



**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) | Cardigans (with school logo)   |
| PE kit bag (with school logo)  | Polo shirts (with school logo) |
| PE T-shirts (with school logo) | Book bag (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 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 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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 Sheepfold Lane,  
 Cambourne,  
 Cambridgeshire. CB23 6FR  
 Tel. 01954 210070

Hardwick Campus,  
 Limes Road, Hardwick,  
 Cambridgeshire.  
 CB23 7RE  
 Tel. 01954 210070

[www.hardwickprimary.co.uk](http://www.hardwickprimary.co.uk)  
[office@hardwick.cambs.sch.uk](mailto:office@hardwick.cambs.sch.uk)



## 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. Our Cambourne Campus also has a nursery setting.

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

### These are our school values

We seek to provide a safe, secure and stimulating environment in which all children and staff will feel happy, cared for and confident, nurturing high self-esteem by the celebration of their endeavours and successes in all areas of their lives.

We believe in developing children's moral and spiritual awareness and their personal voice; encouraging children to understand the feelings and values of others and to consider thoughtfully their own attitudes, values and beliefs.

We are committed to providing a high standard of education, through a broad, balanced and inspirational curriculum, which will foster independence, encourage personal achievement and prepare each child for life in the wider world.

We recognise that our society is diverse and multi-cultural and we foster mutual respect and tolerance of everyone.

We encourage good teamwork at all levels in the school; sharing strengths, allowing individual styles to flourish and being supportive of everyone's personal development.

We offer equal opportunities by recognising that all children have individual needs and learning styles, which we will strive to meet through the use of a variety of teaching methods allowing children to reach their full potential.

We recognise the importance of parents and carers as co-educators and promote strong links between school, home and the wider community.

We actively promote children's thinking skills, self-confidence, innovation and creativity as well as attitudes of honesty, commitment, self-discipline and responsibility.

We are committed to providing opportunities in school for enhancing emotional and physical health.

### 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.

### 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.

### 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.

### 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](http://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.

### 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.

### 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 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 invite you to apply for a volunteer position. There is also a possibility for you to share your skills with our children, through our Golden Mornings.

### Safeguarding and Child Protection

The school is committed to safeguarding and promoting the welfare of children and young people and expects all adults to share this commitment. The safety and well-being of the child is of paramount importance. Under the Education Act 2002 (section 175/157), schools must "make arrangements to safeguard and promote the welfare of children". We will endeavour to provide a safe and welcoming environment where children are respected and valued. The school will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Children Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection. Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. School staff will seek, in general, to discuss any concerns with parents including 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. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service.

Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the member of staff in the school with responsibility for child protection (known as the Designated Person for Child Protection) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Under Section 3 (5) of the Children Act 1989, schools or any person who has care of a child "may...do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare". This means that on rare occasions, a school may need to "hold" a child in school whilst Social Care and the police investigate any concerns further.

If you ever have any concerns about the well-being of a child please inform us in confidence immediately.

### The Governing Body

The Governors of the school include those representing 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 serve on 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.

