



HAWTHORN PARK

COMMUNITY PRIMARY SCHOOL

Where Care and Learning Count

School Prospectus

September 2020

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Where care and learning count

I am delighted to welcome you to Hawthorn Park Community Primary School where all members of the school staff are committed to working in partnership with parents and carers in order to enthuse and excite children to become lifelong learners.

Hawthorn Park is a school that values the central role of high quality basic skills of English and Mathematics alongside the necessary skills to be able to maximise the benefits of modern technology. We provide a purposeful, stimulating, emotionally stable and safe environment where children take risks with their learning and develop the ability to think, adapt and take responsibility for their actions based on reasoned choices.

We develop the social skills, attitudes, self worth and moral values of our children to enable them to become valued members of the future community and we promote a love of activity, sport and arts, which we hope will remain with the children as they move towards adult life.

Hawthorn Park is a socially inclusive school and equal opportunities are given to every child regardless of ability, race, colour, creed, gender, sexual orientation or disability.

Prospective parents and other visitors are welcome at all times – we look forward to showing you our school.

Jeni Houghton

Jeni Houghton
Headteacher



Aims

We aim to:

- provide children with the opportunity to achieve their potential in the basic skills of English and Mathematics
- strive to equip our children with the skills through which to maximise modern technology
- provide each child with experience of success achieved through appropriate challenges
- celebrate everyone's achievement
- recognise and seek to meet the needs of all our children
- provide support for children in developing tolerance and understanding of themselves, others and the rules and expectations of the societies in which they live
- offer opportunities for all children to experience the widest range of learning activities.
- enthuse and motivate all our pupils to embrace lifelong learning
- work in partnership with parents and carers.



Partnership With Parents And Carers

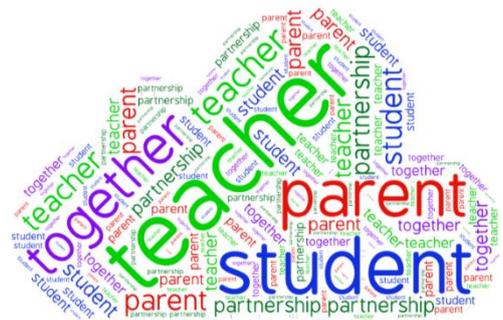
We recognise that you have been your child's first educators and we would like the process to continue as a partnership between home and school.

We will:

- do our best for your child to achieve his/her full potential
- provide early identification of any learning difficulties or special needs consult with you and provide a plan of support
- provide an assertive approach to behaviour management, rewarding appropriate behaviour and building self-esteem
- communicate inappropriate behaviour and seek solutions in partnership with you
- work towards our aims
- be available to answer any queries or concerns
- have high expectations of your child's learning and behaviour, in order to enable them to fulfill their potential.

We hope you will:

- talk with your child and listen in return
- read to, and with, your child, sharing books on a regular basis whatever age your child might be
- hear your child read and provide access to books
- encourage and support homework, whether it is spellings, multiplication tables or research
- encourage your child to use mathematics in everyday situations
- consult and liaise with his/her teachers, attend parents' evenings.
- support the school's behaviour policy by ensuring that your child has acceptable social skills to enable him/her and other classmates to maximise their learning opportunity.
- ensure your child's regular, punctual school attendance with the correct equipment.
- reinforce with your child positive expectations and behaviours.



School Structure

The school is structured into three Key Stages, which cater for the following aged children:

Key Stage	Year Groups	Age of Children	Classes
Early Years Foundation Stage	2 Year olds Nursery Reception	2 year olds 3 – 4 year olds 4 – 5 year olds	Acorn Cherry AM / PM Oak
Key Stage 1	Year 1 Year 2	5 – 6 year olds 6 – 7 year olds	Beech and Willow Chestnut
Key Stage 2 (Lower)	Year 3 Year 4	7 – 8 year olds 8 – 9 year olds	Cedar and Rowan Birch
Key Stage 2 (Upper)	Year 5 Year 6	9 – 10 year olds 10 – 11 year olds	Holly and Sycamore Elder and Maple

Nursery offers provision for children aged 3 to 4 on a part-time basis with all pupils entitled to 15 hours per week, which is provided as either a morning or an afternoon session. Pupils enter Reception in the September after their 4th birthday and then progress through the school annually.

