



‘Old Heath is a safe place for your child  
to learn, achieve and enjoy success.’

# Parents' Survival Guide

Hopefully everything you will need to know for when your child starts  
school at Old Heath!

A very big  
hello and  
welcome to  
Old Heath!



# WELCOME TO OLD HEATH COMMUNITY PRIMARY SCHOOL

I would like to welcome your family into the big extended family of  
Old Heath Community Primary School!

Old Heath has an excellent reputation in the Colchester area and as such has been recognised by Ofsted as a 'Good School' (December 2021). At Old Heath we believe that this is achieved through a combination of hard work, dedication and the joy of working with children shown by staff throughout the school and the involvement of parents and carers in the sharing of learning. It is very much a case of us all working together for our children, following our 'Old Heath Heart'; where all members of the school community ...

**'TRY THEIR BEST, THINK OF OTHERS,  
TELL THE TRUTH & SHOW RESPECT'**

I hope that your family will join us in our journey to enjoy our play, develop our learning, grow in perseverance and a 'can do' attitude that will ground the children and give them skills for life long learning.

*Amanda Mitchelson, Headteacher May 2022*



**FOREST  
SCHOOL  
&  
OUTDOOR  
GYM**





# DAILY ESSENTIALS

## WHAT TIME DOES SCHOOL START / FINISH?

The school day begins at 9am (when the registers are taken) and finishes at 3.15pm. We would like all children to have arrived at school by 8.55am so that they are ready for when the classroom doors are opened and teachers collect the children. This helps us to start the day promptly at 9.00am. Unless the children are attending Breakfast Club, we ask that no child should be on the premises before 8.45am. Due to the number of people on the playground at the beginning and end of day we do not allow scooters, balance bikes etc to be ridden. We also request that mobile phones are not used in the playground when children are about or in the actual school building.

Children in Early Years wait with their parents on the playground and a member of Early Years staff will welcome them through the gate when the bell rings. Children in Year 1 to Year 6 are required to 'line up' and wait for their teacher who will welcome them into school. The gates leading to the playground will be locked just after 9am when parents have left the playground. This is to ensure safety of our children within school grounds. All children should be collected from the class door at 3.15pm. Please be patient if at times children are a little late coming out; staff may be sorting out lost coats, book bags etc!

Parents of children starting at the school are asked to provide specific information on who will be collecting their child on a regular basis. We will only release your child from our care when they have been collected by the specified adult.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, you will need to provide written consent including the name, address and telephone number of the person who will be collecting your child to their teacher.

In the event that a child is not collected by an authorised adult at the end of the school day, Old Heath Community Primary School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified adult who is known to the child.

## WHAT HAPPENS IF WE ARE LATE?

If children arrive after 9.00am they need to enter school through the main entrance and sign in via the office. We are able to hold the register open until 9.15am, after this time your child will receive an 'unauthorised late mark'.

## FIRST DAY CALLING!

If you do not contact the School Office on the first day of your child's absence then you will receive a call from the school to confirm the reason for their absence. If we fail to establish contact with you, a letter requesting further information will be sent out. If we do not receive any explanation the absence is recorded as 'unauthorised'.



## HOLIDAYS

In 2013 amendments were made to the Education (Pupil Registration) (England) Regulations 2006.

These amendments came into force in September 2013 specifically making clear that **'headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.'**

In view of this change all requests should be made using the 'Leave of Absence' form available from the office and returned to school with at least two weeks notice of actual proposed absence. A letter informing you of the decision will be sent to you. Through Essex County Council we are able to apply for 'Penalty Notices' when attendance is poor or 'holiday' that is not considered 'exceptional'.

**PLEASE DO NOT SEND YOUR CHILD INTO SCHOOL WITH GERMS!  
PLEASE ALLOW 48 HOURS AFTER THE LAST EPISODE OF SICKNESS OR DIARRHOEA.  
IF THERE ARE ANY OTHER RECOMMENDATIONS WITH REGARD TO COVID-19 IN FUTURE  
YEARS, THIS WILL BE SENT DIRECTLY TO PARENTS.**

# DAILY ESSENTIALS

## WHAT DO I DO IF MY CHILD HAS A MEDICAL/DENTAL APPOINTMENT?

Please notify the School Office in advance if your child is going to be absent due to an appointment. We would like to see a copy of the letter for any hospital/clinic appointments. We would prefer that routine appointments be made outside of the school day where possible.

