

# PROSPECTUS

ACADEMIC YEAR 2022-2023





# Our Values

The children, staff and governors have worked together to decide on our whole school values.

At HPS we value...

**PRIDE**

in our achievements and those of our community.

**RESILIENCE**

to work hard, be determined and keep trying.

**COURAGE**

to have a go, take risks and do the right thing.

**RESPECT**

for ourselves, others and our environment.

**TEAMWORK**

we try to be helpful, friendly and co-operative.



# WELCOME

## TO HUNTINGDON PRIMARY SCHOOL

### Dear Parents and Carers

Welcome to Huntingdon Primary School. Our school is a large, friendly school with a strong team spirit. We are known as Team HPS.

I feel privileged to be Headteacher at Huntingdon, having worked at many different schools I am confident in my judgement that it is a wonderful school. We are incredibly proud of our children and delighted that visitors and inspectors always judge behaviour to be outstanding.

Our main aim at HPS is to make sure that your children are happy and settled in school. This will allow them to learn well, make good progress and achieve their very best.

We have a committed, skilled staff who work hard to meet the needs of all children, doing everything that we can to provide the children with the best possible learning experiences. It is really important that we work closely with parents. In this booklet we explain the different ways in which you can become involved in your children's school life. We would like all parents and carers to know that it is always possible for a member of the staff team to find time to talk to parents if you have a question or worry.

We look forward to working with you and your children.

Yours sincerely

**Elaine Lynch**  
Headteacher



### At our last Ofsted inspection...

The school was rated as *Good* in every area that the inspectors looked at and the report celebrates the many strengths of the school!

I would like to give a special thank you to the pupils of Year 5, for their contribution of both photographs and quotes, that have helped to make this prospectus a true reflection of our wonderful school.

# SCHOOL ORGANISATION

## Classes

We have 7 year groups in school:

Reception	4 to 5 year olds
Year 1	5 to 6 year olds
Year 2	6 to 7 year olds
Year 3	7 to 8 year olds
Year 4	8 to 9 year olds
Year 5	9 to 10 year olds
Year 6	10 to 11 year olds

## The School Day

### Main school (Years 1 to 6)

Doors open at **8.40am** and the morning session starts at **8.45am**. Children get a morning break for 10 minutes and 50 minutes for lunch. School ends at **3.20pm**.

### Reception children

Doors open at **8.45am** and the morning session starts at **8.50am**. Children get an hour for lunch plus a morning and afternoon break of 10 minutes each. School ends at **3.10pm**.

### Key Stages 1 and 2

The children's working week is 27.5 hours and 15 minutes. This is calculated at Monday to Thursday 8.45am to 3.20pm minus one hour total break. Friday 8.45am to 1.30pm minus one hour total break.



### Friday afternoons: 1.30pm to 3.20pm

All children are invited to stay for this extra session. However, parents/carers may decide to collect their children at 1.30pm. (A form is issued for completion and this is a fixed arrangement.)



# EARLY STARTERS

Our breakfast club "Early Starters" is for families needing childcare prior to the start of the school day.

- £4.50 per day
- Term time only
- 7:45am - 8:45am

The club is run by two of our most experienced Teaching Assistants and the children are provided with a healthy breakfast of toast, cereal and fruit juice to start their day.

For more information or for forms to secure your child's place, please email Mrs Clarke:  
[lclarke2@huntingdonprimary.cambs.sch.uk](mailto:lclarke2@huntingdonprimary.cambs.sch.uk)

**PLACES MUST BE BOOKED IN ADVANCE.**

## END OF DAY GOING HOME ARRANGEMENTS

**Please arrange to meet your child/children on the allocated playground at the end of the day.**

We know that emergencies happen which mean that a parent/carer may occasionally arrive late to collect their child/children at the end of the day. Please try to let us know by telephoning the school office on **01480 375113** if this going to be the case.

We have the following procedures in place to ensure the Safeguarding of all our children.

### RECEPTION CLASSES

Children in Reception must be collected by a named adult.

- The school must be advised should this adult need to change for any reason.
- The children are dismissed directly from the classroom door.
- Parents and Carers should wait outside the classroom door.

### KEY STAGE 1 (YEARS 1&2)

Children in Key Stage 1 must be collected by a named adult.

- The children will be brought out onto the playground by the class teacher. She/he will hand them over to the named adult.

### KEY STAGE 2 (YEARS 3, 4, 5 & 6)

Children in KS2 may go home independently but must have written parental permission - a form is sent home to be completed.

- We advise that children in the younger years of KS2 are collected by an adult but leave that decision with parents.
- Where parents wish their children to go home alone or to go to a meeting point, the school must receive the signed permission slip.
- KS2 children who are to be collected by an adult will be taken onto the playground by the class teacher.

