



Bournville
PRIMARY SCHOOL

Parent Handbook

2015/16

INFORMATION FOR PARENTS

SEPTEMBER 2015

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introduction

Welcome to Bournville Primary School. This document will provide you with all the information you need to equip your child for life at Bournville.

We look forward to a happy partnership between child, home and school that will help us provide the best possible opportunities for your child.

We believe contact with parents is essential. If you have any questions, problems or need information please don't hesitate to contact your child's class teacher, or a member of the Senior Management Team:

Adam Matthews (Headteacher)

Chris Chaffey (Deputy Head)

Sian Charles (Assistant Head)

Kerri McArdle (Assistant Head)

Debbie Ludwell (Lead TA)

Natalie Baker (SENCO)

CONTACT DETAILS

Bournville Primary School
Selworthy Road
Weston-super-Mare
BS23 3ST

Telephone number: **01934 427130**

Fax number: **01934 427138**

e-mail address:

bournvil.le.pri.mary@n-somerset.gov.uk

Website address: **www.bournville.org**

PARENT CONTACT FOR SEVERE WEATHER ARRANGEMENTS

School Office Tel: 01934 427130

aims & values

We try to make our school a place that children love to come to, and a community to which they enjoy belonging. Our aim is to raise children's aspirations and enable them to achieve their highest potential, through providing:

- A stimulating environment in which to learn and play
- A welcoming, caring community which supports pupils from all backgrounds, and of all abilities
- An open, honest partnership between school and parents, with strong communication between the two
- A school where we encourage and inspire confident learners to be ambitious in their goals, and strive to achieve their full potential
- A happy atmosphere that makes each day at school a pleasure
- A valued part of the local community, offering resources and opportunities to all

EVERY CHILD MATTERS

We believe that every child has a right to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

PARENT-SCHOOL PARTNERSHIP

Education is a partnership between home and school. We recognise this and encourage parents' help and, above all, their interest.

governors & staff

GOVERNING BODY

From the 1st September 2013 Bournville Primary School became a Foundation Trust school, part of the Weston-super-Mare Education Trust. As a consequence of this change of school category we were required to reconstitute our Governing Body.

The Governing Body is made up of representatives of the school staff, parents, the Local Authority and the community. The current governors of the school are:

Mr J Harvey-Bennett Chair of Governors

Foundation Governors

- 1). Mrs C Trocchi
- 2). Mr J Harvey-Bennett

Co-opted Governors

- 1). Mrs L Winter
- 2). Mrs J Partridge
- 3). Mrs D Ludwell
- 4). Mr J Clayton

LA Governors

- 1). Mrs D Hunt

Parent Governors

- 1). Miss M Clarke
- 2). VACANT
- 3). Mrs S Sinclair
- 4). Ms F Laing

Staff Governors

- 1). Mr A Matthews (Headteacher)
- 2). Mrs J Green

Associate Governor

- 1) Mrs S Wilsher

Clerk to the Governing Body: Mrs S Edwards

THE STAFF 2015/2016

| | |
|-------------------|------------------------|
| Mr Adam Matthews | Head Teacher |
| Mrs Chris Chaffey | Deputy Head Teacher |
| Mrs Sian Charles | Assistant Head Teacher |
| Mrs Kerri McArdle | Assistant Head Teacher |

School Teams

Nursery

| | |
|------------------------------|-----------------------|
| Mrs Sam Charalambous | Nursery Leader |
| Mrs Jo Pendleton | Nursery Deputy Leader |
| Miss Abigail Patterson | Nursery Assistant |
| Miss Bethany Ledbury-Ranklin | Nursery Assistant |
| Mrs Karolina Karsznia-Wyrwal | Nursery Assistant |

Early Years

| | |
|---------------------|---------------------------------|
| Mrs Sarah Wilcox | Nursery Teacher/EYFS Leader |
| Mrs Sharon Ledbury | Reception Teacher/EYFS Leader |
| Mrs Nicola Cherry | Reception Teacher |
| Mrs Kate Moore | Nursery Teacher |
| Miss Hannah Wallace | Higher Level Teaching Assistant |
| Mrs Emma Morris | Teaching Assistant |
| Mrs Beverley Wyatt | Higher Level Teaching Assistant |
| Miss Jasmyn Hammond | Teaching Assistant |
| Mrs Joleen Neave | Teaching Assistant |