## WHAT IF MY CHILD BECOMES UNWELL AT SCHOOL?

If your child becomes unwell at school we will contact you to come and collect them. Please ensure that we have your up to date contact details. We do expect a sick child to be collected from school as promptly as possible to ensure their comfort and emotional wellbeing.

## MEDICINES

On rare occasions or when medicine is required to be administered four times a day, parents/carers may request prescribed medicines to be given to children during school time. In this event a form (available from the School Office) giving us permission to do so must be completed. Medication must be given in to the School Office. It should come in it's original packaging and have the pharmacy prescription label on it, showing the correct dosage. Medication must be collected by an adult at the end of each day.

## HEADLICE

This is a national problem. We recommend strongly that parents and children use the Bug Busting Approach. Information is available from the school office or at the website: <https://www.nhs.uk/conditions/head-lice-and-nits>

Parents are requested to report any cases of head lice to us. This information is treated with confidence.

If a child is in discomfort we will contact you immediately. Alternatively the class teacher will inform you at the end of the school day.



## WHAT DO I DO IF MY CHILD IS ILL?

If your child is unwell and you intend to keep him/her at home please notify the school as soon as possible by phoning the School Office and leave a message on the answer machine.

If you are unsure about exclusion periods for the usual childhood illnesses i.e. Chicken Pox please contact the School Office.

This is considered an authorised absence. As a duty of care we do monitor absence patterns and liaise with our Education Welfare Officer.

## SCHOOL NURSE

We can access the School Nurse Team from the Health authority and they can be contacted via the school office. They are always happy to discuss your child's medical issues with you and offer advice.

## MEDICAL CONDITIONS & ALLERGIES

If your child has a medical condition about which staff will need to be aware (e.g. epilepsy, diabetes, food allergy etc), we will invite you in to school to put together a Medical Management Plan (MMP) that enables your child to be supported in the best possible way.

We have staff that are trained to administer an Epipen if necessary. If your child is required to have one, we urge you to ask your doctor for two sets so one set can be at school and one at home and avoid having to bring Epipens backwards and forwards between home and school.

Asthma inhalers are kept in the medical room ready for use. However, parents must ensure to check them regularly to make certain that they remain within their expiry date.



# School Uniform

## SCHOOL UNIFORM

We expect all children to wear school uniform -including our PE kit, to foster a pride in their appearance and their school. In addition, it helps us to identify them when out on school events. Jewellery is not appropriate for school. For pierced ears plain studs should only be worn. Nail varnish is also not considered suitable for school. Children can wear a watch but it should be named and it is the responsibility of the owner.

### Girls

Grey or black skirt, trousers, pinafore, culottes, tailored shorts  
White blouse or polo shirt with red cardigan, jumper or sweatshirt  
White, black or grey socks or tights and appropriate black school shoes  
A red 'gingham style' school summer dress may be worn during the warmer months.

### Boys

Red sweatshirt, or jumper  
White shirt or polo shirt  
Grey or black socks  
Grey/black trousers or tailored shorts  
Black shoes

### Where to buy our uniform:

[WWW.MYCLOTHING.COM](http://WWW.MYCLOTHING.COM) or

[WWW.SMARTYPANTSSCHOOLWEAR.COM](http://WWW.SMARTYPANTSSCHOOLWEAR.COM)

PLEASE ENSURE YOUR CHILD'S PROPERTY IS CLEARLY LABELLED WITH THEIR NAME!

There are also fleeces and reversible shower proof red jackets both embroidered with the school logo.

The wearing of 'shorter shorts' with tights as per the current fashion trend is not appropriate for school. Please save it for the weekends! Trainers should only be worn for PE/Sports activities or 'Non Uniform Days'

## PE KIT

We believe that it is essential for children to be dressed properly for PE. Parents are asked to ensure that their children have their PE kit in school every day. If necessary, it can be brought in at the beginning of the week and taken home for washing each weekend.

