

# SCHOOL ORGANISATION



**The Hawthorns**  
Primary School

## Learning and Teaching

**Ofsted May 2017** *“My child loves going to school. He is fully supported by the staff, who encourage him to be the best he can be at everything. It’s a very positive learning environment.”*

Your child will have a class teacher who is responsible for the work of the class. Work is done in class groups, smaller groups or individually, whichever is appropriate to what is being taught.

There are two classes for each year group. Year groups are called Reception, Year 1, 2, 3, 4, 5 and 6. Their classrooms and areas are shown on the school plan provided.

Pupils enter the school in Reception (Foundation Stage).

- Years 1 and 2 form Key Stage 1
- Years 3 to 6 form Key Stage 2

## The School Day

### Morning session:

Reception 8:50am – 11:50am

Y1-Y2 8.55am – 12:00pm

Y3-Y6 8.55 am – 12:30pm

**Morning break between 10:30am – 10:50am**

### Afternoon sessions

Reception 1:00 pm - 3:20pm

Y1-Y2 1.10pm-3.30pm

Y3-Y6 1:30 pm – 3:30pm

Year 1 and 2 take an afternoon break.

Registration is at 8.55am and 1pm for Reception.

Registration for Y1-Y2 is at 9am and 1.10pm

Registration for Y3-Y6 is at 9am and 1.30pm

## Out of School Club

An Out of School club is provided by EnergyKidz, an external organisation.  
<https://www.energy-kidz.co.uk>

- Breakfast Club (optional) 7:30am - 9.00am
- After School Club (optional) 3:30pm – 6:00pm

Please see the enclosed details for further information and contact details.

## Reporting to Parents

The school staff aims to work with you through a variety of formal and informal contacts, to help your child get the best from the time they spend in school. We believe that children need to know that home and school are working together. Co-operation between home and school will assist the child in making good progress overall.

In order to cut down on paper usage the school has chosen to use email as its preferred form of sending letters/information home. Copies of all correspondence can also be found on the Learning Platform website which is updated regularly (see below).

In addition, the school will also use a Text message system to convey urgent or emergency messages e.g. school closure or last minute cancellation of clubs, etc.

We hold two Parents’ Evenings, one in the Autumn Term and one in the Spring Term. At these meetings you will have the chance to meet your child’s teacher individually and discuss progress and their next steps in learning.

During the Summer Term we host an Open Afternoon when parents have the opportunity to spend some time in their children’s classroom.

## Learning and Teaching News

Each term you will receive a copy of our ‘Learning and Teaching News’ giving details of the topics, home learning and visits that are planned for each Year Group.

## Learning Platform- e-Schools

The School Learning Platform is an online space accessible by web linked computers where children, school staff, parents and Governors can share information together with online tools and learning resources. It is an important tool helping to extend the good practice within school beyond the school gates and into the home.

**The school website address is:**

[www.thehawthorns.eschools.co.uk](http://www.thehawthorns.eschools.co.uk)

## End of Year Report & Test Results

At the end of the Summer Term you will be sent your child’s Annual Report which includes

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teacher comments and assessments for core subjects as well as assessments for other curriculum subjects. At the end of Year 2 and Year 6 the report will include details of your child's National Curriculum Assessments.

## Arranging Further Meetings with Teachers

Teachers are also happy to see you informally at other times of the school year. The end of the school day is usually a good time and you can make an appointment face to face, phoning in or sending a note to the teacher. However, please avoid interrupting teachers in their preparation time before the school day.

## Helping in School

We encourage parents to help us regularly in school, especially on educational visits. All helpers are required to attend Health and Safety training, familiarise themselves with the Volunteers Working in School Policy and Safeguarding policy, have clearance through the Disclosure and Barring Service (formally CRB) and sign a confidentiality agreement before working with children. Parents should be aware it is school policy not to deploy a relative of a pupil to the child's class to support in core subjects e.g. English, including reading, writing and spelling or Maths. If you would like to help, please contact the school.