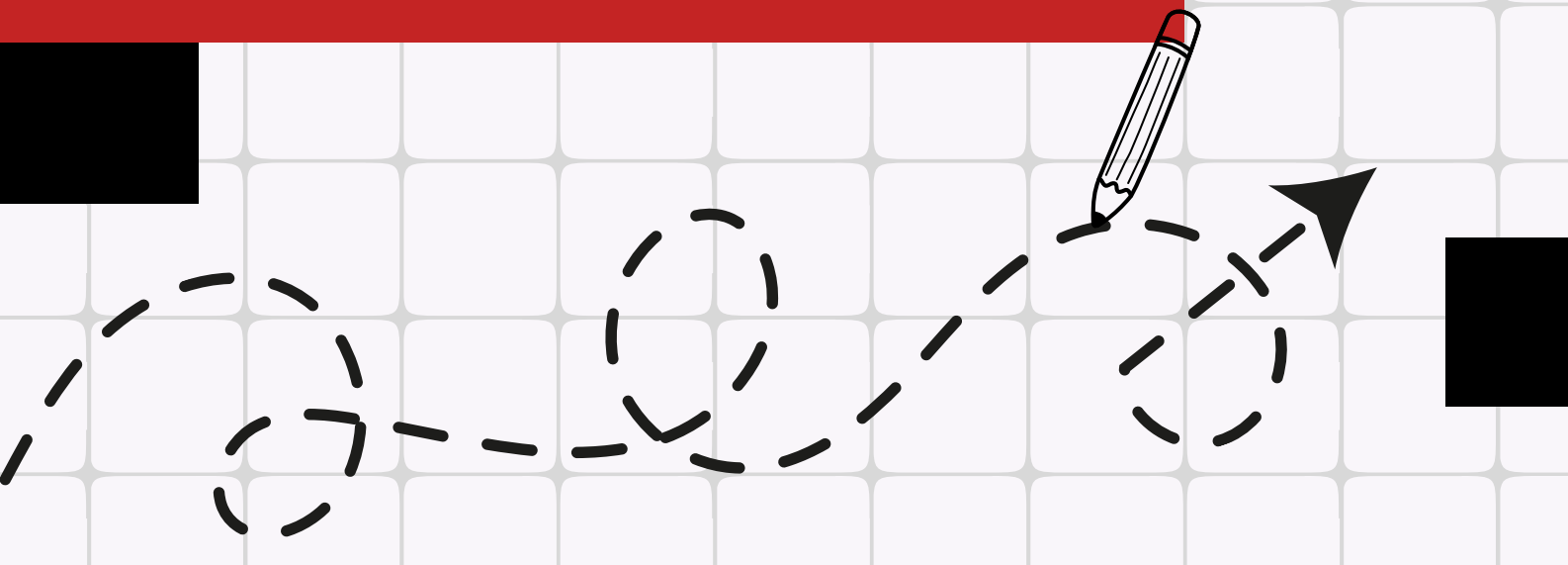


Parent/Carer Handbook.

LITTLE HEATH SCHOOL

2024-2025



Welcome

We are delighted to welcome you to the Little Heath Family!

As parents/carers of our newest members, we understand that the transition from primary to secondary school can be a challenging time, but we want to do all we can to make the transition as smooth and stress-free as possible.

This booklet should hopefully answer lots of the questions you have about the day to day running of the school, but if there is anything that you don't understand or would like to know, please get in touch using our dedicated transition email address transition@littleheath.org.uk

Useful information across all key areas of the school can be found on our [website](#), along with a full list of the school [policies](#). Specific transition information can be found on our [website](#).

Join us on Facebook or Instagram, by searching [@LHSReading](#), for notices, information about upcoming events, or just to get a feel of what has been happening at school!

Key Stage 3 team



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IMPORTANT THINGS YOU
NEED TO KNOW BEFORE...

September

01

Term Dates and the School Timetable

Please click [here](#) to see the [term dates](#) and a schedule of the school day.

We work on a two-week, ten day timetable. It is, therefore, important that students check their timetable and whether it is a Week 1 or Week 2 the night before. Please can we ask you to help them with this at first to establish a good routine, and ensure they have the relevant books and equipment needed for the school day.

02

School Uniform

We want students to be proud to wear the Little Heath School badge, and to recognise the importance of having a smart appearance both in school and within the wider community. At the same time, we have tried to keep our school uniform as simple and accessible as possible. For guidance on the uniform, PE kit and a list of local suppliers, click [here](#).

We strongly encourage the reuse of Little Heath School uniform, where possible. We will have a number of good quality second hand items available to purchase on Transition Evening in exchange for a small donation to the school. To find out more about our second-hand uniform scheme and local selling groups, click [here](#).