Red/black shorts, white T-shirt, black plimsolls or trainers.

Spare socks and hair bobbles are useful additions to the PE bag as appropriate.

A track suit during the colder months is also a good idea especially for Juniors and children

## HEALTH & SAFETY IN PE

We ask children to remove watches and earrings for P.E. as these can cause serious accidents during lessons. In accordance with Health & Safety Guidance, children who are unable to remove earrings will not be able to participate in any PE lesson, sporting activity or match.

Long hair should also be tied back for PE.

## LOST PROPERTY

Parents are earnestly requested to ensure that school clothing is clearly named to assist you in the recovery of lost property. Please remember that one sweatshirt is almost identical to hundreds of others!

We do keep a box of 'lost property'!

## WEATHER

Please remember to send your child to school with the appropriate outer clothing for varying weather conditions. Sun hats and sun cream are very important for the summer term as we can spend long periods of time outside. Please ensure your child has had a long lasting sun cream applied in the morning before school. Once again all items should be named.



# Lunchtimes

## SCHOOL MEALS

We provide a hot healthy meal each day. All meals are prepared in our kitchen using fresh or frozen produce. Menus are available to view on our website and we have a two week alternating menu with two main options, plus desert.

We can also cater for vegetarians and **medically** diagnosed food intolerances on request.

Water and milk is also available daily as well as lots of different fresh fruit and a salad bar.

Dinners are booked and paid for via our School Comms App. If you wish to book dinners on the day it must be before 8am. Children in receipt of free school meals still need to have their dinners booked in the app.

## KS1 & Early Years

All children in Early Years, Year 1 & Year 2 are entitled to a free healthy and nutritious school meal under the Government initiative of the 'Universal Infant Free School Meals'.

This is a great way for children to enjoy eating a meal with their friends and encourages them to try new things, whilst ensuring that they have had a hot meal before starting afternoon lessons.

## KS2

A school meal with a drink costs £2.00 per day.

## Free School Meals

If you are in receipt of benefits your child may be entitled to receive free school meals. Please let staff in the school office know and they will help you to arrange this.

A successful application for Free School Meals will also mean that the school receives a 'Pupil Premium Grant' based on numbers of children in receipt of Free School Meals.

This extra funding in the school budget helps us to provide extra support staff in classes and can help to provide financial support on school residential trips.

## Packed Lunches

If you choose to provide your child with a packed lunch please ensure that it is a healthy balanced lunch and is put in a clearly named container or lunch box. We do not allow children to have fizzy drinks, chocolate or sweets in school, and we ask for parents' cooperation in this matter. For safety reasons, glass flasks should not be brought to school.



## Tuck & Keeping Hydrated!

At present, all children in Key Stage 1 receive a portion of fruit or vegetable at break times, thanks to a Government sponsored initiative. Children in Key Stage 2 may bring in their own healthy snack to eat at break times. Please do not allow your child to bring in nuts for their snack due to allergies and intolerances, we are a nut free school.

Children are encouraged to drink water throughout the day - even during lessons. It would be useful if parents could provide this daily in a small, clear plastic bottle. Of course, the children will be able to refill it in school should they run out.

# COMMUNICATION

Emergency Notices on class doors or School Comms.

Class letters from Teachers ~ trips, events, requests for boxes or help!

Quick chat with class teacher before school starts!

We send a 'Friday Flyer' which is published to all families via School Comms and the website.

Equally if there are any issues that you feel may affect your child's behaviour or work in school that are taking place outside of school please come and talk to us.

## SCHOOL CONTACTS

TELEPHONE: 01206 794334  
EMAIL: [admin@oldheath.essex.sch.uk](mailto:admin@oldheath.essex.sch.uk)  
WEBSITE: [www.oldheath.com](http://www.oldheath.com)

Mrs Mitchelson out and about in the morning for quick catch ups or urgent messages.

Parent & Teacher Consultation Evenings in Autumn & Spring and formal 'End of Year'

On the school website you should be able to find further information about the school.