**Where arrangements need to change, we MUST BE INFORMED by parents or carers.**

## General Communication

We are trying hard to put information out to parents/carers in as many ways as possible. The website is always up to date; this is where we store the latest letters. News is also posted on Seesaw and Facebook as appropriate.

Make sure that we can contact you via email to keep you up to date with all the latest school news and information. You can contact us by:

- **Email the Office:**

[Office@huntingdonprimary.cambs.sch.uk](mailto:Office@huntingdonprimary.cambs.sch.uk)

- **Call the school Office: 01480 375113**
- **Message the class teachers directly on Seesaw**

It is important that we maintain up-to-date contact details for all families.

## Access to school

If you bring your child to school by car, we would ask you to note and respect the parking restrictions around the school site.

Please help us to keep our children and families safe by driving slowly in the streets by the school and be aware that children and adults may be crossing the road.

There are four different entrances to the school.

- **Ambury Road main entrance** - for the school office and Year 6.
- **Ambury Road side entrance** - for pupils only.
- **Ambury Road vehicle entrance** - for staff, visitors and deliveries only.
- **Horse Common Close** - There is general access to the rear of school via the gate on Horse Common Close.

**The staff car park should not be used by parents for cars.**

Disabled parents/carers may occasionally use the disabled car parking space if this has been agreed by the Headteacher in advance.

## LOCK IT UP!

We love to see bikes and scooters being used to get to school. The gates are kept shut during the day, however at the start and ends of the day there is unrestricted access to these areas and we cannot guarantee security. Bikes and Scooters are left at your own risk. All bikes or scooters left at H.P.S. should be secured using a lock.

There are covered stands for bikes and scooters to be securely locked in front of the Reception classrooms and at the side entrance on the playground.



# ATTENDANCE

Attendance is incredibly important to the education of our children and makes a big difference to a child's ability to do well at school.

It is important that children attend school regularly. The school works closely with the Local Authority Attendance Officer (LAAO) to make sure that all children attend and are on time.

Over previous years there has been a steady increase in the school's overall attendance. Thank you to the many parents who ensure that their children attend regularly and arrive on time.

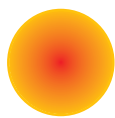
Each week our classes compete to have the highest attendance percentage.



100-96%  
BEST CHANCE  
OF SUCCESS



95-91%  
LESS CHANCE  
OF SUCCESS



90-86%  
MAKES IT HARD  
TO PROGRESS



85% OR  
BELOW  
SERIOUS CONCERN

## Managing Attendance

**Letter 1:** Will be sent if attendance falls below 97%

**Letter 2:** Will be sent if attendance continues to fall; you will be invited to school to discuss this.

**Letter 3:** Will be sent if attendance does not improve after the meeting.

DID YOU KNOW... that the government state that all primary school children are expected to be at school at least 95% of the time?



## Punctuality

Please help your child to be punctual. Children need to be in class ready for morning registration.

The playground is not supervised before school; children should not arrive on site before 8.40am.

Morning start - Class doors are opened at 8.40am (8.45 for Reception) and the children are able to come straight into school. School officially starts at 8.45am (8.50 for Reception), this is the time all children should be in class for registration. It is important that the children arrive at school on time.

## Late arrival at school

When your child arrives late at school, he/she misses the teacher's instructions and the induction to the lesson. Your child may also feel embarrassed at having to enter the classroom late.

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 minutes	3.2 days
10 minutes	6.3 days
15 minutes	9.5 days
20 minutes	12.7 days
30 minutes	20.7 days

**Frequent lateness can add up to a considerable amount of learning lost, and can seriously disadvantage your child.**

## Health and Medication

If your child is unwell please contact the school office by 9.00 am on the day of illness and every following day that your child is away.

If your child has sickness or diarrhoea please allow 24 hours before they return to school.

We do not usually administer medicine at school. The exceptions to this are when medicine is prescribed by a doctor or is part of a medical plan and needs to be taken four times or more a day. In such cases medicines should be handed in to the office staff - not the class teacher - and parents will be asked to sign a simple consent form.

## Evidence of absence

If your child is absent and school either does not receive an explanation from you, or considers the explanation unsatisfactory, it will record your child's absence as 'unauthorised', that is, as truancy.

Most absences for acceptable reasons will be authorised:

- Sickness
- Unavoidable medical or dental appointments. We may ask parents to provide medical evidence in the form of prescriptions, appointment cards, etc. (If possible, arrange these for after school or during school holidays)
- Days of religious observance

**There are 190 school days in the year. Don't worry! There are still 175 non-school days in each year.**

This gives families the opportunity to: spend time together, go on family visits and holidays, go shopping and attend routine appointments.

School term dates and closures are listed on the calendar page of the school website [huntingdonprimary.cambs.sch.uk](http://huntingdonprimary.cambs.sch.uk)



**If you take your child out of school during term time there is a possibility you will receive a penalty notice.**

**Head teachers can no longer authorise absence during term time unless in extreme circumstances.**

The Government is issuing penalty notices for unauthorised absence during term time. The amount of the penalty is £60 if paid within 21 days or £120 if paid within 22 to 28 days. If payment is not received, you may be prosecuted for the offence and be subject to a fine of up to £2,500 and/or 3 months in prison.



