

About our school

Our Vision

Our Vision is of an equitable and inclusive education that is underpinned by the essence of 'Every Child Matters', which to all at Herrick means:

'TO GIVE EACH AND EVERYONE A CHANCE'

School Values

Our educational values are based on the richness and diversity of the school's communities and the significant partnership that school, parents and carers have in ensuring pupils' well-being, improving their achievement and personal development.

Our educational values are:

- Provide enjoyable learning experiences through an innovative and relevant curriculum
- Collectively support all children to achieve their full potential
- To respect and celebrate cultural diversity
- Access and address the needs of children, parents/carers, staff and community
- Nurture children to become confident and responsible citizens of the 21st Century

Or in the words of our children at Herrick we aim to:

- ❖ Deliver fun & exciting lessons for everyone
- ❖ Support everyone to achieve
- ❖ Respect everyone
- ❖ Discover & meet the needs of everyone
- ❖ Get everyone ready for the future

Herrick Character

Integrity - maker of the right choices

Resilient - never give up

Empathy – helper of others

Citizen - member of community

Courage - finder of unknown

Learning Attitudes

Confident

Investigate

Independent

Challenge

Curiosity

School Staffing Structure 2020-2021

Headteacher: Mr. U Patel

Assistant Headteachers: Miss S Kaur & Mrs. A Aydin

Teaching Staff

Nursery	Miss Richards
Reception	Miss Jones & Miss Lewis
Year 1	Miss A Kaur & Mrs Smith
Year 2	Mrs Ismail & Mrs Conlon
Year 3	Mrs Mankoo & Miss Mehta
Year 4	Miss Patel & Mrs Shukla
Year 5	Mrs Patel & Mr Maile
Year 6	Miss Broadhead & Mr Punchard

Support Staff

Teaching Assistant Level 4	Miss Phipps - Mrs Lad
Teaching Assistants Level 3	Mrs Orrill, Mrs Ebrahim, Mrs Bhakta
Teaching Assistants Level 2	Mrs Baza, Mrs Kalidas, Mrs N Kaur, Mrs S Kaur, Mrs A Patel, Mrs Sheppard, Miss Hampson & Mrs Visani
Business Manager	Mrs S Tuckwood
Clerical Assistants	Mrs Beeby
First Aid / SEND Admin	Mrs L Morgan
Premises Officer	Ms P Payne
Cleaners	Mrs Parmar, Mrs Duncan, Mr Read
Lunchtime Administrator	Mrs U Khowaja
Dining Supervisors	Mrs Chauhan, Mrs Parmar, Mrs Khakharia, Mrs Bathia, Mrs Sheppard, Mrs Pancholi, Mrs Modessa, Mrs Ibrahim, Mrs Pandya, Mrs H Patel, Mrs Shah & Mrs Gandesha

The Governing Body

Chairperson

- Mr S Martin

Vice-Chair

- Mrs G Smart

Clerk to Governors

- Mrs S Tuckwood, c/o Herrick Primary School

Parent Governors

- Mr N Pattni
- Mrs R Kapadia

Leicester Education Authority

- Mrs G Smart

Co-Opted Governors

- Mr. S Martin
- Mr A Varia
- Mrs A Snow
- Mr S Punchard
- Mr Davidson

Equal Opportunities

At Herrick Primary School, we are committed to equal opportunities for all. We try to create an atmosphere where each member of the school community feels valued and secure.

Herrick is a multi-ethnic Primary School, which aims to fully develop the intellectual, social, creative and spiritual growth of children. We believe that such aims can best be nurtured in a supportive and happy atmosphere in which concern for each other is paramount. We practice equal opportunities and will not allow any form of racial or religious intolerance.

We value all our children with their families and the historical, cultural and religious diversity that they bring to our school. We see our task as enabling everyone in our school community to share each other's rich heritage and delight in it.

Admissions

Nursery Classes

Children are eligible for a place in a Nursery Class if they are three years old by August 31st.

An admissions form is available from the school office which will need to be completed and returned with a copy of your child's birth certificate. Applications for places will be accepted from when your child is 2 ½ years old. However, we would advise that applying early does not guarantee you receive the placement of your choice.

Gaining a place in a Nursery class at Herrick School does not guarantee that a place will be available in Reception or Year 1.

The Governors of the school have agreed that the allocation of a placement is based strictly on date of birth order. Parents will be notified of the placement available for their child early in the summer term and asked to confirm acceptance. Upon receipt of this they will be invited into the unit with their child to familiarise themselves with the surroundings.

Later in the summer term parents (without their children), will be invited to a meeting with the Headteacher and the Foundation staff where they will be informed about the workings of the unit and be able to ask any questions they may have.