Sign up for Marvellous Me when you get your parent login information!

If you need a longer chat with Mrs Mitchelson or the class teacher please make an appointment, either directly via the member of staff or book an appointment in the School Diary via the School Office

# HOW CAN I SUPPORT MY CHILD?

- 👉 Ensure your child has everything they need for school. As they get older encourage them to take responsibility for remembering their school things.
- 👉 Arrive at school promptly; being late 10 minutes every day equates to a loss of 6.9 school days a year.
- 👉 We expect children to be reading at home at least four times a week. A Reading Book record is given so that school and home can record children's reading experience. As children become more independent in their reading they should be encouraged to log their own reading.
- 👉 In Early Years your child may be given sets of numbers, words or sounds to practise appropriate to the child. During the 'Stay and Play' sessions that Mrs Ford holds for parents and children she will explain further.
- 👉 Across the school (Y1 to Y6) different types of homework or 'home learning' may be given according to topic work or a particular focus in Mathematics or English. Class teachers will set out their expectations at the beginning of the academic year.
- 👉 We also have our Old Heath Little Library which children and parents can use to swap/ borrow and return books.

# OLD HEATH HEART, THE DOJO BADGES & GOLDEN AWARDS

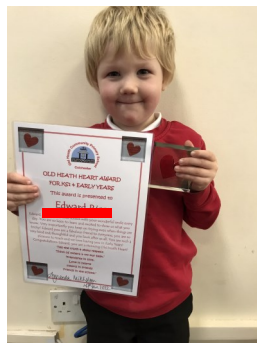
## OLD HEATH HEART

This award was created in 2016 in order for those children who always follow the 'Old Heath Heart' way;

**'TRY THEIR BEST, THINK OF OTHERS,**

**TELL THE TRUTH & SHOW RESPECT:'**

It recognises those children who always do the 'right thing'! We have two awards; one for Early Years and Key Stage 1 and then one for Key Stage 2. It is presented on a Friday in our 'Celebration Assembly'. Each award was specially made for the school and is engraved.



Each certificate has a personalised 'Old Heath Heart' message for the child and bears an extract from a poem written by a child in school reflecting on school and friendship:

**'Friendship in love, Love in hearts, Hearts in friends, Friends in the school'**

## MARVELLOUS ME!

Marvellous Me is a class based system where children can be awarded 'thumbs up', 'badges' and 'postcards'. It was invented by the father of primary school aged children who when he asked them what they had done that day didn't get much of a response! The idea is that staff can award badges, and send postcards that give parents an idea of what has been happening in class so hopefully starting a positive conversation! These are sent directly via the Marvellous Me app to parents who have downloaded and logged into the app on their phones. The app will store all your child's badges and you can print them out too.

The data for the app is stored in the UK so it is compliant with GDPR regulations.

## THE GOLDEN AWARDS

Each week every class teacher chooses two children from their class to be awarded a 'Golden Award'. It can be for 'amazing writing', 'an excellent example of art work', 'hard work in all subjects all week'. It is specific to the child and their own personal development within school.



# More Information!

## PUPIL PREMIUM

The school receives additional funding to support children who are entitled to Pupil Premium. Children entitled to 'Free School Meals' now or in the past, military families and children in care are eligible for the funding.

If you are receiving Income Support, Jobseekers Allowance, Universal Credit or Child Tax Credit then your family may be entitled to be registered as Pupil Premium. Please contact the school office to arrange this, as your registration will ensure that the school receives additional funding. Pupil Premium Funding allows us to support families, have additional class staffing, an exciting curriculum and great out of school opportunities.

## SCHOOL TRIPS, OTHER OFF SITE ACTIVITIES AND CHARGING POLICY

During your child's time at Old Heath there will be a number of occasions when activities are organised to enhance the curriculum. These will include visits to museums, field study centres, Colchester Zoo, Mersea or Walton. On these occasions, parents will be asked to make a voluntary contribution to offset the cost to the school. The existence of these activities does depend on the parents' willingness to contribute; if insufficient contributions are made for a particular activity then it will not be able to go ahead. However, children will not be excluded from an activity if their parents are unable to contribute but are willing for them to take part.

