



We would like to extend a very warm welcome to you on behalf of the children, staff and Governors of Heelands School!

We hope that our prospectus gives you an informative account of the school and a glimpse into our daily life. If you would like any further information or would like to arrange a visit, please do not hesitate to contact the office for an appointment. We will be happy to show you around our friendly, happy school, allowing you to experience at first hand our positive and caring atmosphere and to see the exciting learning opportunities we offer.

Our school has a definite 'family' feel, and we pride ourselves on knowing our children and families very well. As we have now been serving our community for over 30 years, it is particularly rewarding to be teaching the children of some of our very first pupils - quite an achievement in a new city like Milton Keynes!

Our aim is to nurture and develop every child's potential and we are strongly committed to the safety and well-being of the children in our care. We value these early years in school as a wonderful time of exploration, curiosity and growth and we give our pupils the time and space to develop as individual learners.

The staff and Governing Board's aim is to provide high quality teaching and learning experiences for both current and future pupils. The Robins Children's Centre is on our site and we work closely with their staff to support our children and families.

We know that starting a new school is an important time for both parents and children and we want you as parents to feel confident about school life, secure in the knowledge that we will provide your child with an excellent start to their school career. We believe that Heelands School is a very special place and gives children a very special educational experience, thank you for your interest.

Lesley Barnard  
Headteacher

David Gundry  
Chair of Governors



## Meet the Staff

We are very fortunate to have a very well-established staff who have an excellent knowledge of our community and families. Several members of staff live within the local area, which strengthens our community relationships.

Headteacher	Lesley Barnard
Deputy Headteacher	David Ley
School Business Manager	Diane Phillips
Teaching Staff	Janice Dalton Charlotte Burt Elizabeth Bonham Amber Money Rebecca Jones Kelly Wilson SENCO
Teaching Assistants	Carol Foster Rebecca Kershaw Emily Withington Nicky Leath Anna Bartnikiewicz Gemma Downard Maria Saunders Andrea Creaser Amanda Hammond
Lunchtime Supervisors:	Kryisia Springford Anne Nardini Mandy Coleman Param Khurana Angelika Tomicki
Site Manager	Tony Hull

## The Governing Board

Chair of Governors	David Gundry
Vice Chair	Tammy Haughton
Headteacher	Lesley Barnard
Staff Governors	David Ley Amber Money
Parent and Co-opted governors	Jaime Hill Jill Chinn Helene Duke Sarita Dawn Allegra El-Khazen Amanda Jones Helen Stephenson



## Mission Statement

"Laying the foundations for your child's future"

### Aims of the School

As our mission statement indicates, our aims centre upon providing a sound start to a child's school career. We aim to balance both academic and personal aspects of learning in order to achieve high standards and promote the social, emotional and physical development of our pupils. The aims of our school are:

- ⊗ *To value childhood as a special time within a secure and caring environment*
- ⊗ *To encourage positive attitudes to learning and to enjoy school life*
- ⊗ *To achieve high standards through a stimulating environment and curriculum which enable children to develop enquiring and creative minds*
- ⊗ *To promote moral values, high standards of behaviour and a culture of high expectations*
- ⊗ *To encourage awareness and tolerance of different beliefs and to celebrate cultural diversity*
- ⊗ *To work with parents as partners to ensure all children achieve their full potential*

### School Organisation

The school was built in 1983, providing education for pupils aged between 4 and 7 years. The Yorkshire Rose is our school logo as much of Heelands is named after the Yorkshire Dales. We have strong links with Bradwell Parish Council and work closely with our feeder and partner schools. At the end of Year 2 the majority of our pupils move on to Bradwell Village School.

We have spacious classrooms and shared areas, a library and music room, a kitchen and ICT suite. All of our classrooms have interactive whiteboards and visualisers which enhance teaching and learning. We have beautiful and mature grounds which provide extensive scope for outside work including a Forest School site.

