

Friday 9th September 2022

Dear Parents and Carers,

Welcome back to the autumn term 2022. I hope that you had a good summer break.

Your children have been fabulous during their first few days back in school and there is a lovely buzz around the building. They look very smart in their uniforms and the children have already settled into their new classes really well.

I thought I would take this opportunity to offer some reminders about Harvills.

### School Times

|                    |                  |
|--------------------|------------------|
| Morning Nursery    | 8:45am - 11:45am |
| Afternoon Nursery  | 12:30pm - 3:30pm |
| All day Nursery    | 8:45am - 3:30pm  |
| Reception - Year 6 | 8:50am - 3:20pm  |

If your child is starting in nursery or reception, please follow the starting and finishing times sent out on individual letters for your child's transition period into school.

### Drop Off and Collection Points

| Year Group              | Morning Drop Off                                 | End of Day Collection                          |
|-------------------------|--|--|
| Nursery                 | At the Nursery classroom door                    | From the Nursery classroom door                |
| Reception (RHK and RSH) | At the Reception classroom doors                 | From the Reception classroom doors             |
| Year 1 (1JH and 1DL)    | At the classroom doors                           | From the classroom doors                       |
| Year 2 (2DW and 2LT)    | At the classroom doors                           | From the classroom doors                       |
| Year 3 (3KS and 3RD)    | At the Year 3/4 door on the back of the building | From the hall door on the back of the building |

|                      |  |  |
|----------------------|--|--|
| Year 4 (4BM and 4SA) | At the Year 3/4 door on the back of the building | From the Year 3/4 door on the back of the building |
| Year 5 (5HM and 5GB) | At the Year 5/6 door on the side of the building | From the hall door on the front of the building    |
| Year 6 (6HC and 6NW) | At the Year 5/6 door on the side of the building | From the Year 5/6 door on the side of the building |

### What Your Child Needs To Bring to School Every Day

- Reading books. It really helps if Early Years and KS1 children bring their books in a book bag, rather than a school bag.
- Water bottles
- Coats
- Packed lunch boxes, if required
- Inhalers, please ensure these are named and in date
- If you feel your child may require essential medicine, please phone the school office to discuss this
- Free fruit is provided for children in key stage 1. Children in key stage 2 can bring a snack to eat at break time.

Please ensure your child has everything they need before coming to school as our administration staff do not have the time to be delivering individual items to children. Please also ensure belongings are clearly named so that we can more easily return them if they get lost or misplaced.

### School Houses

All our children are allocated into one of four houses. The houses and their corresponding colours are:

Eagles- Green  
Hawks- Yellow  
Falcons- Blue  
Ospreys- Red

Siblings will be allocated the same house as each other. Children are awarded house points during the week which are then counted and shared during Friday's awards assembly. The house with the most points for the week, receives additional rewards which might be extra playtime, stickers etc. The house with the most points at the end of each term, is awarded the House Cup which is displayed in our trophy cabinet.

### School Uniform and PE Kit

Please ensure that your children are wearing the correct school uniform, including PE kit. Our uniform expectations can be found on our website.

Our PE Kit is:

T-shirt in your child's house colour (red, green, blue or yellow)

Black shorts

Warm outerwear for outside PE

Socks

Pumps or trainers

Pre-loved (second hand) uniform is available to parents and carers, making it more sustainable in extending the life of the garment as well as cost saving. Harvills' PTA (Parent, Teacher Association) have pre-loved uniform sales on a regular basis. Information about sales and donations will be communicated to parents and carers but please always ask if we can do anything to support you outside of these sales.

### Jewellery and Watches

We would recommend that only small, discrete jewellery should be worn to school. For example, a single stud earring may be worn, but must be covered by tape during PE lessons.

Some children may wish to wear a wristwatch in school. Please try to avoid sending children with valuable watches. Children are not permitted to wear smart watches that have the capability to take a photo or send a text/message in school.

### Dogs

Can I remind you that dogs are not allowed on the school grounds. Please could you also avoid leashing dogs to the outside of the school fence in a position which might frighten children entering or exiting school.

### Cycles and Scooters

As part of our work towards implementing sustainable practices within school, the school has cycle/scooter storage available for children who wish to cycle/scooter to and from school.

### Medicines

Medicines should, wherever possible, be administered at home. On some occasions, it may be essential for a child to receive prescribed medication during the school day. On these occasions a consent form, available from the school office, needs to be completed. All medicines, as well as the consent form, should be delivered to the school office to be stored securely. Please speak to the school office staff about any issues relating to this area.

### School Gateway

As most of you are aware, we send the majority of our urgent messages and school letters (as long as they haven't got a reply slip) via School Gateway or direct to your email if you have not yet downloaded the app.

If you have registered on School Gateway and are not receiving your messages, please log onto School Gateway with your username (e-mail address) and the password you would have created when you registered for the account, you can then check/update your contact details.

### School Meals

If your child is in KS2 (Years 3-6) and you are paying for school meals, please ensure their dinner money account is in credit. In the unlikely event that your child's dinner money account reaches arrears, please ensure your child is sent into school with a packed lunch until the debt is paid in full.

### Free School Meals

There are two types of free school meals:

1. Government (benefit related) Free School Meals
2. Universal Infant Free School Meals

Government (benefit related) Free School Meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal credit (provided you have an annual net earned income of no more

than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

- Income support
- Income-based jobseeker's allowance
- Income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of pension credit
- Child tax credit (provided you're not also entitled to working tax credit and have an annual gross income of no more than £16,190)
- Working tax credit run-on – paid for four weeks after you stop qualifying for working tax credit
- The Department for Education has permanently extended free school meal eligibility to children in all households with no recourse to public funds (NRPF), subject to maximum income thresholds.

If you feel that your child may be eligible for free school meals, please apply at [https://www.sandwell.gov.uk/downloads/download/383/free\\_school\\_meals\\_application\\_form](https://www.sandwell.gov.uk/downloads/download/383/free_school_meals_application_form)

Universal Infant Free School Meals are for all children in key stage 1 (reception class, year 1 and year 2) who are automatically entitled to have a free school meal. You do not have to apply for universal infant free school meals.

All food sent from home must be eaten cold. Please do not send in hot food such as soup or rice. We are unable to keep foods like this warm.

### Diary Dates for the Term

All dates for the autumn term will be sent out next week.

I hope you have some quality time with your family this weekend,

Yours sincerely,

Miss Soper  
Deputy Head Teacher