

# *Bedgrove Infant School*

## ***INFORMATION BOOKLET***



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# 1.

We see the education of the children as a partnership between the school and the parents. We hope this information booklet will give you guidance about the routines and expectations of our school.

## **Mission Statement**

To create a happy, caring and challenging learning environment, enabling pupils to fulfil their potential.

We will achieve this by:

- Providing a broad, exciting and well balanced curriculum
  
- Working together and with the wider community
  
- Seeking continuous improvement and innovation
  
- Being responsible for our own actions, whilst valuing each others opinions and beliefs
  
- Celebrating success and taking pride in our achievements

2.



## **Parent Partnership**

### **Keeping you informed**

We believe communication between school and home is vital in developing trust and raising standards across the curriculum and beyond. You will be kept informed of your child's progress, school issues and have opportunities for discussions with the teachers in the following ways:-

- The first Monday (during term time) in the month is a 'drop-in' opportunity. Teachers are available in their classrooms for you to discuss any concerns or raise any questions concerning your child.
- Each half term an open afternoon / morning is organised for you to visit your child's classroom and see their work.
- Parents are encouraged to communicate with their child's teacher about routine matters or queries via their child's communication book in Foundation 2, Year 1 and Year 2.
- If at any time parents have a worry or concern about any aspect of their child's life in school "we are here to help". A telephone call or a note is all that is required to make the necessary arrangements to meet with staff and discuss the concern. We want to feel you can approach the school for support and help and to feel you will be listened to and understood.

- Regular school and PTA newsletters sent home in your child's book bag. These will keep you up to date with events, staff changes and general information.
- Parent's evenings. In the Autumn and Spring Terms, parent / teacher consultations are held for Foundation 2, Year 1 and Year 2 parents. These are pre-arranged appointments when parents are invited to discuss how their child is getting on at school. These are extremely important so we ask parents to make every effort to attend. Foundation 1 Parent discussions are held in the Summer Term and a short 'settling in' meeting is held approximately two weeks after a child starts Foundation 1.
- Written Report about your child's progress. This is issued to parents with pupils in Foundation 2, Year 1 and Year 2 in the Summer Term. There may be several people with parental responsibility for a child and we need to know these details when completing the admission form. Annual reports on your child's progress can then be sent. We are legally obliged to do this unless a parent can provide written legal evidence that no information can be passed on.
- At the beginning of each academic year, or when a child is admitted to Foundation 1 and main school, parents, pupils and the school sign an agreement to work together in the best interests of all our children.
- Objectives Meeting. Before your child starts school or moves to the next year, there are group objectives meetings organised when parents are given details of how the year group is organised, the staffing, class procedures and expectations. Relevant handouts are distributed as a record for future reference. Dates of these meetings are announced in the Newsletter. These meetings are offered after school and on the following morning.
- Curriculum Evenings. Once a year the school offers an evening event to which all parents are invited to provide information and demonstrate how a subject is taught in school. The subject for the year is announced in the Newsletter when these evenings are advertised.



# Parent Helpers

- We welcome parents who have time to come and help with various activities, e.g. reading, art work, sterilising class water bottles, etc. Please speak to your child's class teacher in the first instance. All our parent helpers must be CRB checked and have attended a Parent Workshop. If you are assisting in the classroom, we ask that you report to the school office when you arrive. Parents who help in school are given identity badges to wear in school for security purposes.



# PTA

- All parents belong to the Parent Teacher Association. This organisation consists of parents, teachers and governors. Each year a number of events take place, e.g. discos, quiz nights, Summer Fair, Christmas Fair etc to raise funds for the school. All parents are strongly encouraged to support these events. The committee is elected at the AGM in the Autumn Term.
- Notice board. The PTA keep parents updated on their events via their dedicated notice board in the main school building.
- Newsletters are sent home regularly updating parents on current events.



3.

## *Dealing with problems*

- If you are unhappy with anything the school does when dealing with your child we ask that you initially speak to your child's Teacher, or to the Headteacher.

Misunderstandings do occasionally occur and we believe that discussion and co-operation are crucial when dealing with your child's needs or concerns.

