

# HAYES MEADOW PRIMARY SCHOOL

Be the Best We Can Be



## Prospectus 2022



# Welcome

Welcome to Hayes Meadow Primary School. We are a one form entry Primary school with a purpose built Nursery providing education for pupils aged 2 – 11 years.

We aim to provide our pupils with a broad range of learning experiences that will excite and inspire them in a caring and secure environment. Our motto is 'Be the Best We Can Be' and we ensure pupils develop a variety of skills to achieve their aspirations.



Hayes Meadow is situated on beautiful school grounds and we believe in providing learning opportunities for our pupils both inside and outside of the classroom. Our pupils enjoy exploring in our Forest School area, encouraging independence and building self- esteem.

Hayes Meadow is a strong community and we have close relationships with our parents/ carers. Our pupils are involved in a variety of events in the local community including sporting events with our local cluster of schools.

Our vision is that Hayes Meadow Primary School will create a safe, supportive and friendly environment and enable all pupils to have high aspirations which enable them to succeed and have a lifelong love of learning.



## School Information

Hayes Meadow Primary School  
Spode Avenue  
Handsacre  
Rugeley  
Staffordshire  
WS15 4EU

Tel: 01543 490616

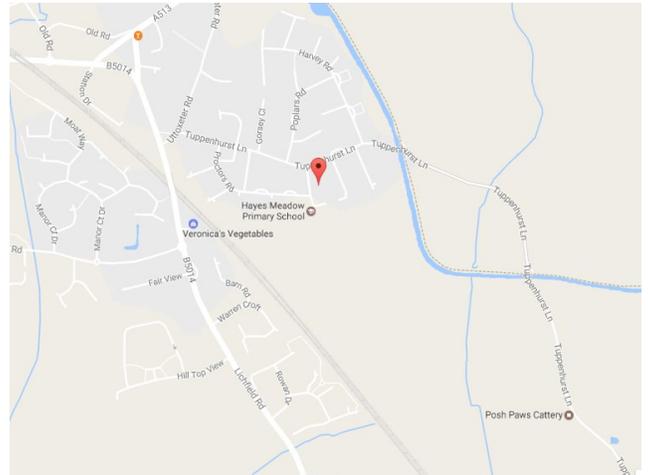
Email: [office@hayesmeadow.staffs.sch.uk](mailto:office@hayesmeadow.staffs.sch.uk)

Website: [www.hayesmeadow.org](http://www.hayesmeadow.org)

Headteacher: Mrs Sarah Sivieri

Assistant Headteachers: Mrs Nicola Morgan  
Mrs Philippa Gilbert

School Office Manager: Mrs Sarah Clarke



## Our Aims

- Every child will value themselves as a unique individual with special qualities and strengths and will have a strong social and moral grounding on which to base relationships and decision and be a positive ambassador for Hayes Meadow.
- Every child will take responsibility for their actions and have respect and understanding of the beliefs, values and needs of others in the local and global community.
- Every child will achieve the highest standards of which they are capable through developing their skills, knowledge and understanding across an exciting and inspiring curriculum and become a life-long learner.
- Every child will be a highly motivated, skilled and resilient learner, actively involved in their own learning through self-evaluation and awareness of learning goals, able to reflect on their learning and be willing to accept constructive comments and guidance.
- Every child will welcome new experiences and be courageous in their learning, which will develop their confidence to tackle challenges, solve problems and make mistakes within a secure environment, independently or collaboratively.

### ‘Be the Best We Can Be’

Our motto makes clear our commitment to achievement for all pupils through providing a broad, balanced and challenging curriculum and recognising individual learning styles ensuring a multisensory approach to teaching and learning.

**Our Values:** We have designed a set of **Hayes Meadow Values** with the help of our children and community. Through these values we hope that pupils will learn the skills they need to become life-long learners.



# Our School Day

**Our school gates open at 8.45am. Pupils are able to come straight into school at this time to prepare themselves for the start of the day.**

**Nursery – 15 hours - 9.00am – 12.00 midday**

30 hours – 9.00am – 3pm

Please see the Headteacher or Office Manager if you would like to use your child's funded hours in a different way.

