



Times of the School Day

School starts at 9.10 am and ends at 3.30 pm. The doors open at 9.00 am for registration.

Reception and Key Stage One

Morning Session 9.10—12.00 (11.45 for reception)
 Afternoon Session 1.00—3.30 (12.45—3.30 for reception)

Key Stage Two

Morning Session 9.10—12.30
 Afternoon Session 1.30—3.30

Hours spent in school are:

KS 1: 23 hours
 KS 2: 24.25 hours

Attendance

Parents are asked to phone the school on the first day of their child's absence through illness so we can keep immediate and accurate records. It is also very important that we know where to contact you during the day if your child becomes ill or has an accident.

Taking time off school can disrupt your child's education and the Headteachers will only authorise absences in term time for reasons apart from illness in exceptional circumstances. Request forms for consideration of special leave of absence are available from the school office and must be submitted at least two weeks in advance wherever possible. Holidays in term time cannot be authorised.

School Uniform

The colours adopted by the School are navy blue, light blue, white and grey. In year 6 pupils' uniform is coloured red and black. Uniform is not compulsory but is encouraged as being a practical form of dress. An order form is available from the school office or from the Its Learning site. Items for sale include the following:

- | | |
|--------------------------------|-------------------------------------|
| Sweatshirts (with school logo) | Fleeces (with school logo) |
| Cardigans (with school logo) | Polo shirts (with school logo) |
| PE kit bag (with school logo) | Reversible coats (with school logo) |
| PE T-shirts (with school logo) | Book bag (with school logo) |
| Coats (with school logo) | |

Please label all clothing with your child's name.



Year 6 polo shirt in red



Reception to year 5 polo shirt in light blue or white



Year 6 polo shirt in black

Examples of some typical uniform options.



School sweatshirt in navy

P.E.

Children are expected to possess the following items of clothing for games and PE lessons: shorts, jogging bottoms, T-shirt/football shirt, football boots or trainers, plimsolls, change of socks. All children will need a named bag for kit. Gymnastics and indoor sports activities are undertaken in bare feet. Items of jewellery should not be worn to school and any items (watches, earrings, etc.) which are considered dangerous will have to be removed for PE.

Swimming

During their time in Key Stage 2 children have swimming lessons in a local pool and will need a swimming costume and a clean towel. A voluntary contribution may be requested for transport. You will be advised about this in advance of your child swimming.

Lost Property

All clothes and belongings should be clearly marked with your child's name. Do enquire in the school office if your child has not been able to find lost items

Charging for School Activities

It is the intention of the Governors of Hardwick School that education should be provided free of charge in line with the Education Reform Act (1988). In the event that an activity incurs a cost beyond that which can be met by the school funds, parents may be asked for a voluntary contribution towards the cost of the activity, and will be informed about the maximum contribution. Children will not be excluded from an activity if the voluntary contribution is not paid, however should the cost to the school be deemed too much the activity may be cancelled.

Meals in School

School meals are cooked on the premises. School meals should be booked in advance for the half term (it may be for one/two/three or four days, or the whole week). Dinner money can now be paid using the school's online payment system (Tucasi), however payment can still be made in cash or by cheque. Payment should be brought to the school on the first day of school term or on the first day of each week in a named envelope. The correct amount, if at all possible, would be much appreciated. It is possible to pay by cheque, either for the week or half/full term. Cheques should be made payable to Hardwick Primary School.

All pupils in Reception, Year 1 and Year 2 are entitled to free school dinners. Children in receipt of the Pupil Premium in KS2 are also entitled to a free school dinner. Children may also bring packed lunches to school. Packed lunches must be in a secure container, which must be named, and should not contain fizzy drinks, chocolate or sweets. Please let the school know if your child will not be having a free school dinner. Please see the school's packed lunch box advice leaflet, available from the Its Learning site.

