School Handbook 2026–2027



Harvington Church of England First and Nursery School (Controlled)

Village Street
Harvington
Evesham
Worcestershire
WR11 8NQ

Headteacher: Mr Tom Holdstock
Chair of Governors: Mr Rod Arthur

Telephone: 01386 870412
e-mail: office@harvington.worcs.sch.uk
website: www.harvingtonfirstschool.co.uk

'Together we love, learn and grow'

Ofsted Outstanding Provider

Our School vision is:

Together we love, learn and grow.

We follow these passages from the Bible:
Love
Matthew 22:39
'Love your neighbour as yourself'
Learn
Proverbs 2:2
'Turn your ear to wisdom and apply your heart to understanding'
Grow
Peter 3:18
'Grow in the grace and knowledge of our Lord'

Our Six Core Values are:

Truthfulness - We always tell the truth and earn the trust of one another.
Perseverance - We are happy to learn from our mistakes and never give up.
Friendship - We understand that a good friend can be trusted and is loyal.
Trust - We understand that we need to trust others when working together as a team.
Forgiveness - We are able to forgive others and accept that we all make mistakes.
Respect - We appreciate the importance of respecting everyone and everything.

As a Christian school, working closely with our local church, our vision and values underpin everything that we do. We all share a desire to learn, support, nurture and consider others. We value and celebrate each other's gifts and talents through **respecting** differences; we offer **friendship** and support within our school family and also within the community which we are so proud to be a part of by developing a sense of **trust**.

We aim to provide high quality education to ensure high standards of achievement for every child. We aim to create independent, successful learners who can **persevere** through tricky situations, confident individuals and responsible, aspirational citizens. We aim to encourage children to be resilient, **truthful**, creative and resourceful so they can adapt in our ever changing world. We aim to provide a happy, caring and welcoming school rooted firmly in Christian values where **forgiveness** is at the heart. We aim to provide a life-long love of learning.

Therefore, we all believe that is important to live our lives with Jesus as our role model, demonstrating the Christian values that He taught us.

Our Church Links

Both the church and the school are integral to the community as both seek to enrich the lives of all members of the community. The church has an important part to play in the life of the school. Working with the staff and the governors the church, through leadership of collective worship and school services, seek to ensure that each child grows spiritually. Our hope is that every child should know that they are unique, special and that in their daily lives; they should exhibit the school's distinctive Christian values.

St James' Church in Harvington is part of The Arch Benefice.

Prayers

Children are encouraged to write and read their own prayers in our Collective Worship. Children may, if they wish, write a prayer to be read out in Collective Worship, bring their own prayer to Collective Worship to read or have read, and write prayers for a specific Collective Worship service such as Harvest Festival, Remembrance or Christmas. Teachers also read prayers as part of Collective Worship. We also regularly say our School Prayer and the Lord's Prayer:

School Prayer (written by our Sunshine Group and our Governors)

Dear Father God our helper
Thank you for all the days at our school
Please help our community to follow in your footsteps and Persevere on our journey by
Respecting,
Forgiving,
Trusting,
and enjoying
Friendship with others as Together We Love, Learn and Grow.
As we search for the Truth
We ask all this in Jesus' name
Amen

The Lord's Prayer

Our Father, who art in heaven,
Hallowed be thy name,
Thy Kingdom come,
Thy will be done on earth,
As it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses,
As we forgive those who trespass against us,
And lead us not into temptation,
But deliver us from evil.
For thine is the kingdom,
The power and the glory,
For ever and ever.
Amen

General Information

Harvington C of E (Controlled) First & Nursery School
43 Village Street
Harvington
Evesham
WR11 8NQ
Tel: 01386 870412
Email: office@harvington.worcs.sch.uk
Website: www.harvingtonfirstschool.co.uk