## **Key Stage One and Reception –**

8.45am – 10.25am - Session 1

10.25am – 10.35am - Morning Break

10.35 – 12.00midday – Session 2

11.45 – 12.30pm – Lunchtime

12.45pm – 2.05pm – Session 3

2.05pm – 2.15pm – Afternoon Break

2.15pm – 3.15pm – Session 4

## **Key Stage Two –**

8.45am – 10.25am - Session 1

10.25am – 10.35am - Morning Break

10.35 – 12.15 – Session 2

12.15 – 1.00pm – Lunchtime

1.00pm – 2.05pm – Session 3

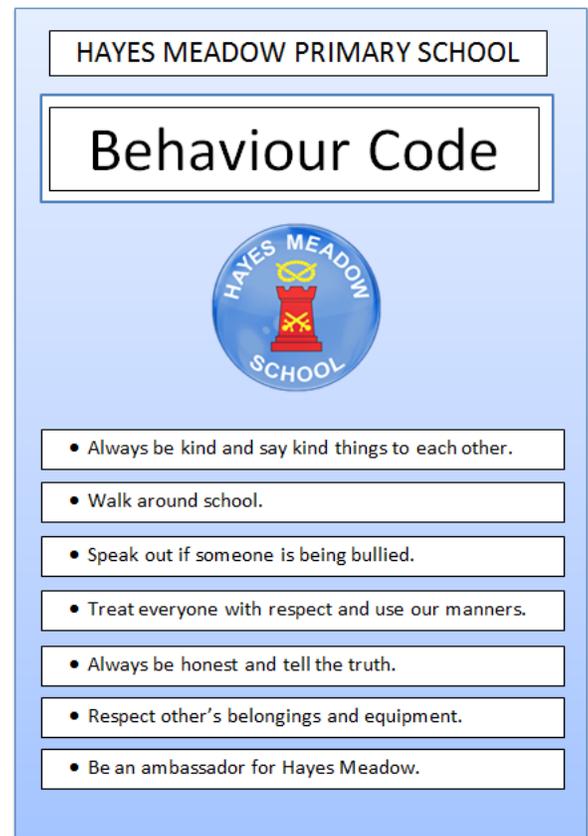
2.05pm – 2.15pm – Afternoon Break

2.15pm – 3.30pm – Session 4

# Pupil Behaviour

Hayes Meadow has a strong behaviour policy and a well established ethos of positive behaviour which is recognised by parents, pupils and staff and is commented on regularly by visitors to our school.

We work hard to ensure that our pupils understand the importance of good behaviour, self discipline, self control and respect for others and property,  
All the staff work together to ensure a consistent, positive approach to behaviour. We expect our children to behave in a sensible and positive way.



The poster is titled 'Behaviour Code' and features the school's logo, which is a red and yellow shield with a yellow cross, surrounded by the text 'HAYES MEADOW SCHOOL'. Below the logo, there are seven bullet points listing the school's expectations for pupil behaviour.

HAYES MEADOW PRIMARY SCHOOL

## Behaviour Code



- Always be kind and say kind things to each other.
- Walk around school.
- Speak out if someone is being bullied.
- Treat everyone with respect and use our manners.
- Always be honest and tell the truth.
- Respect other's belongings and equipment.
- Be an ambassador for Hayes Meadow.

# Celebrations

We reward children who have behaved well with 'Golden Time' on a Friday afternoon. This is a special session where all of the children who have followed the Hayes Meadow 'Behaviour Code' all week are able to choose a variety of activities to enjoy with their friends.

Our children are rewarded with Team Points and stickers. There are four different teams and each week in our celebration assembly they find out which team has gained the most points that week.

Headteacher's awards are presented in our Celebration Assembly each Friday to reward excellent learner attitudes and work. Each Class Teacher also presents a certificate for 'Star of the Week!' from each of the classes and their certificate is then displayed in the hall.

# Hayes Meadow Curriculum

The aim of Hayes Meadow Primary School is to provide opportunities for children to develop as independent, confident, successful learners with high aspirations and provide them with the necessary knowledge and skills to become life-long learners. Our curriculum intent is underpinned by the National Curriculum. There is a strong focus on developing children's moral, spiritual, social and cultural understanding to ensure they know how to make a positive contribution to their community and the wider society. We celebrate our children's individual talents and encourage their interests in a variety of ways and aim for all learners to enjoy their education and make good progress in all areas of learning.



