



# Prospectus



## Welcome to Heathfield Academy

**We offer a warm welcome to you and your child and thank you for showing an interest in our Academy. We hope that you will find the information in this prospectus useful.**

At Heathfield, part of The STEP Academy Trust, we are proud of the education we offer our children. We believe strongly that a great education is one of the most precious gifts a child can receive. Therefore, our committed staff and active Local Governing Body work tirelessly to provide a quality education for all the children in our Academy.

Underpinning all we do is a belief that every moment a child is in school must be used effectively — if time is wasted, it is lost forever and cannot be given back. All our structures and policies are designed to maximise the learning potential of the time our children spend in school.

We aim to make our children's learning experiences varied and inclusive; raising standards, particularly in Literacy and Numeracy, remains our main objective. Although we place particular emphasis on the acquisition of basic skills, we also have great provision for sport and the performing arts.

Heathfield Academy is a happy school, where the success of every child matters. Indeed, it is the children who make our Academy such a special place. We welcome visits from parents and carers. If you would like to meet us to find out more, please do not hesitate to contact the Academy office or take a look at our website: [www.heathfieldacademy.org](http://www.heathfieldacademy.org)

**We look forward to meeting you.**



# About The STEP Academy Trust

**T**hrough membership of The STEP Academy Trust, Heathfield Academy will be committed to working in partnership so that the mission and vision of the Trust are realised. The name, an acronym, reflects the aspirational nature of the organisation — Striving Together for Excellence in Partnership. Inspired by the commitment to improve children's life chances, STEP Academies work together to provide high quality learning experiences for all their pupils.

## **Mission Statement**

At The STEP Academy Trust we are committed to improving the life chances of all children. Where we have the capacity to make a difference, we are morally bound to do so. Members of the Trust strive together for excellence in partnership, so that our children, staff

and Academy communities benefit from excellent teaching, learning and leadership.

## **Vision Statement**

The vision of The STEP Academy Trust is to achieve educational transformation by establishing a growing family of academies that share core values, principles and aims.

## **Non-negotiables**

Whilst individuality and diversity are encouraged, all member academies subscribe to The STEP Academy Trust Non-negotiables. These have been developed to identify common characteristics that must exist across the Trust. The Non-negotiables are grouped into three broad categories: "Ethos and Culture", "Teaching and Learning" and "Investing in People".

## **Trust Organisation**

The STEP Academy Trust is a charitable company limited by guarantee. The Board of Directors, the body responsible for running the Trust, meets once or twice each term. Each member of The STEP Academy Trust has its own Local Governing Body which has delegated responsibility for overseeing the day-to-day management of their Academy. Information about The STEP Academy Trust is available on the website at: [www.stepacademytrust.org](http://www.stepacademytrust.org).

**STEP stands for  
Striving Together  
for Excellence in  
Partnership**



*We are committed to improving the life chances of all children. Where we have the capacity to make a difference, we are morally bound to do so.*

# About Our Academy

**“Working together, we will achieve”**

## **Our Mission**

Heathfield Academy places the children at the heart of everything we do. We passionately believe that all decisions we make should have a positive impact upon children’s lives. Combining this with celebrating each individual enables Heathfield to provide the highest level of education for all children in our care.

## **Our Commitments:**

- Set the highest expectations in all areas of school life, so that all children can reach their full potential.
- Deliver outstanding teaching, through an engaging and dynamic curriculum, which stimulates our children to be life-long learners.

- To provide a safe and enriching environment in which all children are able to develop their strengths and grow in confidence.
- To recognise and celebrate all cultures and beliefs within our community, to enable the children to be positive role models in society.

## **Location**

7 Aberdeen Road,  
Croydon,  
CR0 1EQ



## Admissions

Children are admitted to our Academy in accordance with Croydon Local Authority’s admissions criteria. Parents who are considering applying for a place should telephone the Academy office and make an appointment to visit. Our Admissions Policy is available on our website.

## Organisation

**Our Academy is organised into three key stages:**

- Early Years Foundation Stage (EYFS) — children in our Reception classes.
- Key Stage 1 (KS1) — refers to pupils in Years 1 and 2.
- Key Stage 2 (KS2) — children in Years 3, 4, 5 and 6.

