

HARTSFIELD JMI SCHOOL
'Care for learning, learning to care'

PROSPECTUS 2026/27



HARTSFIELD JMI SCHOOL

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Welcome

Welcome to Hartsfield JMI School. If you are just starting with us, I hope that you will find the school, and the community around it, is one that welcomes you and gives your children the best start to their educational journey! This handbook will give you some of the key information that might be helpful to know – both practicalities that will affect the day-to-day, and some information about the opportunities and experiences your child will be able to take advantage of in their time here.

Joining the school this year, I have been immediately struck by the warmth of the environment – this is clearly a school to be proud of; a school where children, parents, staff and the wider community work closely, and happily, together to provide that safe and stimulating learning environment for all. It is a place staff should want to work, children should want to learn, and parents feel they can entrust their children with. The school vision is to help nurture children who will be confident, happy, motivated and good citizens, ready for the next stage of their education. We want children to feel valued, have a growing sense of themselves, and respect for each other, and to be able to shine in whichever way suits them best, as all children are individuals. I hope you will see that reflected not just in this document but, more importantly, in the school itself.

Having a positive working relationship with parents is key for all children, and is at the heart of any successful school. Therefore, please do get in touch if we can help in any way.

Welcome again to Hartsfield. The whole team looks forward to getting to know you and your children over the coming weeks.

Mr Ollie Monro

Headteacher



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The School's Ethos

At Hartsfield we are committed to providing a safe, caring and inclusive learning environment, developing the academic, personal, social, and emotional needs of every child.

Our broad, balanced and creative curriculum aims to enable children to develop into happy, confident, successful, compassionate and independent individuals enabling them to take their place as responsible local, national and global citizens.

We are a community where everyone is empowered to be their best – everyone is vital, everyone is respected, and everyone is supported as we work together to create the best outcomes for all children and adults in our community.

School Aims

At Hartsfield School we aim to

- ❖ establish a happy, stimulating environment where everyone feels secure and valued
- ❖ promote an aspirational attitude towards learning where all children are encouraged to achieve their personal best
- ❖ inspire a passion for learning
- ❖ develop mutual respect and nurture relationships which encourage children to act with social awareness, considering the needs of others
- ❖ promote positive behaviour and develop an understanding of an individuals need to act responsibly.

The Hartsfield Curriculum aims to

- ❖ promote a sense of achievement and fulfilment
- ❖ provide intellectual challenges and develop curiosity
- ❖ instil a lifelong love of learning
- ❖ continually build on and develop children's skills
- ❖ develop children's respect, emotional response, belonging and understanding of their place in the world around them.



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About the school

Hartsfield opened as a county, co-educational day primary school in 1983 and has been expanded over the years to cater for children from Reception to Year 6. The school is built on a Roman site, from which several artefacts have been found over the years. There are two hall spaces equipped for PE, drama and music: one main hall that is also used for assemblies and performances and the second doubles as a dining room at lunchtime. Throughout the school there are computing stations and caddies with class-sets of laptops and iPads. Our grounds are extensive with playing fields to the front of the school and playgrounds to the front and rear.

***The Merry-Go-Round Under Fives** operates from a double mobile classroom unit within the school grounds and takes children from the term they are two years old for Mothers and Toddlers and the term they are three years old for the playgroup. Merry-go Round operate and are managed separately to Hartsfield School and Herts County Council. **The Great Group** operates a breakfast club, starting from 7.40am, and an after-school club based in the mobile classrooms at the back of the school. Fees apply. Details are available from the school office.*

Organisation

Children enter the school in Reception class in a single intake of up to 60 children in September with two classes of 30 in each year group.

As children move through the school, the organisation of teaching and learning varies depending on the age of the children and subject area being taught. Our curriculum overviews offer a guide to what is taught when and where and information on year group organisation, routines and expectations are shared with parents at the beginning of the new school year.