Pupil Premium

In certain circumstances, such as low family income, children are entitled to additional funding (currently £1800) for their education. This is known as the Pupil Premium, and is used by the school for example, in providing additional learning support or helping pay for school trips. It also provides for a free school meal if your child is in KS2. Details of who is eligible, how to apply for the premium, as well as a report on how the money was spent last year can be found on the school's website. The school encourages all parents who are eligible to apply for this funding to help support their child's learning.

Complaints and compliments

Your child's class teacher can usually deal with any queries and worries. It is usually better to make an appointment through the school office so that proper time and consideration can be given. If you then wish to take up the matter with one of the Headteachers, they will involve all persons necessary to resolve the situation. If the need arises, complaints can be made in writing to the Chair of the Governing Body, who can be contacted at the school address. The school and LA policy on complaints is much fuller and more detailed than this brief statement and you may wish to see the full policy document which is available from the school or on our school website. Also, if you are particularly pleased with an aspect of the school, please make your feelings known, and pass on the thanks and compliments to the member(s) of staff or children concerned.

Breakfast and After School Club

This is run independently of the school by paid helpers and organised by a committee of parents. The club runs from 3.30- 5.45 p.m. providing child care for working parents on both of our sites. Details of fees and organisation are available from the school office. The breakfast club runs from 8.00a.m. to 9.00am and provides a breakfast alongside before school activities.

Pre-school Links

Excellent links with the school exist between all of our feeder pre-schools. This enables the children who join us in Reception to make a very smooth transition to full-time schooling. Details of our local pre-schools can be obtained from the school office.



**Hardwick & Cambourne
Community Primary School**



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Welcome to Hardwick & Cambourne Community Primary School

Thank you for your interest in our school. This brochure is intended to introduce our school to you and to give you some information regarding its organisation and administration. As Hardwick & Cambourne Community Primary school we operate across two sites to cater for the formal education of children from 4 - 11 years primarily for the villages of Hardwick and Cambourne. We have a campus in Hardwick and another in Cambourne. We seek to serve both our communities equally well, offering the same

ethos on both sites. All children in the school will have access to a highly stimulating, relevant, interesting and individualised basis for their learning, aiding high achievement and good progress. We are committed to being a community school, and as such, various groups use the school buildings during the day and in the evening across both our sites. It is important that as a parent you feel welcome in the school. We strive for good relationships between home, school, parents, children and staff.

A good understanding between school and home helps build a child's confidence and development in school. The school depends on the co-operation, support and involvement of parents. If you need information or have any anxieties, please call in at school to see the Headteachers, or arrange a meeting by telephone. The staff of the school will always be willing to help. RUTH FRENCH & ANDY MATTHEWS Co-Headteachers
JANE CADWALLADR Chair of Governors



Admission

Children starting in our reception classes do so in September of the school year in which they are five. Arrangements are made prior to entry for children and parents to visit the school and meet the class teachers. The majority of children attending both school sites live in the villages of Hardwick and Cambourne, which are the catchment areas of the school. Children from outside the catchment areas will be allocated places providing the school's maximum number is not exceeded. The Headteachers can advise you of the LA criteria for priority of allocation of places. Parents wishing to apply for admission for their child should contact the school who will then arrange for them to visit.

Home-School Communication

We have regular Parents' evenings, where parents may discuss the progress made by the child with the child's teacher. We also have parent information sessions about curriculum developments, such as Maths techniques or phonic approaches. The school aims to be as open as possible and parents are very welcome to come and talk to teachers whenever they feel the need. Please do not hesitate in approaching us if you have any questions regarding your child. Your child's progress and education are of prime importance. You will receive an Annual Report covering all aspects of your child's attainment and progress, and information for parents is made available through the school's learning platform. From Year 1 your child will have their own personalised Learning Journal which records their achievements and targets, in addition to their own reflections about their learning. You will have regular opportunities each year to view these journals.

Parents in School

We have a number of parents who come to school to help with activities, e.g. reading, writing, maths, games, cooking, craft and P.E. If you would like to help, please mention it to your child's class teacher and we will try to arrange a convenient time for you to come. There is also a possibility for you to share your skills with our children, through our Golden Mornings.