The school's focus on curriculum development has been carefully designed to ensure coverage and progression focussing on the key knowledge pupils require. Strategies such as pre-learning and retrieval activities are built in regularly to ensure pupils retain this knowledge in their long-term memory. It provides pupils with memorable learning experiences often utilising the local community and surrounding areas and providing activities that children may not otherwise experience. We recognise that the children need to show honesty, respect for each other, a sense of pride in themselves which help develop aspirations for their future and for their community.

We believe that our fundamental task is to teach our children to speak clearly and articulately and to read and write effectively. Reading across all curriculum areas is a priority to extend and deepen pupils understanding and use of vocabulary.

The curriculum at Hayes Meadow is designed to be equally accessed by all children who attend our school. If children have special needs, our school does all it can to meet their individual needs, and we comply with the requirements set out in the SEND Code of Practice. Pupils at all levels are helped to achieve their potential through appropriately matched challenge and extension activities. Pupils who require further support in some areas are encouraged and given targeted support to embed knowledge and skills, to develop at their own pace or simply to learn in a style that best suits their learning needs. We have high expectations of attendance, academic achievement and pupil behaviour. Children are expected to work hard and demonstrate positive leaning behaviours to achieve 'The best we can be'.

# Attendance

At Hayes Meadow we are continually striving to promote good attendance. We regularly review our attendance and reward children with good attendance.

## Illness/ Medical Appointments

- If your child is absent from school we would ask you to inform the school office before 9.25am stating the reason for your child's absence and how long you expect your child to be off school.
- If your child is going to be late into school due to a medical appointment, please telephone the office so that the appropriate code can be assigned to your child's absence.
- If you have not informed the office of the reason your child is absent by 9.25am, you will be contacted asking you to explain their absence. If there is no reason provided your child will be given an 'unauthorised' absence mark in the register.

## Requests for Leave of Absence

- Please note that all absence due to holidays taken in term time will be recorded as unauthorised.
- Absence can only be authorised in exceptional circumstances.
- If you are intending on taking your child out of school during term time we ask that you state clearly the reasons and the dates that this will take place over.

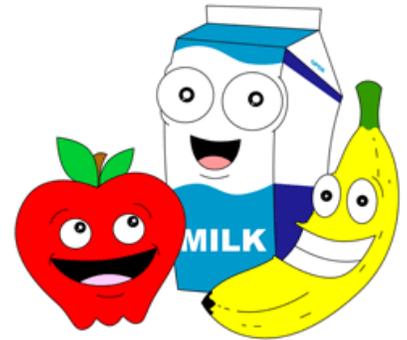
### **We use a colour coded system to monitor our attendance:**

100% Attendance	A fantastic attendance level – you are giving your child the best chance of success and getting them off to a flying start.
96% and above	Attendance is good – you are getting your child off to a great start and giving them a good chance of success. Up to 8 days of learning have been lost.
Below 96%	Requires Improvement – attendance is worrying and it is harder for your child to succeed and make progress in their learning. Up to 19 days of learning have been lost.
90% or less	Serious concern – this level of attendance can will have a negative effect on your child's education.  Persistent absentee (as defined by the Department for Education). This is the equivalent of up to 4 weeks off school or more. Your child's attendance will be closely monitored and considered for further action. Penalty notices can be issued for persistent absence.

# General Information

## **Snack Time**

To promote healthy eating please would you provide a healthy snack for morning break. We ask that only fruit or vegetables be sent into school. The children in KS1 and Early Years will receive free school fruit each day for their snack although you can send an alternative if they prefer.



All reception children are also able to have free school milk until the term after their fifth birthday. After they are five they are still able to have milk if they wish but at a small cost of 20p each day.

Toast can also be bought at morning break at a cost of 20p per slice. Snack money should be paid on our ParentPay online payment system.

## **Water Bottles**

The children are able to bring plastic water bottles into school and there is a designated place for them to keep them in the classroom. Please only provide water in these bottles and ensure that your child's name is clearly labelled on the bottle.