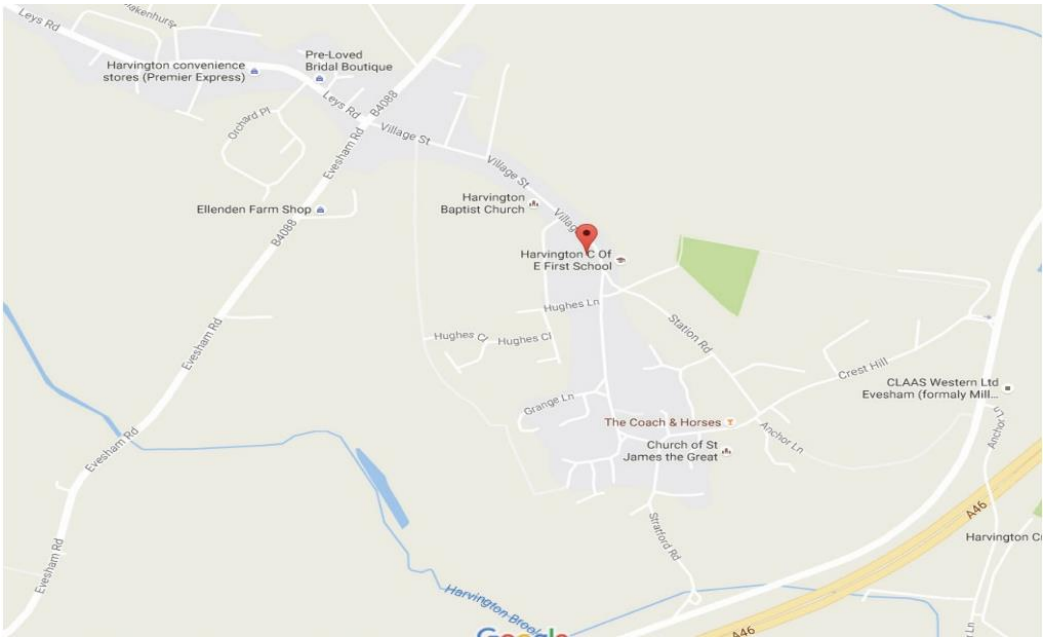
Worcestershire County Council
Schools, Education & Learning
County Hall
Spetchley Road
Worcester WR5 2NP
Tel: 01905 763763

Diocese of Worcester
16 Lowesmoor Wharf
Worcester
Tel: 01905 20537

School Contacts

Mr Tom Holdstock	Headteacher
Mrs Becky Enstone	Deputy Headteacher
Mr Rod Arthur	Chair of Governors
Mrs Sally McCaugherty	Home School Link
Mrs Nicky Allen	School Office Manager

Location Map



'Together we love, learn and grow'

How is the school organised?

There are seven classes and each one has an individual year group, ranging from Nursery to Year 5.
Children arrive from 8.30am and registration is between 8.30am-8.40am.
Nursery starts at 8.40am and runs different sessions throughout the school day. Please see separate Nursery information.

School also runs an Early Birds Breakfast Club from 8am until 8.30am and an After-School Club, Harvington Wrappers, from 3pm-6pm.

During the school day there is an act of collective worship based on Christian Anglican principles including use of The Bible. This is led by the teaching staff and the local Rector who often performs stories from The Bible in our "Open the Bible" collective worship.





Fruit may be eaten during mid-morning break. Children from Nursery to Year 2 have free fruit. Any spare fruit is shared with KS2 children.

Children say Grace in their classroom just prior to lunchtime which is from 12.00 noon to 1.00pm and is eaten in the hall in two sittings. Dinners are cooked in our purpose-built kitchen and three hot food choices are available each day. There is a choice of two main dishes (always one vegetarian) or jacket potato. There is also a choice of sandwiches too. Menus are available so you know what choices there are but children can choose when they see the food themselves. There is also a full salad bar and a choice of desserts. School meals cost £2.75 each. Children in Years R, 1 and 2 are entitled to a free meal as part of the Government's Universal Free School Meals initiative. Meals are served on a tray, please send a named cup if you are not sending your child a drink, as water is always available.
If you prefer your child to have a packed lunch please encourage the school aim of 'healthy eating' by including a piece of fruit or a raw vegetable. No sweets or chocolate are allowed though a chocolate type biscuit is acceptable. All children having a packed lunch need to have a named cup and plate. Water is always provided but you may send your own drink if preferred.
Children who eat cooked meals or a packed lunch sit together in family and friendship groups. The hall is fully supervised by Lunchtime staff.



We are a Nut Free School

Children who suffer from nut allergies can develop a severe, potentially life-threatening allergic reaction. If someone has a nut allergy it is not just eating nuts that can cause a severe reaction, just being touched on the skin or smelling the breath of someone who has had nuts or a product containing nuts can trigger anaphylactic shock (which can cause breathing and swallowing difficulties).

First aid staff in the school are trained to use the Epi-pens (an injection of adrenalin) which is required immediately if this happens.