# SCHOOL UNIFORM

We wear our school uniform with pride.

The children are expected to wear school uniform; this can be ordered and paid for on our parent app.



- Jade coloured school sweatshirt or cardigan
- Black or grey skirt or trousers
- White polo shirt
- Green summer dress
- Smart shorts in the summer
- Sensible shoes - dark in colour (we do not encourage trainers)
- Hair accessories should be similar to the colours in the uniform: black, white and green.

## PE lessons:

For PE children should wear black shorts, a white T-shirt and trainers or plimsolls. When the weather is cold they may also wear a track suit or sweatshirt.

Please make sure that all uniform is named, this is especially important for school sweatshirts and cardigans.

## Jewellery:

For safety reasons we do not allow the children to wear any jewellery apart from stud earrings. These should be removed completely for PE/Games lessons and during any sporting after school clubs.

**Children are no longer allowed to put tape round them.** Children who wear earrings will not be able to take part in practical lessons, but will be able to take on the role of umpire, referee, and coach where appropriate.

If you are buying a school bag, it needs to be small enough to fit inside a locker, otherwise we do not have anywhere to store it.

The following items can be ordered and paid for using our parent app:

- Jade Sweatshirt
- Jade Cardigan
- Green Waterproof Coat
- Baseball Cap
- Book Bag

Please allow 2 working days from payment and uniform will be sent home with your child.



SCAN ME

To download the app visit <https://huntingdonprimary.cambs.sch.uk/app>



We work together to make sure everyone reaches their potential.

# WELL-BEING AND MENTAL HEALTH

HPS staff are committed to supporting the physical, emotional, behaviour and mental health of all pupils. Whilst we have a dedicated mental health lead in school, all staff help to promote positive wellbeing and understand the protective and risk factors for mental health.

We sport a fully equipped sensory room, dedicated spaces and are developing a nurturing outdoor garden space for both pupils and staff to access. Collectively we ensure that children with identified needs access the provision they need with examples of support including bespoke social skills packages, wellbeing sessions, emotional literacy interventions, speech and language development, sensory circuits, get connected club, along with the early identification of need.

We are able to signpost parents to further information or provide resources accordingly. As part of our targeted provision, the school will work with other agencies to support children's emotional health and education needs utilising their advice and expertise. We are devoted to working with parents, carers and other professionals to ensure that we provide effective and holistic packages of support tailored to each individual child.

## Invacuation Procedure

This is a system to safeguard the children in the event that an incident occurs outside the building.

Both Invacuation and Fire Drill are practised regularly as a precaution.

## Behaviour

We have worked together with our pupils to create a Behaviour Policy that promotes positive behaviour. It outlines:

- **Rewards for, and celebration of, positive behaviour.**
- **Responses and restorative steps for poor behaviour.**

This policy can be found on the school website.



## Safeguarding

**Safeguarding is important at HPS and everyone in school has a role to play in keeping our children safe. Our Lead Designated Person for Safeguarding is Elaine Lynch. Other Designated Personnel are Jackie Edwards, Hayley Farrington, Clare Ruff and Christine Ball.**

All staff are trained in child protection. This training is updated every year.

**Under the Education Act 2002 (section 175/157), schools must "make arrangements to safeguard and promote the welfare of children".**

The Local Authority requires Headteachers to report any obvious or suspected cases of child abuse (including non-accidental injury, severe physical neglect, emotional or sexual abuse.) This does mean that the Headteacher risks upsetting some parents by reporting a case, which on investigation, proves unfounded. It is hoped that parents will appreciate how difficult it is for the Headteacher to carry out this responsibility and would accept that the Headteacher was acting in what was believed to be the child's best interest.

**For further information refer to the website where policies are available.**

# E-SAFETY

Our E-Safety program follows both the Computing and PSHCE curriculum while also encompassing the Digital Online Safety Learning and the Education For a Connected World - A framework to equip children and young people for digital life.

The aim of this is to support and broaden the provision of our Online Safety education, so that it is empowering, builds resilience and effects positive culture change.

We also have an E-Safety program delivered by our pupils, to our pupils. The pupil lead eCadets programme coaches children to be online safety experts. They then deliver class and assembly activities to their peers. Throughout the year teaching staff revisit these skills in class to embed e-safety learning. We have seen a dramatic impact in improving behaviour, safeguarding and reducing online safety issues.

Our model raises online safety awareness for the whole school community, including teachers, parents and governors.

