

Hartlebury CE Primary School

September 2024

Newsletter

Our School Vision



Welcome Back!

A very warm welcome to all of our new and returning children and families! We very much hope that you have enjoyed the summer holidays and are ready for a brand-new school year. The staff are very excited to be working with their new classes and over the summer have been busy preparing the classrooms, which are all looking fabulous!

We are delighted to introduce Mrs Anneke Barrett, our new Year 1 teacher and Mrs Daisy Westwood, our new Year 2 teacher. They are a very welcome addition to our team and they are both very excited to be working with the children.

Class names are (with classroom locations):

Early Years Unit: Willow - Miss Rebekah Salter, Mr Matthew Adams, Mrs Maxine Leavesley, Mrs Lucy Tristram and Mrs Chantelle Bates. (Early Years Playground 1)

Year 1: Cherry - Mrs Anneke Barrett, Mrs Hayley Bellison and Mr Derek Cadwallader (Playground 2)

Year 2: Ash - Miss Daisy Westwood, Mrs Trina Preece, Miss Claire Bearfield and Mrs Nikki Best (Playground 2)

Year 3: Lime - Miss Emily Williams, Mrs Nikki Best and Mrs Natalie Powell (Playground 2)

Year 4: Hazel - Mrs Deborah Wares, Mrs Jo Vernon and Mrs Natalie Powell (Playground 2)

Year 5: Chestnut - Mrs Toni Branagh and Mrs Claire Cartwright (Playground 2)

Year 6: Alder - Mrs Caitlin Moulder and Miss Harris (Playground 2)

Mrs Denise Wilton will continue to lead our Forest School sessions throughout the week and will also offer support in various classes across the week. Forest School begins again for the Autumn term, the week beginning **Monday September 9th 2024**. Your child's teacher will confirm your child's Forest School day. Please see the Forest School clothing requirements by selecting the following link from our school website: [Forest School Clothing Requirements](#)

Lunchtime Staff: Mrs Chantelle Bates, Mrs Debbie Gough, Miss Jacqueline Herbert, Miss Chelsea Maughan, Miss Catherine Thomas and Miss Samantha Turner

Breakfast Club: Miss Libby Harris and Miss Chelsea Maughan

After School Club: Miss Jacqueline Herbert, Miss Chelsea Maughan

Harvest Festival - Thursday 19th September 2024 at 9am

All children from Pre School - Year 6 will be taking part in our Harvest Festival service on Thursday 19th September at 9.00am. We hope you and your families can join us. Harvest is always such an important celebration in the Christian calendar, a time to give thanks to God for crops and growth. It also provides our school community with the opportunity to appreciate those working in agriculture and food production.

For our school, it is also a time to think of those in our local communities, who experience food poverty. We'd like to invite families for donations of non-perishable food (tins, packets, pasta, rice, jars.... anything you can spare) to be blessed at our Harvest church service and donated to a charitable organisation afterwards.

Any donations are welcomed in school from 9.00am on Wednesday 18th September. The donations will then be taken over to the church by the children and placed near the altar for our service.

A huge thank you to parent David Johnson, who again, has kindly agreed to help us distribute these donations to a locally based charity.

Grandparents/Loved Ones Lunch - Friday 4th October 2024

Grandparents' Day is a day dedicated to acknowledging and celebrating the important contribution made by grandparents or older relatives to their families. This year, Grandparent's Day is on Sunday 6th October. In recognition of this event, we would like to invite Grandparents, or for those without grandparents, a family member or special person/loved one, to a Grandparent's Lunch on Friday 4th October. Further details of this event, including menus, timings and booking processes, will be sent out shortly. We hope that both family members will enjoy this special time together.