Year	Age of children	Key stage	Number of children/ classes
Reception	4-5 year olds	EYFS	60/2
Year 1	5-6 year olds	Key stage 1	60/2
Year 2	6-7 year olds	Key stage 1	60/2
Year 3	7-8 year olds	Key stage 2	60/2
Year 4	8-9 year olds	Key stage 2	60/2
Year 5	9-10 year olds	Key stage 2	60/2
Year 6	10-11 year olds	Key stage 2	60/2



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Teaching and Learning

In planning the curriculum, we consider the needs of each child in that year group, while considering a range of requirements:

- (a) Statutory Framework for the Early Years Foundation Stage – Reception classes*
- (b) The National Curriculum – Key Stage 1 and 2, Years 1 - 6*
- (c) Programmes of study*
- (d) The resources of the school, both human and material*

Details of the content and teaching of the different areas of the curriculum are shared in detail on our website. The following is a summary of our provision.

EYFS

We recognise the importance of giving our children the best possible start to their education by planning and implementing teaching and learning opportunities that supports them in reaching their full potential. We know that our children enter the Reception classes with varied life experiences and we aim to plan teaching and learning opportunities accordingly, working with local nursery and pre-schools to ensure a smooth transition by sharing information on the specific learning preferences and needs of each child.

We recognise the crucial role that Early Years education has to play in providing firm foundations upon which the rest of a child's education is successfully based.

It is our intention to provide a broadly enriched, rounded and stimulating learning environment where children can work with adults and peers in a climate of mutual respect to develop;

- *Confidence in their ability to learn.*
- *The social skills necessary to learn.*
- *The emotional capabilities to enable them to understand their feelings and to solve problems.*
- *A unique child.*



We aim to provide children with a well-structured, safe, active learning environment, both indoors and outdoors. This will enable them to develop the skills, attitudes and



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understanding that will form the basis of lifelong learning and encourage them to become useful, active members of a diverse and constantly changing society.

Key stages 1 and 2

Details of the content and teaching of the different areas of the curriculum are shared in detail on our website but in summary, high priority is given to Mathematics, English (writing, reading and speaking and listening) and Science across the curriculum. Programmes of study in the National Curriculum core subjects of English, Mathematics, and Science together with the broader curriculum of Computing, Geography, History, Art, Design and Technology, PSHCE, Religious Education, Music and PE are taught throughout the school within all year groups. In addition, French, as a modern foreign language, is taught throughout KS2.

Teaching methods are varied to suit the age of the class, groups or individuals. All year groups follow the guidelines for the National Curriculum.

In the youngest classes, the children are introduced to a range of broader activities often through integrating subjects in topic or project activities. Some activities involve independent learning while others involve learning to share and to co-operate with other children. In Years 3 and 4, basic skills are further developed and practised. Children undertake more difficult tasks within a wide curriculum with encouragement to become increasingly independent. As they move through their last two years at Hartsfield, pupils' responsibilities are broadened as they prepare to transfer to secondary school.

Physical Education

PE is a vital aspect of the curriculum. Through PE we aim to provide opportunities for the children to develop body control, co-ordination and specific games skills and techniques. PE teaching at Hartsfield covers the 4 strands of the PE National Curriculum where children acquire new skills, learn how to use these skills in appropriate game situations and then evaluate their performance. Pupils also learn about health and fitness and how exercise is good for their bodies. Each child has equal access to facilities and is encouraged to develop both individual and team awareness and skills. PE offers challenges to the child, promoting good health as well as an enjoyment of, participation in, and appreciation of sport for future life. The physical education at our school is taught through a balanced programme of gymnastics, games and athletics, dance including country dancing and expressive movement, swimming and outdoor education.

Hartsfield is part of the North Hertfordshire School Sports Partnership, which is in turn part of a nationwide programme providing opportunities and access to specialist instructors and equipment to promote the highest quality PE possible for all pupils. Our



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website details how we have spent the Sports Premium funding over the past year as well as the impact of that funding and any future planned spending priorities.

PSHCE

PSHCE stands for Personal, Social, Health and Citizenship Education. This subject is taught both as a separate subject and through all other aspects of the curriculum. The aim of PSHCE is to help raise children's confidence and self-esteem by ensuring everyone is respected and that children acquire skills necessary to learn and grow up at ease with themselves and be tolerant of others.