## **Lunchtime**

All children in KS1 and Reception receive free school meals through the government funded scheme providing free meals for infant aged pupils.

In KS2 the cost of a school meal is £2.30 per day which should be paid for on Parentpay.



There is a good selection of food each day and a choice of meal options including a cold choice of a sandwich or wrap. Your child can bring sandwiches if they wish.

If your child is bringing a packed lunch to school please ensure that their name is written clearly on the outside of their lunchbox. Lunch time drinks should be kept inside their lunchbox and be different from the water bottle kept inside the classroom. Please do not provide glass bottles or jars.

You can choose on a daily basis whether your child is having a school meal or sandwiches - they just need to tell their teacher in the morning. A meal planner is sent home each term informing you of the choices for the next terms meals.

**Please DO NOT send any products containing nuts into school due to some children having allergies.**

## School Clubs

There are a range of opportunities available for our children to develop many skills in our after school or lunchtime clubs.

We offer clubs such as recorder club, choir, photography club, netball club, cross country, lego club, football, and computing to name only a few! These are run by our own teachers or sports coaches each half term. We also offer homework clubs at lunchtimes to provide pupils with additional time or support with their homework.



## Partnership with Parents

We aim to work in partnership with parents and carers and value the support of parents in helping us to improve the learning of pupils.

We hold a variety of parent information sessions including workshops where parents are provided with information to support their child with their learning. There are also enrichment opportunities where parents can come into school and work with their child on a project or activity.



Newsletters, consultation evenings and special assemblies also help to support the work with our parents. Curriculum planners are available on school website for parents to see what the children are learning in school each term. Parents' views are very important to us and we encourage parents to provide feedback for us whenever possible.

## Our Child and Family Support Worker

Mrs Laird is Hayes Meadow's Child and Family Support Worker. Her primary role in school is to support children with their mental health promoting self-esteem, confidence, resilience and positive attitudes to learning.

### Support for pupils includes:

- Promoting good attendance and punctuality
- Promoting self-esteem and confidence in their own abilities
- Promoting positive behaviour and attitudes to learning and school
- Providing one-to-one nurture support and small group support
- Supporting with key transitions
- Supporting with family issues: bereavement, new baby in the family, parent's separation/ divorce, illness

*Part of my role in school is to improve outcomes for families by alleviating barriers to learning, as well as improving communication links between school and home. I can help you with any worries that you may have in relation to your child's education, behaviour and wellbeing and I am also here as someone to talk to if you need it!*



### Support for families includes:

- Providing information and signposting to other services in the local area
  - Liaising with a range of external services such as housing and Social Care
  - Attendance and support at school and other agency meetings
  - Advice and support in promoting positive behavior at home
  - Strengthening existing parenting skills
  - Supporting with routines, mealtimes, sleep and play
- Empowerment of parents and encouragement of effective parenting and involvement, through courses and workshops.

## Hayes Meadow Ambassadors

Our Hayes Meadow Ambassadors are made up of two children from each class who represent the voice of our children at Hayes Meadow. They are able to make decisions, hold regular meetings and feedback to their own classes. It is an extremely important role in school which they take on with pride. Each year Class Council representatives are voted into position by their peers. They have made some very important choices in the past regarding equipment for the playgrounds and support the whole school in charity event planning.

## School Uniform

All children wear school uniform to encourage a sense of belonging and pride in their school.



### Girls:

- grey skirts, trousers or pinafore dress
- pale blue or white polo shirts or blouses
- royal blue fleece, jumper or cardigan
- black shoes

### Boys:

- grey trousers or shorts
- pale blue or white polo shirts or shirts
- royal blue fleece or jumper
- black shoes

Parents/ Carers are now able to purchase our school uniform at the following places:

- From 'Blueprint Designs' in Rugeley who also have an online shop @ [www.blueprint-designs.co.uk](http://www.blueprint-designs.co.uk) and will deliver.
- And from the 'Uniforms Plus' shop in Lichfield.

School Bags are available to purchase from the school office at a cost of £4. These bags have an easy to use Velcro fastening, are the ideal size for your child's reading book and letters and will fit easily into their drawer in the classroom.