Each class has an animal identity, Monkeys and Tigers in Foundation Stage, Lions and Elephants in Yr1, Zebras and Giraffes in Yr2.

Breakfast and after school care are provided by two local schools nearby who deliver and collect our children at the beginning and end of the school day.



## The school day

8.45 Doors open and children come into school

9.00 - 12.00 Morning session

12.00 - 1.00 Lunch break

1.00 - 3.00pm Afternoon session

For pupil safety, the playground gate is locked at 9.05am and reopened at 2.45pm.

## Admission arrangements

Children start school at the beginning of the academic year in which their fifth birthday occurs. Parents must apply on-line to Milton Keynes Council and are informed directly by the council of their school place allocation. Our current admission number to Foundation Stage is 60.

Parents who need to enroll their child during the school year should complete the Milton Keynes application form and return it to the local authority who deal with all in-year admissions.

## Attendance

It is vital that your child attends school every day, arrives on time, is suitably dressed and ready to learn having had a good breakfast and a good night's sleep. Parents are legally required to inform the school if their child is absent and we contact parents directly if we have had no message. Absence is considered unauthorised unless an explanation is received, for example illness, medical or dental appointments, days of religious observance or exceptional family circumstances. It is the school's decision whether an absence is authorised or unauthorised and a letter or message does not guarantee authorisation.

Holidays during term time are not recognized as authorized absence and parents may be fined by the local authority if they decide to take their child out of school for this purpose. Similarly, parents may be fined if a child is regularly late for school which causes a disruptive start to the day for the whole class.

It is vital that we hold an emergency contact number so that we can quickly reach you if your child is ill or has an accident, please remember to update this information if your number changes.

## Equal Opportunities

Heelands is an inclusive school which is committed to all pupils having the same opportunities regardless of gender, ethnicity or disability.



## Uniform

Our school colour is a bright and cheerful red. Sweatshirts, cardigans, fleeces, reversible coats, and polo shirts with the school logo can all be purchased online through Tesco. Pupils may wear grey or black skirts or trousers. Jewellery other than a watch and stud earrings are not permitted for health and safety grounds unless worn for religious or cultural reasons.

Children are expected to dress and undress themselves so do buy clothing that is easy for your child to manage. Please name all items of clothing clearly, this simple measure will save you a great deal of searching! Your child needs shorts, t-shirt and plimsolls or trainers for PE. The school provides a PE bag to be kept in school so that your child always has the correct clothes ready for PE.

## School Meals

All infant age pupils are entitled to a free school lunch and ours are provided by Essence catering company. If you decide to supply a packed lunch please send it in a sturdy and named plastic container, milk and water are provided by the school. Sweets are not permitted and to support our Healthy School ethos we ask that chocolate covered cakes and biscuits are kept as after school treats and not sent in for lunch. We provide daily fruit for all pupils and give each child their own water bottle for use throughout the day. We have a whole school Food Policy and the Headteacher oversees all aspects of food in our school.

## Pupil Premium

Schools receive funding (currently £1,320 per year) for pupils whose parents receive certain benefits or have an income below £16,190. We use our Pupil Premium Funding to provide additional teaching staff and to subsidise trips and after school clubs. We ask parents to continue to apply for this funding even though school lunches are now free for all children. Eligible pupils also receive a free school fleece.

## Complaints procedure

Day to day issues should be first raised with the class teacher but if parents have unresolved concerns they should then make an appointment to discuss the matter with the Headteacher. In the event of a further complaint, parents are required to write formally to the Chair of Governors. If the matter cannot be resolved at this stage, the Governing Board's Complaints Committee will deal with the matter formally.

Contact address: Chair of Governors

c/o Heelands School, Glovers Lane, Heelands, Milton Keynes MK13 7QL



## Medicals

If a child has a serious or recurring medical problem, parents should make a note of it on the admissions form. If your child becomes unwell or has a serious accident during the school day, we will contact you by telephone.