At present we have a PAN (Pupil Admissions Number) of 60 for our Nursery classes and this will be divided equally into morning and afternoon sessions. Each session will provide the same teaching time and be covered by the same members of staff. Morning sessions only will be offered for the Autumn Term and Afternoon sessions will begin in the Spring Term (January).

Reception Class

Admissions for children who are 4 by 31st August are dealt with by Leicester City Council Education Department. Parents who would like to apply for their child to attend Herrick Primary School must apply to the School Admissions Service Marlborough House, 38 Welford Road, Leicester LE2 7A (first time admissions department). This is necessary even if your child already attends a Foundation Stage 1 class.

The School Day

School Hours

8:50am to 12:15pm and 1:15pm to 3:15pm. This gives a total of 27 hours 5 minutes per week.

Arrival at School

Children may arrive at school at 8.40 a.m. and enter the school when doors are unlocked. Children must be in class by 8.50 a.m. when the register will be taken. Before 8.40 a.m. there is no supervision of children available and children therefore remain the responsibility of parents before this time. **No children should arrive at school before 8.30a.m., before which time the perimeter fence gates are locked.**

Breakfast Club

Parents/ carers can bring their children between 8.00 – 8.30a.m. The children will receive a breakfast of cereal, toast and fresh juice.

They will be supervised by school staff until the start of the school day. The cost per day is £2.00

Security

We have an electronic gate system installed at the school to increase the security for children and staff. The gates are open from 8:30am to 9:00am and from 3.00pm to 3:45pm if you wish to visit the office at any other time, please use the intercom system at the side of the gate. To exit the premises please press the green button and the gate will open. Please collect Reception and Key Stage 1 children at the end of the school day from their classroom promptly at 3:15 pm. **Any children who have not been collected by 3:20pm will be taken to the office and parents will be contacted. Late collections are monitored through our 'electronic entry system'.** All Parents and Visitors must sign in at the Office if they visit during the school day. Parents and visitors must come into school through the intercom system at the front gate.

Assembly

We have a daily assembly, which takes a variety of forms: Full School - Key Stage - Phase - Singing - Class

The assemblies reflect the multi-cultural background of our children. On Friday, at our school assembly, Certificates are awarded for particularly noteworthy achievements in school.

We run a 'Phone home Friday' scheme where a child who has been exceptional for any reason during the week receives a phone call from Mr Patel to his parents.

General Information

Breaks

Morning breaks are as follows: – **KS1 10.20 to 10:40am - KS2 10.15-10.35a.m.** FS and KS1 children receive a piece of fruit free of charge every day, as we are part of the National Fruit Scheme. KS2 children are also allowed to bring fruit to eat at playtime.

Children may not bring drinks at playtime, but water is available from drinking fountains. Both KS1 and KS2 have a water chiller available to pupils. Children from Y1 – Y6 are encouraged to bring bottles of water from home and these are drunk during the school day in class.

Treats

We do not distribute sweets or presents brought in by parents for children e.g. to celebrate a birthday. If parents would like to mark a particular occasion then we suggest they buy a book for all the class to share. This will have a special label put in it acknowledging your kind donation and stating the occasion.

Milk

Parents can order milk for their child from our School Milk provider – Cool Milk. Letters are issued at the end of the previous term stating the amount and dates etc. All children in EYFS and KS1 receive a free container of milk every day.

School Meals

Hot, nutritious and freshly cooked meals are provided in school. We offer a choice of meat and vegetarian meals. We do not serve beef on any occasion. Boxed drinks are on sale for children who bring a packed lunch at lunchtime.

In line with the Government initiative, all children in Reception, Year 1 and Year 2 are provided with a free meal every day. Cost for KS2 children is £2.30 per day. Please inform us in writing if your child has any dietary issues or if you prefer your child not to partake in the scheme.

KS2 Children Only (Year 3,4,5 & 6)

If your child is entitled to free school meals, please contact the school office for information on how to apply. Having chosen which meal your child will have it is not possible to change this except at the beginning of each half term. If your child has a special reason to change their meal and/or fast, then we need this information in writing at least two weeks prior to the date required. Children may bring a packed lunch by arrangement with the Headteacher. Fizzy drinks, sweets and glass bottles are not allowed. Children are not allowed to bring chewing gum, sweets, or any food with traces of nuts into school at any time (e.g. Chocolate spread, Nutella)

If you prefer your child to go home for lunch, then please collect your child at 12.15 and ensure that they return to school at 1:10pm you will need to press the intercom system to gain access to the school.

Attendance

Following Government Legislation Herrick Primary School have set a criteria followed for any absence requests during school time

Parents should make every effort to send their children to school every day otherwise their learning is disrupted. Children should only be absent if they are ill, otherwise the permission of the school is required before any absence can be considered.

