

Harbertonford C of E Primary School

*Old Road
Harbertonford
Totnes*

Devon

TQ9 7TA

Tel: 01803 732352

Email: adminharbertonford@thelink.devon.sch.uk



Welcome!

Harbertonford Church of England Primary is a thriving Church School, built in 1963 and is part of the Totnes Hub of Village Schools, within the Link Academy Trust. We are situated just outside the town of Totnes, in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty.

Harbertonford has a good reputation and our School achieves high academic standards through the provision of an exciting curriculum that makes the most of our beautiful grounds. With links to our partner schools within the Academy (Diptford, Landscope, Stoke Gabriel, Hennock & Bearnese), the Church and the local community, our children are given a wide range of learning opportunities and exciting experiences in and outside of the classroom.

Our school is a vibrant and exciting place, yet our small size enables us to know all of our children to understand their needs, talents, interests and motivation. We aim to help them discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. Our family ethos underpins everything we do and our team of dedicated Staff, Parents and Governors, work hard exceptionally hard to support and nurture every child in our care; preparing them for the future and inspiring a love of learning on the way.

We hope the information in this pack will give you a good indication of what you and your child need to start their education at Harbertonford C of E Primary; however, if you have any further questions, you may like to ring us, explore our website or view our Facebook page. Of course, there is no substitute for a visit and we welcome you to come and look around, talk to staff and pupils and get a feel for what it's like to be part of our school community.

We look forward to working alongside you soon,

Mrs Elizabeth Lethbridge
Head of School

Link Academy Trust – Registered Office Address

Landscape School, Landscape, Ashburton, Newton Abbot, Devon.

TQ13 7LY [Tel:- 01803 762113](tel:01803762113) [Email:- academyadmin@thelink.devon.sch.uk](mailto:academyadmin@thelink.devon.sch.uk)



SCHOOL INFORMATION

Admission Forms

The following forms must be completed and returned before your child starts school with us:

1. Devon County Council Forms (3): Pupil Information, Contact Information and Disability Information (if applicable);
2. General Permission form.

When returning your admission forms please either provide a copy of your child's birth certificate or bring the original for us to check as we are required to certify your child's date of birth.

Information Sheets and other Forms

There is always a lot to remember when starting school but we provide you copies of key documents that are also available to access at any time on or through the school website, <http://harbertonford-primary.devon.sch.uk> should the paperwork get mislaid. We recommend you save the website address to your favourites.

1. Privacy Policy;
2. School Uniform Policy;
3. Home School Agreement
4. Free School Meals information
5. Holiday Dates.

General Information about our School

When children are due to start school in reception in September, we normally have some school visits in the summer term (July), sometimes the Reception teacher will also request home visits and then during the first two weeks of school in September we have a gradual start, normally their first few days they will do just the mornings, then staying until after lunch for a few more days before they go full time.

School Times: The school bell rings at 9.00am and all children must arrive by this time. We strongly encourage all children to be prompt and ready to start the school day at 9.00am. If you do arrive late then it is important to enter school via reception. Children will be marked late in the register if registration has finished (registration closes at 9.10am). The number of late attendances is then recorded and noted on school reports. School finishes at 3.15pm and children can be picked up from the playground area outside the Classrooms. Access to the school at all other times must be via the School office to ensure the safety and security of our children.

School Lunches: The menu changes termly so the version enclosed may not be applicable for the term your child starts. However, it gives you an idea of the lovely meals cooked fresh onsite every day. School lunches are currently charged at £2.30 per day. Alternatively, you can provide your child with a packed lunch on any or all days. The aim of the school is to promote Healthy Eating so we strongly discourage children from bringing in sweets, crisps or chocolate. However, we do not allow nuts due to allergies. Children may bring fruit to eat at break-time. KS1 children have a free portion of fruit or vegetables each day and milk is available for the under 5's.

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If your child would like school meals it is very important that they are paid for **in advance**, at least weekly or monthly or half termly. Please put the cash or cheque (payable to Link Academy Trust) in an envelope marked with the pupil's name, class and amount being paid. This can either be given to the teacher at registration or the school office. Your child's lunch choices are taken each day during registration and they can choose between 3 Options - meat / fish, vegetarian or a Jacket Potato. All KS1 children are entitled to free school meals automatically. If you have a child in KS2, they may also be entitled to free school lunches so please do consider this option to provide your child with a hot meal at lunchtime if your circumstances are applicable.

Harbertonford School Website and Facebook Page: At <http://harbertonford-primary.devon.sch.uk> the School website has a calendar for you to check what is coming up, photos of recent events, trips or visits and regular updates from the Headteacher and Academy. We recommend you check it regularly to stay up to date with what is happening in school. Each class also has its own page keeping you up to date with what has been going on and information about the curriculum that is being taught. The School terms dates, policies (like the homework policy), procedures and minutes of the School Committee meetings can be found here as well.