Parents must give permission in writing for inhalers or prescribed medicine to be administered in school. We can only administer medicine if it is required four times a day. The school nurses do hearing, sight, height and weight checks.

## Open Door Policy/Communication with parents

We are proud of our open door policy which promotes clear communication and an open relationship between home and school. Parents can speak with class teachers at the end of the day but please make an appointment if you wish to discuss anything in greater depth. The Headteacher is also available to discuss any issues or concerns.

The school informs parents about their child's work and progress through Curriculum Newsletters, termly Parent Consultation evenings and a year group information meeting in the Autumn term. If we have any specific concerns we will invite you into school to discuss how best we can support your child. It is important for us to be aware of any outside issues that may affect your child's education and we hope that parents feel comfortable and confident in letting relevant personnel know of any such circumstances.

## Healthy Schools

The school was awarded the National Healthy Schools Award for our work within the five key objectives:

1. to promote a school ethos and environment to encourage a healthy lifestyle
2. to use the full capacity and flexibility of the curriculum to achieve a healthy lifestyle
3. to ensure food and drink available reinforces the healthy lifestyle message
4. to promote physical activity through high quality PE and school sport
5. to promote an understanding of the full range of the issues and behaviours which impact upon lifelong health

## The Curriculum

"Teaching and learning is the business of the whole school; teachers and their support staff come to school to teach and pupils come to school to learn. At Heelands we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone and aim to achieve this through the work we do." (Teaching and Learning Policy)



## Early Years Foundation Stage

Pupils enter the Foundation Stage in the academic year in which they become five years old and teaching and learning covers the seven areas of the EYFS Curriculum. Young children are very active learners and as such it is important that learning is play-based and that they access the curriculum outdoors which allows them the space and opportunity to move freely and engage in large-scale learning activities. The seven areas of learning are:

Personal, Social and Emotional: making relationships, self-confidence and self-awareness, managing feelings and behaviour

Communication and Language : listening and attention, understanding, speaking

Literacy: reading and writing

Mathematics: understanding numbers, shape, space and measures

Understanding the world: understanding people and communities, the world and technology

Physical Development: moving and handling, health and self-care

Expressive arts and design: being imaginative and exploring and using media and materials

## Key Stage 1 - Years 1 and 2

In Key Stage 1, the National Curriculum applies to all pupils of compulsory school age. We teach the following subjects: English, Mathematics, Science, ICT, Music, History, Art, PE, Geography, Design & Technology, PSHE (Personal, Social and Health Education) and Religious Education.

Our curriculum links subject areas into themes to make learning relevant for our young children. We believe that helping our pupils to become enthusiastic and motivated learners will give them the skills and attitudes to be successful in their future lives. Some favourite topics have been Africa, Pirates, Beatrix Potter, the Seaside, Dinosaurs and Space - quite a varied range!

## Enriching the curriculum:

Staff and Governors are committed to providing a broad, balanced and exciting curriculum. We incorporate a wide range of activities beyond the classroom to enhance our teaching and ensure that the learning opportunities we provide are rich and varied. Some recent experiences have been:

- ☼ visit to Warwick Castle
- ☼ visit to Holdenby House
- ☼ Forest School
- ☼ visit from the Reptile Roadshow
- ☼ working with drama and music teachers



- ☼ visit to the National Space Centre
- ☼ recorder tuition for Yr2
- ☼ external sport providers - football, dance, rugby, gymnastics, drama
- ☼ themed activities e.g. Book Week, Pirate Week, India Day, Science Week

During the year pupils in Years 1 and 2 have the opportunity to join a wide range of after school activities such as football, rugby, streetdance, musical theatre, cheerleading, athletics and tennis.

### Assessment

In the Foundation Stage we use the Early Excellence baseline assessment test in line with the majority of schools nationwide. Staff record observations of children in relation to the Early Learning Goals and monitor pupil progress in key word recognition and phonic awareness.