KS1 Team

| | |
|--------------------|---------------------------------|
| Mr Julian Spear | Year 2 Teacher/KS1 Leader |
| Mrs Marie Berry | Year 1 Teacher |
| Mr Kyle Matravers | Year 1 Teacher |
| Mrs Melanie Butler | Year 2 Teacher |
| Mrs Wendy Britt | Teaching Assistant |
| Mrs Karen Fisher | Teaching Assistant |
| Mrs Liz Kelson | Higher Level Teaching Assistant |
| Miss Sarah Fox | Higher Level Teaching Assistant |

Lower KS2 Team

| | |
|---------------------|---------------------------------|
| Mr Gary Tucker | Year 4 Teacher/Lower KS2 Leader |
| Mr Colin Stansfield | Year 3 Teacher |
| Mrs Amanda Paddon | Year 3 Teacher |
| Miss Jodie Edwards | Year 4 Teacher |
| Mrs Emma Davies | Teaching Assistant |
| Mrs Angela Day | Higher Level Teaching Assistant |
| Mrs Jo Larder | Teaching Assistant |
| Mrs Karen Kelson | Higher Level Teaching Assistant |
| Mrs Jessica Green | Intervention Teacher |

Upper KS2 Team

| | |
|---------------------|---------------------------------|
| Mrs Sian Charles | Year 5 Teacher/Upper KS2 Leader |
| Mrs Leanne Richards | Year 5 Teacher |
| Mrs Sue Wilsher | Year 6 Teacher |
| Miss Helen Wright | Year 6 Teacher |
| Mrs Kerri McArdle | Intervention Teacher |
| Mrs Debbie Ludwell | Lead Teaching Assistant |
| Ms Kate Waldron | Higher Level Teaching Assistant |
| Mrs Linsie Board | Teaching Assistant |
| Mrs Joy Partridge | Higher Level Teaching Assistant |

LSAs

Mrs Sharon Adams
Miss Kelly Allcock
Mrs Jenny Baker
Miss Kylie Baxter
Mrs Michelle Blackborow
Mrs Alison Collins
Mrs Karen Dunstone
Miss Charlotte Fairchild
Mrs Zoe Hashem
Mrs Emma Knights
Ms Kathryn Mitson
Miss Beth Reason
Mrs Bev Rowe
Miss Kierah Shears
Mr Adam Silkstone
Mrs Sarah Sillick
Mrs Gail Southan
Mrs Sarah-Jane Styles
Mrs Michelle Thompson
Miss Hannah Thorne
Mrs Jodi Thomas
Mrs Terri Winters

Healthcare Assistants

Mrs Natasha Richards
Mrs Julie Thompson

Specialist Teachers & Support

| | |
|-------------------------|-------------------------------|
| Mrs Natalie Baker | SENCO |
| Mrs Jenny Niblett | SENCO |
| Mrs Amy Corlett | Reading Intervention Leader |
| Mrs Stef Palmer | AfA Lead |
| Mrs Sarah Stacey | Maths Intervention Teacher |
| Mrs Lesley Mackey Maths | Intervention Teacher |
| Mrs Karen Romano | Speech and Language Assistant |

| | |
|------------------------|------------------------------------|
| Mrs Meredith-Jones | Speech and Language Assistant |
| Mrs Sammantha Cottrell | Maths Support Teaching Assistant |
| Ms Laura Simpkins | Reading Support Teaching Assistant |
| Mrs Heather Daniels | Reading Support Teaching Assistant |
| Mrs Leanne Havinden | Reading Support Learning Assistant |
| Mrs Jane Coopey | Reading Support Learning Assistant |
| Miss Laura Flanagan | Reading Support Learning Assistant |

Pastoral Support

| | |
|-------------------------|----------------------------|
| Mrs Lorraine Grindle | Pastoral Lead |
| Ms Judy Holden | Family Liaison Worker |
| Mrs Tracey Shears | Behaviour Support Worker |
| Mrs Wendy Lambard | Learning Support Assistant |
| Mrs Fiona Bennett | Family Support Worker |
| Mrs Tina Prewett-Martin | Learning Mentor |

Lunch Time Supervisors

| | |
|---------------------|--------------------------|
| Miss Kierah Shears | Mrs Tina Murdie |
| Mrs Julie Salisbury | Mrs Jo Price |
| Mrs Linda Hill | Miss Charlotte Fairchild |
| Mrs Helen Maloney | Mrs Rachel Poole |
| Miss Laura Flanagan | Mrs Jenny Baker |
| Mrs Sarah Sinclair | Mrs Jodi Thomas |
| Mrs Sharon North | Mrs Michelle Clarke |
| Mrs Emma Dunstone | Mrs Michelle Thompson |