- Should you feel that the matter is still unresolved after discussing it with the Teacher and / or Headteacher, or feel that you have grounds for a more formal complaint, you should contact the Governing Body.
- Be assured that you will be listened to fairly and courteously at all levels with a view to amicably resolving any issues or concerns you have regarding your child.



4.

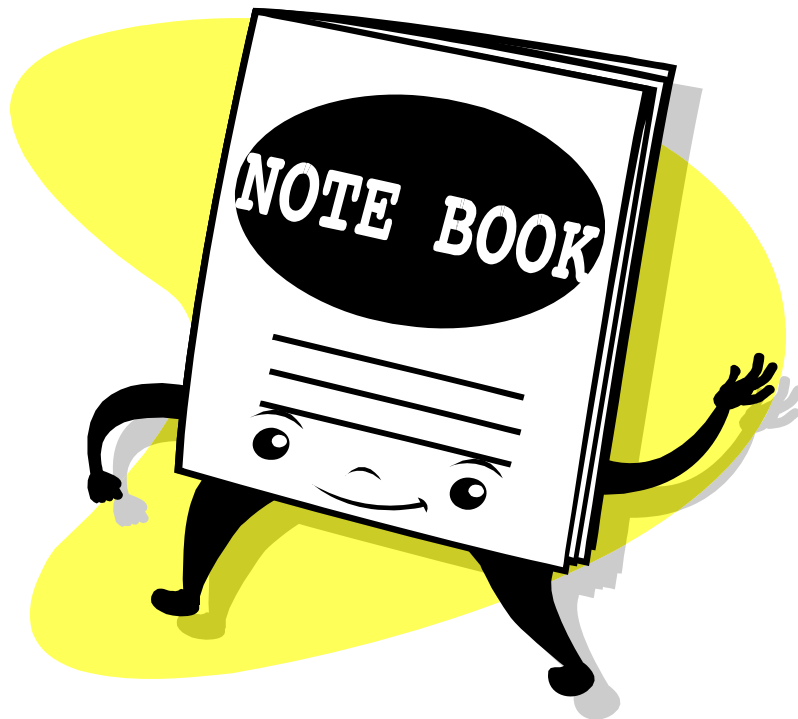
## *What we ask of Parents*

### Bicycles and Scooters

Please do not ride bicycles, scooters or similar items in the school grounds or playground at the start or end of school as they present a hazard.

### Supervision of young Children

For the sake of their safety, we ask that you supervise your younger children on the playground at the start and end of the school day. Please do not allow them to climb on the walls, climbing wall or use the other equipment, as the school cannot be held responsible for accidents that might occur.



## **Jewellery, Toys and Personal Items in School**

- Jewellery is not to be worn in school, with the exception of stud earrings in the ear. Jewellery is easily lost or damaged and it is a potential source of danger in PE lessons and in the playground. If your child has pierced ears, please ensure you send a named roll of micropore tape for them to cover their earrings during PE lessons.
- We do not encourage children to bring toys into school with the exception of items brought in for 'Show and Tell'. Please ensure any such items are clearly named.
- No responsibility can be accepted for any loss or damage to any items, including watches, brought into school.

## **Dress Code**

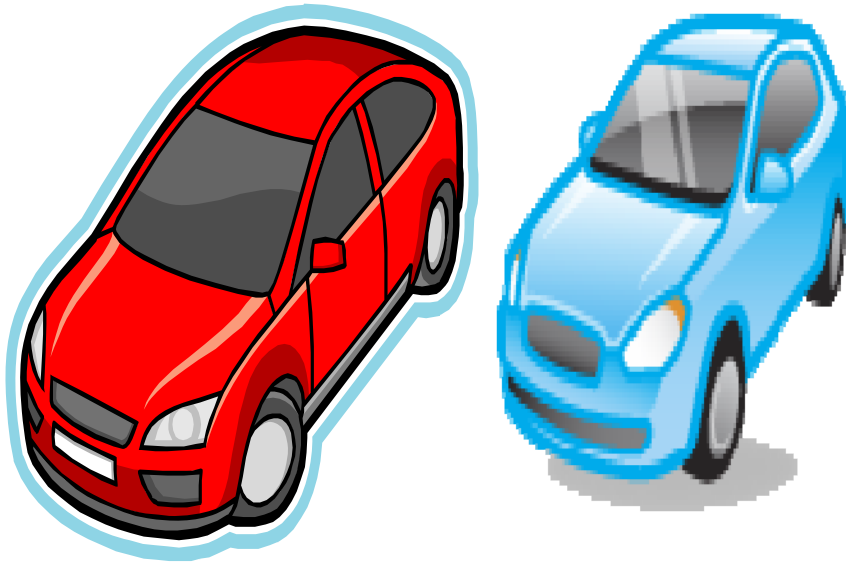
We ask that all children wear school uniform which consists of:-