In Year 1, pupils are assessed every term in Reading, Writing, and Maths. This allows staff to monitor progress and to set targets. All Year 1 pupils undertake the national Phonic Check in the summer term.

At the end of Key Stage 1, Year 2 pupils are formally assessed against national criteria, using a combination of teacher assessment and 'SATs' - national test papers which cover Reading, Writing, Spelling and Grammar and Mathematics. Key word and phonic scores are monitored half-termly in all year groups.

All pupils receive an end-of-year report which details progress made throughout the year. Foundation Stage reports indicate the level of attainment within the Foundation Stage Profile and attainment against National Curriculum standards are recorded for Yr2 pupils in Literacy, Numeracy and Science.

### Homework

We expect pupils to practise reading at home every day and ask parents to record this in their Reading Diary, parents can also use this book for communication between home and school. We also set a homework activity each week, often creative or enquiry based which supports the curriculum.

### Values Curriculum

Our Values curriculum is based around 6 core values that parents, governors and staff feel are most important in helping our children to become good citizens. We celebrate one value each half-term and parents are invited into school, usually on the first Wednesday of the month, to take part in a creative activity with their child to introduce and reinforce the value. Children are given a token by staff when we see the value in action, for example being kind or helpful or trying hard which are then exchanged for coloured pebbles that they put into the special Values jar in Friday's assembly. The class with the most pebbles at the end of the half term receives a special certificate.



## Collective Worship

There is a daily act of collective worship which takes place as a whole school. Our assemblies are all based around the current Value . The local vicar visits the school each half-term to deliver assemblies which are Christian based and we have a range of other visitors throughout the year too. Parents have the right to withdraw pupils from collective worship and the Headteacher needs to be informed of this in advance so that alternative arrangements can be made.

## Special Educational Needs

Teachers are responsible for providing a differentiated curriculum which supports pupils who have special educational needs. Our Special Needs Coordinator (SENCo) is responsible for the implementation of any programs of work and monitors pupil progress. The school's policy is reviewed annually to ensure we keep abreast of new initiatives.

The school may call upon any of the following specialists who advise staff and parents and work with the children concerned:

- Primary Support team
- Educational Psychologist
- School Nurse
- Speech therapists

In line with our inclusive philosophy, we ensure that pupils with disabilities have the same opportunities as all other pupils.

## Charging Policy

We follow the local authority guidance on charges and remissions. Where activities take place in school time parents are invited to make a voluntary contribution towards the cost, but a pupil will not be disallowed from taking part if parents cannot or do not wish to contribute. Parents are asked to pay for the cost of replacing lost or damaged reading or library books.

## Home School Agreement

Our Home School Agreement reflects and supports the partnership between home and school which is a vital part in ensuring that children fulfill their potential and make the most of their educational opportunities. We ask parents to discuss the content with their child and sign and return the form to school.



## Safeguarding

It is our duty to safeguard the children in our care and we are all responsible for noticing any indications of neglect or physical, emotional or sexual abuse. In accordance with Milton Keynes Council guidelines we will refer any concerns to Children's Services. The designated Safeguarding teacher is Lesley Barnard and the Deputy Safeguarding Lead is Janice Dalton.

## OFSTED 2014 said:

'Effective leadership and management ensure that pupils make consistently good progress across the school. Consequently, from their starting points, pupils achieve well in reading, writing and mathematics by the end of Year 2.'

## Parents say:

'The time my child spent at Heelands School was more like dropping him to another family who took care of him like he was their own.'

'So pleased with the teaching my child has received, it really does shine through in what she knows - thank-you.'

## Our children say:

'It's the best school. I've liked it since my first day in Foundation.'

'It's great to come to because it's a beautiful school.'

We hope that on visiting the school you will see evidence of all of the above for yourselves, we look forward to meeting you!