



# Hughenden Primary School

Working Together, Empowering Lives, Enriching Minds

Dear Parents,

Welcome to Hughenden Primary School. I hope that you will find us friendly, responsive and approachable.

We are a caring village school with a strong team of skilled and dedicated staff. We are proud of the academic results, the mature attitudes and very good behaviour of all our children.

As a staff and governor team, we are committed to providing a calm, happy and stimulating environment in which each individual child is valued. We support and encourage our children to play and work very hard. We have the highest expectations for each and every one of our children and work closely with parents to ensure all our pupils can meet their potential.

As parents, you play a crucial role with us in the education of your child. I hope this enquiry will be the start of a happy and rewarding partnership with your family.

This brochure will provide you with a wealth of information about our aims, ethos, curriculum and activities. I hope you enjoy reading it and that it inspires you to look at our website and find out more.

Yours sincerely,

Miss J E Garlick  
Interim Headteacher

David Sparks  
Chair of Governors

**Interim Headteacher: Miss J E Garlick**

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## Aims of Our School

All our children are important. We will always do our best to promote each individual child's academic, social and personal development. We aim for our children to:

Be happy  
Be enthusiastic  
Be responsible  
Be confident  
Be kind and respectful  
Learn together

*"I like this school because there are nice things to do"*

### CHEER

At Hughenden Primary, we value an integrated, cross-curricular, creative curriculum, which allows children to develop emotionally and socially, as well as academically. These values are embedded at the heart of the school as our Hughenden C.H.E.E.R - Cooperation, Honesty, Enthusiasm, Empathy and Respect.

Throughout the school day, these values are embedded in our lessons and celebrated through completion of pupil's Hughenden C.H.E.E.R. wheels, where pupils are recognised for their personal progress in these areas. Pupil's efforts and progress are celebrated each half term in dedicated assemblies, with those pupils who have shown the most Hughenden C.H.E.E.R. receiving rewards.

Hughenden C.H.E.E.R. is at the heart of what we do; preparing our pupils to be resilient, to make the world a kindlier, friendlier and enjoyable place for everyone to live in.

*"We need to have more values and add more to our CHEER".*



### Our School Building and its Locality

Hughenden Primary School is situated in Hughenden Valley and serves this village and surrounding environs from the bottom of Cryers Hill to part way up Coombe Lane. Its catchment area also includes Bryants Bottom. A detailed map and postcode checker is available at [www.buckscc.gov.uk](http://www.buckscc.gov.uk).

As a small village school we have a strong sense of local community and take an active part in village life. Many of our assemblies and fundraising activities reflect this local involvement and we greatly appreciate the help and support given by many of our local residents.

The school itself opened in 1973 and is spacious with sufficient room to meet all the demands of a modern education. Our seven classrooms all have the advantage of good natural light and are equipped with interactive whiteboards. Quiet rooms and cloakrooms adjoin each classroom. Our large, well-equipped hall is used for PE, singing, music, assemblies and social events. Food technology takes place in our equipped kitchen area and our Wrap Around Care provider uses the School Hall every day.

Our computers in the KS1 classrooms, laptops and tablets enable us to be flexible in our ICT lessons. The library is located in the Knowledge Hub providing an excellent choice of fiction and non-fiction books all linked to the online Accelerated Reader resource which can be accessed from home to further support your child's reading development.

Adjoining the south side of the building we have two playground areas giving plenty of space for playground games extending to a large playing field with shady trees. There are 2 adventure play areas at each end of the school field, one especially for KS1. A fenced wildlife pond area is home to a whole range of plants, insects, flowers and butterflies. Our Foundation Class have sole use of a specially designed outside classroom comprising of both covered and open areas allowing them to take their learning outdoors.

***"I like this school because there is a big playground to run about in"***



## **Admission to Our School**

### **Prospective Parents**

We are hoping to be able to announce our Open Days after the October half term when we have evaluated the impact of children returning to school. We are always happy to chat about individual circumstances, explain our policies and supply further details about the school. Links to the Admissions Team to apply for a school place are on our website.

### **Admission Procedure**

Hughenden Primary School caters for boys and girls aged from four to eleven. Our official admission number is 30.

We admit all children who will be five during an academic year (1st September to 31<sup>st</sup> August) into our Reception Class at the beginning of September. We believe that parents are the best judges of when their children are ready to begin full time education. For this reason, we offer all children the option of a full time place from September with a slightly staggered start in the first 2 weeks to aid their transition.