## Times of Sessions

### **Morning**

Reception Class	8.55am – 12.00pm
Key Stage 1 (Years 1 and 2)	8.55am – 12.15pm
Key Stage 2 (Years 3, 4, 5 & 6)	8.55am – 12.30pm

### **Afternoon**

Reception	1.00pm – 3.15 pm
Key Stage 1	1.15pm – 3.15 pm
Key Stage 2	1.30pm – 3.15 pm



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*We aim to apply the best principles of early years education, encouraging positive attitudes to school and its routines.*



# The Curriculum

## Structure and Organisation

### EYFS

We aim to apply the best principles of early years education, encouraging positive attitudes to school and its routines. During their time in the early years, children have free access to learning areas both inside and outside. A variety of activities are on offer which are either child-initiated or adult-led.

In our Reception classes, children develop social skills, learning how to work harmoniously together — taking turns, sharing and listening. Through a purposeful, well-planned and organised curriculum, children gain strong foundations in communication and language, literacy, numeracy, creative and physical skills, as well as nurturing their personal, social and emotional development. The children's development during this crucial stage underpins their future learning.

### KS1 and KS2

In Years 1 to 6, English, Maths and Science are taught discretely, following national guidelines. Throughout KS1 and

KS2, children enjoy focused, carefully planned core lessons, which reflect the emphasis placed on teaching the children reading, writing, numeracy and investigative skills.

Other subject areas are predominately covered in an integrated manner through topics or themes embracing particular focuses. These areas are: Information Communication Technology (ICT), and the foundation subjects of Music, Art, History, Geography, Personal Social and Health Education (PSHE), Design and Technology (D&T), Physical Education (PE) and Religious Education (RE).

Children work in a variety of ways: as a class, in groups, pairs or individually. The emphasis is always on active and meaningful involvement of children in their own learning. All children have regular opportunities to engage in musical and creative activities. In addition, the curriculum has a strong international focus. As such, our Academy will develop numerous links with partner schools and organisations abroad.

PE is an important part of the curriculum; therefore all children take part in regular physical exercise. Heathfield Academy actively encourages children to make healthy choices. This

includes rewards for those who opt for fruit as a playtime snack or for choosing fruit or vegetables alongside their lunchtime meal.

Sex and Relationship Education (SRE) is incorporated into PSHE. Every effort is made to match the teaching and knowledge to the maturity of the children. We aim to help pupils to cope with the physical and emotional challenges of growing up, give them an elementary understanding of human reproduction and enable them to make informed choices about their health and environment and to resist bullying.

The Academy will be very well resourced to deliver a broad and balanced curriculum. We will continue to invest in ICT so that our pupils can learn using the most up-to-date technologies. Within our curriculum we aim to provide for the academic, personal and social development of every child; encouraging them to work and think independently so that learning is irresistible.

### **Assessments**

Assessment is an integral part of teaching and learning. Children's work is marked daily and subsequent lessons are adapted to ensure quality learning. Progress is continually monitored by teachers and learners are given feedback and targets for improvement.

The children are given opportunities to evaluate and improve their work, either independently, in pairs or as a small group. In this way our children are encouraged to take responsibility for their learning.

### **Additional Support for Children**

We provide a range of targeted support in order to overcome barriers to learning. Additional support for children is achieved through appropriate assessment, setting personalised challenges and responding to individual needs. Staff work closely with parents to ensure the learning needs of all children are met. This includes children with English as an additional language, SEN and Gifted and Talented.

### **Assemblies**

Assemblies are an integral part of our Academy life. Each day the children come together to celebrate good work and share what each other has been learning about.

### **Behaviour**

At Heathfield Academy the very highest standards of behaviour are expected and a zero tolerance on disruptive behaviour is taken. "Success behaviours" — the types of behaviour that lead to social and academic success — are systematically promoted. As an aspiring UNICEF Rights Respecting School, all our children are taught to respect the rights of others by acting in a responsible manner and by showing consideration, courtesy and respect at all times. There is a balance of rewards and sanctions that are consistent throughout the Academy.

### **Attendance and Punctuality**

Excellent attendance and punctuality are essential if children are to do well at school. Parents who ensure their children attend regularly and on time, demonstrate the importance of school; as a result, their children tend to develop healthy attitudes to learning. We therefore insist that pupils are in school by 8.55am ready to start work. If a child is absent, a reason must be given in the form of a letter or telephone call. Apart from very exceptional

circumstances, parents should not take children out of school during term time. In such cases, prior permission must be obtained from the Academy.

### **Uniform**

Our uniform, worn by all the children, will be a distinctive feature of Heathfield Academy. We place an emphasis on maintaining high standards of dress and appearance because we believe it encourages the children to take pride in themselves and their Academy. We therefore ask parents to ensure that their children always wear the correct uniform and that it is clearly labelled. Children also need to wear the appropriate kit during PE lessons. Our Academy Office will provide guidance on where to purchase the uniform.