Our program focuses specifically on eight different aspects of online education:

1. Self-image and Identity
2. Online relationships
3. Online reputation
4. Online bullying
5. Managing online information
6. Health, wellbeing and lifestyle
7. Privacy and security
8. Copyright and ownership





# Free School Meals



If you apply and qualify for Free School meals, the school will receive additional funding called Pupil Premium, up to £1,320 a year.

Even though all children in Key Stage 1 receive Universal Infant Free School meals, the school can only benefit from Pupil premium funding if you apply, and are eligible, for Free School meals. Don't delay the funding... apply today!

We spend the pupil premium money on anything that can help your children do well at school, including trips, activities and extra support.

Applying online only takes a few minutes and, if eligible, your child will continue to receive Free School meals until:

- The end of Year 6 (if they are in primary school on 31 August 2023)
- The end of Year 11 (if they are in secondary school on 31 August 2023)

This is even if your income rises above the threshold at any point during that time.

## Eligibility

To get free school meals you need to be receiving one of the following:

- Universal Credit (up to £7,400 net earned income)
- Income Support
- Income based Job Seekers Allowance
- Working Tax Credit run-on (paid for 4 weeks after you stop working altogether or start to work less than 16 hours per week.
- Child Tax Credit but no element of Working Tax Credit and have an annual income that does not exceed £16,190

Even if your child prefers packed lunch, it is worth registering as for these families the school also gives:

**50%** towards the cost of school day trips and visits

**25%** towards the cost of residential trips.

**50%** towards the cost of one after school club.

**1 free** school sweatshirt per school year.

Please ask at the school office for more information.

To apply, visit [www.cambridgeshire.gov.uk/freeschoolmeals](http://www.cambridgeshire.gov.uk/freeschoolmeals)



HPS Catering is our in house catering. Fresh food cooked daily, healthy and seasonal meals with a variety of choice. Our Chef Manager can provide for all dietary needs including food allergies and intolerances.

## Break Time Snacks

All children are provided with a mid-morning snack of fresh fruit or vegetables.

Children in Reception and Key Stage 1 receive this as part of the Government School Fruit and Vegetable Scheme. The school funds this for children in Key Stage 2.

## School Lunches

Children in Reception, Year 1 and Year 2 may have a school lunch every day free of charge - this is called **Universal Free School Meals** and is funded by the government.

School lunches for pupils in school Years 3 to 6 cost £2.20 per day and must be paid for unless they are entitled to Free School Meals\*.

**Lunches are booked at school. We encourage payment to be made in advance using our online payments system.**

Some children have a packed lunch sent in from home. Fizzy drinks, sweets and chocolate should not be included in packed lunches.

## Free School Meals (see opposite)

The school receives extra money for every child who has Free School Meals. This also helps us to buy extra resources for the children so we encourage parents to claim this benefit.

## Nut-Free Policy

Although we recognise that this cannot be guaranteed, Huntingdon Primary School aims to be a Nut-Free school. The school aims to protect children who have allergies to nuts yet also help them, as they grow up, to take responsibility as to what foods they can eat and be aware of where they may be put at risk.

We would encourage parents not to put the following in packed lunch boxes

- Packs of nuts
- Peanut butter sandwiches
- Chocolate bars that contain nuts
- Sesame seed rolls
- Cakes made with nuts

We have a policy to not use nuts in any of our food prepared on site at our school. Our suppliers provide us with nut-free products. However, we cannot guarantee freedom from nut traces.

# LEARNING ENVIRONMENT

The Learning Environment is excellent. Spaces have been carefully planned to inspire pupils, enabling learning to take place in calm, bright and spacious areas. The school is very well resourced including an extensive range of IT equipment and books.



"The learning environment helps you learn because you have very kind teachers who help you do the best work you can do." Brandon L





"The HPS learning environments from Reception to Year 6 help you to concentrate because every year group has their own area made up of different spaces. It helps us learn because there are many areas to go to if you struggle to manage your distractions. These areas encourage children to learn move." Alissah C



"Our learning environment is spacious so it isn't noisy. Every year has its own place in the school and every one helps you achieve your goals." Jack O

"Our learning environment is very peaceful because you get to do top quality learning in a very nice atmosphere. This helps our learning by helping us do our absolute best." Shaheer K



"Our environments are colourful and exciting! They encourage learning because they have different things in them like our working walls. Everyone is helpful and friendly. Sometimes, we get the opportunity to learn outside in a special outdoor learning area. This helps our learning by making people more relaxed when they are learning. Our classrooms are very tidy and we know where the things are that we need." Hannah C



# APPROACH TO LEARNING

Ultimately, we aim for children to leave our school with the self-belief that they have the capacity to achieve and be successful.

We encourage children to develop a **Growth Mindset** to believe that their abilities can be developed through dedication and hard work.

## Our Curriculum

Our curriculum is planned around the National Curriculum and British values set out by the government. There is a strong emphasis on teaching the basic skills of English, Mathematics, Science and IT. Learning also includes the skills and knowledge of other subjects: History, Geography, Art, Physical Education, Music, Religious Education, Information Technology and Personal and Social Education.

