley Hills'. The children learn and play in these areas but during the winter months, must have an Outdoor Learning Kit, which consists of wellington boots or old trainers, old jogging bottoms and coat.

Jewellery is NOT to be worn. Hair styles should be moderate, conventional and tidy. Extreme hair dyes and tints are not acceptable.

All items of clothing are to be clearly marked with your child's name and class.

All items of logoed school uniform are available from Anglia Sportswear. Their website address, for Holland Haven is <http://www.yourschoolwear.co.uk/holland-haven-primary-school-198-c.asp>

Holland Haven Primary School

Primrose Road
Holland-on-Sea
Essex
CO15 5PP

Telephone:	01255 813704
Headteacher:	Mrs Sue Bardetti
Deputy Headteacher:	Mrs Catherine Humphrey
Chair of Governors:	Mrs Jackie Sharman
Website:	www.hollandhavenschool.co.uk
Email address:	admin@hollandhaven.essex.sch.uk
Type of Control:	Foundation School
Age range of pupils:	4—11 years
Number on roll:	401
Gender of pupils:	Boys and Girls

Letter from the Headteacher

Choosing a school for your son or daughter is likely to be one of the most important decisions you have to make as a parent. At Holland Haven Primary School we believe that all children thrive in an environment in which they are happy, challenged and secure. We want our children to develop a love of learning that will stay with them throughout their lives.

We have high expectations of all our children in every aspect of school life. We endeavour to enable them each to achieve their potential through high standards of behaviour and creative learning experiences. We aim to enable them to develop self-confidence and independence, recognising everyone has a part to play as a responsible member of our learning community. Each child is unique and at Holland Haven we constantly strive to provide an education which acknowledges individual needs and abilities.

The environment we provide for this is stimulating and exciting with recognition that education takes place both inside and outside the classroom and through a range of learning styles.

The partnership between home and school is essential if a child is to succeed. We welcome parents into school to share in the learning experiences. An active partnership and effective collaboration between home and school ensures our children are provided with the best possible start to life.

Mrs S Bardetti

End of the Day & After School Activities

At the end of the school day, Foundation Stage and Lower School children will be guided directly to a parent or carer. Middle and Upper school children go out of their classes directly onto the playground. Parents may wait for them on the playground or on the pavement outside the gates.

We have a range of after-school activities that vary throughout the year. Some clubs are run by school staff and may be free. Others are run by outside organisations and there may be a small fee payable. All children with a Pupil Premium entitlement will be exempt from fees.

Health & Safety

Please note, the school premises and grounds are designated non smoking areas. Dogs are not welcome on the school site unless they are hearing/guide dogs.

No one is allowed to play on the school climbing equipment after school.

The wearing of jewellery in school is strongly discouraged. Earrings may not be worn for P.E. Earrings and rings can cause injury if not removed, especially in P.E. Taping is not allowed. The responsibility for the removal, care and replacement lies with the child. This means that if pupils cannot take their earrings out they will have to sit out PE until they can remove their earrings. If you are planning for your child to have ear-piercing, may we suggest that this is booked for the start of the summer holidays.

Playtime & Snack Time

Lower, Middle and Upper Schools have playtime for 15 minutes. Snack time is incorporated into playtime, when the children take their snacks out to play. Foundation Stage have a rolling snack programme. We encourage parents to supply their children with a healthy snack of fruit or vegetables. No sweets or chocolate are allowed. Key Stage 1 pupils have a snack provided by the school. Children are encouraged to bring a bottle of water to school and this may be re-filled in their classrooms.

Lunchtime Arrangements

Our catering team produces excellent, healthy lunches with fresh vegetables, salad and fruit offered daily. We use a two week rolling menu. Each day there are two hot meal options ('red' or 'green') or school packed lunch option ('yellow' - Monday to Wednesday only), to be chosen on the day. Lunches may be paid for half-termly in advance or weekly. We have an online payment system 'Eduspot' where card payments can be made. Cash payments can still be made through the school office. Please make sure that all cash payments are submitted on Mondays only and they should be placed in a clearly marked envelope. A credit is given for any absence when the meal has been paid for. Free school meals for Year 3 to 6's are available to families on Universal Credit, Jobseekers Allowance, Income Support and Child Tax Credit. Please let the office know if you are in receipt of any of the above benefits. Children in EYFS and KS1 are entitled to Universal Free School Meals. Once your child reaches Year 3, parents not on benefits, must pay for school meals. If your child prefers a home packed lunch, please provide your child with a sturdy container, clearly marked with their name.