If you are moving from another Buckinghamshire school mid-year, you will need to complete an 'In-Year Application' form online which can be accessed from your child's current school and must be signed by the Headteacher. For families moving into Buckinghamshire, applications are made online.

By submitting this to the Admissions Team at County, it will add you to the waiting list for the year group you requested at that school. You will be contacted when a place is available and the school will make contact with you in order to send you the relevant admission paperwork.

Pupils are allocated to schools according to the Bucks Local Education Authority (LEA) Admission Policy. Parents are invited to express three preferences but do not have an absolute right to a place at their preferred school. The LEA does try very hard to place as many children as possible at the school of their parents' preference.

If a school is over-subscribed the following criteria are applied in order to allocate places:

1. Children in Public Care for whom the Local Authority decides that our school is the most appropriate.
2. Children who have a Statement of Special Educational Needs which names our school.
3. Children living within the catchment area of the school.
4. Siblings of children who will still be in attendance at the school on the date of admission.
5. Children with exceptional medical, educational or social needs, which can only be met at our school supported by written evidence from an appropriate professional.
6. Once the above criteria have been applied then further places will be awarded according to the distance between the family's normal home address and the school's nearest entrance gate, offering the closest first. The shortest route is a public route with a proper made up surface such as tarmac or concrete. If it is a road, it does not have to have a separate pavement.

For further details please see “Admission to Buckinghamshire Primary Schools- Guide for Parents” available from the Local Authority web site at <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/>

### **County Transition Day**

The transition dates are proposed dates only and individual school’s date(s) may vary, please check the school’s website for details. Usually the transition day is set on the first Tuesday in July as the preferred option to ensure consistency across the County. The Transition day provides an opportunity for every child to experience a day in the year they will be moving up to. As a school we place a huge importance on transition and we work closely with the children’s existing setting to support and nurture all children whilst they settle into our school environment. It is equally important for children moving to new year groups and those moving onto Secondary School.

### **Our School Organisation**

Children are organised into classes according to their age. We have seven classes: Foundation, Year One, Year Two, Year Three, Year Four, and Year Five and Year Six. We are completely committed to stretching and challenging our more able pupils while supporting those that find learning more difficult.



### **Hughenden Hoppers Preschool**

Our successful preschool, Hughenden Hoppers offers flexible childcare for 3 and 4 year olds for up to 16 children per session (up to a maximum of 30 hours funding per child). Working closely with our Reception Team, the provision caters for a range of needs and enables the children to start working on achieving their Early Learning Goals in a traditional preschool setting.

Sessions are available for mornings, afternoons or full days with the option of booking hot lunches at an additional charge. We are pleased to be working in collaboration with Hughenden Village Pre-School who are a popular oversubscribed preschool offering places from aged 2.

### **Foundation Stage**

In Reception class, their Class Teacher will build on each child’s previous learning by teaching them according to their stage of development and following the EYFS Curriculum and work in a very practical environment where the emphasis is on active learning. Our priority for the children at this stage is that they have a happy start to school; settle into the routines and expectations of school life and begin working towards achieving a Good Level of Development in this pivotal key stage. There is plenty of space for imaginative, creative and large apparatus play.

The classroom has its own, self-contained, fenced areas for learning for their outside area. Here the children can complete learning experiences outdoors using the role play area, sand pit, garden, and outdoor tables and seating. Trikes, scooters and push-along toys, as well as other PE and playground equipment are used on the playground.

Reception pupils undertake the National Reception Baseline Assessment (RBA) during their first half term of the Autumn term. The national phonics assessment is undertaken by children in the Summer term of Year 1.





### Key Stage One (Years One and Two)

These are years when we nurture the development of children's confidence and concentration. We aim to enthuse children about learning by providing them with exciting first hand experiences across the whole of the national curriculum. Their English and Maths skills develop rapidly through daily lessons with the aim that all children will be able to read, write and calculate (using numbers up to 1000) by the end of Year Two.

In the Summer term, Year 1 undertake the National Phonics assessment and Year Two do the National Assessment procedures or "SATs". The results of this teacher based assessment are reported to parents during July.



### Key Stage Two (Years Three to Six)

In Key Stage Two, we look for our pupils to consolidate and build on many of the linguistic and numerical skills that they have previously acquired or explored. Children will now be encouraged to find links between subjects and create synergy in their learning. The expectation in both the quantity and quality also continues to an area of focus, with children given more time to reflect, edit and improve their own work. By providing a deep and rich curriculum, children are given the opportunity to explore 'the best that has been thought and said and to help them engender an appreciation of human creativity and achievement.' Learning is regularly extended beyond the classroom with engaging day trips, activity weeks, a short residential in Year 5 culminating in Year 6 with a week-long residential.