Office

| | |
|---------------------|-------------------------------------|
| Mrs Jo Clarke | School Business Manager |
| Mrs Rachel Thomas | Office Manager |
| Mrs Sarah Edwards | PA to Senior Management Team |
| Miss Tracey DeLong | Administrator |
| Mrs Claire Trego | Administrator |
| Ms Maria Siewertsen | Administration Assistant |
| Miss Teresa Lane | Apprentice Administration Assistant |

Extended Schools

| | |
|--------------------|--|
| Mrs Lynn Winter | Xtnd Development Manager |
| Mrs Laura Elmont | Xtnd Administrator |
| Mrs Carly Butchers | Xtnd Family & Community Project Worker |
| Ms Gemma Tsiopani | Play Leader |
| Mrs Wendy Lambard | Assistant Play Leader |
| VACANT | Play Worker |

Site

| | |
|---------------|-----------------------|
| Mr Ben Price | Caretaker (part time) |
| Mrs Del Cole | Cleaning Supervisor |
| Mrs Ann Grant | Cleaner |

| | |
|---------------------|---------|
| Mrs Debbie Rickwood | Cleaner |
| Mrs Helen Maloney | Cleaner |
| Mrs Louise Newton | Cleaner |
| Mrs Alison Brooks | Cleaner |

Catering

| | |
|-----------------------|-------------------|
| Mrs Denise Chancellor | Canteen Manager |
| Mrs Cheri Dean | Kitchen Assistant |
| Mrs Alison Brooks | Kitchen Assistant |
| Mrs Kath Lewis | Kitchen Assistant |

External Advisors

| | |
|------------------|---------------------------|
| Ms Rachael Hayes | Educational Psychologist |
| Mr Mahad Ali | Education Welfare Officer |

Curriculum

All children have access to a programme of study designed to meet the guidelines laid down by the National and Foundation Stage Curriculums.

A broad, balanced relevant and experience based curriculum is delivered throughout the school. This is done through a series of topics, where this is not appropriate specific subject teaching is used.

FOUNDATION STAGE

The Foundation Stage covers children in Nursery and Reception. The curriculum is designed around the following areas:

- Personal, social and emotional development
- Communication and language
- Mathematics
- Understanding the world
- Physical development.
- Expressive arts and design.

This is accessed through well constructed, enjoyable and challenging experiences. Much learning is done through 'play'. 'Play' teach children about themselves and others. It develops the skills of mind and body. It develops the ability to concentrate and persevere. It develops social skills and language. It develops imagination and creativity. It is through these experiences, under the guidance of an adult, that children develop the skills that are essential for

developing a basis for reading, writing and mathematical development with a positive attitude to learning.

NATIONAL CURRICULUM

The National Curriculum is organised around the five core subjects of English, Mathematics, Science, ICT and RE and the foundation subjects of History, Geography, Design Technology, Music, Drama, Art and PE (including dance and swimming). Also included is Personal, Social Health and Citizenship Education.

At Key Stage 1 we aim to provide first hand experiences that build upon those already covered in the Foundation Stage. These are matched to a child's individual needs and designed to develop their awareness and understanding of the world around them. It also builds upon those key life skills, such as, reading, writing, speaking and listening, resilience, reasoning and enjoyment that are so important to a child's development.

At Year 3 children enter Key Stage 2. We continue to provide an expansive and challenging curriculum where children's needs are met through a series of experiences that are planned to be stimulating and relevant. Topics become more complex and new skills, such as: Reading for information, report writing, map reading and historical research are gradually introduced.

Children work individually, in small groups or as a class. They may work

alongside children of the same or differing abilities. Teachers aim to use the method which best matches the needs of the class and individuals to the task and subject.

The school has a long-standing commitment to meeting the needs of children who are experiencing difficulty in areas of learning. The school has agreed criteria and guidelines for identifying such children who will have work specifically prepared for them.

For varying lengths of time, they may also receive some additional teaching in small group situations where particular skills are learnt.

Teachers plan class work carefully and keep detailed records including assessment for all children. As well as using records to plan future work, teachers will use on-going records as a basis for assessment which will occur at the end of Year 2 and Year 6. It is planned (if appropriate) that this teacher assessment will be supplemented by tests in Maths, Science and English. Parents have the opportunity to discuss their child's progress at Parents Evenings. Teachers are also available to talk with parents informally at other times or when problems or worries arise.