A consent form for 'local off-site' activities will be included in the admissions pack that covers your child for their whole time at Old Heath School. For more specific activities and trips, parents will be asked to sign a permission slip and unless we have signed permission slip a child will not be able to go.

For this year following Covid-19 impact on our swimming provision; Y4, Y5 & Y6 have all had a term of swimming which the school has totally funded. Historically the Year 4 sessions have needed to be partly funded by parents and the children in Y5 & Y6 who still need to achieve their 25m are taken paid for by the school. Swimming is part of the PE National Curriculum and once we are fully back to normal with children who missed out due to Covid-19 restrictions we hope to get back into our normal pattern!

We also are involved in 'residential trips' where children have the opportunity to experience being away from home and taking part in activities that will challenge and inspire them. The Headteacher is the school's 'Educational Visits Coordinator' and all visits whether single days or residential are all thoroughly risked assessed and residential visits are submitted to 'Essex Outdoors'. We only use providers that are approved by Essex County Council and licensed through Adventure Activities Licensing Authority (AALA) and/or Learning Outside the Classroom (LOtC). We run three residential trips: Year 4 have a weekend two night stay at Kingswood West Runton, Year 5 weekend a three night stay at Kingswood Grosvenor Hall and the Y6 have the opportunity to spend a week exploring North Yorkshire; canoeing on the River Esk or Go Ape at Great Dalby Forest, fossil hunting and rock pooling at Saltwick Bay, National Birds of Prey Centre plus 'fish and chips' and a paddle on Whitby Beach!





# More Information!

## FOREST SCHOOL

Forest School is part of our curriculum and all children participate in the sessions during the academic year. Unfortunately due to the strains on staffing during the pandemic Forest School was put on hold as Mrs M couldn't guarantee she would be able to get up to the Forest every week! Hopefully for September 2022 we might be able to settle back into our usual pattern: Y2 and Y5 have their sessions in the Autumn Term, Year 4 and Year 3 have theirs in the Spring and then Y1, Y6 and Early Year's sessions are in the Summer. More information is given to parents closer to their child's set of sessions. Our aim is to provide activities appropriate to age and understanding; climbing trees, hunting for insects, learning to use a variety of tools, use a rope swing and our 'Ninja Walk', learn the basics of fire striking, use fire for food and smelting. We aim to encourage children to understand the way the natural world works around them and how we can enjoy it but also support it's survival. It is a very practical, hands on, thoughtful experience in all weathers!! We do have spare waterproofs and wellies!

## BREAKFAST CLUB

We are pleased to offer a Breakfast Club for children where they can have breakfast and take part in supervised activities. The club takes place in our school hall and is open to all children at our school.

It operates: Monday - Friday from 8am until 9am

The cost is £3.00 per session which needs to be booked and paid for via the School Comms app. Please ask at the school office for further information.



## SCHOOL CLUBS

'Lunch Time' and 'After School' clubs are offered to children from Year 1 to Year 6. A new list of school clubs is issued every term so that children can choose and apply for the ones they would like to participate in. We try to keep clubs free of any cost so they are accessible to all children and they are able to run due to the goodwill of staff. If any child is unable to behave or follow instructions or coaching at a club then they may be asked to leave.

There are times when due to a previous commitment or an unforeseen emergency a club may have to be cancelled at short notice. This is usually via School Comms or in the case of very short notice ~ staff sent home sick a phone call may be made.

We have run 'Craft Club', 'Film Club', 'Karaoke Club', 'K-Nex Club', 'Construction Club', 'Netball', 'Athletics/Multi Sports Club', 'Hockey Club', 'Colouring Club', 'Board Games Club' and 'STEAM Club'.



World Book Day, Sport Relief, Pudsey Bear, Red Nose and Snow Days!!

# Finally...

## HOME SCHOOL PARTNERSHIP

I am sure you are aware of the importance a close partnership between home and school plays in your son/daughters education. Through continued communication and understanding a consistent approach can be taken by both parties ensuring that your son/daughters educational and social development can be maximised.