The Facebook page can be found at Harbertonford C of E Primary School and will contain updates and useful information about the school.

PTA: We have a very active parent's association, called Harbertonford PTFA. They request that parents (and or other interested parties like grandparents!) provide their email addresses on the form enclosed to receive e-mails about events taking place and school social matters. You can do this at any time even before your child starts at Harbertonford School so that you can join in the community spirit.

Other after school activities and clubs: there are other clubs and activities available, some run by parents, volunteers or external instructors which the children can join if they wish. Examples of clubs which run are Coding Club, Football, Basketball and Art club. They do change and letters are sent home frequently. There is a charge for the football and basketball clubs.

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SWIMMING ABILITY FOR WATER BASED ACTIVITIES

Is your child able to swim 50 meters? **YES/NO**

1. I would like my child to take part in visits or activities that may be arranged and having read the information provided agree to him/her taking part in the activities described.
2. I consent to any emergency treatment required by my child during the course of the visit.
3. I confirm that my child is in good health and I consider him/her fit to participate.

Signature of Parent/Guardian

.....

Date

Name of parent/guardian in block capitals:

.....

Address:.....
.....

Telephone Numbers:

Home:

Work: **Mobile:**.....

Name of Family Doctor:.....

Telephone Number:

Address:

Approximate date of their last Tetanus Injection:
.....

Please inform the school if you wish to withdraw your consent for Off-Site Activities

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PRIVACY NOTICE

Pupils in Schools and Early Years Settings

Data Protection Act 1998

We at Harbertonford Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care; and
- Assess how well the school is doing.

This information includes your contact details, national curriculum assessment results, attendance information (except for children in early years settings) and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information we hold and share about you/your child then please contact the school administrator, Mrs Sandie Lovell.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information then please go to the following websites:

www.education.gov.uk/schools/adminandfinance/schooladmin

If you are unable to access these websites, please contact the LA or DfE as follows:

Information Compliance Office
Information Management Teach
Devon County Council
Room L 10
County Hall
Exeter
EX2 4QX
Website: www.devon.gov.uk
Telephone: 0845 155 1015

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT

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UNIFORM POLICY

The wearing of school uniform is actively encouraged, fostering an identity with and pride in the school. Children should be encouraged to be clean, smart and presentable at all times.

Jumpers, cardigans, fleece jackets and PE shirts are available from school. Children are encouraged to wear:

- Navy sweatshirt, cardigan or fleece. Bearing the school logo (Wyvern)
- Grey skirt, pinafore or trousers.
- White Polo Top.
- White socks or navy tights.
- Sensible and smart black shoes (not long boots)
- Summer dress with blue check.
- Sun hats should be worn in the Summer
- Sensible strapped sandals may be worn with white socks during the Summer, but should be sturdy and not "flip-flops".

PE KIT

The school offers a PE kit that can be purchased.

Children will need the following PE kit (in a named bag) in school at all times:

- Trainers or plimsolls
- Red P.E t-shirt
- Navy shorts
- Socks

SCHOOL BAGS AND DRINKS BOTTLES

Book Bags and PE bags should be in school every day. We encourage pupils to bring a drink of water - please ensure it is child friendly and easily sealed to avoid leakage.

PLEASE ENSURE ALL ITEMS OF CLOTHING ARE CLEARLY MARKED WITH YOUR CHILD'S NAME - Lost property will be returned to the owner if clearly marked, otherwise items are stored in the lost property box.

JEWELLERY

No jewellery should not be worn in school, with the exception of a wristwatch and, if ears are pierced small plain studs only which should be covered or removed for PE.

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School uniform price list and Order Form

Childs Name.....

Item	Price	Size Required	Number required	Total Price
School Jumpers- sizes-24 upwards & small adult	£9.50			
School cardigans sizes 24 upwards, except small adult	£11.00			
Zip fleece – sizes 5-6,7-8,9-10,11- 12,13-14	£13.50			
Waterproof reversible jacket, sizes as fleece	£20.50			
lightweight showerproof jacket, sizes as fleece	£13.50			
P.E. T-shirt – sizes 5-6, 7-8, 9- 10 & large	£4.50			
Book bag	£4.50			
Swim bag	£4.80			
			Total to Pay	£

Cheque/cash enclosed.....

Please make cheques payable to Harbertonford PTFA.

If you cannot come into school, please post this form and payment to the school.

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General Permission Letter

Dear Parent,

During the school year there are occasions when we would like to take the children out on local visits within walking distance of the school, and also on short trips via minibus, such as PE festivals to support the curriculum. Please read the Devon County Disclaimer and tick the appropriate boxes on the following sheet if you give your child consent to do this.