Every member of staff has responsibility for particular areas of the curriculum thus enabling us to keep in touch with current ideas, methods and teaching and learning styles. Staff also attend courses and meet with other experienced teachers to share common interests and expertise.

In addition to imparting knowledge and skills, we maintain that one of our chief tasks is to encourage children to think and be responsible for their own actions. This prepares them to take their place in society as responsible contributors, capable of achieving as much independence as possible.

RELIGIOUS EDUCATION

Religious education is taught through the Agreed Syllabus. Children attend daily assemblies. Parents who wish to have their children withdrawn from this and the compulsory Acts of Worship are free to do so after informing the Headteacher. However, we believe that open discussion amongst the children is a vital part of their education in understanding the beliefs and ideas of others. Our Religious Education teaching aims to develop a knowledge and understanding of a variety of religious beliefs and practices. We aim to encourage an awareness and concern for others, as well as tolerance and respect. Every week speakers from local church groups and charitable organisations are invited to contribute to our school assemblies. We believe that these occasions add balance and variety to our Religious Education and Personal & Social Education programme.

PERSONAL, SOCIAL, AND HEALTH EDUCATION

It is within Personal, Social, and Health Education that Sex and Health education is covered. Physical reproduction in plant and animal life is taught through topic work and is treated as a natural part of the life cycle. In human life, the

importance of caring and secure relationships is stressed and we endeavour to deal openly and honestly with children's questions, as they arise. We aim to build on knowledge already acquired through parents, peers and the media and at all times with an awareness of the child's maturity in mind. In Y6, menstruation and the onset of puberty are dealt with for boys and girls.

Meetings are organised with Parents before Sex and Health Education units are taught. All content is explained by Class Teachers and parents are free to view all materials used. Any Parent who wishes to have their children withdrawn from Sex Education are free to do so after informing the Headteacher. The Sex & Relationships Education Policy is available to parents.

ICT

Bournville Primary School is justly proud of its state of the art Information and Thin Client Communication Technology provision. The school boasts over 200 computers, terminals and devices. This includes:

- 3 mobile, computer banks of 30 netbooks each.
- A suite of 15 Apple Mac media computers.
- A suite of 12 PCs.
- Up to 12 desk top computer terminals and interactive white boards per classroom.

All devices are linked to a powerful set of servers and storage devices via high bandwidth wired and wireless networking. The school's outstanding

ICT provision offers pupils, staff, parents and our community unlimited opportunities to use a huge range of programs and applications to enhance learning and experiences,

Computers are used throughout the school on a daily basis, a key life skill that enhances learning and prepares children for the world beyond school.

Security is of premium importance; our networks are protected by internal and external firewalls, anti virus and spyware software, password and encryption. Internet access is only available through the Southwest Grid For Learning filtered service, this is a national education only provider delivered by Research Machines.

SPORT

Close links with local trust schools enable us to benefit by sharing their expertise and facilities. PE is taught as part of the curriculum by a specialist sports coach and develops skills in a range of sports and activities. In the early years we build upon natural instincts for play and expressive movement. Through planned and structured activities the children gain skills in gymnastics, dance, ball skills and games.

After school clubs are also provided to enhance and develop their chosen sport. During the course of the year we run many clubs such as: football; netball; basketball; cricket; tennis; rounders; cycling; judo and athletics, giving opportunity to further skills and enjoyment of sport.

special educational needs

The school passionately believes that every child in its care should have access to the curriculum and all its facilities. This forms the basis of our equal opportunities policy within which a provision is made to ensure that children with all needs are integrated into the school within the context of the SEN Code of Practice and within the context of the school premises.

Children who are awarded a Statement of Special Educational Needs for learning or behavioural difficulties will be provided with specific provision, which may include support teaching or in-class support. Children who experience difficulties with behaviour also receive individual attention. In such cases, we feel that it is vital to work with parents and where appropriate an Individual Educational Plan may be implemented having been jointly agreed by the child, parents and school.

The structure for Special Educational Needs pupils on the Code of Practice facilitates individual and small group teaching within specified areas of the school.

Teaching and support staff work closely on targeting children's needs, setting Individual Education Plans and contributing to Pastoral Support Plans.

Implicit in working with children who have Special Educational Needs is the value placed on self-esteem and environment and building appropriate relationships with everyone.

We believe our structure provides a boost to children's academic and social confidence and competence within the context of a personal and caring ethos.