Students in receipt of Pupil Premium funding will receive credit towards the cost of their uniform through local supplier [Tilehurst Schoolwear](#). You will be contacted directly with more details.

Please ensure you clearly label all school uniform, PE kit, shoes and coat.

Equipment

Students will need to bring the following equipment in their school bag every day:

- Pencil
- Black Pen (two or more)
- Glue stick
- Ruler
- Rubber
- Colouring pencils
- Pencil sharpener
- Maths equipment – calculator, protractor and compass

Students may also bring coloured pens, highlighters and a small notebook for making important notes. Art materials are provided in school for lessons but you may like to purchase some basic equipment.

Text books and exercise books are supplied by the school. Any books that are lost or damaged will need to be replaced.

We have a school 'Resources' shop, selling very competitively priced items, which is open before and after school, and during break and lunchtime. Students will need cash to buy stationery from the shop. A number of items are also available to buy online via ParentMail. You will be given access to ParentMail in September.

Basic stationery packs, scientific calculators and Art equipment will also be available to purchase at our Transition Evening.

For more information on equipment, and the packs available on Transition Evening, click [here](#).



Please discourage your child from bringing anything valuable into school. They may bring a mobile phone into school but it **must be switched off and inside their bag** throughout the school day.

04

Getting to School

We would encourage students to walk, cycle or take the bus to school, where possible. If you need to drive your child to school, please note that Little Heath Road can get very congested around pick up/drop off times, and cars are not allowed onto the school site during these times. For more information about transport to school, including links to the school bus information, click [here](#).



05

Communications and School Systems

Contacting us

Before your child starts in September, please contact us using the dedicated Transition email address transition@littleheath.org.uk.

Once your child has started school, the Form Tutor will be your first point of contact for any questions you may have. The tutor and Key Stage team email addresses can be found on the website [here](#).

Contacting you

From September, most communication between school and home is via the 'In Touch' email system. Letters about school events and trips, school reports and newsletters are all sent home in an email via 'In Touch'. It is, therefore, vital that we have up to date records of your contact details and we ask that you inform the school office if and when these change. You can email them at office@littleheath.org.uk.

[Satchel One](#) (sometimes referred to as Show My Homework) is our main method for setting homework. Students and parents receive a login. You can see what homework has been set, how long it should take, the submission date and any resources. Please check the website regularly.

We also use the Satchel One Behaviour App to allow you to view and be notified about your child's praise, behaviour and sanctions. Please ensure you register with the app in September and turn on the notifications.

More information on communications home can be found [here](#).

Payment systems

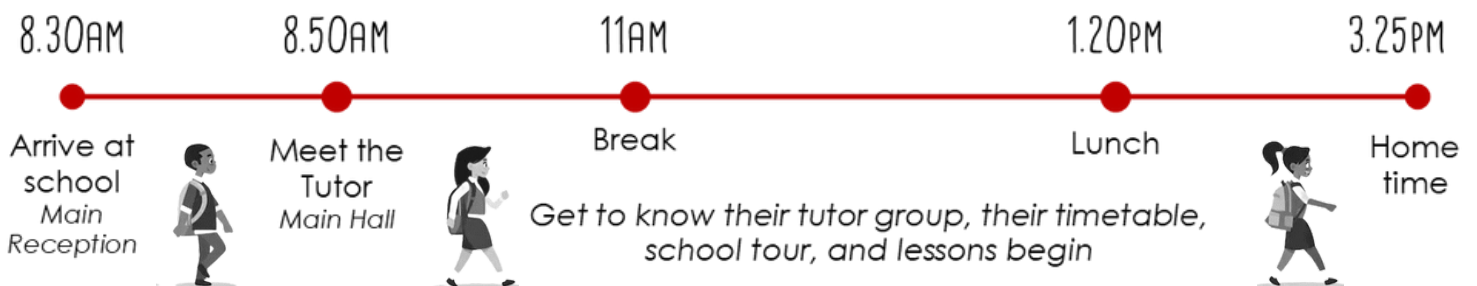
[ParentMail](#) is used as a booking and payment system for trips, equipment, performance tickets and for topping up your child's biometric fingerprint account for the canteen.

IMPORTANT THINGS YOU NEED TO KNOW ABOUT THE...

First Day

06

What happens on the first day?



School will be open from 8.30am on the first day, but please ensure you are here by 8.50am. The day will mostly be spent getting to know their tutor group and finding their way around school. They will be issued a map and their timetable.

Students will need to bring their equipment on the first day, but PE kits will not be required, even if they are on their timetable. We also recommend bringing a small notebook so they can make notes of anything important during their first few weeks.

School Life

07

Home School Agreement

We firmly believe that the success of our students depends on an effective partnership of our staff, students and parents. All three parties share responsibility for the development and achievement of each pupil. To this end we ask all staff, students and parents to 'sign' up to the agreement to work together. You will have been asked to read and agree to this during the online admissions process.