We sometimes have photographers from local newspapers who take photos of our children. Could you tick the box if you are happy for your child to appear in local newspapers along with their name, and also on our school website.

During the year we have various performances by the children and many parents/carers like to take pictures and video these performances. Please tick the appropriate box if you are happy for your child to be photographed/ videoed for this purpose.

Could you also tick the permission box for the school nurse.

Please return the slip below.

Yours Sincerely,

Mrs E Lethbridge
Head of School

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General Permission Slip (please return to school)

Child's Name.....Class.....

- ☐ I give permission for my child to participate in local walks from school
- ☐ I give permission for my child to take part in short trips to support the curriculum.
- ☐ I give permission for my child to be given medical 1st aid or assistance if required whilst out of school on trips.
- ☐ I Give permission for my child's photograph and name to appear in newsletters for news items connected with Harbertonford Primary School
- ☐ I give permission for my child to be videoed/ photographed by other parents/ teachers or staff during school performances
- ☐ I give permission for my child to be included if required on the school website and therefore on the internet
- ☐ I give permission for my child to be seen by the school nurse if necessary

I understand that Devon County Council will not be liable to my child for any damage, loss or injury suffered other than that which might be caused by the negligence of the County Council employees.

Signed.....Date.....

.....

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School Milk for under 5's

Free milk is available for all children aged under five in school, funded by the UK government.

In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth.

Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission.

Please let us know if you would prefer us not to register your child for free school milk.

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Home School Agreement

A successful education for your child depends on a positive partnership between home and school. The agreement below represents the shared commitment of the school, parents/carers and pupils in order to achieve that success. Please read carefully before signing the form at the end of this agreement. Thank you.

The school will:

- Provide a safe, caring and stimulating environment for all of our pupils to learn and develop as individuals.
- Encourage high expectations and pride in achievement.
- Recognise and praise progress and achievement.
- Care for each child's safety and well-being.
- Arrange an Induction Meeting for the parents/carers of pupils entering the Reception class and class meetings for all parents/carers at the start of the academic year.
- Inform parents/carers about what the teachers aim to teach the children each term.
- Provide a yearly curriculum framework to enable parents/ carers to support their child at home.
- Arrange parents/carers consultation evenings on a regular basis.
- Listen to parents/carers views and concerns.
- Contact parents/carers if there are concerns with attendance, punctuality, uniform and equipment, their learning or behaviour.
- Keep parents/carers informed about school activities through regular newsletters and notices of special events.
- Encourage children to have a healthy lifestyle.
- Operate an open-door policy where parents/carers are welcome in school and offer opportunities for parents/carers to become involved in the daily life of the school.

As parents/carers we will:

- Support the school in its aims and values.
- Support our child/ren by taking an active interest in their learning and progress.
- Ensure our child/ren attend school regularly and punctually, signing them in/out of school if they miss the registration times or have appointments during the day.
- Ensure our child/ren comes to school appropriately dressed in the correct school uniform and with the required equipment.
- Let the school know about any concerns or problems that might affect our child's work or behaviour.
- Encourage my child/ren to be well behaved.
- Adhere to the policies of the school and academy and follow necessary procedures.
- Attend parents/carers evenings and discussions about our child's progress.
- Support our child to ensure homework is completed.
- Supply the school with full and accurate personal information about our child in order to enable records to be kept up-dated.
- Refrain from using inappropriate language and behaviour AT ALL TIMES whilst on the premises eg playground and inside the school building.
- Not create, transmit, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person, or bring the school into disrepute on social networking sites.
- Avoid taking family holidays during term time as there is a statutory requirement that the Executive Headteacher can no longer authorise holiday in term time.

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As governors we will:

- Draw up and publish a set of federation and school policies.
- Seek financial efficiency and value for money.
- Ensure compliance with statutory requirements including health and safety and safeguarding.
- Monitor and review all aspects of the schools work.
- Listen to and respond to questions, concerns and queries from pupils, parents and the wider community.
- Ensure that all staff support the physical and emotional well- being of all pupils.

As a pupil I will:

- Attend school regularly and on time.
- Wear the school uniform, be tidy in appearance and bring the equipment I need every day.
- Be kind, polite, safe and responsible towards others at all times.
- Have high expectations and abide by the values of the school.
- Always be well behaved and respect others and their belongings.
- Respect the school environment.
- Respect the decisions and requests of any member of staff.
- Complete homework to the best of my ability.

Pupil Name **Date**

Signed by **Parent/Carer**

Signed by **Pupil**

Signed by **Executive Headteacher**

Signed by **Chair of Governors**

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