Admissions

Visits to the school are welcomed and applications for a place can be made at any time. As a two-form entry school we have 60 places in each year group.

Children are admitted to our Nursery class part-time from the waiting list chronologically, according to our Admissions Policy.

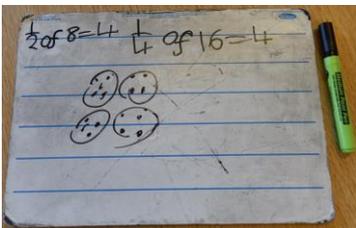
Admissions to Reception must be made through Central Admissions at County Hall (<http://www.centralbedfordshire.gov.uk/school/admissions/landing.aspx>).

The County Appeals Policy on Admissions applies to Reception year group upwards.

School Curriculum

The curriculum we deliver at Hawthorn Park incorporates the National Curriculum, Religious Education (RE) and Personal, Social and Health Education (PSHE), with planned activities which promote the intellectual, personal, social, moral, spiritual and physical development of pupils. The curriculum is designed to enable all our pupils to enjoy and achieve, stay safe, be healthy, positively contribute and promote economic well being.

The curriculum includes not only the formal programme of lessons, but also the values shown by the school in the way it operates. It is a broad, balanced and structured curriculum which is accessible to all children regardless of disability, learning difficulty, gender, home circumstances and culture.



English and Mathematics are taught daily following guidelines of the National Curriculum 2014 and proficiency in these basic skills is our priority. Teaching is differentiated to meet the needs of all the children, providing the appropriate amount of support and challenge. A range of interventions are used for those pupils that are working below or at a slower rate than expected nationally.

The Foundation Stage follow the Early Learning Goals found in the EYFS curriculum and assess the children using the foundation stage profile.

Pupils have individual targets identified and shared with them which identify the next steps in their learning. These targets are also shared with parents and carers during the termly parent consultation meetings.

At Hawthorn Park we have a computer suite with networked computers and computers in all the classrooms. The school also provides access to laptops and kindles for group work. Our internet service provider gives protection to pupils and staff from the unsuitable material on the Internet. All classes have an Interactive whiteboard to promote learning.



Children are timetabled for lessons in the computer suite and they use computers in the classrooms daily.

At Hawthorn Park a creative curriculum approach is used to deliver the curriculum and develop key skills, through cross-curricular work and practical experiences. This includes valuing the pupils own ideas and aspirations which feed into our termly topic based work.

Religious Education is taught through R.E. focused study units as a separate subject on the timetable. We follow the Bedfordshire Education Authority Agreed Syllabus.

PSHE (Personal, Social and Health Education) is incorporated into the curriculum linked to topics and included at times in Circle Time. The school has a policy for Sex and Relationships Education, which is also part of the PSHE curriculum. Questions that arise naturally during the course of the school day are dealt with honestly and caringly within the context of the question. Parents are given the choice as to whether their children take part.

Baseline assessment takes place during the child's first term in Nursery and Reception and this starts the continuous assessment system through observation, resulting in the completion of the Foundation Stage Profile at the end of your child's time in Reception. National Phonics testing is carried out in year 1 and national standardised assessments are carried out during the summer term of year 2 and year 6. All year groups undertake a range of assessments each half term and these systems enable us to track pupil progress and ensure pupils achieve their potential.

Consultations with parents on many matters may take place during the child's school life and on more formal occasions such as Consultation Evenings. A report on your child's progress and achievements is produced once a year in the summer term.