Conversely, higher achieving children, who demand a more challenging curriculum, are also catered for within the classroom and curriculum and copious teacher planning. Added to this is our work with pupils we consider to be gifted and talented, which includes cross-phase working groups and the opportunity to work with similar pupils from other schools.

We aim to suit the needs of all children's educational potential with the full co-operation of our parents. Our Special Educational Needs Coordinator (SENCo), Mrs Baker, operates an open door policy and is happy to meet with any parents with concerns. To book an appointment with her, please contact the main school office.

Parents should be aware that as part of the Children and Families Act 2014, a new Code of Practice for Special Educational Needs comes into effect on 01.09.14. This will mean that throughout

the year, changes will be taking place so this information may no longer be accurate. Please see the school website for the most up to date information or speak to Mrs Baker if you are unsure.

attendance

At Bournville all our teachers plan lessons and experiences to link learning. Planning is detailed and tailored to meet the needs of individual children over time, teaching is excellent and as a result the progress that children make in this school is outstanding. Being absent from school means that your child will miss out. Parents can help their children's learning in many ways, making sure they come into school on time and ready to learn is the most important way. Evidence shows that those children with poor attendance do not achieve as highly as those with good attendance.

Please let us know if your child is unable to attend school due to illness or if she/he is going to be late. Whenever your child is absent from school, please let us know the reason by note or telephone so we can record this in our attendance register. We operate a First Response System. If a child is absent and we receive no explanation from parents, we will phone parents by 9.30am to ascertain why a child is not at school. We are required by law to count any unexplained absences as unauthorised. A record is kept of a child's attendance including all absences is included in our annual report to parents. Figures for the whole school are reported to the Department of Education and Local Authority.

Law

The Education Regulations 1999 require all maintained schools are open to educate their pupils for at least 380

sessions (190 days) in each school year. Parents of compulsory school age (five to sixteen) children have a legal duty to ensure their children receive suitable education by regular attendance at school. If a child is registered at school, parents have the legal responsibility for ensuring that their child attends regularly.

Illness

Absence through Illness cannot be avoided at times. If your child is too ill to attend school you should inform the office before 9am on the first day of illness and daily thereafter unless an absence period is specified.

Medical Appointments (Doctors, hospital, dentist etc.)

Please inform us if your child has an appointment, parents are asked that wherever possible they remove their child from school for the minimum amount of time.

Lateness

The registers close at 9am; children arriving after this time will be entered as late in the register, this is counted as an absence. All children arriving once the playground gates have closed should report to the school reception.

Absence without explanation or authorisation.

This will be classed as unauthorised absence and recorded in the register as such. Attendance is monitored by North Somerset Education Welfare Officers.

Unauthorised absence could lead to the Local Authority issuing a penalty notice.

Absence/Holiday's During Term Time

The Headteacher may only authorise leave of absence in exceptional circumstances and will require evidence to validate any request. Term time holidays should not be planned or booked as they are likely to be unauthorised and could lead to the issuing of a fine by the Local Authority. Parents wishing to request leave of absence should collect a request form from the office and give to the Headteacher for approval. An appointment can be made should you wish to discuss absence requests with the Headteacher.

Penalty Notices/Fines

Penalty Notices are issued by the local authority and require each parent of a child of compulsory school age, whose attendance has been unsatisfactory, to pay a penalty, currently £60.00 if paid within 21 days or £120.00 if paid within 28 days. If the Penalty Notice is not paid the case is automatically summonsed to appear in Court. Courts have a wider range of sentencing options, which could include a maximum fine of up to £1000.

Brilliant Attendance

Attendance awards, badges and prizes are given out every two terms for those children without any unauthorised absence and an attendance rate of over 98%. At the end of the school year a prize draw, with prizes selected by the school council, is held for those children who have an attendance of 98% or over,

with no unauthorised absence. Children with 100% attendance receive a special gift from the school.

Advice

If you require any attendance advice please ask at the office, we will be delighted to help.

the school day

Please ensure that your child arrives at school in time to be punctual for the start of morning and afternoon sessions, but not so early as to entail a long wait in the playground.

NURSERY AND PRESCHOOL

Morning session: 8.40 am – 11.40 am

Afternoon session: 12.30 pm – 3.30 pm

RECEPTION TO YEAR 6

Breakfast Club: 8.00 am

Playground and gates open: 8.40 am

Classrooms open: 8.50 am

Registration closes: 9.00 am

Morning session: 8.50 am – 12 noon

Afternoon session: 1.00 pm – 3.15 pm

school meals

All school meals are served in the dining hall which is adjacent to the kitchens.