We teach PSHCE through four strands at Hartsfield:

- ❖ Developing confidence and responsibility*
- ❖ Preparing to play an active role as citizens*
- ❖ Developing a healthy, safer lifestyle*
- ❖ Developing good relationships and respecting the differences between people.*

In order to deliver these aspects, we use a variety of approaches such as circle time, videos, discussion and visitors. Through PSHCE we aim to provide the children with life skills not just necessary for life today but for secondary school and beyond.

Relationships and Sex Education

The school's policy on relationship and sex education is available on the school website and from the school office. The agreed curriculum aims to give children an understanding of their developing bodies, the changes which occur at puberty, the importance of cleanliness, knowledge of human reproduction and the value of caring relationships in the context of family life.

Educational visits

Wherever possible, we try to support the work that is going on in class with educational visits and curriculum days that will broaden the children's experience. We also arrange annual residential trips for our Year 6 children and Year 4 children, which involve being away from home for up to one week. Such trips have tremendous education and social value, and we encourage all children to participate. When educational visits are planned, details are always sent to parents well in advance. Sometimes there are opportunities to take children out of school for short excursions within the immediate area - to visit the local area for history, the woods for environmental work, the shops or the town for geographical investigation etc. We will ask you to give us a general consent to cover these local visits.



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Extra- Curricular activities

We are fortunate to have staff prepared to give up their time to run lunchtime and after school clubs, and also have arrangements with other external groups, which offer clubs at our school. Each term we offer an extensive range of activities e.g. Nature Citizens, science, art, football, netball, cricket, languages, cooking and choirs to name a few. Details of clubs running for a specific term are available on the school website.

Sports Clubs

The school aims to promote enjoyment in undertaking exercise in all children that will be continued into adulthood as part of a healthy lifestyle. Our sports programme aims to give all children equal opportunities for participation, enjoyment and success. A balance of individual and team, co-operative and competitive activities aims to cater for each child's abilities and preferences. Extra-curricular sports clubs provide pupils with the opportunity to participate in expressive, co-operative and competitive PE. Clubs are arranged on a termly basis and have included football, netball, gymnastics, dance, archery, tag rugby, basketball, mini tennis, rounders, cross country, badminton, cricket, athletics and multi-sports. The school has two halls, three football pitches and one netball court. We have successful sporting teams and participate regularly in matches against other schools, as well as district tournaments and sporting competition.

Instrumental Tuition

The school enjoys the services of several visiting specialists who teach a variety of instruments. At present, we are able to offer group and individual tuition in recorder, guitar, piano, violin, brass and flute. More than 100 children are currently learning instruments during school time. Parents are invited to contact the school office for more details.



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Meeting children's needs

Special Educational Needs

At Hartsfield we encourage all children to work to their full potential. The term Special Educational Needs (SEN) is used when a child needs some support that is significantly different from other children. When necessary, help is sought from outside agencies that we have active relationships with, in consultation with parents.

Every child is an individual. They all develop and learn at different rates. You, the parent, or the class teacher may first raise concerns, and it is important we discuss things together. The advice of the Special Educational Needs Co-ordinator in school, may also be sought.

Your child's class teacher will arrange individual or group support to meet children's needs. If this is not enough, a personal plan will be written by the teacher in consultation with the parents. This plan is for "Special Education Needs Support" completed with parents/carers and recorded and accessed through our 'Edukey' system. Only at this stage do we say your child has Special Educational Needs.

Inclusion

The progress of all children in the school is monitored closely including across a variety of groups which may include:

- ❖ *Children who are eligible for Free School Meals or Pupil Premium.*
- ❖ *Second language speakers*
- ❖ *Boys and girls*
- ❖ *All ethnic groups*
- ❖ *Children with disabilities*
- ❖ *Children with Special Educational Needs*
- ❖ *Children who are Young Carers*
- ❖ *Children who have ever had or currently have a social worker*
- ❖ *Children who have poor attendance*

We consider inclusion to be when all pupils experience the same opportunities, equitable access and have the same chance to progress.