We are always working hard to increase our expectations around high standards of behaviour from students at our school. We feel it is important to be clear with our behaviour policy for the benefit of our whole school community

Every student has the right to learn in a positive learning environment where they are encouraged, supported and stretched to do their best. This means that at Little Heath School we have high expectations for attitudes to learning, progress and behaviour.

To read more about our expectations around behaviour, click [here](#).

08

Reporting Progress and Rewarding Success

School reports are sent to parents/carers by email three times during the academic year. You will receive an Introductory Report, an Interim Report and an End of Year Report. An explanatory document will accompany the report, but if you have any queries, please get in touch. The date of Parents' Evening will be available to parents at the beginning of the academic year.

The school operates a House System whereby teachers award House Points for reasons such as positive contributions in lessons, excellent homework, resilience or a great Attitude to Learning. In addition, House Points can be given for representing the school in sport or contributing to a school event, being kind to others or contributing to the school community. Our Houses are Arundel, Conway, Stirling and Warwick and your child will be told which House they are in when they meet their tutor.

09

Food Provision and Free School Meals

We have three areas across the school site where students can purchase a wide variety of food. The main school canteen, run by [Caterlink](#), serves breakfast items from 8.15am until 8.45am and a selection of hot and cold snacks at break time and lunchtime. Students can also purchase a selection of snacks from the outside eating area. We use a cashless, biometric system to pay for food items. Once you have registered, a biometric image of your child's finger is recorded and translated into a unique reference number.

Students in receipt of Pupil Premium funding are eligible for breakfast in the canteen each day. We also support the Free School Meal provision. To find out more about the food service at school, and Free School Meals, click [here](#).



10

Extra Curricular activities

Little Heath School offers a wide variety of clubs at lunchtimes and after school. They are an important part of school life and contribute to the education and development of the 'whole' child. To find the current extra curricular timetable, and further information, click [here](#).

Help, Support and Settling into Little Heath

Your child is the most important person to you and we do not want them to worry about the move to secondary school. Please encourage them to talk to someone if they are worried about anything, before and after they join in September. The same applies to you! We would much rather know about an issue as it arises. The tutor will always want to help and should always be the first point of contact for any concern.

If they are unable to find their tutor, the Key Stage 3 team will be able to help, along with our Student Wellbeing Lead, Mr Linz, who can be found in the Student Wellbeing Office. The Student Wellbeing Office is open at break and lunch for Year 7 students. They can come and talk to the team about anything that is on their mind.

The SMILE team are a group of older students who are there to act as a source of support for our younger students. They are Peer Mentors who have taken part in a nationally recognised programme of training, and their central role and aim is to help Year 7 students settle in and enjoy their first year at Little Heath School.



The SMILE team visit tutor groups in the first half of the new Autumn Term so that our new Year 7 students can get to know them. The team continues to work in tutor groups throughout the year, and some of our mentors do individual work with some students who may need a bit of extra support.

If your child needs additional learning support, they may spend some lessons in the Inclusion Department. However, most support for special educational needs and disabilities is provided with Teaching Assistants in the classroom. The Head of Year 7 and the Head of the Inclusion Department are in contact with our partner primary schools about students with special educational needs before the students transfer to Little Heath School. However, if you feel that you need advice or guidance regarding any form of special educational need then please contact us at transition@littleheath.org.uk.

Supporting Little Heath School

The Little Heath School Foundation raises funds throughout the year for the benefit of the school and its students. Periodically we will write to all parents/carers to ask for a voluntary contribution per family. Any amount, however large or small, is gratefully received and will be put to good use.

You can also support the school through schemes including the weekly lottery, 'Shop & Give' and Bag2School collections. Find out more [here](#).

We always welcome support from families for our Careers provision. We always need volunteers to help with career-based activities in school, our Careers and Higher Education Fair and work experience placements. If you can help, please contact Eileen Wooller, our Careers Lead, by emailing ewooller@littleheath.org.uk.

FAQs

We have put together a series of Frequently Asked Questions to help with all the questions you might have.

Take a look [here](#), and if you can't find the answer you are looking for, please email us at transition@littleheath.org.uk.



 **Shop & Give**
 BE A HERO
 Raise free donations
 for us each time you
 shop online.
 Simply shop via
shopandgive.thegivingmachine.co.uk



We are all really looking forward to welcoming you to Little Heath School

Key Stage 3 team



transition@littleheath.org.uk



[www.littleheath.org.uk/
transition](http://www.littleheath.org.uk/transition)



0118 9427337



[https://uk.linkedin.com/
school/littleheath](https://uk.linkedin.com/school/littleheath)



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