Early Years Foundation Stage Curriculum

The Early Years Foundation Stage curriculum contains 6 broad areas of learning. These areas encompass the following:

- Creative Development
- Knowledge and Understanding of the World
- Communication, Language and Literacy
- Mathematical development
- Physical Development
- Personal, Social and Emotional Development

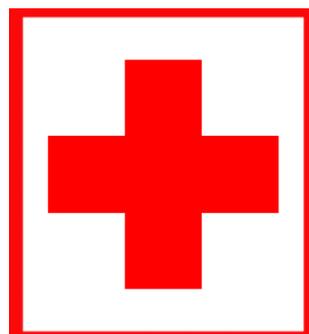


Special Educational Needs

Children with learning difficulties, disabilities or social or emotional needs have their needs identified and addressed through the Special Educational Needs and Disabilities (SEND) policy of the school. We have a Special Educational Needs Co-ordinator and believe that each child no matter what his/her needs, should feel a valued member of the of the school community. Parents are fully consulted and involved in the process at all times.

Health and Medical Matters

It is important that we have full information about any health or medical matters to do with your child. Children requiring regular medicines or treatment in school (such as asthma) have to receive this in the school office. Medicines are kept in the medicine fridge and inhalers are kept in the medical cupboard in the office - **please note we can only accept reliever (Blue) inhalers in school.** If your child requires medicine in school, i.e. 4 times a day prescriptions, an administering medicine form must be signed by you before medicine can be administered and these are available at the school office. Only medication prescribed by a GP can be administered in school.



If your child becomes ill or has an accident during the day he/she is sent to the office for first-aid treatment. If it is serious the parent is called and the child is sent home (or accompanied by the parent to hospital if an ambulance is called). The school has 19 qualified First-Aiders.

Head lice are found from time to time in young children's hair. Head-lice prefer clean hair, so the possibility of infection is no reflection on a family's standard of hygiene. Head lice checks are no longer carried out in schools. The Health Authority relies on parents to check and treat their own children's hair and scalp, especially at the back of the head and round the ears. We recommend that you check your child's hair weekly.

Behaviour

Appropriate behaviour is necessary to make our school a happy and safe learning environment. Certain qualities are needed to ensure this happens and these include responsibility, independence, tolerance, good manners and respect for others and their property.

We have a systematic approach to managing behaviour which is consistently implemented by all school staff. Our behaviour policy is based on high expectations and explicitly details acceptable and unacceptable behavior along with the appropriate rewards and / or sanctions. The school policy has been drawn up in consultation with staff and pupils and a copy can be found on our school website.

School policies are also in place for Anti-Bullying, Equal Opportunities, Racist Incidents and Safeguarding. These all are available on the school website.

The Designated Safeguarding Lead in school is Mrs Kyte and the Deputy Designated Safeguarding Leads are Ms Lewis and Mrs Houghton.

The school has a social/pastoral room which provides vulnerable children with the opportunity to develop social/emotional skills. This facility is also used to develop social and communication skills.



Parent Support Worker

Anne-Louise Kyte is the Parent Support Worker for Hawthorn Park School and its families.

She is based at Hawthorn Park and works collaboratively to provide a link between school and home. She offers support around behavior management, transition, understanding and managing feelings and much more. Anne-Louise is available to meet with parents individually to discuss concerns relating to school or family life and can be contacted on: 01582 863117.

School Times and Attendance

School times are from 8:45am until 15.30pm with an hour for lunch (gates and classroom doors are open from 8:30am).

Early Years and KS1	12:00pm – 13:00pm
KS2	12:30pm – 13:30pm

From the term after your child's fifth birthday full-time attendance at school is compulsory by law. Parents are requested to inform the school on the 1st day of any absence. If your child is absent because of illness, or dental or other medical treatment, a message must be left with the school. Frequent lateness or absence from school without good reason, will result in a referral to the Education Welfare Officer (EWO) and will be recorded in the School and National Records as unauthorised absence. Fixed penalty notices may be issued by the EWO.