## Our Commitment:

**Skills Based:** learning will be planned to make sure the children develop a wide range of skills across all subjects.

**First Hand Experiences:** learning will be through first hand experiences and practical opportunities. Where possible this will include visits in the locality and further afield. We will also try hard to invite interesting visitors into school.

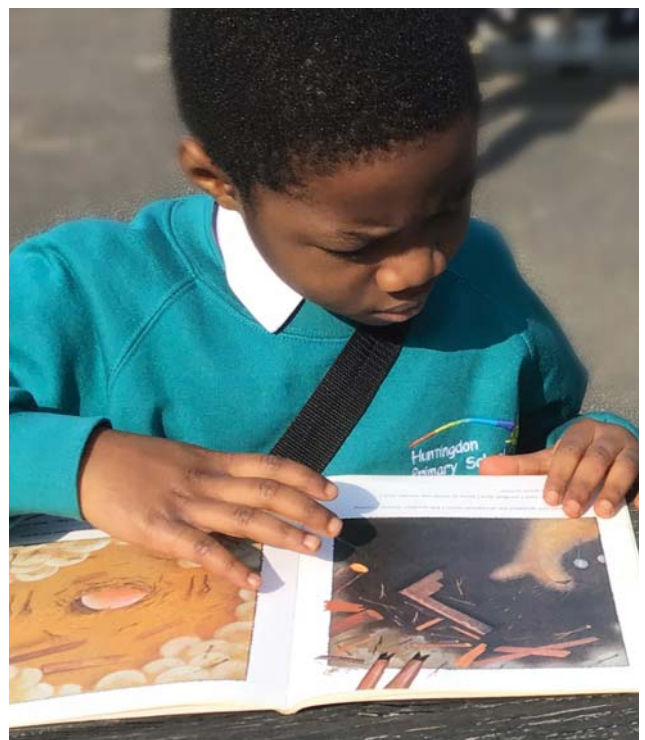
**Learning will be Purposeful:** different subjects will be linked together in 'real life' situations. Learning will Promote School Values. (See page 2.)

**Learning will be Visual:** teachers will use visual resources and objects to engage children in learning.

## Maths

Mathematics is an exciting and engaging experience at HPS! We strive to promote a love of learning in mathematics, while creating a fun and

practical environment that will give children the skills they need for later life. We believe mathematics is all around us. As well as learning the core skills of number, statistics and geometry; children also have the opportunity to transfer their mathematical knowledge to all areas of the curriculum. At HPS, children have the opportunity to broaden and develop their mathematical skills through stimulating lessons, independent challenges, competitions and clubs. We aim to provide children with the confidence and motivation to succeed in mathematics. Children leave HPS with a spark and curiosity for maths!



## English

Our vision at HPS reflects a passionate commitment to develop children's English skills in an exciting, interesting and stimulating way. English is taught cross curricular at HPS and our understanding in English basic skills are demonstrated in every lesson.

In following the National Curriculum we allow our children to express themselves creatively and imaginatively, and to communicate with others effectively.

We nurture a love of reading from Reception which grows as the children progress through their school journey. Children in Reception and KS1 have access both at school and at home to Bug Club books, and KS2 children can access books electronically via myON. We promote this love of reading through celebrations such as World Book Day and Reading Buddies. We invest in a range of high quality texts to inspire and encourage children to read and enjoy books.

We believe it is important that children see their writing as having purpose and that they regard themselves as authors of their own work. Through the use of IT children are able to share their writing on our school blog so the children have a global audience. Within this we ensure that grammar is taught through a range of high quality texts which is then applied in their writing. To encourage high quality writing including spellings and phonics we have half termly basic skills assemblies and annual Spelling Bees.

Children's learning at Huntingdon Primary School is further enriched by learning a new language and experiencing other cultures. Games, songs and activities are used in a way to bring Spanish to life and provide excitement and challenge. The diverse background of our community is celebrated through events such as International Day.

## Digital Learning

**Principles:** We strive to prepare children for an increasingly digital world by facilitating an understanding of online safety, coding and the embedding of technology across the curriculum.

**Provision:** At HPS we have a wide range of digital technologies available throughout the school. Children have regular access to iPads and laptops within all learning spaces. Digital learning platforms are used as a tool for sharing content to

children wherever they are, within and outside school. We recognise the importance of children sharing their learning outside of school by linking their school digital portfolio to parents.

**Online Safety:** We are aware that having an increased access to digital resources requires a serious understanding of e-safety issues. We take online safety very seriously and have pupil-led initiatives to empower and inform children of the benefits and risks of digital media. As a school we monitor pupil use closely and actively engage with online safety matters.

