

Bushfield Road Infants School



Parent Booklet

BUSHFIELD ROAD INFANTS SCHOOL

HEAD TEACHER
MRS T BASS

DEPUTY HEAD TEACHER
MRS K TURNBULL

BUSHFIELD ROAD INFANT SCHOOL
BUSHFIELD ROAD
SCUNTHORPE
DN16 1NA
TEL: 01724 842829

MISSION STATEMENT

At Bushfield Infants, we provide a positive, happy and safe learning environment where all children feel valued and secure. We are committed to providing a rich and exciting curriculum, which encourages all children to meet challenges with enthusiasm and inspires them to succeed. At the heart of our school is a strong commitment to raising children's self esteem and self confidence, which enables them to become confident life long learners.

At Bushfield Infant School, we are committed to safeguarding and promoting the welfare of all our children

The School Aims are:-

- To make every child feel included, valued and secure.
- To raise self esteem and create secure foundations for subsequent learning.
- To set high moral and academic expectations and to provide opportunities for every child to reach their true potential.
- To encourage parental and community support, promoting involvement in all aspects of school life.
- To enable all staff to develop professionally and personally and to promote a high level of morale throughout the school community.

Dear Parents / Carers,

A very warm welcome to you and your child to Bushfield Road Infants School. We are very proud of our school and of its valued reputation and position in the community. We strive to ensure that all children in the school feel secure, highly valued and happy throughout their time at Bushfield. We work hard to develop independence, self confidence and a high level of self esteem. We provide a safe and exciting environment in which your children can learn.

We hope this booklet will contain most of the answers to any questions you may have about the school. Staff are happy and usually available to see you at the end of the school day but are busy in the mornings setting up their classroom and preparing for lessons. Messages can be passed to either myself as I let the children into school each morning, via the school secretary or Mrs Hill, our Learning Mentor who you will find out on the playground most mornings. If you have a more serious matter to discuss then please contact the school secretary who will be more than happy to make an appointment to see the member of staff involved or myself. We will do our very best to help at all times.

Whilst at our school all children are actively encouraged to be friendly, polite and to show respect for themselves and others. In their early years we try to create an atmosphere where learning is exciting, interesting and enjoyable. Children are encouraged to take responsibility for their actions and to develop a good attitude to work. We know that you as parents share these aims, and with your interest, support and understanding we can work in close partnership.

Throughout the year there are numerous school functions which we hope you will support. Please remember that our school is your school and part of the wider community. By working together we can ensure the very best educational experience for your children, providing the foundation for the rest of their lives.

A warm welcome to all.

Mrs T Bass

MEMBERS OF STAFF - 2017/2018

Head Teacher:	Mrs T Bass	
Deputy:	Mrs K Turnbull	
Nursery Teacher:	Mrs K Pogson	
Early years Practitioners:	Mrs N Kerry	
	Mrs Z Bainbridge	Mrs Poma
Teachers :		
	Miss K Buccieri	Miss B Sharp
	Mrs H Dickens	Miss S Miller
	Mrs K Turnbull	Mrs C Priest
	Mrs K Kostryca	Mrs H Drayton
	Mrs S Hazelden	
Business Manager	Ms D Bradley	
Secretary:	Mrs B Brand	
Teaching Assistants:	Mrs M Farrell	Mrs C Rigdley
	Mrs L Murray	Mrs K Robinson
	Mrs S Cole	Mrs D Cross
	Miss H Jackson	Miss A Sykes
	Mrs D Feltham	Mrs H Mattocks
	Miss S Hicks	Mrs S Wood
Learning Mentor:	Mrs K Hill	
Lunchtime Supervisors:	Ms C Ridgley	Mrs K Robinson
	Mrs H Mattocks	Miss L Keay
	Mrs D Feltham	Mrs J Porter
	Mrs S Wood	Miss A Sykes
	Mrs S Cole	Mrs M Farrell
Caretaker:	Mr R Smith	
Cook:	Mrs J Glover	
<u>GOVERNORS</u>		
Chair:	Mrs F Wilding	
Vice Chair:	Mrs L Ward	
Head Teacher:	Mrs T Bass	Mr D McGowan
Deputy Head Teacher:	Mrs K Turnbull	Mrs T Castellow
	Mrs Westfield	
	Ms D Bradley	
	Mr S Turnbull	
	Mr D Batley	

THE SCHOOL DAY

The school day begins at 8.55am and finishes at 3.15pm. Lunch takes place from 12.00 until 1.15pm and is split into 2 sittings. Nursery and Reception classes are on the first sitting from 12.00 - 12.45pm. Year 1 and Year 2 pupils are on second sitting, which runs from 12.45 - 1.15pm. The children have 2 playtimes during the day.