As we are a 'healthy school' we encourage parents to supply their child with fruit or vegetables — chocolate and sweets are not allowed. **NUT products are NOT allowed on the premises, as we do have children who are nut allergy sufferers.**

Grapes, cherry tomatoes and olives must be cut in half as this food can be a choking hazard (0-5 years); as a setting, we include the primary age range of 5-11 years for food prepared on site.

School Ethos, Aims and Core Values

At Holland Haven Primary School we believe that educating children as they grow up, preparing them to lead safe, happy, healthy and successful lives is at the heart of what we do. We are committed to supporting every aspect of a child's development including health, safety, enjoyment and achievement. These outcomes are the key to ensuring children can make a full and active contribution to the community, achieving success and well being in childhood and in later life.

Our School Ethos.

The ethos of our school reflects the values and attitudes that characterise any caring family and community. The atmosphere of the school, the quality of relationships and the way in which the school helps to deal with difficulties all combine to develop children who will have a fair sense of justice and the ability to be valued citizens of the future.

At Holland Haven Primary School we aim for our children to grow and develop in an environment where they are cared for, listened to and respected as well as being given consistent, secure and firm boundaries.

Our school aims are:

- To provide a safe, happy and stimulating learning environment that provides for the needs of individual children.
- To provide an engaging broad and rich curriculum that enables learners to achieve.
- To guide children towards becoming independent, lifelong learners.
- To encourage pupils to develop lively, enquiring minds with the ability to question and argue rationally.
- To develop each child's understanding of how they learn best so empowering them to take responsibility for their own learning.

- To encourage the development of good citizenship by active involvement in the life of the school, neighbourhood and wider community.
- To instill in the children, a high level of self-esteem and confidence in their own worth.
- To maintain purposeful home/school partnerships through effective communication.
- To develop understanding, instill respect and value of other religions, races, ethnic groups, gender and ways of life.
- To develop a caring and responsible attitude, welcoming diversity and rejecting discrimination of any kind.
- To encourage pupils to apply themselves and make the most of every opportunity offered to them.

Our shared values are central to achieving our aims and sustaining the positive ethos of our school. As a moral compass, they guide us from day to day in our learning, thinking and decision making. The impact of our values is evident in the daily life of the school.

We all show that we value...

Honesty, by telling the truth and being true to our word

Respect, by valuing the diversity, rights and property of others

Friendship, by showing consideration to others

Responsibility, by contributing positively to our whole school community, by accepting the consequences of actions and by agreeing and following simple rules

Endeavour, by striving to achieve our best and valuing also the achievements of others

Contribution by working together appropriately to achieve our aims

Enjoyment through active involvement in school life and making the most of our opportunities

We reject: discrimination, racism, bullying, cheating, deceit, cruelty, irresponsibility, dishonesty.

Attendance

Full attendance is essential to your child's success at school. Please inform the school office before 9.20am if your child is going to be unable to attend school. You MUST phone or call into the school office every day that your child is absent. If your child needs a medical appointment, you should try to arrange this out of school hours. Holiday requests during term time are unauthorised unless at the discretion of the Headteacher. In exceptional circumstances the Headteacher will consult the school's Governing Body to consider an authorised absence.

Lateness

For security reasons, the gates are locked at 8.50am. Children arriving at school late must enter via the school office to confirm their lunchtime arrangements. Children who frequently arrive late are referred to the Learning Mentor who works with families to resolve any issues that cause lateness. All adults dropping off pupils at school, must ensure they have left school premises before 8.50am.

Assemblies

There is an assembly each day — the most important of which is our Golden Assembly on a Friday afternoon. This is to celebrate the achievements of the children through teachers acknowledgement of a 'Golden Award'. We also have 'Hollie', the Attendance Bear and 'Ollie' the On-time Bear. These bears are awarded to the classes that have the highest attendance percentage and lowest lateness percentage—these bears are much loved and coveted.

The School Day

The school holds a Breakfast Club everyday from 8.00am. This is a very popular club where children have a healthy breakfast and play games before the school day starts. The gates open each day at 8.30am. Children should go straight into their classrooms in the mornings. All children must be at their desks ready to begin the school day at 8.45am. At the end of the day, the gates open at 3.00pm for parents to collect their children from classes at 3.15pm.