Samuel Manninge Charity

The [Samuel Manninge Charity](#) is offering small financial grants to residents of **Hartlebury Parish** in **Stourport-on-Severn, England**. If you're experiencing temporary financial difficulties, such as needing funds for a travel pass, school uniform, or essential equipment, the charity may be able to help. To find out if the charity can help you, request an application form from: clerk.manningscharity@gmail.com

Hartlebury's Parish Hall is celebrating its Platinum Jubilee with a whole host of events, including the upcoming Family Fete on the Parish Green on Saturday 21st September. The hall was built in 1952 with the support and effort of the whole community. The hall was refurbished in 2015. The parish hall is a charitable institution, run as a non-profit making organisation by a voluntary committee. Details on the Fete can be found attached to this newsletter and on the [Parish Hall website](#).

Punctuality and Attendance

Punctuality and attendance are very important for all children. There are morning learning activities and opportunities available from 8.35am, but the whole class learning and routines start from **register time at 8.45am**. Our Collective Worship is at 8.55am and children arriving after this time are unable to join in with our whole school gathering. Please ensure that your child attends regularly and on time, this will support their friendships, learning, routines, anxiety and many other learning behaviours. For us to enable your child to settle, be happy and learn at their best, we do need your support with their morning routines and regular attendance. We know children who do not experience this regularity suffer with settling, enjoying school, learning and relationships with their peers. As guided by our Trust Attendance Lead, children arriving after 9:15am will be recorded in the register as unauthorised for the morning session.

Attendance

The Government continue to take a very strict view on attendance and we are directed by the Department of Education in our approach to:

Expect: Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn.

Monitor: Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level).

Listen and understand: Discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support: Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school.

Formalise support: Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce: Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Please ensure you contact us before 8.30am if your child is going to be absent for any reason; there is an answer machine for these messages and you can leave them at any time.

Alternatively, you can email office@har.saet.co.uk It helps us enormously if we are not having to chase absentees who have not messaged us. As you will appreciate, our front office is a very busy place, making these calls is time consuming and takes time away from other important duties.

Collection from School - Keeping your children safe

Please contact the office to complete a form if you are a parent of a Year 6 child and wish for your child to leave the school premises without a parent collecting them. All other year groups will require collection from school. Please notify the office if older siblings, grandparents, aunties, uncles, friends or childminders will be regularly collecting your child. If your child is going home with another parent for a 'play date' we require an email from your email address informing us of this.

Operation Encompass

Our school continues to take part in a national project, which is being run locally in partnership with Worcestershire Children First and West Mercia Police. Operation Encompass is a process whereby the police and county council will inform a member of staff if a child or young person has experienced any domestic incident. This will be done prior to the start of the next school day. Information sharing between professional agencies allows school staff to provide emotional and practical support to their pupils experiencing domestic abuse. For further information please look at our website and read the annual Operation Encompass Letter that will be sent out in due course.

Medical Conditions/Asthma

Your child's health is important to us and we are continually looking to improve our procedures to support this. If your child has an inhaler please ensure that this is brought into school **with their spacer and Asthma/wheeze management plan and signed in with Miss Gledhill at the office.** A spacer is essential to effectively administer a Salbutamol inhaler and prevent your child from having a significant asthma exacerbation. Your child's inhaler and spacer will be available to them at all times in school.

Mrs Best is our Asthma Lead for the school and is available to help support and answer any queries or concerns you may have regarding your child's respiratory care. We will be putting on an asthma education session for parents/carers of children who have an inhaler and strongly recommend you attend so we can work together to promote your child's health. This will be taking place on **Thursday 12th September 2024 at 9.00am** for half an hour. Please let the school office know if you are able to attend.

If your child has any Medical Conditions, Allergies or Dietary Requirements that we need to be made aware of, please let Miss Gledhill know and she will update our records.

Breakfast Club and Wrap Around Care

Our Breakfast Club opens at 7.30am daily and will be hosted by Miss Libby Harris and Miss Chelsea Maughan. The children will be offered cereal and toast in the mornings. Sessions must be pre-booked and paid for on Parent Pay before we can accept any children. If you have an emergency and need us to keep your child in after school care on any day, please contact the school office. We may need to call in additional staff and unless we know, we can't act. Breakfast Club is £6.00 a session.