We cannot have nuts in school in any form. So please can we ask that you have no nut products in lunch boxes or brought into the school as treats.

For example:
Peanut butter sandwiches
Chocolate spreads
Cereal bars
Some granola bars
Cakes that contain nuts

Biscuits / Cookies that contain nuts
Peanut butter cakes
Some Asian food, including satay Sauces that contain nuts

This list is not exhaustive, so please check the packaging of products closely.



All children are encouraged to drink water throughout the school day. The PTFA have provided the water filter/dispenser and this funding contributes to providing clean water in Africa.

School ends at 3pm and the school gate is opened and manned by a member of staff from 2.55pm. This staff member is a point of contact for parents or children. Parents must be at school at 3pm. If any parent is running late then it is necessary to contact the office so children can remain safely in school with an adult.

Children may be collected from the playground. If you make other arrangements please let us know.

Year 5 children who walk to and from school alone may have a mobile phone. Phones to be left with the office in the morning and collected at the end of the day.

Our Classes

Starting Nursery and Reception

If you are allocated a place for your child at Harvington C of E First & Nursery School we send you links to our induction information. This information enables us to introduce you to your child's teacher and support staff, explain about how our school works and share key information regarding your child's class.

In Reception Class the children come to school for morning sessions gradually building up to full time over a few days. This gives the Class Teacher and Teaching Assistants the chance to really get to know the children well.

School Organisation

The school is divided as follows:

Foundation Stage	Nursery and Reception
Key Stage 1	Years 1 and 2
Key Stage 2	Years 3, 4 and 5

Staff List

	Class Teachers	*Teaching Assistants*
Nursery	Mrs Anita Wood (Manager) Miss Emma Suffield (Deputy Manager)	Mrs Amy Stone Mrs Bryony Reeve
Reception	Mrs Poole - *Monday to Wednesday* Mrs Enstone – *Thursday and Friday*	Mrs Prosser - *full time* Miss Powell 1:1 – *Monday and Tuesday* Mrs Parkinson 1:1 – *Wednesday to Friday*
Year 1	Mrs Gregory - *Monday to Wednesday* Mrs Brown - *Thursday and Friday*	Mrs Clark - *mornings* Miss Boyle - *afternoons* Mr Wichmann - *1:1 Monday – Friday*
Year 2	Miss Harrison	Mrs Sams - *mornings* Mrs Griffiths - *Monday to Wednesday afternoons* Mrs Rean 1:1 - *Monday to Wednesday* Mrs Griffiths 1:1 - *Thursday and Friday*
Year 3	Mrs Elaaoudi - *Monday to Thursday* Mrs Manns - *Friday*	Miss Boyle - *mornings* Mrs Sale 1:1 - *mornings*
Year 4	Miss Knapton	Mrs Roebuck – *mornings* Mrs Harrison 1:1 – *Monday and Tuesday* Miss Powell 1:1 – *Wednesday to Friday*

Year 5	Mrs Whillock - *Monday to Wednesday*	Mrs Phillips – *mornings*
	Mrs Cruchley – *Thursday and Friday*	Mrs Sale 1:1 – *afternoons*

Headteacher Mr Holdstock
Deputy Headteacher Mrs Enstone

Inclusion: *SENCo* Mrs Enstone
SALT Mrs Clark and Mrs Prosser

Home School Link Mrs McCaugherty

Languages Teacher Madame Evans
Trainee Teacher Mrs Manns

Office Manager Mrs Allen
Clerical Assistant Mrs Johnson

Finance Manager Mrs Davies
Site Manager Mr McWilliams

Lunchtime Supervisors
Miss Hillman
Mrs Roberts
Mrs Dale
Ms Finlay
Mrs Roebuck

Cleaning Staff
Mrs Floyd
Mr Floyd

Early Birds Breakfast Club Staff
Mrs Wood
Mrs Prosser
Mrs McCaugherty
Miss Suffield
Mr Wichmann
Mrs Johnson

Wrappers After School Club Staff
Mrs Scrivens
Miss Hillman
Mrs Sams
Mrs Stone
Miss Boyle
Mrs Prosser
Mrs Roberts
Mrs McCaugherty

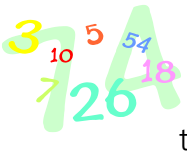
Our Curriculum

English



English is taught every day with a strong focus on acquiring excellent key skills, phonics, keywords and spelling as well as covering other aspects of the National Curriculum. Children are encouraged to listen carefully and speak with confidence. They read from a wide variety of books. Throughout the school we encourage excellence in handwriting and presentation.