Year 4 undertake the National Multiplication Check as part of their assessments. The carefully planned nature of our curriculum exploits opportunities for children to become proactive, conscientious and resilient learners who are ready for their potential Secondary Transfer test, their KS2 SATS and of course, their Secondary school career. Built on the foundation of the National Curriculum, at Hughenden Primary, we strive to go beyond the statutory and seek to promote and propagate that most important of skills, a lifelong love of learning. At the end of Year Six the children take National Standard Assessment Tests.



## Our Curriculum

### Effective Teaching and Learning

At Hughenden Primary, we believe that our children should be involved in all aspects of the curriculum. All our staff have high expectations for our pupils, whilst recognising that each and every child is unique. Consequently, we employ a wide variety of teaching strategies to help differentiate and encourage effective learning for all our pupils. These include individual, group and whole-class teaching. We place a strong emphasis on first-hand experience and aim to make our lessons as collaborative and interactive as possible.

As a staff, we are continually monitoring and evaluating our teaching strategies and results. Our policy documents and schemes of work are the results of collaborative discussion between all personnel involved with the education of our children. Staff work co-operatively on whole-school planning to meet the needs of our children and to ensure that progression, differentiation, and assessment are carried out appropriately.

Each subject is carefully timetabled and links, wherever possible, are made to ensure that a pupil's learning is holistic and purposeful. Learning environments are carefully designed to stimulate children's appetite for learning, promote pride in their work and consolidate strategies.

To ensure that children are reaching their full potential and receiving the support they need in a timely manner, we make use of a variety of subject-specific and standardised assessments throughout the academic year. Through careful and regular monitoring, children become confident resilient learners who enjoy school and see the reward in their efforts.

### Phonics and Reading

At Hughenden, we are passionate about ensuring that all children become confident and enthusiastic readers and writers. We have adopted Read Write Inc. (RWI) phonics and believe that it provides the foundations of learning to make the development into fluent reading and writing easier. Children learn to read fluently and at speed so that they can focus on developing their skills in comprehension, vocabulary and spelling. Through RWI phonics, children learn a simple alphabetic code followed by a more complex code. We work to ensure that pupils' reading books are matched closely to the sounds that they know. The teaching of phonics is a high priority. With our older children, their reading books are carefully matched to their ability through regular 'Star reader' quizzes. We encourage readers to pick a variety of poetry, picture books, fiction and non-fiction.

When pupils are ready to move from their phonics, they join in with whole-class guided reading sessions, three times a week. In these sessions, they study a more challenging whole-class text (linked to their class topic) and answer three questions created by the teacher.

### English

The teaching and learning of English, as a core subject, underpins everything that we do here at Hughenden. We recognise the importance of nurturing our young people's love of reading, writing, discussion and debate. We believe that a secure basis in literacy skills is crucial to a high quality education and will give our children the tools that they need to participate fully as members of society. By the end of KS2, all of our pupils will read fluently and widely both for pleasure and for information. They will acquire an understanding of grammar and knowledge of linguistic conventions for reading, writing and spoken language; have an appreciation of our rich and varied literary heritage; write clearly, articulately and coherently, adapting their language for a range of contexts, purposes and audiences; be able to clearly elaborate and explain their ideas and become competent in the art of speaking and listening. We strive to go beyond what is examinable by making clear how language and literature have been and can be instrumental in changing the world we live in.

***"Our Teacher shows us what we need to be doing so that we can be independent".***

## Maths

Hughenden Primary Maths Curriculum follows a mastery approach for the planning, delivery and engagement with Mathematics. We follow White Rose Maths Scheme, as a basis for our teaching, which is divided into units to allow the children time to explore at depth and understand the concepts being taught. We supplement this with further mastery material such as, the NCETM and NRICH and the use of technology: RM Easimaths, TTRockstars and MyMaths.

When planning, teachers refer to the National Curriculum and follow these mastery strategies:

- Small steps
- Implementing the Concrete, Pictorial and Abstract (CPA) approach to introducing, exploring and applying mathematical concepts
- Inclusion of relevant problem-solving opportunities, where children are expected to draw on and apply multiple concepts to address or approach a challenge
- Include all learners, providing relevant support for those with additional needs.