If children who attend Nursery are away for more than four weeks in the year, for anything other than illness, they will be removed from the Nursery Register and their place will be given to another child. This is because children may be waiting for Nursery places and we cannot leave them vacant.

The level of absence for 2018-2019 was as follows: Authorised: 2.15% Unauthorised: 1.49%.

Lost Property

Items of lost property are put in tubs in our KS1 area and children may check there for missing items. Any named items are returned to the child. Unclaimed items are discarded after being kept for at least a term. Please make sure that ALL items of clothing are named.

Children's Health

Various checks to children are offered during their time at school, no treatment is ever given to the pupils at school. You are welcome to attend during any health checks.

Medicine in School

We do not administer medication in school. If your child requires an inhaler, you will need to complete a medication request form. The inhaler must have your child's name on it and your child must be able to self-administer. Please check that all medicines are in date.

Children who are ill should be kept at home. If a child is fit enough to return to school after taking antibiotics, the dosage should be adjusted so that no medication is required during the school day.

If your child becomes ill at school and it is considered necessary to contact you we will do so. If your child has vomited then they will not be able to return to school the following day.

First Aid in School

The school is only allowed to put water on wounds, bumps, sprains and stings and a plaster if needed. If we consider that more treatment is necessary we will contact you immediately so that you can either take your child home or take them to a medical centre for treatment.

We are not allowed to use creams, lotions etc. if a child has a very serious injury we would of course call an ambulance and contact you immediately.

Volunteers

We welcome the help and support that volunteers are able to give to further the learning of our children.

Safeguarding

Herrick Primary School follow the LCC Safeguarding procedures which have been adopted for the school by the Governing Body. Mrs Aydin is our Designated Safeguarding Lead and Mr Patel and Miss Kaur complete our Safeguarding team -- all incidents or concerns are reported directly to one of them. We also follow guidance from Social Services in the event of discovering any child having non-accidental injuries or disclosing information of abuse to staff. We refer and follow procedures as advised and make the safety of the child our key priority. Please note that in certain circumstances the school may contact outside agencies **before** consulting parents.

Anti-Bullying

Our School is committed to an anti-bullying stance and we challenge all bullying behaviour because we want our pupils to be safe, happy and able to learn.

We encourage pupils to inform us if they have been subjected to bullying by others or have seen someone else being bullied.

Any problems of a serious nature are passed by the class teacher or the Phase Leader to the Headteacher. Parents will be involved at an early stage. Our shared aim is to resolve problems without delay.

Anti-Racism / Race Equality

We want Herrick to be a happy place for all children. This means ensuring that they are never subject to remarks or threats because of their race or background. We uphold an anti-racist policy and work towards eliminating racism in every area of school life.

School Uniform

All children are to wear school uniform we feel it encourages them to behave well and feel that they are part of a group. The uniform consists of –

- jade green or black sweatshirt or cardigan with school logo
- charcoal grey trousers or skirt
- grey or black tights
- plain white polo shirt (short sleeved with collar and button front)
- flat plain back sensible shoes (No trainers)
- **All clothes must be named.** Order forms for uniform are available from the office.

Long hair must be tied back to reduce the chance of accidents. This also reduces the risk of catching or spreading head louse. Plain hairbands/toggles only to be worn – no fancy hair accessories allowed.

No short skirts to be worn. All skirts should be an acceptable length for the environment in which they are to be worn.

Book bags

School bags and PE / swimming bags are available for purchase from the school office. We strongly encourage their use. Extra-large rucksacks and backpacks are not allowed in school as there is not room to store these in the cloakrooms.

P.E Kit

School P.E. Kit comprises of –

- black shorts - white round necked tee shirt - black slip on plimsolls.
- black jogging bottoms and sweatshirt can be worn for outdoor PE/games (NO HOODIES)
- black trainers can be worn for outside PE only.

All kit must be named and stored in a draw string bag (available from the office price £3.00).

Swimming Kit

Children in year 4 are given the opportunity of learning how to swim by attending swimming lessons with their class. Your child will need a swimming costume or trunks and the girls will need a swimming hat for their swimming lessons. They also need a towel and a drawstring waterproof bag to keep these items in

after they have been swimming. All items must be named. No shampoo, shower gel, talc, deodorants or similar are to be brought to the swimming baths.

The swimming baths stipulate that NO jewellery is to be worn when going into the water. Any items that cannot be removed for religious reasons must be covered by a sweatband. The school will also need the request in writing for their records.

Jewellery

Ear-rings (studs) may be worn in school but must be removed during P/E Lessons / Swimming. If you wish your child to wear religious items then this should be discussed with the Headteacher. However, if any items are worn they must be hidden under clothing and removed for P.E.

Nail Varnish - Nail varnish must be removed before your child attends school.

Parents' Evenings

We hold a Parents Evenings during the Autumn and Spring terms. In the Summer term parents can speak to class teachers by arrangement.