Maths



Maths is also taught every day with extra fluency/times table sessions during the week. The children develop their understanding through a variety of sequenced activities. There is a strong emphasis on mental calculation. The children are encouraged to develop the ability to solve problems and use their maths skills in everyday situations.

Science



Scientific enquiry skills are developed throughout each science topic area. Children cover life processes, materials and physical processes. Investigations are carried out, enabling the children to gather, analyse, and consider evidence. Children are encouraged to develop scientific skills, knowledge and vocabulary.

Art and Design Technology



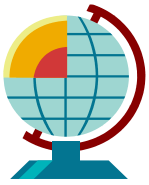
Art and DT is taught in alternate half terms. Children use a variety of mediums, materials and techniques and are introduced to famous artists. Artwork is displayed with pride around the school. Each year group also participates in cookery lessons, in our child friendly kitchen area, where sweet and savoury dishes linking to themes are designed, made and evaluated.

History



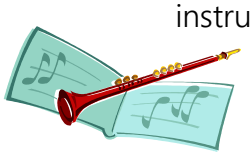
History is taught in all classes as part of the class theme/question. Children are encouraged to think, question and acquire knowledge of key historical events. Primary and secondary sources are used to develop children's understanding of the past and how it influences the present. Children learn to evaluate from photographs, census returns and the internet to argue their point of view.

Geography



Geography looks at the natural and human world through the study of contrasting places. Children are encouraged to hypothesise, analyse and develop decision-making skills. Geography inspires children to think about their place in the world.

Music



Music is a strength of our school offering many opportunities for singing and playing instruments. The children enjoy weekly music lessons and have an opportunity to play in small music groups and can have individual lessons too. All children participate in the school productions. Performance is important and musicians are encouraged to take part in school concerts.

Physical Education



Children develop individual and team skills and an awareness of health and fitness. Activities include dance, gymnastics, games sessions, outdoor activities, athletics and swimming. Sports coaches are employed for some specialised coaching in all year groups.

Religious Education



Religious Education covers Christianity, Judaism, Islam and Hinduism and gives children knowledge and understanding of different faiths and contributes towards their spiritual, personal and social development. Throughout their time in school the children have the opportunity to visit a church, cathedral, Hindu temple, synagogue and mosque.

Computing



Pupils are taught the principles of information and computation, how digital systems work and how to put this knowledge to use through programming. Pupils learn how to use, express themselves and develop their ideas through information and communication technology. Online safety is a key focus and learning how to keep safe when using different digital technologies is paramount.

Languages

From Nursery through to Year Five children develop an awareness of other Modern Foreign Languages. The school has chosen to focus on French Language and culture and specific French lessons are delivered by a specialist French teacher from Years Two to Five.

PSHE and Citizenship

This is taught in all years through relevant themes.
The key priorities are:

- Emotions
- Celebrating difference
- Dreams and goals
- Healthy lifestyles
- Positive relationships
- Bodies and changes

Forest School

We are fortunate to learn in a school which has beautiful grounds. These have been developed over a number of years and provide an exciting learning environment for all children. The children have quiet areas, den-making provisions, a mound and tunnel, a stone circle, base camps, a story telling area, mud kitchens and plants and trees which change with the seasons.

Children in EYFS and Y1 participate in weekly planned Forest School sessions. The activities enable children to develop their independence, co-ordination and co-operation skills while promoting confidence and self-esteem. The Forest School area is also used by class teachers to enhance learning opportunities.

Foundation Stage

The children work within the Early Years Foundation Stage. This stage is for children aged from birth to the end of the reception year, and includes seven areas of learning:

Prime areas – Communication and Language, Physical Development and Personal, Social and Emotional Development

Specific areas – Literacy, Mathematics, Understanding the World, Expressive Art and Design

In our timetable we also offer
Forest School, Computing, PE, Cookery, Roots and Shoots and Library sessions

Collective Worship



Collective Worship takes place in the hall and offers an opportunity to re-affirm, interpret and put into practice the values of our school and to celebrate its achievements. Children are encouraged to think, feel and reflect. These assemblies have a strong spiritual dimension and children respond positively.

Parents have the right to withdraw children from Collective Worship should they wish and children will remain in a separate room. Please see the Headteacher should you wish to consider this course of action.