As a school, we regularly take part in local and national competitions which the children and staff thoroughly enjoy.

***How does your teacher help you to learn?***

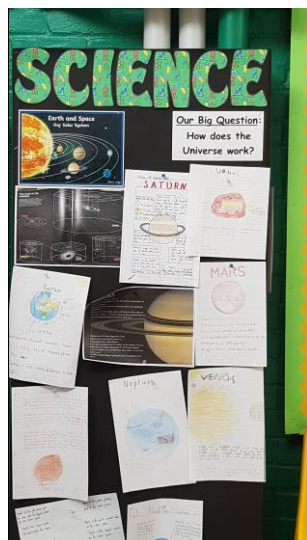
***"We are given dienes blocks and numicon, spelling mats and ideas for extending our vocabulary."***

## Science

At Hughenden Primary School, we recognise how Science impacts every aspect of daily life, and without science humankind would not have made progress throughout history.

Learning Science is concerned with increasing pupils' knowledge of our world, and with developing skills associated with Science as a process of enquiry. Our science curriculum develops the natural curiosity of each child no matter their demographic, encourages them to have respect for living organisms, and instil in pupils the importance of caring for the natural environment.

Our learning takes place both inside and outside the classroom and where appropriate we engage with outside collaborators to enhance teaching and learning for our children. We explore a range of scientific areas including space, evolution, the natural world, electricity, light, materials and the human body. We make our lessons cross-curricular so children can use a variety of skills including Maths and English; that are integral to science.



## Computing

As of 2021, Hughenden Primary School will be utilising the Kapow Primary scheme of work to support our Computing Curriculum. Through this scheme of work, children will be taught three main strands of the computing National Curriculum. These being 'Computer Science', 'Information Technology (IT)' and 'Digital Literacy'.

To support the children in their computing education, they will be utilising a well-stocked variety of different devices including tablets, laptops and Chromebooks, providing the children with the opportunity to use and learn how each device works appropriately and safely. Along with this, we have great external support from our IT Specialists. Children are able to explore the fantastic world of computing with the expanding wealth of programmes and content online while having the appropriate security to ensure they are safe. Also, with ready access to our own 3D Printer, children are able to design their own 3D

creations using Tinkercad online as well as getting the finished product. This can range from creating their own keyring to designing their own piece of Ancient Greek Jewellery.

At Hughenden Primary School we feel it is vitally important, with technology constantly developing and becoming more readily accessible to everyone, that they receive all the tools necessary to use the internet appropriately and safely. This will include keeping their own personal information safe and private, how to interact with their friends and others online including what to do if they have any concerns about anything they may come across, being able to identify facts and opinions online along with other aspects to ensure they leave Hughenden Primary School with a strong understanding of how to be safe online.

#### ***How to you keep safe online?***

***"Report it immediately, tell my Mum or teacher, block or unfriend and tell an adult".***

***"Don't press something that makes your headphones hurt"!***

***"Don't press a button that lets someone in you don't know who is behind it".***

### **History**

Our History curriculum aims to inspire pupils with a curiosity and fascination about the past and a sense of identity so children can make connections and develop an understanding of their place in time. Through our progressive, enquiry-based framework, children will develop knowledge of significant people, events and civilisations from the past and an understanding of how they impacted on local, national and world history. Alongside developing their historical skills, pupils will develop a strong sense of our locality and an interest in the past and how this has shaped the present day.

#### ***Which subjects to you enjoy most and why?***

***"History, because I get to learn about the past and learn from it".***

### **Geography**

Our Geography curriculum aims to inspire pupils with a curiosity and fascination about their local area and the world beyond Hughenden Primary that will remain with them throughout their lives. Through our progressive, enquiry-based framework, children will develop locational and place knowledge of their local area and wider world and an understanding of human and physical geography. Our fieldwork focus in every year group aims to provide and develop the children's practical experiences of geographical knowledge, understanding and skills that explain how the Earth's features at different scales are shaped, the ways in which they are interconnected and how they change over time.



### **Art**

Hughenden Primary uses the Kapow Art and Design scheme of work which aims to inspire pupils and develop their confidence to experiment and invent their own works of art. The scheme is written by experts in their field and designed to give pupils every opportunity to develop their ability, nurture their talent and interests, express their ideas and thoughts about the world, as well as learning about the rich heritage and culture of the British Isles and beyond.

The Art and Design scheme of work supports pupils to meet the National curriculum end of key stage attainment targets and has been written to fully cover the National Society for Education in Art and Design's progression competencies.