Accessibility

The school building is suitable for children with mobility problems. All areas are accessible for wheelchair users as is the playground. There is a disabled toilet for staff/visitors in addition to ramps throughout the school. The school has designated parking spaces for disabled visitors.



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As an 'inclusive' school, we make every effort to help children with disabilities to access the full school curriculum and take part in all aspects of school life.

Pastoral Care

The Headteacher and all staff work closely together in consultation with the parents to ensure the welfare of the children in school. If you are concerned about any aspect of your child's time in school, please do not hesitate to come along to see the Headteacher, Assistant Headteachers, or your child's class teacher. Members of staff will also contact you if they are concerned about your child's work or well-being.

Child Protection

All schools have a clear responsibility placed on them by the Children Act 1989 and guidance from the Department for Education to safeguard the welfare of all their pupils. In doing so, schools are expected to consult with Children's Social Care if they believe there is a possibility that a child may be suffering from abuse or neglect. A referral is not intended to be an accusation of any particular action or against any particular person. It is the reporting of concerns that have come to the school's attention. This is in accordance with Hertfordshire safeguarding procedures.

Hartsfield School has a Child Protection Policy (available on the school website). Mr Ollie Monro is the Designated Safeguarding Lead (DSL) for Child Protection with Mrs Clare Nelson, Assistant Headteacher, Miss Laura Gregory, Assistant Headteacher and Mrs Lauren Nosal, SENCO, as Deputy Designated Safeguarding Leads. All are happy to discuss any questions or concerns you may have about Child Protection Policies and practice or concerns about children or staff.

All adults working with pupils in school comply with the County guidelines regarding checks by the Disclosure and Barring Service (DBS).

Should you require any further information please contact Mr Monro, Headteacher.

Mental Health and wellbeing

At Hartsfield, we endeavour to promote our children's and our staff's mental health and wellbeing as being every bit as important as their physical health. Our staff are trained to understand the impact of good mental health to help to ensure we have resilient staff and pupils. We have a broad curriculum where the "5 Ways to Wellbeing" are adopted. We recognise supportive pathways for those without good mental health within school and work with outside agencies such as the NHS.



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The School Day

School Hours

Classroom doors are open between 8.45am and 8.50 am. Children enter school via their external classroom door for registration and to start their morning work.

Playtime – 20 minutes

11.45am – 1.05 pm Lunchtime for Reception

12.00pm - 1.05 pm Lunchtime for KS1/2

3.20pm End of school day. After school matches/clubs are held.

Arrival

*Teachers use the time before school opens for preparation and for liaison meetings. **In order that the children can be properly supervised they should not arrive at school before 8.40 am when there are staff out on the site.** Classroom doors are open between 8.45-8.50 am. Any child arriving late (after 8.50) should be brought to the main school office.*

Collective Acts of Worship

Assemblies take place either in the hall or in classrooms and can include an act of worship that is mainly or broadly of a Christian nature, world news, seasonal or school-based topics and there is a weekly celebratory assembly. The school is non-denominational, and we try to be flexible to reflect the diverse needs and backgrounds of our school community. If they wish, parents have the right to withdraw their children after consultation with the Headteacher.

We have opportunities for parents to come into school for Parent/Carer Assemblies where children share work linked to their classroom topics and performances.

Milk

Semi-skimmed milk is available daily for all children. Please 'sign-up' via www.coolmilk.co.uk . Please note that Reception children are entitled to receive free school milk up to a week before their 5th birthday but parents must still register at 'Cool Milk' for your child to receive it. Throughout the school, children are encouraged to bring in a named water bottle filled with water each day that can be refilled in school if necessary.

Mid-morning Break

Children are encouraged to bring fresh fruit or vegetables as a snack. Reception and Key Stage One children are provided with a fruit/vegetable snack on a daily basis through the Department for Education scheme for this age group. Throughout KS2,



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fruit and vegetable snacks may be brought in for break time if parents would like. Children are encouraged to bring a named water bottle into school - this should contain water only (ie not squash or other sugary drinks).