- School purple sweatshirt or cardigan
- White polo shirt, shirt or blouse
- Grey trousers, skirt or pinafore
- Purple and white dress in the Summer
- Please ensure your child wears sensible shoes (no heels, boots, trainers or jelly shoes)

## **Keep us Informed**

Please let us have any changes to contact details, including telephone numbers, address etc.

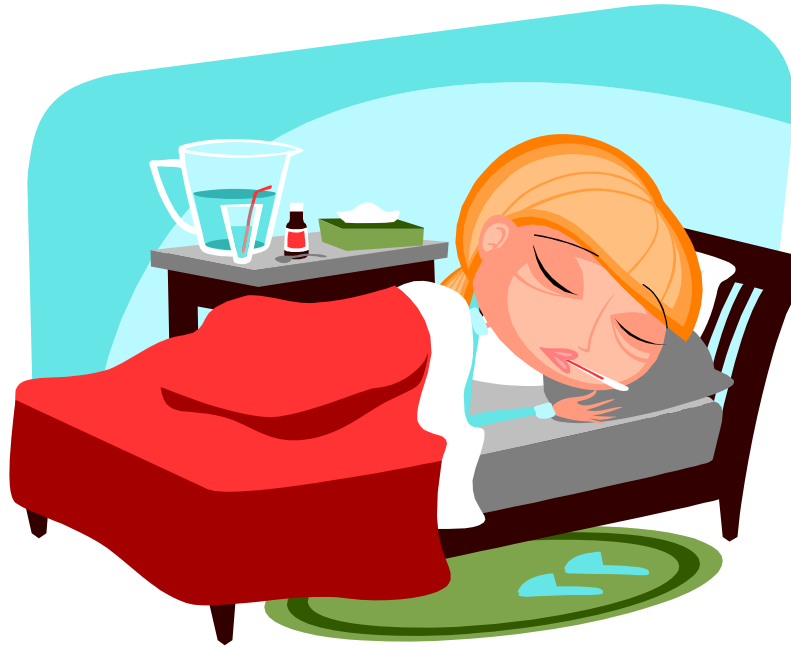
5.



## *School Access*

- In the interest of security, please use the Main Entrance and report to the School Office when visiting the school.
- Unless a specific arrangement has been made, cars should NOT enter the school grounds. A disabled parking place is available in the car park.
- The road leading to the school becomes very congested at the start and end of the school day and we ask parents not to park there.
- Children are encouraged to walk to school with a responsible adult whenever possible.

6.



## *Illness in School*

- Please do not send your children to school if they are unwell, or you suspect that they may become unwell during the school day. There are no full time professional medical assistants in school.
- If your child has had sickness or diarrhoea they must be free of symptoms for 48 hours before they return to school.
- If a child becomes ill at school, parents are contacted by telephone (it is important to ensure the school is kept up-to-date with changes in numbers) and asked to make arrangements for the child's return home. If the parents cannot be contacted the emergency names on their contact forms will be called.

7.



## *Medicines*

- We are only able to give children medicines, creams etc prescribed by the doctor. If you wish us to administer medicine at a particular time, you need to complete a consent form which can be collected from the School Office.
- If your child has a chronic medical need and requires medication during the school day, please make arrangements to come into school and discuss the matter with the Headteacher. Medical care plans are agreed for pupils with long term medical needs.
- Children are not allowed to bring cough pastilles, throat sweets or lip salve into school.