After School Care

After-School Care runs between 3.15pm and 6.00pm Monday to Thursday and between 3.15pm and 5.00pm on Fridays. The children are offered a snack and drink while they are there. The After-School Team provides a range of indoor and outdoor activities for the children to take part in. Please see our After-School Care newsletter for further details. The cost of After School Care is £9.00 per night (Monday to Thursday) and £8.00 on a Friday.

Extra-Curricular Clubs

We will be running extra-curricular clubs this year. Please look out for the lists which will be sent via Arbor and available on the website.

Uniform

Whilst branded uniform is available, non-branded uniform is perfectly acceptable. Our uniform colours are yellow polo shirts, grey trousers, skirts or dresses, maroon sweatshirts and cardigans. Maroon coats are beneficial when children are on school visits. During cooler weather months, we ask that any tights worn are of a grey colour. Sturdy, black shoes are essential. Please invest in these for your child's comfort; and velcro/buckle fasteners where possible. If you choose laces, please ensure your child can tie them. Please label all uniform items, as more often than not, in a busy school our size, it is impossible to match up unlabelled items to children.

P.E Kit

On return to school your child's teacher should have informed you of their class PE days. On these days, we would like the children to wear our school PE Kit; black shorts/joggers, yellow T shirt, maroon fleece/sweatshirt, black pumps/trainers. Please ensure that your child wears our school colours wherever possible. Football kits are not permitted. Your teacher will advise on the appropriate footwear, depending on the sport being taken. Long hair must be tied up and earrings removed please.

Forest School - Starting from Monday 9th September

Classes from Early Years to Year 5 will continue with our much-loved weekly Forest School sessions. These sessions take place during the class teachers' non-contact PPA time. Your class teacher will advise when Forest School clothing is required. Children will need to be in school in School Uniform top half and black/blue warm jogger type bottoms. Please do ensure that their top layer of clothing, over their school tops, and their footwear, is appropriate for being outdoors in all weathers; a little bit of rain doesn't stop Forest School! If your child is not well enough to take part in Forest School, they are probably not well enough to be in school, but do please talk to us if you are concerned.

As always, we are looking for volunteers that can regularly devote 2-3 hours each week to support the learning in Forest School. The benefits of learning outside are huge for mental health, physical activity and team building, as well as developing many other life skills. If you feel you are able to help and support us with this please let us know, by ringing or emailing the office on office@har.saet.co.uk

School Catering

Our school caterers- Alliance in Partnership- continue to supply us with delicious lunches. If your child has already tried them, they will vouch for how lovely they are. Jacqueline Smith in the kitchen, works really hard to ensure your child gets a delicious, nutritious meal at lunch time. If your child is in Reception, Year 1 or Year 2 they are entitled to Universal Free School meals. In these financially difficult times can I urge you to take advantage of this offer, your child will benefit enormously. If all our younger children take up their entitlement I am certain that even the fussiest of eaters will join in. Please consider this whilst the Government is helping in this way. You do need to order via Parent Pay, but there is no charge. If you would like to discuss allergies, or have any questions, please email Jacqueline.Smith@sodexo.com

Applying for Free School Meals

Please consider applying for Free School Meals if you are in receipt of any benefits (even if you are in Reception, Years 1 & 2 and receiving Universal Free School Meals; they are different funding streams). Being eligible for Free School Meals not only entitles you to a hot school lunch, but it also opens up opportunities for a reduction in music lessons, visit costs and may be the route for additional funding for food in the holidays etc if the Government uses this register for support. Free School Meal register also adds additional money into the school budget and this will be something we will desperately need to maintain our support staffing levels. Please speak to Miss Gledhill if you think you may be eligible as she can help with an application.

Communication Matters

Below is a summary of our communication procedures:

- In the first instance, if you wish to pass on a message, do please speak with the class teaching staff at the classroom door.
- General email communication should be sent to office@har.saet.co.uk or to (Caroline Unitt, Executive Head) cunitt@saet.co.uk or to (Sophie Bartlett, Head of School) sbartlett@har.saet.co.uk
- Communication/messages for staff are preferred via office email rather than in reading diaries, book bags or in person at the hatch. The hatch can become very busy and things get missed/written down incorrectly.
- Please continue to only come to the hatch when essential. In the mornings we have children arriving via the front entrance to support their additional needs and having adults gathering there adds to any complications or difficulties these children are experiencing. The front entrance, first thing, really is for aiding children's arrival to school not for messages at the hatch.