School Meals

You can either provide your child with your own packed lunch or your child can have a school dinner.

All children In EYFS and KS1 (years 1 and 2) children are eligible for a free school meal. These are cooked at school and children are offered hot meat dishes, vegetarian dishes, a cold option and freely available additional pasta and salad, along with a pudding, which conform to Government food standards. We can cater for allergies and special diets if notified in advance. Herts Catering require online information to do this; therefore, please contact the school office in the first instance.

We use 'SchoolGrid' as an online method for ordering school meals. Parents can go online and view menus, order meals and, for KS2 children, make payments. We encourage parents to pre-order as far in advance as possible. Parents can 'mix and match' with meals and so do not need to commit to full weeks for example. The cut off for ordering is 8.45 am each day. One parent/carer email address is used to create each account but there is a facility to add a second 'order only' account for any other parent/carer who wishes to be able to pre-order for their child. Families new to Hartsfield will be given login details once their email is registered with the school. The current cost of a KS2 school dinner is £3.55 per day.

*Alternatively, children may bring a packed lunch (in a named container) without sweets or chocolate bars. Please also supply a healthy drink of water or fruit juice in a carton or named container and do not send fizzy drinks, glass bottles or cans. Please also be aware of **nut allergies** in school so do not send your child in with nuts or nut products. During the lunchtime the children are supervised by Midday Supervisory Assistants under the general supervision of the Site management and Senior leadership team.*

In special circumstances, for example if receiving Income Support, some children will be entitled to a free school meal / milk provided by the County. Details regarding this can be obtained online at

[Free school meals | Hertfordshire County Council](#) Phone: 0300 123 4048.

Details and application forms are also available at our school office.

For those families that qualify for additional support, provision of free school meals can also attract a 'pupil premium grant' to the school which can be used to support learning



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activities and also, for example, provide funding towards school day trips, school journeys or swimming lessons. There are more details on the school's website.

At the end of the day

All children in reception, KS1 and lower KS2 should be met outside their classroom door. The younger children will not be allowed out of the care of school staff until someone has come for them. Please tell us if it will be anyone other than a parent.

Older children are usually met on the top playground. If they find that no-one has arrived to meet them, children are asked to return to their class teacher before we telephone home- this is essential, particularly in the winter after club activities. Some children in Year 5 and 6 walk home alone and parents must inform the school giving permission- staff in those areas maintain a list of applicable children. If parents make changes to their end of day arrangements, we ask that you share this information with the children when possible and notify the school office by 3:10 pm.

To ensure the safety of all children, please do not park on the upper playground when collecting your child from an after-school club and when leaving the school site by foot- please use the pedestrian crossing to cross the A507.

Attendance and Absence

At Hartsfield School we believe good attendance is essential for your child to learn and progress well. Children with good attendance come to school even when they are slightly 'under the weather'. They also arrive at school on time so that they enter school every day in a calm and systematic way.

Clearly, children who are extremely ill, for example, with a very high temperature, sickness or diarrhoea, would not be expected to attend school. However, if your child has, for example a cold, they can still attend school. If we feel that a child is struggling and appears too ill to be at school, we will always telephone and let you know.

Evidence suggests that

- ❖ *overall, children with the highest attendance will make the most academic progress*
- ❖ *socially, children find it very difficult to settle at school if they are often late or absent.*

For these reasons we work very closely with parents to ensure that children are on time and attend well. On the rare occasion that a pupil's attendance drops below 95%, the Attendance Officer may intervene.



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The Attendance Officer works closely with the school and parents to ensure that attendance improves. This is because attendance at school is a legal requirement. Please see our 'Attendance Policy' on the school website for details.