Holidays in term time cannot be authorised as per the guidance from the Department for Education. Any holidays taken without permission will be deemed unauthorised and could be subject to a fixed penalty fine of £60 per child per parent.

Attendance overall - 94.7 %



Before And After School Provision

Hawthorn Park School provides the following wrap around care:

Breakfast Club: Daily from 7:45am – 8:30am. Cost: £3:00
After School Club: Daily from 15:30pm – 17:30pm. Cost: £3:00 per hour

There is also a variety of after school activities each evening such as football, gymnastics, multi-sports and dodgeball.

School Procedures

Children can arrive into the main playground in the mornings from 8:30am where they should be supervised by parents/carers until the bell rings at 8.45am. We would encourage any conversations with teachers to take place at the end of the school day, to enable a smooth start to learning in the morning. Any urgent message can be passed on to teachers via the school office.

Children can be collected from their classroom door at 3:30pm where they will be dismissed by their class teacher to a parent/carer.

Please note that all areas of the school grounds and premises are a no smoking zone. Bicycles/Scooters should be wheeled on school premises in order to prevent accidents. Bikes can be left in the secure bike racks outside the school kitchen.

School Uniform

It consists of:-

- Dark green sweater, cardigan or the school sweatshirt or fleece.
- White shirts, blouses or the school polo shirt.
- Grey or black trousers or skirt/pinafore dress.
- Girls in summer may wish to wear green and white checked dresses.
- Sensible school shoes in black (fashion shoes or trainers that are not black are not permitted).



We recommend studs are worn in pierced ears. Fancy or hooped earrings are not suitable for school use as they catch in clothing or P.E. apparatus and they cause ears to be ripped or damaged.

P.E. Kit

A pair of green shorts and a yellow t-shirt with plimsolls are required for indoor PE. These should be kept in a drawstring bag on the child's peg all week and taken home at weekends.

All our school uniform is available from "Best Look" which is on High Street North, Dunstable. (Situated between Argos and Iceland)

Lost Property

Please name all items of your child's clothing and footwear as this makes it easier to trace lost property and return it to the correct owner.

All items found at the end of school are placed in the lost property box which is located in a container outside under the kitchen window. Children are able to look in the box at the end of the school day with their parent/carers. The lost property box is emptied after every half term.

School Meals

School meals are free for all children in Reception, Years 1 and 2.

Key Stage 2 prices are:

- Y3 – Y4 is £2 per day, £10.00 per week (payable on the day or in advance).
- Y5 – Y6 is £2.10 a day, £10.50 per week (payable on the day or in advance).

Autograph manages all aspects of our school meals. Please send any dinner money in a named envelope on the morning your child requires a school dinner (please note that cheques are no longer accepted).

Parents who have financial difficulties may be eligible for free school meals for their child/ren. An application should be made on line alternatively you can speak to a member of the school office.

If a packed lunch is preferred please try to give your child a well-balanced lunch - and avoid an excess of rich cakes, biscuits or sweets. Drinks must be in plastic, leak-proof containers (no glass or fizzy drinks).

Children who stay for a school dinner are supervised by hall supervisors.

Fruit is provided daily for all pupils in KS1. Children are encouraged to have their own water bottle, which they keep with them in class.

Mobile phones are allowed to be brought in to school by children in Year 5 and 6 but must be handed over during registration. They are kept locked away until the end of the school day.

Parental Involvement

The impact of parental support and encouragement on a child's progress is tremendous. We encourage parents to take an active interest in their child's learning either at home and/or by coming into school to help with various activities.

Information about the curriculum is available on the school website or on request and fortnightly newsletters are also published on the school website (www.hawthornpark.co.uk).

School Council

Pupil representatives are elected from each class. They work hard to voice the opinion of the peers and do valuable fund-raising. The School Council are led by the Head Girls and Boy who are elected from the Year 6 pupils each year.