**Curriculum :** Digital technologies are embedded throughout our curriculum as a tool for learning. Children at HPS have wonderful opportunities to use digital technology to enhance their writing, maths and creativity. Each Key Stage 2 class has an online blog to share their learning, and teachers provide links to learning resources such as videos and games to support children. We look for new, exciting and engaging digital learning resources for the children to use.

CURRICULUM PRINCIPLES:  
WE STRIVE TO DEVELOP  
THE CHILDREN AS  
INDEPENDENT LEARNERS  
WHO ARE CURIOUS,  
RESOURCEFUL  
AND RESILIENT.

## The Arts

The Arts at Huntingdon Primary School involves the teaching of Art, Design Technology, Dance, Drama and Music. Our curriculum is specifically designed to inspire, enrich and underpin all other areas of learning. At HPS we encourage pupils to see themselves as purposeful, reflective performers and artists. Guidance is taken from the National Curriculum to facilitate skills based learning opportunities for the pupils. Through this structure they develop the tools needed to express themselves effectively in a variety of purposeful artistic forms.

The Arts are fully endorsed by the passionate, enthusiastic staff and our inspirational guests. We awaken the children's creativity through a range of high quality experiences and visits. Some examples include projects with experts such as artists, musicians and dancers. We develop pupils' appreciation and ability to critique the Arts through visits to galleries and experiences of drama and musical shows. We enhance and celebrate their own performance skills by giving them meaningful opportunities to participate in concerts and plays. Above all, our delivery of the creative curriculum nurtures and cultivates our children's sense of self and their ability to independently embrace our shared school values.

## Knowledge and Understanding of the World

At Huntingdon Primary School, we place paramount importance in providing a high quality, cross curricular approach to learning across the foundation subjects:

- Science
- PSHCE (Personal, Social and Health and Citizenship Education)
- PE (physical education)
- RE (religious education)
- Geography
- History
- Gardening and Cooking

In Science, children are learning about the world around us through first-hand real life experiences, as well as predicting, investigating and recording experiments.

PSHCE provides your child with fundamental life skills, right from the age of four. Our school values, together with the PSHCE curriculum, reflect the core of our school. All children have the opportunity to take part in PE lessons taught by specialist

sports coaches. Key stage two children also have the opportunity to swim each year.

Through the year, children explore different cultures, religions, countries and historical time periods to further their understanding of the world. Regular opportunities in cooking in our purpose built kitchen as well as gardening in the allotments, allow our children to get 'hands-on', skills based learning experiences.

## Clubs and extra activities

We offer a variety of sports clubs that appeal to a range of interests. **Our after school clubs are run in partnership with Premier Sports, 3 days a week for one hour after school.**

## Citizenship

At HPS we endeavor to provide our learners with the knowledge and skills to develop them as active citizens. We aim to inspire children to make a positive contribution to their local community and the wider world. Through an engaging curriculum, children can broaden their understanding of different cultures, ideas and beliefs while celebrating and promoting diversity.

At HPS we know it is important that children see the curriculum in action. As part of our on-going commitment to the local community, each year we select local charitable causes to support. The children are involved in each step of the process to fundraise and celebrate these events.

We strongly believe that we have a collective responsibility for being a good citizen and so the children in each year group across the school have written their own community promise that promotes both our school values and the wider British values.





# HPS HOUSE TOKENS



The collection of House Tokens is part of the HPS Reward system.

When a child starts school at HPS -they immediately become part of the HPS Team.

**Each child and any siblings will be allocated a House Team. The Teams are:**

**Amethyst, Citrine, Emerald, Garnet, Jet, Sapphire, Sunstone and Turquoise**(all chosen by the children)-these teams have corresponding coloured House Tokens (Plastic coin like).

The children collect the tokens for many different but specified reasons during their school terms for example: 2 Tokens for gaining

their Independent Learning Licence, 3 Tokens for being nominated for the Lunchtime Special. 5 tokens for Star of the Week and the top award with 10 tokens is for the Head Teacher's Commendation.

Each half term all the tokens are added up for each House Team and the winner is announced and celebrated at the Head Teacher's Commendations assemblies. The winning team's ribbon is attached to the House Team Trophy and the overall winner each year will get their House Team name engraved on the trophy. The system enables a real sense of teamwork from all the children and they are always excited to know the winning team each half term-they are all very proud to be part of their House Teams.

# PUPIL LEADERS



Pupil Leaders ALWAYS demonstrate our 5 School Values

Here at HPS we strongly believe in real Pupil Voice and enabling the children to show their leadership skills through actively taking part in the development of their school.

To facilitate that we have a number of Pupil Leaders these include: STEM Experts, eCadets and most recently HYPE Ambassadors.

These leader groups are selected to help propel their subject area forward within HPS. Applicants from across the school are selected on the strength of their application, how well they represent our school values and for those who reached the short list, how well they complete the finalist's task.

## eCadets

**What we look for:** Children who are approachable to their peers, they have the ability to communicate well with both adults and peers, commit their time to the programme of study they must complete and have the confidence to teach others the skills and knowledge they have gained.