We ask that children arrive at school from 8.45am onwards and must be supervised closely by parents/carers whilst on the playground, until the main school doors are opened at 8.55am. Children should not use the activity trail before and after school and should not swing on any of the bars outside classroom doors. Any child arriving after 9.05am will receive a late mark and must be signed into school at the main office.

The children enter school at 8.55am and parents are asked to wait on the playground until their child is safely inside the school building. They will be greeted by their class teachers and teaching assistants in the cloakrooms. If the weather conditions are poor we will endeavour to open the door slightly earlier.

END OF DAY

Children must be collected from school by an appropriate adult. If there is a change to the person(s) regularly collecting your child, please inform a member of staff. Each class has a designated area in the playground where parents can collect their children from their teacher. If there is an unavoidable delay in collecting your child, please notify the school as soon as possible.

SAFETY ZONE

Children involved in our School Council have worked hard with the Local Authority to establish a Safety Zone in front of the school. Please take great care if using cars to bring or collect children from school. We ask that you respect our Safety Zone and park well away from our school entrance to ensure all children's safety. Parking is not permitted on school property except for members of staff.

SCHOOL UNIFORM

All children are expected to wear black or grey trousers, skirts or pinafore dresses with a red sweatshirt or cardigan and white polo shirt, shirt or blouse. School sweatshirts and cardigans with the school motif are available to buy from the school office.

P.E.

A PE Kit is required for both indoor and outdoor PE. Children should wear black shorts/jogging bottoms and a plain white t-shirt. Plimsoles or trainers will be needed in the summer term. The school will provide every child with a draw string PE bag to keep their kit in. Please ensure all your child's kit is clearly labelled with their name. If your child has a foot infection/verruca please inform his/her class teacher.

On a Friday afternoon children participate in a range of enrichment activities. Should your child requires a P.E. kit for any of these activities during the year you will be informed by letter. During the Summer term we encourage you to send a P.E. kit on a Monday and leave it at school until Friday.

Jewellery, including earrings, must not be worn for P.E.

ATTENDANCE / TERM TIME ABSENCE

We would like every child to aspire to achieve 100% attendance and expect children to attend school every day and on time.

Government guidelines state that any child whose attendance falls below 90% may be classed as being persistently absent (PA) from school. As a result you need to be aware that our attendance procedures mean you may receive letters advising you of your child's attendance percentage.

It is important that Parents/Carers advise us of absence by telephone on the morning that their child is absent for any reason, including illness. Failure to contact school may result in the absence being marked in our school registers as unauthorised and categorised as truancy.

Absences due to illness may be required to be confirmed with medical evidence, for example GP appointment card or letter, GP prescription slip, slips from the minor ailment scheme at pharmacists, or school nurse confirmation. For absences over three days we advise you automatically provide medical evidence.

If a child has 10 sessions (5 days) persistent absence recorded as unauthorised in the school register, a referral will automatically be made to the Education Inclusion Service as a failure to secure regular school attendance.

If you are aware of any problems or issues that may impact on your child's attendance please let school know as soon as possible. We are able to offer appropriate support or signpost to other agencies for help, such as the School Nurse, and all matters will be treated confidentially.

LEAVE OF ABSENCE (HOLIDAYS IN TERM TIME)

The law states there is no longer any entitlement for parents/carers to take their child out of school for a leave of absence during term time.

Head Teachers may only grant leave of absence for exceptional circumstances and an application must be made in writing or by completing a leave of absence form, which can be obtained from the school office. Evidence must be provided to support any request considered as an exceptional circumstance. Leave for the purpose of a family holiday is not considered an exceptional circumstance.

If an application is refused, Parents/Carers may be issued with a Fixed Penalty Notice for taking their child out of school without authorisation from the Head Teacher. Failure to pay a Penalty Notice or if a Penalty Notice does not act as a deterrent and a child continues to miss his/her education, then the Education Inclusion Service may consider legal proceedings in the Magistrates Court.

LATENESS

Children can arrive at school from 8.45am and must be supervised closely by parents/carers in the playground until the school day starts at 8.55am. If your child arrives at school after 9.05am they will receive a late mark and you must sign them into school at the main office. Lateness to school can be very unsettling for children and disruptive for the class.

Persistent lateness may also be marked in our school registers as unauthorised and can also be considered as a failure to secure regular attendance.

REQUESTS FOR CHILDREN TO LEAVE EARLY

We would encourage parents to try and make appointments with doctor, dentist or hospital etc. out of school hours. However, we recognise that this is not always possible and request you notify the office of the appointment prior to attending. (Please note we may ask to see sight of a formal appointment card or letter.)