### **Homework**

Homework enables children to practise aspects of their learning, extend and share school work with their families, pursue areas of interest and become independent learners. Children are given regular homework — more as they get older. All children are expected to read at home every night as well as learn spellings and times tables. As pupils progress through the Academy, they are given regular assignments to complete. Teachers encourage parents to provide feedback on tasks carried out at home.

### **Educational Visits**

Educational visits that enrich our curriculum topics, are an important way for children to learn and experience activities beyond the classroom to other settings and contexts. Outdoor education is also an important part of the curriculum. The Academy's physical environment and the local area will be well used as a learning resource.

Parents can be asked to make a contribution towards the cost of trips. Without such support these activities could not take place.

### **Extra-Curricular Activities**

Extra-curricular activities are run to complement and extend our curriculum. However, they are dependent on staff availability and specialism. Activities occur before school, during the lunch break and after school. Where private companies are used to run clubs, charges are set to cover costs.

### **Child Care**

To support working parents/carers, we may offer the provision of a breakfast club and an after school club.

## **OUR ACADEMY COMMUNITY**

### **Pupil Voice**

Because we place our children at the centre of what we do, pupils are empowered to express their views and develop their leadership skills. Our Academy will have a School Council that meet regularly to discuss a variety of issues. Through the School Council, children can have real influence in helping to develop the ethos of the Academy, its policies and practices.

### **Parental Partnership**

We believe that children learn best when parents and staff work closely together. When children are admitted to the Academy, parents are asked to sign the Home School Agreement which clearly states the expectations of the child, parent and Academy.

In order to build relationships based on mutual trust, support and cooperation, we emphasise the need for effective communication. As well as termly parents' evenings, teachers are always happy to meet parents to discuss matters of concern as soon as they arise. Senior leaders are also available to discuss issues as and when they occur. If we are unable to resolve the problem, formal complaints procedures are in place.

There are many opportunities for parents to actively participate in the life of the Academy. Regular help from parents covers such things as: assisting with listening to children reading, Academy events, class trips etc.

As an Academy, we will regularly canvass the views of parents on a range of issues. Feedback from meetings, questionnaires and surveys, help us to identify priorities for improvement.

### **Staff**

All Academy staff play an essential role in ensuring Heathfield is a safe, healthy and inspiring place for our children to learn. Most members of our teaching staff hold specific leadership responsibilities. We also work closely with outside agencies such as educational psychologists and occupational therapists as required. A list of staff will be made available on our Academy website.

### **Governors**

Members of our Local Governing Body come from a diverse range of backgrounds. Typically, they are representatives of the local community, parents/carers and Academy staff who bring a range of interests, knowledge and skills. Governors meet regularly to monitor the impact of the Academy's activities and consider priorities for improvement. A list of governors can be seen on our Academy website.

### **The Wider Community**

Our families represent many different nationalities, a fact which we celebrate through curricular and extra-curricular activities. These help the children to share and understand the diversity of customs and experiences throughout the world. We are always seeking ways to establish links with members of the local community and beyond, to enrich the learning of our pupils.

### **School Meals**

Our catering service, run by The STEP Academy Trust, offers well balanced meals which are cooked on the premises. Children can choose from a range of hot meals, sandwiches, salad and fruit. Parents who prefer to provide a healthy packed lunch, may do so.

### **Safety and Security**

The safety of the children at school is our highest priority. We work closely with other agencies, sharing information where necessary, to ensure the safety of all pupils. All entrances and exits to the school are secured during school hours. The only access into the Academy during the day is through the main entrance, which has a constantly monitored entry system.

All visitors and helpers are issued with a visitors badge and are required to sign in and out of the premises. All staff (including governors) and regular helpers in school have undergone criminal record checks.

### **Child Protection**

We are a front line agency for child protection and take seriously our duty of care for all the children at our Academy. At Heathfield Academy we have policies and procedures in place for handling any cause for concern that may arise. We have two designated child protection officers and staff monitor children's welfare and report any concerns to them. Our Academy has a legal duty to refer cases causing concern to the relevant authorities.

## **And finally**

We do hope that you have found this brochure helpful and that it gives you a taste of Academy life at Heathfield Academy. However, should you wish to find out more about our unique Academy, please do not hesitate to get in touch.

**We look forward to seeing you soon. Headteacher, Heathfield Academy.**





## Get in touch

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Email: [enquiries@heathfieldacademy.org](mailto:enquiries@heathfieldacademy.org)

Twitter: [@HeathfieldAcademy](https://twitter.com/HeathfieldAcademy)

Website: [www.heathfieldacademy.org](http://www.heathfieldacademy.org)