**Roles of eCadets include:** To act as a point of contact for peers with an e-safety concern, teach lessons to peers on eSafety, promote safety in and out of school and be a good role model.



## Arts Ambassadors

**What we look for:** Children who have a keen interest in art and music, enjoy creative activities and can use their imagination.

**Roles of Arts Ambassadors include:** Selecting artwork from their year groups to be used for displays, selecting music for assembly, leading crafting activity sessions in class, gathering a pupil voice by holding interviews with teachers and children, and being involved in the school's Artsmark.



## English Experts

**What we look for:** Children who are passionate about English, have great speaking and listening skills and be willing to support others in their English learning.

**Roles of English Experts include:** Peer to peer support in English, contributing to the organisation of English events such as the Spelling Bee, Basic Skills and events with other schools, purchasing new resources and gathering pupil voice across school.



## Museum Curators

Made up of two pupils from a relevant year group (based on exhibits), and to be chosen by year group teachers.

**Roles of Museum Curators include:** To promote the Museum for the term and show any visitors around the exhibits with enthusiasm.



## HPS TV Crew

**What we look for:** Children who can communicate well with their peers, have a good understanding and interest in technology and a willingness to learn new skills.

**Roles of HPS TV Crew include:** To create content for the HPS Youtube channel, documenting WOW moments for both in school and outside school audiences.



## STEM Experts

**What we look for:** Enthusiastic learners across the primary age range who have a keen interest and a developing knowledge in Science, Technology, Engineering and Mathematics.

**Role of STEM Experts:** Active participation in the organisation of whole school initiatives such as our annual STEM week. There will also be the opportunity to learn simple experiments from external visitors which they can then share with their peers.



## Playground Buddies

**What we look for:** Children who are friendly, supportive and patient.

**Role of Playground Buddies:** Children who promote traditional playground games and ensure that playtimes are a happy experience for all our pupils.



## HYPE Ambassadors

**What we look for:** HYPE Ambassadors understand and value the importance of physical activity for our well-being. They will play a vital role encouraging others to participate in physical activity during lunch teams by organising and managing a wide range of sport-related games for their peers.

**Roles of HYPE Ambassadors include:** To set up and manage a range of sport-related activities during lunchtimes and encourage children to participate in the activities. Ensure the activities are accessible and enjoyed by all. Discuss which activities are popular and how others can be improved. Ensure all equipment is well-maintained



## Eco Warriors

**What we look for:** Children who are passionate about the environment and strive to make a difference at HPS. Children who want to help HPS become an eco friendly school.

**Roles of Eco Warriors include:** Helping gather evidence for the Eco Award and help promote a more environmentally friendly approach to issues across school.



## Peer Mediators

**What we look for:** children who are able to listen to their peers and help them problem solve.

**Role of Peer Mediators:** contribute to the smooth running of lunchtimes by helping solve minor friendship issues between their peers.



# WORKING AND LEARNING TOGETHER

We highly value the support of parents/carers either at home or in school.

At School there are many ways for parents/carers to become involved:

**Learning at Home** - we upload the learning done in school on apps and the website. This means that you can share their learning and take part in challenges with them at home. In addition, home learning (homework) will be shared weekly on the learning platforms.

**Class Assemblies and Plays** - come along and support the children. Children perform an assembly twice a year and also have the opportunities to take part in drama productions during their time at school.

**Parent Lunches** - each class gets a chance to invite parents/carers to come and join the children for lunch.

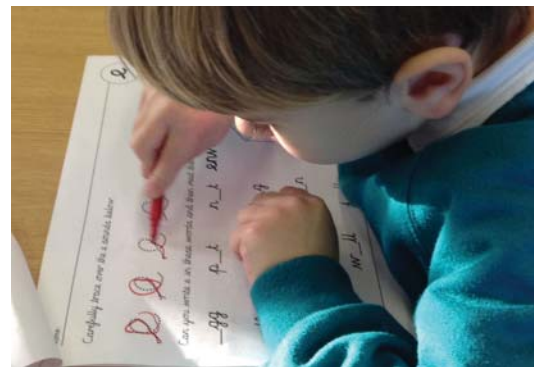
**Meet the Teacher Sessions** - every term, we offer a 'Meet the Teacher' session. This session will give parents/carers an opportunity to meet the teaching team, find out about the learning programme for the term and a chance to ask questions. This session will also provide you with any key dates or updates needed for the term.

**Parent Consultations** - happen twice a year. These sessions provide an opportunity for the parents/carers and teachers to meet to discuss the children's progress and the next steps in their learning programme.

**Come and Help** - there are many ways that parents can help in class. The teachers would really welcome your support.

**Other activities** - we also hold many other events when parents can come and join in with school life. For example sports days, coffee mornings, cake sales, fetes.