Homework

The main focus of homework is on English and Maths: daily reading and sharing of books is vital.

The purpose of homework changes as the children move up through the school. For children in Early Years and Key Stage 1, we consider that developing a partnership with parents and involving them actively in children's learning is the main purpose. By the end of Year 3 homework should be providing an opportunity for children to develop the skills of independent learning.

School Activities

School activities are an important part of the learning programme for all pupils. They are organised to support the work planned by staff for a broad and balanced curriculum. These include an educational class visit per year and can also take the form of outings, walks, drama and music visits, either, in or out of school. There may be a charge for these activities and the policy document regarding this can be found on the school website or a copy can be requested from the school office.



Safeguarding

There is controlled access into our grounds and building in order to keep our pupils safe. The school gates are locked between 8:45am and 3:25pm. Parents and/or other visitors should report to the main reception when entering the school building and we require **all** visitors to sign in and out via the inVentry system at the main school office. If children arrive late or need to leave school during the day, then they must be signed in or out via the inVentry system also.

The school has strong safeguarding procedures in place and all staff are Child Protection trained annually. All staff, visitors and volunteers are DBS checked before they are able to work with children.

Forest School

Forest School at Hawthorn Park is currently being developed. Mrs Rigby has begun training to become a Forest School Leader and over the academic year we will be offering Forest School sessions across the school, starting with KS1 children.

The sessions will mainly take place in an area of the school field which over time will become more planted and "woodland like".

Over the course of the sessions, we hope to be able to take the children off the school site to enable them to experience Forest School in a woodland environment - this aspect of Forest School is still in the development stages.

Forest School takes place in all weather conditions (with the exception of difficult conditions) so children will be expected to join in with their class whatever the weather!

Suggested kit to wear for the session:

- Warm old clothes
- Change of footwear (old trainers or wellies)
- Towel - for drying off after!
- A sense of fun!
- All safety equipment needed will be provided.



Staff

Organisation 2020-21

Mrs Jeni Houghton	Headteacher
Miss C Lewis	Assistant Head (Inclusion) and Sendco
Mr N Marshall	Deputy Head
Ms S Wilson	Foundation Stage Lead and Nursery Teacher
Miss R Kyte	Reception Teacher
Miss J Russell	Year R/1 Teacher and Key Stage 1 Lead
Miss S Knight	Year 1 Teacher
Mrs T Ison	Year 2 Teacher
Mrs Rigby	Year 2/3 Teacher
Mrs H Brown	Year 3 Teacher
Mr J Holman	Year 4 Teacher
Miss E Shaw	Year 4/5 Teacher
Mrs P Jones	Year 5 Teacher
Miss M Pyman	Year 6 Teacher
Mrs S Vince	Year 6 Teacher and Key Stage 2 Lead

Administration

Mrs D Hall	School Business Manager
Miss G Campbell	Administrator
Mr D Price	Administrator
Mrs J Taylor	Administrator
Mr N Thompson	Site Agent

Higher Level Teaching Assistants

Miss A Clarke	HLTA Computing
Mrs A Woods	HLTA / EVC Coordinator

Nursery Nurses

Mrs J King
Mrs H Webb
Mrs G Hazell

Teaching Assistants

Mrs C Burton
Mrs G Morris
Mrs S Cook
Miss M Johns
Mrs A Nasim
Mrs L Robb
Mrs L Pugh
Miss H McCarthy
Miss T Redmond
Mrs L Miles
Miss L Briggishaw

Mrs S Goldsmith
Miss S Bennett
Mrs S Field
Mrs K Humphreys
Mrs J Bailey
Mrs L Jennings
Miss G Steed
Miss L Williams
Mrs T Stokes
Mrs M Thompson
Miss K Richards