- No emails will be answered after 4.00pm on any day.
- No emails will be answered at weekends or in the holidays. Emergencies during these times should be sent to cunitt@saet.co.uk (Caroline Unitt) or sbartlett@har.saet.co.uk (Sophie Bartlett).
- The office is open from 8.30am - 4.00pm. The telephone is not available outside of these times, but there is an answer phone service for messages.
- After School Care has their own direct line and is available until the end of After School Care.
- We ONLY send general information via email, i.e. monthly newsletters etc. An email is NEVER urgent and does not require immediate reading or action.
- A TEXT MESSAGE will be more urgent, but NOT an emergency. A text message will require reading when convenient and a rapid/hasty response.
- If there is an EMERGENCY we will call and keep calling until we get a response. We require a minimum of 2 x emergency contact numbers per child. Please ensure the school office has the most up-to-date emergency contact numbers and medical details and child's GP practice.
- We will restrict the amount of unsolicited emails we forward to you, i.e. football holiday clubs, events etc. Please contact us if you require any support with childcare in the holidays and we will then send you the information. This information can also be found on our Facebook page.
- The monthly newsletter will contain information about upcoming events that may be of interest to your family.
- Class Newsletters will be sent via Arbor half-termly; outlining the learning for the next half term.

School Open Morning/Afternoon - Thursday 17th October @ 10am -11.30am and 3.30pm - 4.30pm

We are very excited to be running an Open Morning and Afternoon this October. Do you know of children looking for places here at Hartlebury? Are you a parent/carer looking for a Preschool or Reception place for September 2025? Do please join us on our Open Morning/Afternoon when children and staff will be showcasing our fabulous school. Please help us share this information throughout the community.

**Do you have a child starting Reception Class 2025?
Come and have a look round our School!**





**Join us for our Open Day at
Hartlebury CE Primary School**

Thursday 17th October 2024

10.00 – 11.30am and 3.30 – 4.30pm

Hartlebury CE Primary School
 Rectory Lane, Hartlebury, Worcestershire, DY11 7TD
 Telephone: 01299 250312
 Email: office@har.saet.co.uk
 Website: www.hartlebury.worcs.sch.uk



Family Learning Course

We are running our Family Learning Courses again this year. They were a huge success last year and our families who took part thoroughly enjoyed them. If you would like to join the Solar System and Beyond Family Learning Course, please email Miss Gledhill in the school office and she will give you all of the information. This is a very exciting topic and we know our children and their families who take part will really enjoy it.

Diary Dates

Asthma Drop-In with Mrs Best – Thursday 12th September @ 9.00am

Whole School Church Harvest Festival Worship – Thursday 19th September @ 9.00am

Grandparent's/Loved Ones Lunch – Friday 4th October

Open Morning/Afternoon – Thursday 17th October 10am -11.30am and 3.30 – 4.30pm



The Samuel Manninge Charity

Supporting Those in Financial Need



ACCEPTING APPLICATIONS FOR SMALL HARDSHIP GRANTS
PLEASE EMAIL: clerk.manningscharity@gmail.com
Registered for donations with Gift Aid ZD33239



FAMILY FÊTE ON HARTLEBURY PARISH GREEN

Come and celebrate Hartlebury Parish Hall's Platinum Jubilee at our 1950s themed fête.

SATURDAY
21 SEPT
2.30pm TO 4.30pm

ACTIVITIES:

- Wellie Wanging & Tin Can Alley
- Splat the Rat
- Egg Hunt
- Tombolas
- Guess the name of the Teddy
- Guess the number of sweets in the jar
- Monster Slide and much more

No booking needed
Just turn up and enjoy the fun

Waresley Court Road
Hartlebury
DY11 7TQ

Refreshments available
...with Peaky Grinder coffee
Hall bar open