The school commitment is to

- ❖ *send children home if they are too ill to stay at school.*
- ❖ *support parents if they are having difficulties at home and children's school attendance suffers because of this.*

We ask that parents and carers commit to

- ❖ *ensuring that their children are ready for school and are in their class by 8.50 am.*
- ❖ *telephoning the school before 9.00am each day that their child is absent from school*
- ❖ *sending their children into school if they are feeling tired or under the weather, but well enough to attend.*
- ❖ *making appointments for your child e.g. at the dentists, doctors, outside of school hours. If this is unavoidable, then please notify your child's teacher beforehand and collect and deliver your child from the office.*
- ❖ *booking family holidays out of term time only.*

Holidays

At Hartsfield we support the Government and the Local Authority in their attempts to dissuade parents from taking their children on holiday during term time. We believe time out of school is damaging for two reasons. Firstly, children find it very difficult to catch up on the learning that they have missed and in the longer term this can have a negative impact on their progress. Secondly and as importantly, children can be given a very unhelpful message about the value and importance of going to school. Parents have a legal duty to make sure their child, aged 5-16, if registered at a school, attends regularly. Taking unauthorised term-time holidays is grounds for issuing a penalty notice and our Attendance Policy details our approach.

As parents and carers, we know that you want the best possible education for your child. By taking holidays during designated holiday periods, you will be supporting your child's full attendance, learning and development.

Please see our 'Attendance Policy and Procedure' guidance on the website for clarity and how we work with Herts County Council regarding fines for non-attendance.

[Hartsfield JMI School - Attendance](#)



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Health and Safety

Health

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child. A care plan may need to be agreed for those children with complex or serious medical conditions.

Medicines

Hartsfield JMI School can only administer medicines when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day – for example short-term medication such as antibiotics can only be administered if prescribed for 4-times daily. When accompanied by a completed 'Agreement to Administer Medicines' form, Hartsfield JMI School will accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

Where a child suffers from asthma, a parent/carer must complete an 'Asthma' form and provide an in-date, named inhaler to be kept in school in the child's classroom.

Parents/carers must ensure that their children do not bring medicines into school without advising the school and completing an 'Agreement to Administer Medicine's or 'Asthma' form.

Illness

Children must always remain absent from school for a full 48 hours after any illness that includes vomiting and/or diarrhoea.

Please ensure that you contact the school office on the first day of absence before 9.00am to advise us that your child is unwell. It is essential that the school is informed of any incidence of rubella (German Measles) or chicken pox as it may be necessary for us to advise parents or staff of any cases to minimise contact by expectant mothers. We are always grateful if parents advise us of a case of head lice or worms-we are then able to inform the rest of the class that an (anonymous) case has been identified and advise other parents to carry out periodic checks on their children.

Accidents and First Aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have had a head injury. If parents are unobtainable, further medical advice may be sought. The Authority's recommended procedure for first aid is simply to wash and if necessary, cover cuts and grazes. Creams, antiseptic lotions or sting creams are not used. We therefore ask parents to check dressings and even minor



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injuries at home. In the event of minor injuries at school, parents are sent an email via our Medical Tracker system detailing the incident and action taken. Teaching and support staff receive emergency first aid training in line with County Guidelines, and Hartsfield follows the updated requirements in the Early Years regarding paediatric first aiders.

Health Interviews/School Medicals

Regular visits are made by the NHS School Health Team for weight, sight and hearing tests. Health interviews by the school nurses' team are arranged for Reception children after their first term in school. Children who have particular difficulties identified by this health interview will be contacted by the School Health Team directly.

The Health and Safety at Work Act 1974

This Act places a duty of care on employers and employees to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, students, visitors and contractors.

Parking and Security

Parking

For reasons of safety parents cannot park their vehicles within the school grounds at the start and end of the school day as we operate a one-way system that uses the roadways. The parking spaces in school are limited and are reserved for staff cars and visitors to the school. Those with a disability should contact the school office to make specific arrangements to aid access. At other times parents may be specifically invited to park in the playground for evening or weekend events.

We ask parents to take extra care in the vicinity of the school both at the front entrance to Clothall Road and the rear pedestrian entrance to Downlands and to observe the parking restrictions, show consideration to pedestrians, other drivers and local residents.