The school operates 2 sittings per day, with the younger children and older buddy table leaders taking first sitting. **All children in Reception, Year 1 and Year 2 will be served a school dinner daily at no cost.**

For Year 3, 4, 5 and 6 children, if you wish your child to have school meals please send the correct dinner money – currently £2.00 per day (in a named envelope) on a Monday morning for the whole week. School meals are excellent and cooked on the premises.

Children in year 3, 4, 5 or 6 may also bring a packed lunch but not hot/fizzy drinks or glass containers.

Many families qualify for free school meals. If you think you may be eligible speak with the school office or the:

Education Welfare Office, Town Hall
Weston Super Mare

Telephone: 01934 888888

We urge families to be sure to claim this service even if your child is in Reception, year 1 or 2. Part of our school budget (£1,300 per child per year) is determined by the number of pupils receiving free school meals. By claiming this, you will actually be helping to ensure maximum resources for your child within the school. Your child will also be eligible to receive free milk throughout their time at school. If you need further advice please speak to our

office team, they will be pleased to help you

and give you all relevant information and forms.

FRUIT

The school encourages 'healthy eating' and provides FREE fruit / vegetables each day as we are involved in the government's initiative providing fruit and vegetables to all 4 – 7 year olds.

MILK/DRINKS

Children will receive free milk, a third pint carton up to their fifth birthday.

Children over the age of 5 can continue to receive milk in one of two ways.

If they are entitled to free school meals (not universal free school meals) milk can be provided free of charge throughout their time at school. Please contact the school office if your child is entitled to free school meals and would like to receive milk.

If children are not free school meal eligible, an opportunity to continue receiving milk beyond their fifth birthday is available at a cost, direct from the dairy (01934 510950).

In order to further promote the school as a healthy school we ask that children do not bring in sugar based drinks.

Water is available for children to drink at all times from both water fountains and classrooms as well as at lunch time.

uniform

Our school colours are navy blue, grey and white. We have navy blue sweatshirts with the school logo available for purchase at very reasonable prices.

Although school uniform is not compulsory, we ask you to make sure that your child is dressed suitably for coming to school and be tidy in appearance. Jeans, casual clothes and fashion shoes (these include high-heeled, slingback clogs, mules and open-toed sandals which constitute a Health & Safety Risk in a building with long corridors and stairs) are not suitable for school wear.

We recommend the following:

BOYS

- Grey trousers/black joggers
- Navy blue V-necked jumper or navy blue school sweatshirt
- White polo shirt/shirt
- For summer, either black or grey shorts with white polo shirt.

GIRLS

- Grey skirt or pinafore dress or grey trousers/black joggers
- Navy blue cardigan, V-necked jumper or navy blue school sweatshirt
- White blouse
- For summer, either navy blue and white check dress or grey skirt with white polo shirt.

Protection from the sun is an important aspect of school summer clothing and the Health Authority clearly warns parents that exposed skin during the summer period can lead to serious skin disorders.

ALL PUPILS

For PE black or white shorts and a navy blue or white T-shirt, one pair of plimsolls (daps) and a bag for PE kit. It is a compulsory element of Health Education that all pupils should have a change of clothing for PE with suitable footwear.

As well as sweatshirts, cardigans and fleeces with the school logo, PE bags, book bags and baseball hats can be purchased from the school office.

Please ensure that all clothing is clearly marked with your child's name.

It is believed that to wear school UNIFORM has a serious effect on improving children's attitude to classroom and general school behaviour. We would like to create a sense of common purpose and identity in the school.

behaviour

We recognise that good discipline is essential to a successful school and we value the support you can offer as parents. The school focuses on choices, good and bad. Good choices are rewarded, whilst bad choices can lead to sanctions.

Our school behaviour policy aims to encourage a calm working atmosphere with care and consideration shown for others. To this end, we reward with praise, stickers, certificates, class awards, notes home and 'fabulous Friday' play for those who work diligently, show respect for others and who care for equipment and the environment.

Children's achievement is celebrated by the whole school community during Friday Celebration Assemblies, all parents are encouraged to attend.

When misbehaviour occurs children know that a range of sanctions will occur. Information on misbehaviour is shared with parents and if poor behaviour persists, we contact parents with a view to discussing further action. Our experience is that, when a child knows that home and school are working together, problems can be successfully overcome. If damage to school property occurs through inappropriate behaviour, parents are informed. We also request a contribution from parents to meet the cost of repair.