Celebration Collective Worship



Parents are encouraged to attend our Celebration Collective Worship which is held fortnightly on a Friday afternoon at 2.15pm in the school hall. Various achievements are celebrated including merit certificates, attendance and punctuality. We also award the Pig Award for Perseverance, Hedgehog Award for Trust, Fox Award for Friendship, Teddy Award for Forgiveness, Monkey Award for Truthfulness and the Lion Award for Respect in recognition of the children following our core values.

You can help your child

All our staff will offer help and advice on what you can do to support your child.

Pre-Nursery Skills

- Read with your child, look at books together; teach nursery rhymes and counting games. Spend time chatting and help your child to recognise his/her own name.
- Play games, paint, write, use scissors, glue - have fun together.
- Support children to use the toilet independently
- Encourage independence, support efforts to dress and undress - even if it takes time.
- Invite friends to play, encourage sharing, giving and caring.



➢ At School

- Be active in your child's education.
- We need your support in reading with your child every night and supporting with homework.
- Speaking and listening are necessary skills, which you can encourage at home by talking with your child.
- Show your child that you value his or her efforts and praise what is achieved.
- When the time comes ensure that you convey the value of homework and support your child in reaching deadlines.
- Attend school based workshops to support your child's learning
- There is an open door policy - come and see your child's teacher, or put a message in the message book. We have parent consultations every term, and a 'Meet the Teacher' session in the first half term. In the summer you will receive a written report.
- We offer a wide range of extra-curricular activities please encourage your child to participate.
- Avoid losses of personal property by ensuring that your child does not bring valuables into school or leave money unattended. These and any jewellery, watches etc. worn to school are the responsibility of the children.
- We are always grateful for parental help in school for example - reading, sewing and working with computers. Should you wish to help please see your child's teacher.
- Take an active part in our PTFA. You will automatically become a member and any skills you bring will be welcomed.

Parents/Carers make a vital contribution



Our school provides

In addition to the statutory curriculum requirements we offer a wide range of additional activities and resources. Please view our Charging and Remissions Policy available on the school website.

After School Clubs



Teachers and volunteers run a variety of clubs, which may include Computer, Cookery, Craft, Sports and Handbells. We also have external sports coaches leading clubs, for example gymnastics, hockey and football.

Sports



When possible we obtain the services of qualified coaches. We have purchased Table Tennis, Basketball, Tag Rugby, Floorball, Golf, Cricket and Netball equipment. Regular afterschool competitions involve as many children as possible.

Swimming



Children from Years Three, Four and Five have the opportunity to swim at Evesham Leisure Centre during the year. Parents/carers are requested to make a voluntary contribution to cover the cost of transport and qualified swimming coach.

Music



We offer a range of music lessons including piano, keyboard, guitar, ukulele, violin and singing. Payment is necessary for these lessons, but we can offer some instruments for free hire from the school. In addition, Key Stage 2 classes have whole class instrumental tuition in cornet, fife or recorders.

Residential Course



Year Five children have the opportunity to attend a residential outdoor centre for three days.

Community Involvement



Children take part in various community activities such as:
Links with Church and participation in the religious festivals.
Fundraising for our selected charity.
Sharing postcards with our community

Opportunities to make a difference!

Embedded in our curriculum is our global citizenship work. This is where children make links between themselves and others around the world, learn about global similarities and differences and understand injustice and what they can do to make a change. We follow the Global Neighbours accreditation process and children love promoting their ideas to make the world a better place. They really do make a difference!



Inter School Activities

As a member of Evesham First Schools Cluster our children have the opportunity to be involved in educational activities with pupils from other schools including sporting events, science days and forest school activities.



Early Birds Breakfast Club (8.00am – 8.30am) Wrappers After School Club (3.00pm-6.00pm)

The Breakfast and After School sessions are available for children who currently attend our school from Nursery through to Year Five. Sessions need to be booked in advance on a half-termly basis. Ad-hoc sessions are offered subject to availability. Please ask for a separate information pack.

School Hall



We have a purpose-built hall enabling us to offer a wide range of sports, drama, dance and musical activities. The governors are keen for interested parties/organisations to hire the hall, please contact the office for further information.

Pupil Parliament

This is organised on the same basis as the "real" London parliament, we even have our own Prime Minister! Children across the school have the opportunity to vote for who in their class will represent them at meetings. The Pupil Parliament meets throughout the year, with members representing their constituent classes and working together to drive improvements across the school.