Teachers send home a leaflet at the start of each term which outlines the planned curriculum for the term. Teachers are not available to talk with parents before the start and at the end of the school day. However, if parents would like to speak to their child's teacher then please speak to the office to arrange a mutually convenient time for this to take place. Teachers may contact parents either verbally or in writing, to ask them to come and discuss a child's progress in school.

At the end of the summer term the school provides a written report on the progress of every child in the mainstream school.

However Y6 reports are sent home in February so that specific information about progress towards KS2 SATs can be fully shared and discussed.

Charging for Activities & Visits

In order to cover costs we have to charge for some Design Technology activities e.g. cooking, sewing. Swimming payments cover transport, swimming instructors and insurance. We try to keep the costs to parents as low as possible.

Visits - Educational visits are charged to parents to cover transport, insurance and entrance fees. If parents have problems with payment then please speak to the Headteacher who will look at each instance sympathetically and try to arrange that parents pay a contribution to the costs. However, if costs are not then the trip will be cancelled.

Residential Visits - We are keen for children to have the opportunity to take part in a residential visit during their time at school. These visits encourage independence and develop children's learning in many ways. Groups will be attending Manor Adventure and Beaumanor Hall.

Collective Worship

Our School has a Determination for Collective Worship, which means that instead of a broadly Christian awareness, we can reflect the religious traditions of all our pupils in the majority of our assemblies

We use a range of assembly formats, which enable the children to meet as a class, in a Phase, in a Key Stage and as a whole school. The assemblies are taken by the Headteacher, the Assistant Head teachers, the Phase Leaders and the Teachers.

If you do not wish your child to attend assemblies, please let the Headteacher know so that alternative arrangements can be made. These arrangements must not incur any additional costs to the School. The R.E. Leader will be happy to discuss any concerns you may have.

Homework Policy

We believe that homework is a valuable activity and we try to develop an effective partnership between home and school to support our pupils' learning. Regular homework is set throughout the school to reinforce and consolidate areas studied.

Our policy is that children will be involved in homework that requires them to read for interest, pleasure and research, to learn mathematical patterns, to find out information for their topic work in school and to practise areas of learning that they have covered within their normal school day. We may expect children to complete work at home that they have not finished during the day.

All children are expected to read at home with the help of an adult. Children in Y2 and KS2 record and extend their learning at both home and school in Learning Logs

Extra-Curricular Activities

School Staff and visiting coaches run a variety of sports and activity clubs during the year. These Sessions are offered to the children with a small charge to cover the costs. Letters are sent at the beginning of each term.

Complaints Procedure

Any parent who has a complaint about any aspect of school life including the curriculum, should contact the Headteacher, who will try to resolve the situation and inform governors.

Should the matter remain unresolved, the parent should contact the Education Department at Marlborough House. Further details about the complaints procedure are available upon request.

Assessment

Children are assessed through targeted questioning, observation of activities, play-based learning, testing and the marking of children's books. Children self-assess their work after every activity so that the teacher can gauge their level of learning.

Foundation Stage are assessed annually with the Foundation Stage Profile. This tracks their learning in the six areas of Personal and Social Development, Literacy and Language and Communication, Mathematical Development, Physical and Creative Development and Knowledge and Understanding of the World.

Children in Year 1 take Phonic Tests and children in Y2 take KS1 SATs which are teacher assessed. Y6 take National Standardised Assessment Tests (SATs) in Maths and English and these results are reported to parents and the DCSF. Where appropriate, children are tested using in-school tests to monitor progress when children receive interventions.

GDPR (General Data Protection)

The General Data Protection Regulation is a legal framework that sets guidelines for the collection and processing of personal information of individuals within the EU. This came into effect May 2018.

The Governing Body of Herrick Primary School have produced statements and policies showing how personal information is used and kept in line with the workings of our school. All personal information i.e. Contact Information Forms, are kept in a cabinet in the main office which is kept locked. All electronic information is on a secure site which is password protected.

If you have any questions regarding this matter please do not hesitate to contact the Business Manager, Mrs Sue Tuckwood.

Website

This prospectus is a summary of the organisation and work of the school and although it is accurate at the time of writing some changes may occur during the year.

Check out our Website which is updated regularly – it includes information on all aspects of our school including reports, results and the workings of our organisation. All our School Policies are on our Website and if you would like a paper copy, please contact the office.

The headteacher, Mr U Patel, is always pleased to discuss any aspect of school life. Please contact the school office if you wish to make an appointment where we can arrange a mutually convenient time.



HERRICK PRIMARY SCHOOL

Prospectus

2020-2021

Head Teacher – MR. U Patel

office@herrick.leicester.sch.uk

Chair of Governors – Mr S Martin

<http://www.herrickprimaryschool.org.uk>