Security

*The school has a door entry security system, and all visitors and helpers must enter **through the main entrance to the building** and sign in through our electronic system by the school office. In addition, security locks have been fitted to classroom doors.*

Children attending appointments with their parents during school time or arriving after the start of the school day must report to the school office to sign in or out and use the main entrance to the school building. Parents with messages or deliveries must also use this entrance to the school. Gates are closed during the school day and visitors entering by foot may enter through the pedestrian gate (Clothall Road) then make their way to the controlled entry gate at the top of the staff car park (nearest the school). If arriving by car, visitors should ring the school office for instructions. All visitors are



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made aware of the Health and Safety/ Child Protection regulations on their arrival as they sign in.

Emergency Arrangements

There are times when we might need to close the school as a result of an unforeseen incident. The most common reason to close the school will be due to snow or extreme weather. The decision to close is never taken lightly and is based on ensuring the site is safe for children to move around the school and sufficient staff are able to get in to supervise and teach. If at all possible, a decision will be taken before 7.00 a.m. and communicated to parents by text message and posted on the school's website. The school completes evacuation and invacuation drills with the staff and children termly as part of our emergency procedures.

Uniform

Our Hartsfield School colours are dark green, white and black. Please ensure all items are clearly named. 'Preloved' branded uniform can be bought through the school office or regular 'preloved' sales or new uniform through:<https://theuniformmonkeys.co.uk/product-category/schoolwear/hartsfield>

Winter Uniform

- White shirt/ blouse or polo shirt
- Plain black school uniform trousers or shorts
- Black appropriate length skirt, black pinafore dress or black trousers / culottes or appropriate length tailored shorts (for the brave!)
- Dark green jumper, cardigan or school sweatshirt
- Grey, white or black ankle or knee-length socks or black tights
- Black flat shoes/boots or black trainers
- A warm coat/ hat and gloves as appropriate
- Wellies (for EYFS only)

Summer Uniform:

- White shirt/ blouse or polo shirt
- Plain black school uniform trousers or shorts
- Black appropriate length school skirt, pinafore dress, trousers, culottes or appropriate length tailored shorts
- Green & white checked gingham dress
- Dark green jumper, cardigan or school sweatshirt
- Grey, white or black ankle or knee-length socks
- Black flat shoes, black trainers or dark, or dark/neutral plain closed-toe sandals
- Wellies (for EYFS only)
- Sunhat for sunny days



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P.E. / Outdoor Games- to be worn into school on set, year specific, 'PE days' :

- White T-shirt
- Dark green shorts (P.E.)
- Black jogging bottoms (Outdoor Games)
- Dark green jumper, cardigan or school sweatshirt
- Trainers for all outdoor activities (additional to school shoes when the field is likely to be muddy)

Jewellery and other valuables

Jewellery, including rings should not be worn to school as nasty accidents can occur. If your child has pierced ear, only small studs should be worn in the interest of safety. Earrings must not be worn in P.E Any child whose earrings cannot be removed for medical reasons, can undertake P.E. providing the earrings are covered by a plaster or tape. Whilst watches and devices such as fitbits may be worn to school, we cannot accept responsibility for their safekeeping, and they will be removed for PE lessons. Mobile phones must be named and kept in the designated secure area for that year group during the school days and 'smart' watches that have an internet connection should not be worn.

Long hair should be tied back for health and safety reasons. Hair should not be coloured and therefore be the child's natural colour.

Children should not wear **make-up** or coloured **nail polish** to school.

Working together

Partnership with Parents

At Hartsfield we know how vital working in partnerships with parents really is for children to find school a positive and rewarding experience. Achievement and enjoyment go hand in hand to ensure each child's excellent progress. We hope you will support our high expectations in all areas, especially in behaviour and achievement. To this end, we ask you to commit to and sign a Home/School Agreement when your child starts with us. This details what you can expect from us and makes clear what we would like you to do in order to help your child succeed.

We have an 'open door' policy and welcome parents into school to talk to staff, or to help support activities. If you or your child ever experience problems with our school, then please contact the class teacher as soon as possible in the first instance. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, the Headteacher will be able to provide parents with a copy of the school's formal complaints procedure (available on the school website).