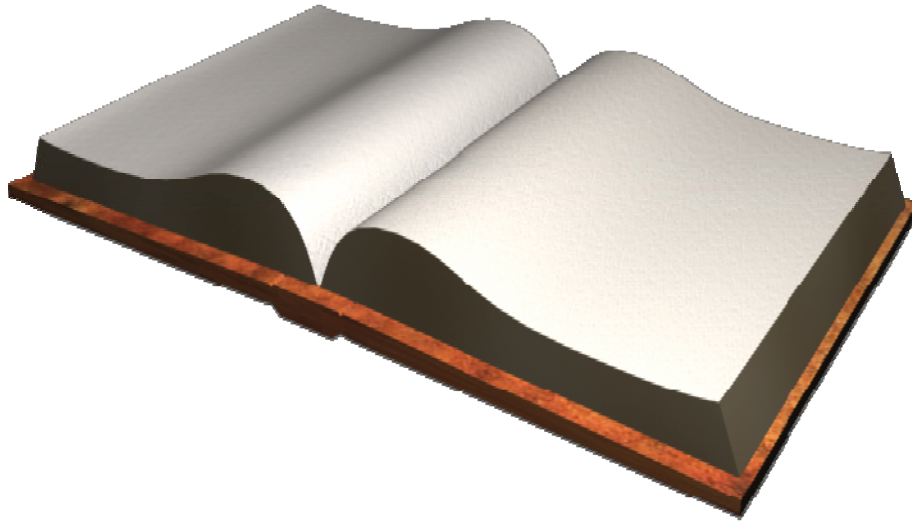
8.



## Accidents

- We do take every precaution to prevent accidents occurring, but occasionally they do happen. If a child sustains minor cuts or bruises first aid is given, if appropriate, in school.
- Parents will be notified by a note or telephone call depending on the severity if their child has sustained a bump on the head. All injuries are recorded in our Accident Book.
- If a visit to hospital is required, parents will be notified immediately. If parents cannot be contacted the school will act in *loco parentis* and transportation will be arranged.
- We would like to take this opportunity to remind parents to keep *all contact numbers* up to date.

9.



## *Absences and Attendances*

- We recognise the importance of continuity in a child's education and would wish to encourage active parental involvement in this area.
  
- On the first morning of your child's absence you should notify the school by telephone. When your child returns to school, please send a letter in with them indicating when and why they were absent from school. This will ensure that the absence is recorded as an 'authorised absence' in the register of attendance. Any periods of absence not supported by a letter are deemed to be 'unauthorised absence' and will be recorded in the register of attendance as such.
  
- Please refer to our Attendance Policy and guidelines before arranging family holidays during the term.

10.



### *Healthy Eating*

- For a cost of £1.00 per year a child is provided with a named water bottle to use all day. Every day a piece of fruit is provided to eat at morning playtime. We also encourage parents and carers to provide healthy choices in their child's lunchbox and not to include items containing nuts due to the increase of children with severe nut allergies in school.
- Children are encouraged to have only one treat per day e.g. crisps, chocolate bar.

11.



### *Emergency School Closures*

In the event of any incident which would require the school to be closed at short notice, the following procedure will apply:-

- Mix 96 Radio Station will broadcast news of closures if advance notice is available.
- As many parents as possible will be telephoned and asked to “spread the word” to other parents.
- A notice explaining the position will be placed on the school gates.
- All children who make their own way to school must report to school and await collection by a parent or representative. Under no circumstances will a child walk home unsupervised.

12.



## *Behaviour*

We expect and achieve a high standard of caring behaviour. Children are taught when they first start school to act in a sensible and considerate manner. They are expected to respect their teachers and other adults working in the school and each other. Positive attitudes are emphasised. When correction is found necessary, children may have privileges withdrawn. From time to time children are sent to the Headteacher for inappropriate behaviour and are spoken to accordingly. In a serious incident or with repeated bad behaviour parents are consulted. There is no corporal punishment at this school.

A copy of the School Behaviour Policy can be obtained from the School Office.

13.



## **Bullying**

In our school, bullying is defined as any persistent behaviour by an individual or group towards another pupil that is a cause of anxiety or unhappiness for the pupil concerned. Pupils who feels they are being bullied is encouraged to tell someone so that the matter may be investigated and the bullying stopped. All reported instances of bullying are taken seriously. The pupil will be listened to, appropriate action taken and any incident will be monitored for a period of time to ensure that the matter has been successfully resolved.

A copy of the School Anti-Bullying Leaflet can be obtained from the School Office.