For full-time children in Foundation Stage, and for those in Key Stage 1 and 2, the day is as follows:-

8.45am	Registration
10.15-10.30am	Year 1 & Lower Key Stage 2 Playtime.
10.35-10.50am	Year 2 & Upper & Key Stage 2 Playtime.
	Foundation Stage have a continuous provision of Playtime.
12.00-1.00pm	Foundation Stage & Lower Lunchtime
12.15-1.00pm	Middle & Upper School lunchtime
3.15pm	End of the school day

The roads around our school become very congested at the beginning and end of the school day. We operate a voluntary one way system in Primrose Road (driving away from Frinton Road) between 8.30-9.00am and 2.55-3.35pm. For safety, we have zig-zag lines along Primrose Road — stopping or parking on these lines is illegal.

Introduction

Welcome to our school. At Holland Haven Primary School we aim to give your child a broad and balanced education in a secure, attractive environment. Holland Haven School was built in 1970 on the site of the former coastguard cottages and look out post for Holland Haven. Our school is a typical nineteen seventies construction which consists of 14 classes. In 2010 the school building underwent a major remodelling, refurbishment and redecoration program. All classes are bright and well equipped, each one having an interactive whiteboard. Additionally, we also have a generously stocked library complete with IT equipment for all the childrens' needs.

The school is split into four phases—**Foundation Stage** (Reception), **Lower School** (Years 1 & 2 or Key Stage 1), **Middle School** (Years 3 & 4 or lower Key Stage 2) and **Upper School** (Years 5 & 6 or upper Key Stage 2). At present the school has two classes in Foundation Stage and four classes in Lower School, Middle School and Upper School. As at September 2019, we have increased our EYFS intake to a two form entry.

The school has two large playgrounds and extensive playing fields with climbing equipment for all ages, for playtimes. Children are also taken in groups to enjoy outside learning in several areas, including a woodland area and Hadley Hills. Holland Haven has a close working relationship with our parents. We have a parents association called '**The Friends of Holland Haven**'. With all of the hard work and effort put into raising funds for the school, the F.H.H. have raised thousands of pounds for the school. For example, climbing equipment was purchased for the Key Stage 1 field and lunchtime a toy shed installed for the Key Stage 1 and playtime equipment for both Key Stage 1 and 2 children, making sure that all children have equipment to play with at lunchtime. We have a good home/school partnership with parents using our Learning Journeys in Reception and our Home/School books in years 1 to 6 to support their learning. The F.H.H. also run a regular Pre-Loved Pop-up shop. They ask for donations of good quality clothes that not longer fit, wellies, uniform, coats, themed costumes etc.

Admission to the School

If you would like your child to attend our school, we would encourage you to make an appointment to visit the school.

To make certain of a fair start for all children we do our best to admit them into one of our Foundation Stage classes in the September of the year in which they are five. We have one intake a year but in exceptional circumstances, pupils may require a later start. The admission paperwork for Foundation Stage is handed through the local authority — Planning and Admissions. Their telephone number is available from the school office.

Older children, who may have started school elsewhere, are admitted into an appropriate class, subject to a place being available. All admission paperwork is handled through the school office.

For those Foundation Stage children who have a place in the September intake, we hold Induction Days, in the term before they start. This helps children to become familiar with their classroom and to meet their teacher. In turn, it helps parents and carers to find out more about the way the school works.

Content & Organisation of the Curriculum

The curriculum is organised to meet national requirements for Early Years Foundation Stage and those in Key Stage 1 and Key Stage 2. Children aged under five or in the Foundation Stage, work to the nationally expected Development Matters & Early Learning Goals. They provide the foundations for later achievement; there are Prime and Specific areas:

Prime areas are:

- Personal, Emotional and Social development
- Communication and Language
- Physical Development

Specific areas are:

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

All pupils follow the National Curriculum and study Religious Education from five years of age onwards. As from September 2013, the subjects are:

- English, Mathematics, Science and Physical Education which are the National Curriculum core subjects.
- National Curriculum foundation subjects are Art, Design and Technology, Geography, History, Music and Information Technology.
- Religious Education is provided in line with the Essex County agreed R.E syllabus that is broadly Christian in nature but includes the study of other world faiths.