Child Protection

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The safety and well-being of the child is of paramount importance. The law consequently requires all school staff to be alert to, and pass on, information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Welfare concerns may be kept about a child and school staff will seek to discuss with parents any referrals to other agencies. However, in situations where the child is suspected to be at risk of harm, the law says that schools may take advice from other agencies without informing parents/carers. In accordance with local Information-sharing protocols, we will ensure that information is shared securely and sensitively. The school will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or is likely to suffer significant harm. This procedure is intended to protect children, and schools are encouraged to take the attitude that where there are grounds for concern it is better to be over-cautious than to risk a child's safety. Occasionally, this duty means the Headteachers must risk upsetting parents by reporting a concern which, on investigation, proves to be unfounded. In these circumstances, it is hoped that parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility, and accept that the school was acting in good faith and had to take steps in the best interests of ensuring every child's safety and wellbeing. If you ever have any concerns about the well-being of a child please inform us in confidence immediately.

Home School Agreement

This document is signed by the school, parents and pupils when they are admitted. It clearly sets out what we can expect from each other.

The Governing Body

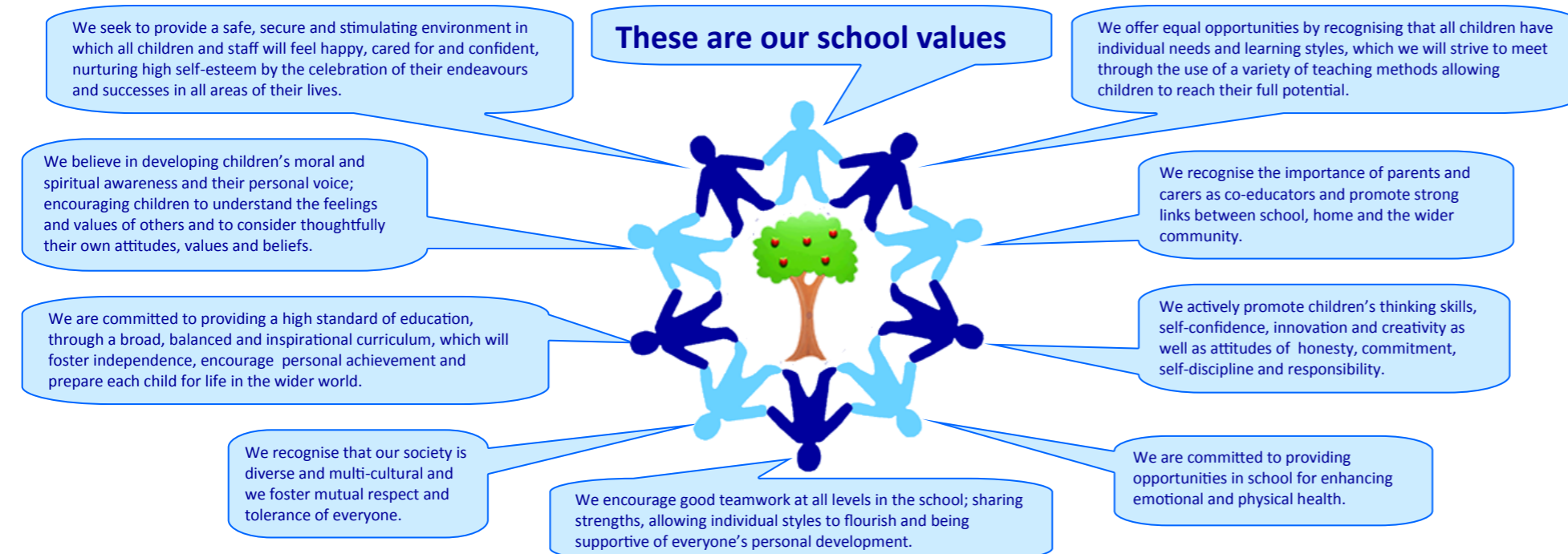
The Governors of the school include members elected by parents and staff, representatives from the local community and a pupil representative elected by the pupils. They play a vital strategic role in the life of the school and are actively involved in monitoring all aspects of its work, such as monitoring curriculum changes, standards of achievement, budget management, formulating and reviewing policies and premises issues. There are regular opportunities for parents to be elected to the governing body.