### **Design & Technology**

Hughenden Primary uses the Kapow Design and Technology scheme of work aims to inspire pupils to be innovative and creative thinkers who have an appreciation for the product design cycle through ideation, creation, and evaluation. We want pupils to develop the confidence to take risks, through drafting design concepts, modelling, and testing and to be reflective learners who evaluate their work and the work of others. Through our scheme of work, we aim to build an awareness of the impact of design and technology on our lives and encourage pupils to become resourceful, enterprising citizens who will have the skills to contribute to future design advancements.



## Music

Our specialist Music Teacher provides a high-quality music education that provides all pupils with the opportunity to participate in a wide variety of musical opportunities. Pupils will leave our school with an appreciation of how music is composed and performed. At Hughenden Primary we foster a love for music. We encourage children to learn and share their musical talents throughout the year.

## PE

Each class has two timetabled sessions per week for PE and games. These sessions allow our children to develop physical skills, stamina, strength and suppleness. The school boasts a large school hall with gym apparatus. Whenever possible, PE takes place outdoors either on the playground or our large field. During the summer we include athletics sessions and tennis. Children in Year Three travel by coach to a local leisure centre for swimming lessons, with the aim that all children will be able to swim 25 metres and be confident in the water.

Our annual Sports Day is held during the summer term and our four houses compete with each other for the Sports Day Cup. KS1 and KS2 have separate sports day events (AM/PM). The children win points for their houses as they take part in athletic events and competitive races. The day ends with the Sports Day Cup being presented to the winning house.

***"I like this school because I can play football with my friends"***



## Religious Education

Hughenden Primary School is a non-denominational school. Our Religious Education (RE) curriculum is based on the Buckinghamshire Agreed Syllabus for Religious Education. Religious Education is taught within the class setting and allows children time for reflection while developing personal values and a moral code.

In assemblies, we come together as a community to share, reflect and celebrate. Children learn about the major festivals associated with Christianity as well as those from other major religions. We seek to enhance the children's learning through experiences of visiting places of worship and by meeting people of different faiths. Parents can withdraw their child from assemblies and Religious Education. Any parent wishing to do so should come and talk with the Headteacher or Class Teacher.

## Sex and Relationships Education

Teaching aims to equip our children with skills and knowledge to become critical thinkers, have informed opinions and build an understanding of themselves and of the world. By developing these skills and attributes, children will be able to enhance their well-being and see value in each other and everybody in society.

Our scheme covers all the objectives set out in our RSE and PSHE curriculum to ensure a varied and consolidated curriculum.

Teaching is broken down into five areas: citizenship; economic well-being; families and relationships; safety and the changing body and health and wellbeing. We promote structured discussions that encourage children to question, challenge and respect each other so they can take their place in modern Britain.

Parents have the right to withdraw their children from SRE lessons that fall outside those aspects covered in the National Curriculum science lessons. Any parent wishing to withdraw their children from Sex and Relationships Education are encouraged to discuss this with the Headteacher.

## Languages

At Hughenden Primary School, we learn French. Class teachers use Kapow to plan and deliver their language lesson once a week across the school in line with the National Curriculum requirements.

## PSHE

At Hughenden Primary, we use Kapow Primary to deliver Personal Social and Health Education (PSHE) together with emotional literacy and social skills in a comprehensive scheme of learning.

PSHE (which includes the statutory Relationships and Health Education) enables pupils to develop the knowledge and skills necessary to manage their lives now and in the future. It aims to help pupils understand how they are developing personally and socially and covers many of the issues that are part of growing up. These skills and this knowledge help pupils to stay healthy and safe, and prepare them for life in modern Britain.

### Pupils with Special Educational Needs

Hughenden welcomes children of all abilities and needs. The inclusion of all children is carefully planned, and additional support may be provided by the LEA to meet specific needs.

At Hughenden Primary all children are valued and entitled to an education appropriate to their stage of development. Provision is made for pupils of all abilities by adapting their learning to provide appropriate levels of difficulty and challenge. Pupils experiencing learning difficulties receive additional support from their teachers and teaching support staff, and these pupils work on individual programmes to achieve personalised targets.

Able pupils are challenged by tasks with a greater degree of complexity. Teachers have high expectations and our varied curriculum presents all pupils with new interests, knowledge, and opportunities.