Home School Link

The role of our Home School Link member of staff is to provide support and information to parents and children attending the school. Our Home School Link will aim to keep you informed about what is happening in school to enable your child to fully participate in all aspects of school life. If you need information about other organisations or activities outside of school our Home School Link can point you in the right direction. A key part of the role of Home School Link is to assist parents by offering up-to-date expert advice on issues such as healthy lunch boxes, online safety and helping your child to develop their independence.
Please click on this link for further information:
https://harvington-ce-first-nursery-school.secure-primarysite.net/home-school-link/

Inclusion Team

We have high expectations for all pupils ensuring everyone can reach their potential. Within school we have a team of staff who work together to ensure the needs of all our learners are met through our outstanding teaching and learning, providing differentiated work and a personalised approach. This could involve supporting learning needs, emotional needs or behavioural needs. We have lots of different strategies, interventions and resources that we adapt to suit individual needs. Whatever provision we put in place is reviewed regularly and adapted when needed.

Newsletters

Newsletters are published on the school website to keep you in touch with current events and developments in school.

We issue a Media/School parental permission form which gives you the chance to say whether your child's name or photograph can appear on the website or in the local press.

PTFA

There is an active Parent, Teachers and Friends Association which arranges educational, social and fund-raising events. They work very hard to raise money for the school. New members of the committee and 'extra pairs of hands' to help out at events, are always welcome. New parents are particularly welcomed, and we invite you to attend the PTFA meetings, which are held once or twice each term. We are always keen to hear new ideas, and have an enthusiastic team who raise much needed funds for the school.

Last year's events included:-

- Children's discos
- Movie Nights
- Summer Fayre

Over the last few years school was able to purchase:-

- Three curriculum enrichment days
- Coaches (to reduce the cost for parents)
- Staging for the hall
- Sound system
- Sports equipment to support the new curriculum
- Literacy and History resources
- New Curriculum resources
- iSingPOP workshops

The PTFA also contributed towards all class visits and each class has a set amount to support with class-based learning and resources.

Concerns and Questions

For further information please click on this link to our website:
https://harvington-ce-first-nursery-school.secure-primarysite.net/admissions/

The Worcestershire Admissions Criteria is as follows (please see the Worcestershire Admissions Policy on our website for further information):

Admissions Criterion for Community and Voluntary Controlled First/Primary Schools:

1. Children Looked after and previously Children Looked after including those who appear to have been in state care outside of England;
2. Catchment Area Siblings;
3. Catchment Area Children of Staff;
4. Catchment Area;
5. Out of Catchment Area Siblings;
6. Out of Catchment Area Children of Staff
7. Out of Catchment Area.
8. Distance

In each criteria, children will be ranked in accordance with Straight Line Distance.
In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the school named in the Plan, this will be prior to the allocation of any other places, wherever possible, and could reduce the number of places available.

Admissions outside of Worcestershire

Parents/Carers who live in a different county and wish to apply to Harvington C of E First and Nursery School for a place for their child should apply to their Local Authority admissions.

When can my child start school?

Entry to our nursery class is in the term your child turns 2 years 9 months.
Children can start main school in the September following their fourth birthday. We also welcome children throughout the year.

School Admissions from County

Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools is available to view online at

www.worcestershire.gov.uk/schooladmissions

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. You are advised to read the book prior to making an application.

The information below briefly explains:

When and how to apply for the Reception Year Group Academic Year 2027/2028

If you live in Worcestershire and your child is due to start school in Reception during the school year 2027/2028, then you must apply to Worcestershire County Council for his or her school place by 15th January 2027. Applications open on 1st September 2026.

Apply online at www.worcestershire.gov.uk/schooladmissions

When are decisions made?

Offers will be issued in April 2027. They will be issued direct to parents by the School Admissions Section, even if it is on behalf of the governing body of an Academy, Foundation, Free or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will normally be offered at the nearest school with available places for pupils who live in Worcestershire.

The acceptance or decline of the offer must be made by the date specified.

For pupils not resident in Worcestershire, the offer or refusal letters will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

Frequently Asked Questions

Does my child have to attend every day?

Children are expected to attend school every day so they can learn and play with their friends. Please see the Attendance Policy for further information.

What happens if my child has difficulties with their learning?