On our school website, we have a **Knowledge Hub**. Our Knowledge Hub is designed to collect together our how-to guides, as well as more general advice on different subjects.



At HPS, we use the digital learning platform Seesaw. Seesaw is the best learning platform for meaningful student engagement, and each child will create a digital portfolio of their learning over the school year. Seesaw creates a powerful learning loop between students, teachers, and families; as a parent/carer, you are able to see live updates from school on the work the children are completing. Seesaw is also a great communication tool; teachers can send announcements to all parents/carers and individual messages, and parents/carers are able to communicate with the teacher directly through Seesaw.

Seesaw can be used both in and out of school, for the children to access their learning. They will be set weekly home learning tasks through Seesaw, and can submit them back to the teacher through this platform.



# HEADTEACHER'S COMMENDATION



Every half term the teachers choose 2 pupils who have worked especially hard to receive a Headteacher's Commendation.

Parents and Carers are invited to join us at a special assembly. The chosen children receive a badge and certificate in recognition of their achievements. We encourage all parents/carers to come and watch.



## SCHOOL GOVERNORS

The HPS Governing Body works closely with the Head Teacher to help set the strategic direction of the school and raise standards of achievement. The Governing Body is here to provide a supporting role and is made up of a group of individuals from a variety of backgrounds; some are parents and staff and some come from the wider community or the Local Authority. This mix provides a range of experience and views to help in assisting the school in various duties. These include setting the school's vision, aims and objectives and approving the budget.

We are always looking for parents to join the Governing Body. If you think you might like to help shape HPS for the future then drop into the school office and talk to us about becoming a governor. We'd love to have you on board!

# HEALTH PARTNERSHIPS

We work in partnership with the health sector to improve outcomes and reduce inequalities for children, young people and families.

## Healthy Child Programme

Cambridgeshire Community Services NHS Trust (CCS) delivers the 0 – 19 Healthy Child Programme, including the school nursing service, which has a public health role and provides confidential advice and support to all children, young people, and their carers in a variety of settings.

### 5-19 Core Service Offers:

- Health advice and support
- Safeguarding Children
- Nocturnal enuresis clinics (night time wetting)
- Emerging Mental Health
- Referral to other agencies

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## School Age Immunisations

Your child will be entitled to receive the flu vaccination every Autumn in school throughout the primary school years. Look out for information to be emailed home early in September. If your child's MMR and pre-school vaccines were missed or are incomplete, the School Age Immunisation Service can offer catch-ups.

When your child moves to secondary school, they will be offered HPV vaccination in years 8 and 9, and Meningitis ACWY and the teenage booster, also in year 9.

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## Screening Services

During Reception year, your child will have their vision checked to identify children with reduced vision or any other problems so that they can receive treatment as early as possible.

A practitioner from Everyone Health will measure children's height and weight in Reception and Year 6. The information collected allows services to plan how to support families to lead healthy lives.

## Contact Information

[www.cambscommunityservices.nhs.uk/](http://www.cambscommunityservices.nhs.uk/)

School Nursing Duty Desk: 0300 029 5050 or [ccs.cambs.hcp.schoolnursingdutydesk@nhs.net](mailto:ccs.cambs.hcp.schoolnursingdutydesk@nhs.net)

TextUs (for parents and carers): 07520 649887

ChatHealth (11 to 19 years olds): 07480 635443

School Immunisations: 0300 555 5055 or [ccs-tr.cambsimmsteam@nhs.net](mailto:ccs-tr.cambsimmsteam@nhs.net)

National Childhood Measurement Programme: 0333 005 0095 or [ncmpcambs@everyonehealth.co.uk](mailto:ncmpcambs@everyonehealth.co.uk)





# WE WELCOME VISITORS TO OUR SCHOOL

**We will act to ensure it remains a safe place for pupils, staff, parents and other members of our community.**

## **Parents' expectations of the School**

Parents/carers/members of the public who raise either informal or formal issues or complaints with the School can expect the School to:

- Explain clearly how and when problems can be raised with the School.
- Respond within a reasonable time.
- Be available for consultation within reasonable time limits and to respond with courtesy and respect.
- Attempt to resolve problems using reasonable means in line with the school's complaints procedure.
- Keep complainants informed of progress towards a resolution of the issues raised.

## **The School's expectations of parents/carers/members of the public**

The School can expect parents/carers/members of the public who wish to raise problems with the School to:

- Treat all school staff with courtesy and respect.
- Respect the needs and well-being of pupils and staff within the School.
- Avoid any use, or threatened use, of violence to people or property.
- Avoid any aggression or verbal abuse.
- Recognise the time constraints under which members of staff in schools work and allow the School a reasonable time to respond.
- Recognise that resolving a specific problem can sometimes take some time.
- In the case of a complaint, follow the School's complaints procedure.

**If you threaten or assault anyone in the school, or persist in abusive behaviour, you will be asked to leave or be removed from the premises and may be prosecuted.**



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