Breakfast Club

Ms AM Mulholland
Mrs G Hazell

After School Club

Ms AM Mulholland
Mrs J King

Lunchtime Staff

Mrs C Collatin
Ms E Miles
Mrs J Quinn
Miss M Ellison
Mrs K Cutler

Kitchen Staff

Mrs N Palmer-Pearson
Miss L Doohan
Miss R Lambert

Governing Body

Mr D B-Bravo

Chair

Mrs A Botfield

Vice Chair

Mr R Turner

Clerk

Mr D Jones

Mrs J Turner

Mrs S Leighton

Miss G Holt

Mr R Hollinshead

Ms E Shaw

Academic Calendar 2020 – 2021

Academic Calendar 2020/2021 (Set final)

School Holiday 
 Bank Holiday 
 Pupil Day 
 Training Day 



September 2020							October 2020							November 2020							December 2020							
Mon		7	14	21	28		Mon		5	12	19	26		Mon		2	9	16	23	30		Mon		7	14	21	28	
Tue	1	8	15	22	29		Tue		6	13	20	27		Tue		3	10	17	24		Tue		1	8	15	22	29	
Wed	2	9	16	23	30		Wed		7	14	21	28		Wed		4	11	18	25		Wed		2	9	16	23	30	
Thu		3	10	17	24		Thu		1	8	15	22	29		Thu		5	12	19	26		Thu		3	10	17	24	31
Fri		4	11	18	25		Fri		2	9	16	23	30		Fri		6	13	20	27		Fri		4	11	18	25	
Sat	5	12	19	26			Sat	3	10	17	24	31		Sat		7	14	21	28		Sat	5	12	19	26			
Sun	6	13	20	27			Sun	4	11	18	25			Sun	1	8	15	22	29		Sun	6	13	20	27			

January 2021							February 2021							March 2021							April 2021							
Mon		4	11	18	25		Mon		1	8	15	22		Mon		1	8	15	22	29		Mon		5	12	19	26	
Tue		5	12	19	26		Tue		2	9	16	23		Tue		2	9	16	23	30		Tue		6	13	20	27	
Wed		6	13	20	27		Wed		3	10	17	24		Wed		3	10	17	24	31		Wed		7	14	21	28	
Thu		7	14	21	28		Thu		4	11	18	25		Thu		4	11	18	25		Thu		1	8	15	22	29	
Fri		1	8	15	22	29		Fri		5	12	19	26		Fri		5	12	19	26		Fri		2	9	16	23	30
Sat	2	9	16	23	30		Sat	6	13	20	27		Sat	6	13	20	27		Sat	3	10	17	24					
Sun	3	10	17	24	31		Sun	7	14	21	28		Sun	7	14	21	28		Sun	4	11	18	25					

May 2021							June 2021							July 2021							August 2021							
Mon		3	10	17	24	31		Mon		7	14	21	28		Mon		5	12	19	26		Mon		2	9	16	23	30
Tue		4	11	18	25		Tue		1	8	15	22	29		Tue		6	13	20	27		Tue		3	10	17	24	31
Wed		5	12	19	26		Wed		2	9	16	23	30		Wed		7	14	21	28		Wed		4	11	18	25	
Thu		6	13	20	27		Thu		3	10	17	24		Thu		1	8	15	22	29		Thu		5	12	19	26	
Fri		7	14	21	28		Fri		4	11	18	25		Fri		2	9	16	23	30		Fri		6	13	20	27	
Sat	1	8	15	22	29		Sat	5	12	19	26		Sat	3	10	17	24	31		Sat		7	14	21	28			
Sun	2	9	16	23	30		Sun	6	13	20	27		Sun	4	11	18	25		Sun	1	8	15	22	29				

Term 1 - 72 days Term 2 - 55 days Term 3 - 68 days = 195 days.
 Pupil contact will amount to 190 of the 195 days. Schools will be closed on five of the 195 days. These five days will enable teacher training to take place in accordance with Teachers' Conditions of Service.
 Training days set as follows:
 Thursday 3 September 2020, Friday 4 September 2020, Monday 2 November 2020, Monday 4 January 2021 and Monday 12 April 2021