The Parent Teacher Association

The school's Parent Teacher Association welcomes all new parents to the school. Activities of the PTA are spearheaded by a committee of parents and staff from both sites of the school. Committee members are elected at the Annual General Meeting which takes place in September and all parents are most welcome to attend. The PTA organises a variety of fund-raising and social activities across both sites during the year, and relies very heavily on parent support and encouragement. Details of these activities are published in the school newsletter, letters from the PTA and on the PTA's Its Learning pages.

The School Council and Ethics Council

These pupil councils consist of children elected by their peers. They meet fortnightly to discuss issues that affect the school, bringing items raised by their classes. They have a strong voice in the school, have excellent ideas, and are also given their own budget for school improvement. They plan fund-raising for school projects and develop the whole school's ethical approach to life.



Our Curriculum

As a school we firmly believe that an engaging and stimulating cross-curricular approach to teaching and learning offers your children the best context for their educational experiences. The school provides a well-planned and enjoyable curriculum of Core and Foundation subjects that meet all statutory requirements. Objectives from the National Curriculum are integrated into cross-curricular topics that foster creativity, purpose for learning and develop the wider emotional needs of the children. This is also seen through our focus on truly personalised learning, where children are involved in choosing elements of their own curriculum, most notably during Golden Mornings. Further details are available on our website.

National Curriculum

The National Curriculum applies to pupils of compulsory school age in maintained schools. It is organised on the basis of key stages which are as follows:

	Pupil ages	Year groups
Early Years Foundation stage	4-5	Reception
Key Stage 1	5-7	1, 2
Key Stage 2	7-11	3,4,5,6

Core subjects

: English, Mathematics and Science

Foundation subjects : History, Geography, Art, Computing, Music, Design and Technology, Physical Education, Religious Education, Personal, Social, and Health Education and Modern Foreign Languages.

Early Years Foundation Stage Curriculum

The Early Years Foundation Stage curriculum is taught in our Reception classes and is organised into three prime areas of learning: Personal, Social and Emotional Development, Communication and Language and Physical Development. There are also four specific areas: Maths, Literacy, Understanding the World and Expressive Arts and Design.

Extra-Curricular Activities

We offer a range of school clubs during lunch times and at the beginning and end of the school day. These alter from term to term and can vary on each site. We are always seeking new opportunities to widen the activities on offer. As well as school-led activities, many other organisations use the school premises.

Assemblies and Collective Worship

We are required by law to ensure that every child takes part in an act of collective worship each school day. Most days we combine this with an assembly during which we celebrate, reflect and pray. Please note: Parents may withdraw their children from Collective Worship, R.E. and Sex Education if they wish, but we hope parents/carers will not find this necessary. For advice, please speak to the School.

Inclusion for All—Our Approach to Special Educational Needs and Disabilities

Our school aims to be an inclusive school. The school has a policy for supporting children with special educational needs which is available on the website and in the school office. For a detailed account of provision we offer to children with SEND (Special Educational Needs and Disabilities) please see the Local Offer on our school website. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable. Support for children with special educational needs is given a high priority. It is our policy to support children within the classroom wherever possible. Teaching assistants work alongside class teachers to ensure that all children can access work appropriate to their learning needs. If your child has a disability he or she will be treated no less favourably than other applicants for admission. We aim to prevent disabled pupils in our school being placed at a substantial disadvantage. We will take all reasonable steps to ensure that people with a disability are not treated differently without lawful justification. We will make reasonable adjustments for disabled pupils and we will know we have succeeded when disabled pupils are participating fully in school life. Our accessibility plan (available on the website) describes the arrangements we have already made and any further proposals planned.

School website and Learning Platform

The school's website is available at www.hardwickprimary.co.uk and contains all statutory information. We also have a learning platform (Its Learning) where we share our day-to-day information and communication. This is accessible via the school's website.