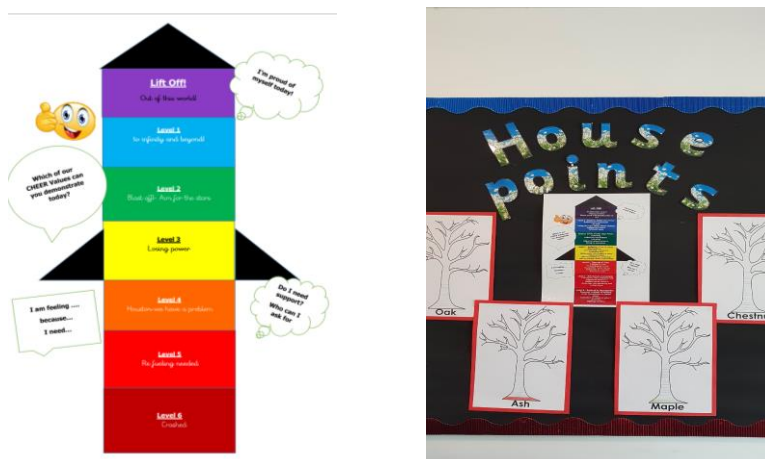
## Our Approach to Behaviour

### Behaviour Rockets

We have a new, whole school system in place to encourage children to make positive choices and reap the rewards of doing so.

The rocket is a clear visual message which has been designed with input from staff and children. All children start afresh each new day on the green section, then for making smart choices, working hard etc., they can move up the rocket where they will be rewarded with Dojo points, praise, stickers for example. If, for any reason they do not make the right choice, they may find themselves 'losing power' and moving down the rocket onto yellow, orange and then red. There are far more stages than the last whole school behaviour strategy in place and they can move back up the rocket by making good decisions.

The children have responded well to it, and all are looking to reach the very top, to 'reach for the stars', where the Headteacher will be giving Headteacher awards, the children will share their work with the Senior Leadership Team and also the parents may well receive a postcard home.



***"We have the behaviour chart so if my partner makes a bad choice the can learn from it".***

### Developing Responsibility

As the children mature through the school they take on increased positions of responsibility. This begins in Year Three and Four with the children helping to tidy the dining hall. In Year Five they take on the role of Playground Leaders, teaching and organising positive playground games. In Year Six they become prefects, lunch monitors and Junior Road Safety Officers. Year Five and Six pupils may also help serve salads and desserts following hygiene training.

In Year 6 we help to develop areas of responsibility and the children take an annual vote on who become our Head Boy and Head Girl and Deputy Head. These are extremely prestigious roles and taken very seriously.

### **Mental Health Support Team**

We are delighted to be able to have the support of the MHST (Mental Health Support Team) run by Oxford NHS. This is an integral part of the services available for children and young people to protect, bolster and repair their self-esteem, emotional wellbeing and overall resilience. These are all vital factors for them as they progress through their primary years and on into secondary education, which we would all agree can be a rocky road, even with resilience.

The practitioners work hand in glove with school staff and each referral, with parental consent, is comprehensive because of the good working relationship between the MHST service, parents and school staff. This combination also gives parents confidence and the children a sense of continuity. Working collaboratively has ensured that the practitioners are part of our school team.

### **Peer Mentors**

Working in collaboration with Bucks Mind, our Year 6 Peer Mentors provide a greater opportunity for children to talk about their worries and emotions, thus aiding emotional well-being. Pupils who have benefitted from speaking to a Peer Mentor have feedback that it has been helpful and beneficial. The Peer Mentors work together as a team which is managed by one of our Middle Leaders. They receive training from Bucks Mind to help and support them in their role.

### **Lunchtime**

Our hot lunches are delivered daily by Dolce who are based in Bourne End. They provide a server every day to work alongside our lunchtime team. The staff help facilitate a smooth and happy lunchtime environment.

***"I like hot lunches because they make my tummy happy!"***

If you choose to provide your child with a packed lunch, research suggests that a healthy lunchbox will improve a child's attention, behaviour and learning in the afternoon!

**No food is banned from lunchboxes but we do ask parents to consider the nutritional value of the food they include and avoid products containing nuts.**

Allergies seem to be on the increase and over the last five years we have always had at least one child with an allergy to nuts or some other type of food. To combat this, we educate the children about diversity and have a no swapping or sharing of food from lunch boxes rule in place.

'Fresh fruit and vegetables are always the best snack choice for your children – they contain vitamins and minerals, are a good source of fibre and count towards their 5 A Day. Plus, they're easy to eat on the go!'