At Old Heath we value the importance of the strong partnerships we have with families of pupils attending the school. To enhance this partnership further I feel it is important that all parties have a clear understanding of their role and their rights/responsibilities. As a result of this belief I have included in the welcome pack 2 copies of Home/School Contract. In the 'Home/School Contract' it explains what the school, family and pupil is expected to do in a positive and constructive way. Please sign and return one copy to the school.

## MOBILEPHONES

We understand that mobile phones have now become second nature to hold and use without much thought, however within the school grounds and buildings it presents us with a serious problem with regard to safe guarding children and General Data Protection Regulations. Please do not use your mobile phone unless it is an emergency. We do not want to have to ask parents to put their phones away.

## DOGS & SMOKING

**As an Essex County Council site we politely insist that**

**No dogs on school grounds** ~ including Summer Fayres, Sports Days or match fixtures. Also please do not tie them up close to the entrance gates when dropping children off. It is quite an exposed spot for the dogs to manage so many people and other dogs.

**No smoking in school or on grounds** ~ this also relates to **e-cigarettes** within the school building and grounds during the school day. We appreciate that at school public events, such as Summer Fayres, it is difficult to insist on no e-cigarettes within the grounds but as a 'Healthy School' we feel it is important to ensure that the idea of 'smoking' or 'cigarettes' in any form is not a positive health choice.

## SCHOOL CLOSURE

School should only ever be closed due to an emergency or extreme weather conditions. Should this be the case announcements will be made via the school website, Parentmail or local radio stations. Please listen to Heart FM for school updates.

## HOW DO I SEND MONEY TO SCHOOL?

All money should be paid via School Comms, if for some reason you are unable to do this we can print off Pay Point vouchers. If your child is taking money on a school visit it should be in a named purse/wallet and is the responsibility of the child.

## PARENTAL CONCERNS

Problems may arise at any time and can usually be resolved by rapid and clear communication between school and parents. Please contact us if you are concerned in any way about your child's welfare or progress. A copy of our 'Complaints Policy' can be found on the school website.

## POLICIES

All Policies and procedures are available upon request and copies are available in the school and also on the school website.

## OFSTED REPORTS

A copy of our latest OFSTED report can be found on our website.



## Old Heath C.P. School Privacy Notice

Old Heath School respects you and your child's privacy when you use the Organisation's services and is committed to complying with privacy legislation.

The information below is what is referred to as a 'Privacy Notice' which explains how the Organisation uses and protects your personal information.

Old Heath School has a Data Protection Officer whose role it is to ensure that any personal information processed by the Organisation is processed fairly and lawfully (respecting your rights and ensuring we follow the law). If you have any concerns or questions regarding how we look after your personal information, please contact the Data Protection Officer Lauri Almond Essex County Council County Hall Chelmsford CM1 1QH or by calling 03330 322 970

### Why we use your personal information

We may need to use some information about you to:

- deliver services and support to you;
- manage those services;
- train and manage the employment of our workers who deliver those services;
- help investigate any worries or complaints you have about your services;
- keep track of spending on services;
- check the quality of services; and
- to help with research and planning of new services.

### What are our legal reasons for processing personal information?

There are a number of legal reasons why we need to collect and use personal data. Each privacy notice explains which legal reason is being used. Generally we collect and use personal information in the following circumstances:

- Where you, or your legal representative, have given consent
- Where you have entered into a contract with us
- Where it is necessary to perform our statutory duties
- Where it is necessary to protect someone in an emergency
- Where it is required by law
- Where it is necessary for employment purposes
- Where you have made your data publicly available
- Where it is necessary to establish, exercise or defend a legal claim
- Where it is in the substantial public interest
- Where it is necessary to protect public health
- Where it is necessary for archiving public interest material, research, or statistical purposes

Where we are using your consent to process your personal data, you have the right to withdraw that consent at any time. If you wish to withdraw your consent, please contact [DPO@essex.gov.uk](mailto:DPO@essex.gov.uk) so that your request can be dealt with.

**Please see our GDPR page on the website for further information and details ~  
[www.oldheath.com](http://www.oldheath.com)**