HARTSFIELD JMI SCHOOL

'Care for learning, learning to care'

On our website, which is regularly updated, you will find useful information including news, term dates, copies of letters that are sent out and school policies.

www.hartsfield.herts.sch.uk

Newsletters

We will keep you up to date with regular newsletters. Emails are sent to particular classes about school trips or events, and the 'Friends of Hartsfield School Association' distribute newsletters and notices of events. We use e-mail where possible in addition to adding information to our website.

Arbor

In addition to emails, we use Arbor. Once children start at Hartsfield, their information and, for example parents contact details, are added to the system and parents are then invited to sign up to the system app to view and amend key details.

Information about your child's progress

We hold Parent Consultations in the autumn and spring terms. These consultations offer you timed appointments to discuss your child's work, behaviour and progress with their class teacher. Appointments are made using our online system and information on dates is sent out near the time of the consultations. Parents are also offered the opportunity to discuss their child's annual report, sent out in the summer term, should they wish to do so.

In addition, teachers are pleased to talk to parents informally about a child's progress at any time during the year. Please contact the teacher directly.

The Office

The school office may well be your first point of contact with the school. The office is open from 8.30am until 4.00pm each day. An answerphone is available to take messages outside these hours. It is important to keep the school regularly informed and updated with your telephone numbers at home and work including the name and telephone numbers of another contact in case of emergency. Please ensure that we have your mobile number and email addresses as we use these to keep all our families informed.



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Behaviour

Working in partnership with the school, we look to all parents to encourage in their children a positive attitude towards school and to reinforce and support our behaviour policy.

In and around the school we expect the children to always be well mannered and well-behaved. If we work together, expecting the same consistently high standards of behaviour and effort at school and at home, children are better able to take full advantage of all the educational opportunities we offer.

At Hartsfield we apply a positive approach to discipline by encouraging good behaviour and effort using praise and reward. However, if a child's behaviour causes concern, we share our disapproval and offer them the choice to behave appropriately by setting out any consequences of both appropriate and poor choices. These consequences will include time to reflect on their behaviour and the impact on them and others and decide on future action, privileges may be removed, or they may need to catch on a task missed/not completed. If a child's behaviour continues to give concern, we will request a consultation with the parents to discuss appropriate joint actions.

Staff will always aim to speak politely to parents and carers and it is our expectation that parents and carers are polite to staff.

Helping your child to learn at home

Please see our Homework Guidance: [Hartsfield JMI School - Homework](#)

In readiness for the new academic year, teachers share classroom routines, homework, the curriculum and inform parents how they can best support their child's learning at home.

*Throughout the school, children will bring a book home every day that they have chosen. For emerging readers in EYFS/KS1, a text linked to the current 'phonics' teaching will also be shared. Spending time with your child, reading for pleasure, and, as appropriate, listening to them read, will greatly benefit their educational progress. With competent readers, support can include discussing a book they have read. **Reading to** a child of any age is an opportunity to model using expression, to read and share more complex vocabulary and story lines and to reinforce that reading is an enjoyable and rewarding pastime. See our website for information on our approach: [Hartsfield JMI School - English](#)*



Older children will be given homework activities which may include grammar activities, times tables to learn or projects based on the class topic.



HARTSFIELD JMI SCHOOL

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Taking an interest in what your child does at school by asking questions, in addition to supporting them with homework, contributes to the successful partnership between school and home. Helping your child to learn from everyday life activities such as handling money, calculating change, measuring ingredients for cooking and telling the time are all valuable and will support their learning both in and out of school.

Getting involved at Hartsfield

*You may like to help with fund raising and join our **Friends** committee. The Friends have a section on the website and are always after help and support. If you cannot make a regular commitment, you can help organise or volunteer for a specific event. Failing that, please attend the events as all money raised benefits the children of Hartsfield. Hartsfield has a **Governing Body** which meets regularly and supports the Headteacher in the running of the school. We continue to have elected representatives from the parent body who volunteer to serve for four years. If you are interested, please put your name forward when the next vacancy occurs. Details of the vital role our governors play is on the school website.*