Poor behaviour will not be tolerated and a staged process of seclusion, off site education and exclusion can occur in extreme circumstances, as a right of the

Head teacher. Exclusions from the classroom are used by the school and act as a catalyst for addressing the issues of inappropriate behaviour through collaborative working.

personal property

Children should not bring precious or valuable possessions to school, nor items which are likely to be dangerous or annoying to others. Watches may be worn, but are brought to school at parents' own risk. The School advises parents to take out their own insurance to cover loss of such items as bicycles or musical instruments.

We request that children do not wear jewellery or make-up. Where children have pierced ears **ONLY CLOSE FITTING SLEEPER RINGS OR STUDS** should be worn to school. During any PE or sport lessons earrings are to be removed by the children and replaced by them afterwards, or later at home by a parent.

BICYCLES AND SCOOTERS

Children who live some distance from the school may ride their bicycles or scooters to school at parents' discretion. The safety of the machine and the child is entirely at the parents' risk

Bicycles and scooters must be pushed to and from the school entrance through the school grounds. Cycle/scooter stands are situated at the front of the building. We recommend that all children lock their bicycles or scooters and remove any easily stolen attachments.

medical & health care

necessary medical attention in our role of loco parentis.

When your child is admitted, please let us know of any medical condition which may affect him/her in school. If your child is taken ill during the day, the school will contact you so that he/she may be taken home. We may also need to contact you if urgent medical treatment is required. It is essential that we have a current telephone number where either you or a nominated relative/friend can be contacted in an emergency.

MEDICINES

The School Medical Officer has advised that schools should not be responsible for administering medicines such as antibiotics, aspirin, cough linctus, etc. If these are needed, it suggests that a child is not sufficiently well enough to be in school.

Where long-term medical conditions require medication (e.g. epilepsy, asthma, hay fever) special arrangements can be made for administration and safe storage. In this event please contact the School Office.

ACCIDENTS IN SCHOOL

Regulations stipulate that minor cuts and abrasions are cleaned and covered where appropriate. Where a child suffers a more serious accident we contact parents so that appropriate treatment can be sought. In the event of being unable to contact parents, we seek the

security & child protection

LEAVING SCHOOL PREMISES

No child is allowed to leave the school premises during the school day without the Headteacher's permission.

If your child needs to attend a medical appointment during the day, please arrange for him/her to be collected from reception.

SCHOOL SECURITY

Effective school security is essential. The safety of the children in our care is our highest priority; therefore, we have provided the following:

- Monitored and electronically operated facilities for entry into main foyers
- Fob activated security doors
- Fire Exit doors to all classrooms
- Procedures for locking external doors
- Security lighting fitted to a number of school areas
- Anti-vandal security measures, e.g. full coverage internal and external digital CCTV, window grilling and anti-vandal paint
- Photo ID cards for all staff members

Security procedures are reviewed every term by the Health and Safety committee. The Governors trust that

parents advise children to respect the school site and equipment in order to maintain a safe environment.

CHILD PROTECTION

Whilst the Education Service does not constitute an investigation agency, because of their day-to-day contact with individual children during term-time, school staff have an important role to play in recognising and taking the appropriate action in cases of suspected child abuse.

All school staff, both teaching and non-teaching, are legally required to report any suspicions to the Headteacher or Designated Safeguarding Lead who, in turn, are legally required to take appropriate action under the procedures. When possible, parents are consulted.

The Designated Safeguarding Lead within our school is Chris Chaffey, the Deputy Head.

Child Abuse is a particularly sensitive issue and does impose for those involved, particularly parents, strong feelings and emotions. However, whatever parents may feel about a situation, it needs to be appreciated that school staff are required to report, in line with the procedures, any situation where abuse is suspected, and a member of staff could be deemed to have acted improperly if this were not the case.

Parents may seek advice and guidance from the Education Welfare Officer for

the school or contact the Social Services Department direct, if necessary.

All the schools work in this area is in line with the government's latest statutory guidance "Keeping children safe in education". More information can be found on our website.

charging & remissions

EDUCATIONAL VISITS

DAY VISITS IN SCHOOL TIME:

Voluntary contributions may be requested from parents for school activities in school time towards the cost of the trip.

Parents of all children will be informed by letter of the purpose and educational value of a planned visit. They will be requested to give their permission and may commit themselves to the voluntary payment of their part of the expenses.