If we think your child requires further support, the class teacher will discuss individual targets with you and share an Individual Education Plan. This will ensure that any difficulties are noted and plans made to support your child. The Special Educational Needs Policy is approved by the governing body and is implemented throughout the school.

How is my child assessed?

Teachers assess children all the time and have a full understanding of their next steps. There are also national tests. Children complete Gov.UK baseline assessment within six weeks of starting in Reception. At the end of Year One children are tested in a national phonic test. At the end of Year Four the children will take a new multiplication test. Advice is available from class teachers to enable you to support your child.

How does school support good behaviour?

Good behaviour is encouraged. A fortnightly celebration assembly sees Merit Certificates and awards for our six key values awarded, amongst others. Children are encouraged to respect others and their property in accordance with the school Behaviour Policy, our six key values and our Vision Statement. If you are concerned consult the class teacher in the first instance. Children earn dojos for following school values.
Any accusation of bullying is always taken seriously, and thoroughly investigated. Please read our Anti-Bullying Policy. The children are always taken seriously and all children are treated fairly. The school reserves the ultimate right to exclude in extreme cases.

What do I do if my child is ill?

If your child is going to be absent let us know otherwise you will be called under our first day absence policy. If your child has sickness and/or diarrhoea they must be clear for 48 hours from their last episode of diarrhoea or vomiting before returning to school.

What do I do if I want to go on holiday?

Every lesson missed really counts and in the interests of your child's education we request you make holiday arrangements out of term time. No holiday can be authorised during term time from Reception to Year Five. Parents are required to complete an application for leave of absence, these can be collected from the office.

What happens if my child needs medicine at school?

Ideally medicine is administered by the parent/carer at home or by coming into school. Under special circumstances trained staff will administer medicine following the completion of a form, obtainable from the school office.

The use of lip salve is allowed. It should be named and handed to the class teacher for children in Nursery, Reception, Years One and Two. Older children may keep their own lip salve and will be reminded not to share due to cross contamination.

In warm weather, sun cream should be applied before coming to school.

What happens if my child is ill or seriously hurt in school?

Our qualified First Aiders will care for your child whilst we make every effort to contact you.
Should hospital treatment be necessary an ambulance will be called immediately.
Head bumps will be seen by the first aiders and an App Message and letter sent should they deem it necessary. It's useful if you work to have a friend or relative who can collect your sick child if necessary.
Please let us know when you change your phone/work/home number

What do I do if my child has head lice?

Please inform your child's Class Teacher or the office. It is advisable to regularly check for head lice and preferably, once a week, condition and comb your child's hair using a lice detection comb. Daily brushing is a good deterrent and long hair should be tied up.

How can I be involved in school?

You are welcome to be involved in school. Please ask for a Volunteer Application Form.

What happens if things go wrong or I have a problem?

Come in and speak to the Class Teacher in the first instance or use the message book system where appropriate. We would much rather talk to you to resolve any problems. We will investigate any complaints. The governors have in place a complaints procedure which can be found on the school website.

Can my child come to Nursery?

Yes, please register your child's name with the office. If spaces are available, you will be notified. We will offer you our full welcome pack the term before your child starts. Taster sessions are available every first Friday of the month from 9am-11am.

Inclusion

We are an inclusive school and we aim to provide the necessary facilities and education for all children. The school has carried out a disability access audit resulting in a plan to increase access for all with disabilities. This accessibility plan is reviewed regularly.

Safeguarding Children

This school is committed to safeguarding and promoting welfare of children and expects all staff and volunteers to share this commitment. Sometimes we may need to share information with other agencies. We will ensure our concerns are discussed with parents first unless we have reason to believe that this action would be contrary to the child's welfare. Should you have any concerns please contact us.

Senior Designated Safeguarding Lead
- Tom Holdstock

Deputy Designated Safeguarding Leads
- Becky Enstone

Deputy Designated Safeguarding Leads
- Sally McCaugherty

Governor with Safeguarding Responsibility
- Sanjay Dhir

The school recognises that, on occasions, there is a need to intervene when there is an obvious risk of safety to pupils, staff and property. For the most part this is achieved through the fostering of good relationships, and the normal application of positive behaviour management to support and intervene. However, in exceptional or extreme circumstances this may involve the use of "positive handling". In such circumstances, staff will follow the school's policy for dealing with such situations.

School Uniform – please refer to our School Uniform Policy which can be found at

https://harvington-ce-first-nursery-school.secure-primarysite.net/school-uniform/