<https://www.nhs.uk/change4life/food-facts/healthier-snacks-for-kids/fruit-and-veg-snacks/>

### **Child Protection**

The school is committed to protecting children from all forms of abuse and believes that the needs of the child are paramount. We understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children. All staff are trained in recognising signs of abuse and report any concerns to the Designated Child Protection Teacher who in this school is the Headteacher. Parents also need to contact the Headteacher if they have any concerns about a child's safety. For further details, please see our policy and procedures document available on our web site at [www.hughenden.eschools.co.uk](http://www.hughenden.eschools.co.uk) or come into school and request a copy.

The safety of all our children is our top priority. The school gates are kept locked while the school is in session. Access to the school is only available through the main Reception. All visitors to school MUST sign the visitor's book.

***What would you do if you were worried?***

***"I would put a note in our classroom worry box or talk to a teacher or my parents."***

### **Our School Uniform**

We are proud of how smart our pupils look and have high expectations with regards to school uniform. Our uniform can be purchased from Ultimate Incentives through the following link: <https://www.hpsuniform.com>. A full list of our school uniform can be found on our school website under the Uniform tab.

## Our School Day

The gate will open at 8.40 am for pupils to go through to their classrooms. By entering the school this way, the school is secure which is always important when considering the health and safety of the pupils.

Break time is from 10.30 to 11.00am (KS1 10:30 – 10:45, KS2 11:00 – 11:15)

Lunchtime: KS1 12.00 to 1.00, Lower KS2 (Yr 3-4) 12:15-1:15, Upper KS2 (Yr 5-6) 12:15 – 1:00pm

School ends at 3:10pm for Foundation/KS1 and 3.20 pm for KS2

Children who arrive late need to report to the school office to register. If a child is absent, please inform the school of the reason before 9.00 am on the first day of absence or leave a message on our Absence Service on the school answer phone. Alternative, you can email the school office. When your child returns to school, please send a note stating clearly the reason for absence.

At home time children will leave school either through the front door or side gate and meet their parents in the Courtyard at the front of school. Pupils from Year 5/6 can walk to and from school once a permission slip has been completed by a parent or guardian.

Please refer to the school website under 'Term Dates' and Calendar' to view all the inset days.

### Holidays

There have been changes to the Education (Pupil Registration) (England) Regulations 2006 which came into effect on the 1<sup>st</sup> September 2013 and affect the authorisation of term-time holidays.

No holidays will be authorised during term time. All requests for leave of absence must be made in writing to the Headteacher.

National Standard Assessments are administered during the month of May. It is essential that holidays are avoided during this month.

***"I like this school because teachers help me when I fall over"***

### Class Dojo

At Hughenden we understand that parental engagement is crucial to support children's development and work hard to foster positive relationships between our staff, children and their families. This year we have embedded a programme called Class Dojo which provides a platform for communication between teachers and parents. This allows parents to directly message with the class teacher to discuss any queries or concerns they may have. It also enables children to upload home learning and share their experiences away from the school setting.

### Our Approach to Homework

We greatly value the help and support parents give their children. We know that a good partnership between home and school enables children to learn most effectively. We believe that homework allows parents to join in with the education of their children and use it regularly to reinforce classroom work, often by giving it an application in the real world. Homework tasks are designed to be as practical as possible to increase children's enthusiasm for the activity.

The amount of homework and type of task set increases as the children progress through the school. Reading at home is considered to be so crucial for children's development that it is set as homework across the school. Other homework includes learning spellings and tables, with a formal homework task set. Activities parents can do to enhance learning are included in the homework policy on our web site: [www.hughenden.eschools.co.uk](http://www.hughenden.eschools.co.uk).

### The Friends of Hughenden Primary School

The Friends of Hughenden Primary School provide much needed help and support. They arrange both social and fundraising events and have contributed to: purchasing maths resources, purchasing additional reading books, furnishing our conservatory, purchasing our dining room tables, providing outside play equipment and purchasing additional classroom equipment. The committee is always keen to welcome new people and new ideas and of course needs families to support their events.

### Our Governors

Our school is led and managed by a team of Governors from various walks of life. They are there to ensure the school runs correctly and smoothly and their main concern is for the safety and education of the children. They make regular visits to see the school in action, ensure policies and practice are up to date, challenge decisions, set budgets, and are always ready to help in the day to day running of the school. Being a Parent Governor is both worthwhile and rewarding. It provides the opportunity to become involved with school decision making while working closely with a team of people who care about our school.