### PE kit

Children will need their PE kit to be kept in school with their name clearly labelled on the clothes and the outside of the bag. PE kit is sent home each week to be washed over the weekend and we ask that uniform is back in school on Monday morning. Your child will require the following items of clothing:

Indoor PE	Outdoor PE
black shorts t-shirt in their team colour black pumps	Jogging bottoms/ leggings t-shirt in their team colour warm long sleeved top trainers

Other equipment may be required for some sporting activities such as shin pads. Teachers will advise what is required if necessary.

Swimming is also part of our curriculum in KS2. If your child's year group is going swimming, letters will be sent home with details of what is required to take part in swimming lessons.

**Please note that earrings need to be removed for PE. No plasters or tape can be used to cover pierced ears in the first six weeks due to health and safety reasons. Until earrings are able to be removed your child will be unable to take part in PE lessons.**



# Wraparound Provision

## **Breakfast Club**

Breakfast Club runs Monday to Friday 7.45 till 8.45am and costs £3 per child. Breakfast is provided with a choice of cereals, toast and squash. You do not need to book a session, you can turn up as you require as long as you have completed a registration form. The Breakfast Club is available for our Nursery children as long as they are registered in our morning Nursery.

## **After School Club**

Hayes Meadow After School Club runs till 6pm every day. EYFS and KS1 children will be collected from their classrooms by the After School Club Assistants. KS2 will be walked to the club by their teachers as they leave school.

3.30 – 4.30 =£3.50

4.30 – 5.30 =£3.50

5.30 – 6pm =£2.00

Or £9.00 for the full session.



The children will be able to have a snack, fruit and drinks if they wish. A variety of activities will be available for the children to access. If you wish your child to go to a sporting or extra-curricular club after school and then transfer to After School Club, this can also be arranged.



This is only available by booking in advance. A booking form must be completed by the Monday of each week to guarantee a space. This is to ensure we have the correct staffing ratios for your children and it remains flexible for parents who may work shifts.

If you have any questions regarding the provision, please email the school office at

[office@hayesmeadow.staffs.sch.uk](mailto:office@hayesmeadow.staffs.sch.uk) or speak to Mrs Clarke in the school office.

# Safeguarding and Welfare

## **Medical Conditions**

Please let us know as soon as possible of any medical conditions affecting your child including any food allergies or toileting needs.

## **Medication**

You will need to complete a medical form if your child has been prescribed medicine, such as antibiotics, and they require a dose to be given during the school day. The medication should be handed into and collected from the school office along with a medical form. Please note that only prescribed medication can be given to your child in school.



If your child has an inhaler or EpiPen this should be kept in school with the class teacher along with a medical form explaining the dosage.

## **Illness**

If your child is not well enough to attend school please notify the school office on the first day of absence.

If your child becomes ill during the school day school will notify you and ask for your child to be collected. Please notify the school office immediately of any changes to your contact details.



## **Collecting your child at the end of the day**

School finishes at 3.15pm for Reception and KS1 and 3.30pm for KS2. We would ask you to wait outside the school gates and a member of the teaching team will hand your child to you when they can see you are present to meet them. If you are unable to collect your child from school we will need your permission to let them go with another adult. It is useful to

send a note to the class teacher to let them know of any regular arrangements or last minute changes. In an emergency please telephone the school office and they will inform the class teacher.

## **Accidents and Injury**

If your child has had a minor accident or injured themselves at school, a note informing you of the injury and treatment will be sent home with your child and a member of the teaching team will endeavour to speak to you if necessary.

## **Keeping your child safe**

Hayes Meadow is committed to safeguarding and promoting the welfare of children and young people. Parents / Carers can feel confident that careful procedures are in place to ensure that all staff and volunteers are suitable to work with children.

School hope that parents/ carers will feel free to talk about any concerns or worries which may affect the educational progress and that they will see the school as a safe place. Children will be taken seriously if they seek help from a member of staff. Parents/ Carers will normally be consulted and their consent obtained before any referral is made to an agency outside the school under local 'children in need' procedures. However, staff cannot guarantee to consult parents/ carers first, or to keep children's concerns confidential, if a referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Any concerns regarding the safety or welfare of pupils should be directed to the Headteacher who is the designated person responsible for child protection.