DAY VISITS WHOLLY OR MAINLY OUTSIDE SCHOOL HOURS:

Provided that these visits are not an essential part of any subject covered by the National Curriculum, charges may be levied to cover the costs of the visit, including those required for the attendance of teaching and non-teaching staff. These trips will be organised even if all parents are not prepared to contribute and therefore all children cannot take part.

The Education Reform Act 1989 permits charging for board and lodging but these must not exceed the actual cost of providing board and lodging for that pupil. Remission of all or part of the charges for those in receipt of family credit, income support or Pupil Premium is possible, if funds are available to the school that enable support

RESIDENTIAL VISITS MAINLY IN SCHOOL TIME:

Music Tuition

Parents will be expected to pay for individual music tuition where this is provided, usually by peripatetic staff. There is a remissions policy for those children in receipt of Pupil Premium .

DAMAGE TO PROPERTY

Parents will be required to reimburse the school where appropriate for damage to school property for which their child is responsible through intent or neglect or contravention of school rules. The proportion of the total cost to be paid shall be at the discretion of the Headteacher.

Bournville Primary School is committed to ensuring that all children be included in all activities. We understand that parents may not always have the resources available to them to allow this. If any parent needs support to allow their children to participate in any activity, please make an appointment with the headteacher, as the school may be able to help. These meetings are always conducted in the strictest confidence.

complaints

Where parents have concerns or complaints, we would always wish to attempt to resolve these through discussion at the school, firstly at an informal level with the class teacher, or teacher responsible. If this is not appropriate, or parents feel discussions with teachers did not resolve the matter then parents are invited to contact school to make an appointment with the Headteacher.

If a complaint cannot be resolved informally at school level, parents may wish to write to the Chair of Governors at the school address:

Bournville Primary School
Selworthy Road
Weston-super-Mare
North Somerset
BS23 3ST

extended school

BREAKFAST CLUB

Our Breakfast Club starts at 8.00am each morning. The children are provided with a range of activities and a healthy breakfast, for a small cost of 40p. Children who come to Breakfast Club may be in school for an 8.00am start. However, no other children should be on the site before 8.40am. A register is kept of those attending the Club for this purpose.

AFTER SCHOOL CLUBS

XTND after school club runs Monday to Friday until 5.45pm. This club is Ofsted registered and is run by a fully qualified play leader and workers who provide a range of indoor and outdoor activities and play equipment. A charge of £4 is made which includes provision of a healthy Tea.

Working families may be able to claim a proportion of this fee back through child tax credit; details available from the play leader.

Special interest clubs run on a Monday - Friday night until 4.15pm. These clubs have a limited number of places. Where a club is over subscribed a rota is put into place to ensure all those wishing to take part get the opportunity to do so.

HOLIDAY CLUBS

These are also Ofsted registered and run by our play leader with the help of qualified play workers.

They run during most term holidays and provide a range of exciting activities, and give pupils the opportunity to try something new. This also provides our children with a safe place to go and meet friends and make new ones. Details of these clubs and fees are released prior to each term break.

ADULT EDUCATION

The site provides many facilities that can be used during the day and evenings. These are made available to the community for a range of adult learning and social groups and courses.

These include ICT, Martial Arts, Cookery, sport, and many other interesting activities. Parents are welcome to make suggestions for new courses or activities that might interest them.

Please contact Lynn Winter at the XTND office at Bournville Primary School (**01934 427134**) for suggestions and details of on-going programmes.

More information on all these activities can be found on the XTND website:

www.xtnd.org.uk

LUNCHTIME CLUBS

School staff run a large number of clubs for children throughout the year at lunchtime.

term dates

ACADEMIC YEAR 2015-2016

Term 1

Start: Wednesday 2 September 2015

Finish: Friday 23 October 2015

Inset Days: Wednesday 2 September 2015 and Friday 23 October 2015

Term 2

Start: Monday 2 November 2015

Finish: Friday 18 December 2015

Term 3

Start: Monday 4 January 2016

Finish: Friday 12 February 2016

Inset Day: Monday 4 January 2016

Term 4

Start: Monday 22 February 2016

Finish: Friday 1 April 2016

Bank Holiday Friday 25 March 2016 (Good Friday)
Bank Holiday Monday 28 March 2016 (Easter Monday)

Term 5

Start: Monday 18 April 2016

Finish: Friday 27 May 2016

Bank Holiday Monday 2 May 2016

Term 6

Start: Monday 6 June 2016

Finish: Friday 22 July 2016

Inset Days: Thursday 21 July 2016 and Friday 22 July 2016