All parents are eligible to stand for election as a Parent Governor with full voting rights. The term of office is four years and parents may remain in office after their children have moved to their next school.

### **Our School Council**

We are very proud of the work our School Council does. It exists to give the children a forum in which to discuss ways the school can be improved and enables us to obtain a child perspective on such issues as marking and homework. It also entails the careful spending of the annual School Council budget on items the children want as well as organising fundraising to support our sponsorship of a street child in Guatemala. In September two children from each year group are elected to the School Council following hustings and a secret ballot.

### **Road Safety & School Crossing Patroller**

We have a school crossing patroller on Valley Road every morning and afternoon during term-time.



### **School Travel Plans**

The School Travel Plan (STP) is developed, maintained and monitored by the whole school community, to promote and facilitate sustainable travel for the school journey. The STP sets out practical initiatives (Walk to school week, walk to school month, Cycle week, Road safety week) and measures to encourage active, healthy, safe and sustainable travel as an alternative to single occupancy car use.

Hughenden Primary School promotes walking, scootering and cycling to school. All new parents are asked to sign Parents Parking Promise as a part of considerate parking. The road safety lessons such as Footsteps - pedestrian skills training and Bikeability – cycle training for pupils, are incorporated in the school's curriculum.

Our school has achieved their Gold Modeshift STARS Award (a national organisation for Sustainable Travel Accreditation and Recognition for Schools) for efforts to encourage pupils to travel to school in greener, healthier and safer ways which is something we can all be proud of.

Our School Travel Plan is on our school website and our Junior Road Safety Officers play a pivotal part in supporting this.

We are very keen for our children to develop a working understanding of road safety. To this end we offer each child the opportunity to receive Footsteps training. Children are given two ten minute sessions with a trained helper raising their road safety awareness. Regular walking to school has raised the fitness level of our children and they arrive alert and ready to learn. Chatting to friends and escorts on the way makes this a valuable social occasion.

Bikeability is offered to children in Years 5 and 6 with the opportunity to cycle supervised on local roads and learn the Highway Code.

## Our Extended School

### Wrap Around Care Club – Sport4Kids

Here at Hughenden Primary our wrap around care provision is run by an external company Sport4Kids. Sport4Kids offer a fun, active and great way for your child to unwind after a day at school. This is an exciting opportunity for your children to enjoy a wide range of play, craft and leisure activities within a safe and secure environment.

Breakfast club opens from 7.30am, the children will be offered Breakfast consisting of a choice of cereal, along with toast with various toppings, yogurt and fruit. Once finished eating the children are free to play games and take part in art and craft activities, or just sit down and read a book. After School Club commences at 3:30pm and finishes at 6:00pm.

All their information and details of how to book can be found on our school website under 'Wrap Around Care'.

### Our Extra Curricular Activities

There are various breakfast clubs before school and after school run by outside providers to extend and develop children's individual interests. The children enjoy these fun times and appreciate the opportunity to choose activities they are particularly interested in.

We run extra-curricular clubs throughout the year, which parents can pay for their children to attend including Football, Kickboxing, Archery, and Fencing.

Our school field is used on Saturday mornings by Hughenden Valley Football Club. This is open to both boys and girls and is affiliated to the F.A. For further details, please contact the school.

The Russian School hire our school premises every Saturday during term time to offer private tuition to children.



### Our Educational Visits and Charging Policy

Children also learn virtually and we sign up to online resources to further support learning in the classroom and enhance the curriculum opportunities. Class Teachers will inform you of any visits as part of this.

### School Fund

In September we invite parents to make a contribution to School Fund to help us finance a specific project to improve the school. Recent projects have included, the purchase of a new assessment programme called Learning Ladders. We are also constantly upgrading our ICT equipment.

Donations are given in complete confidence and children are completely unaffected by whether their parents choose to give or not. Gift Aid forms are available for parents who pay tax and allow us to re-claim tax on donations. The amount is left entirely to parental discretion and all contributions are greatly valued. However, some parents have requested a guide and each September the Governors suggest an annual amount in the region of £20 to £25 a family.

### And Finally

We hope you have enjoyed reading about our school and that the information in this prospectus has been helpful. Please do not hesitate to contact the school if you would like further details about any aspect of our school. Our website will provide you with a host of information too and the 'News' tab will give you a flavour of what we get up to. We trust that this will be the start of a positive relationship between your family and our school and we look forward to meeting you.