You will be expected to sign your child out at an appropriate time and return your child to school as soon as possible after the appointment.

ILLNESS OR INJURY AT SCHOOL

If a child is unwell at school or has been injured and we feel you should be informed, we will contact you or, failing that, the persons named on the Contact Form. If at any time there are any changes to this information, please let us know so that we can update our records.

We would ask you not to send your child to school if he/she is obviously unwell. Sickness bugs need 24 hours for children to recover. In line with our First Day of Absence policy, you must contact school by telephone or signed parental note.

INFECTIOUS OR CONTAGIOUS DISEASES

(Measles, chickenpox, German measles, etc)

Such infections should be reported to school as soon as possible.

BIRTHDAY CAKES IN SCHOOL

Following staff training from Schools Catering regarding food hygiene and safety in school, we will no longer be able to give children home-made cakes in school. We are happy for children to share shop bought, packaged cakes providing the ingredients/allergy information and the 'Use by Date' details are clearly displayed on the packaging.

Staff in school have been trained in Food Safety and Hygiene requirements and therefore items prepared in school, which children either consume in class or are sold as part of fund raising projects, follow strict Health & Safety guidelines.

We have decided to continue to offer home-made cakes on our cake stalls at our school events and we appreciate all donations from parents. We will clearly display information at these events to make everyone aware that cakes are home-made donations and school will not be responsible for the ingredients they contain or the risk of allergies.

JEWELLERY/SWEETS AND TOYS

Children should not wear jewellery or watches in school. Children with pierced ears may only wear stud earrings for safety reasons in school. Please ensure earrings are removed on PE days.

Toys should not be brought to school unless requested by the class teacher as part of a specific topic. Children should not bring sweets to school or have them included in their packed lunches.

SCHOOL CURRICULUM

The children currently work in accordance with the Early Years Foundation Stage Curriculum and the National Curriculum. We are committed to helping children achieve their highest potential in a happy, secure and stimulating learning environment.

Children are taught using a theme based curriculum where all areas of learning are linked to a half termly topic or theme. This theme-based curriculum is carefully planned over a two year cycle and ensures continuity and progression of skills and learning. Exciting Inspiration days to introduce each theme provide opportunities for children to explore the things they will be learning about, and to become actively involved in their own learning. A cross-curricular approach ensures children learn in a meaningful and interactive way, teaching skills for the future such as communication, collaboration and the ability to face challenges and solve problems whilst in a safe, secure environment.

On-going teacher assessment will ensure progress is made and individual needs are met. Year 1 pupils undertake a phonic screening test during May. In Reception, children are involved in baseline assessments to identify their starting point and to identify any difficulties. Parents receive a written report at the end of each academic year, but are kept informed of progress throughout the year at individual parent/teacher meetings.

CONTACT WITH PARENTS / PUPIL REPORTS

You will be invited to an informal 'Meet the Teacher' meeting during the Autumn term followed by Parent/Teacher meetings during both Spring and Summer terms. These provide valuable opportunities to discuss individual pupil progress and for you to ask any questions regarding your child's education. If at any time you have concerns about your child, please feel free to arrange an appointment with their class teacher during the year.

There will be many opportunities to visit the school during the year. Parents will be invited to join their child for class assemblies, concerts, sports day, fun day, open afternoons and school fayres etc.

Towards the end of the Summer Term you will receive a written report of your child's progress and there will be an opportunity for you to discuss it at the Parent/Teacher meeting.

Throughout the year, a number of additional parent meetings will be held to keep you informed of developments in the National and School Curriculum, for example Phonics, Reading, Year 1 Phonic screening and baseline assessments .

READING BAGS

Each pupil will be provided with a book bag for reading books and a reading diary. We encourage parents to share and enjoy these books with their child. We hold a Reading Meeting during the Autumn term to give parents further information and to explain how best to help your child.

SCHOOL LUNCH

Currently, all infant school children in Reception, Year 1 and Year 2 receive Universal Free School Meals. (Unfortunately, this offer does not apply to children in the Nursery.)

This means your child will receive a nutritious and healthy school meal every day, absolutely free of charge.

For those families whose children have already been entitled to a free school meal, the situation will remain the same and they will continue to receive free school meals. However, there may be families who meet the old criteria for free school meals, and if you register and apply, in addition to a free school meal, you will also receive a £20 uniform grant and the school will receive government funding called 'Pupil Premium' which enables us to provide extra support and help for your child to improve learning and accelerate progress. (Please see the attached letter which details the criteria for eligibility and informs you how to apply, or ask for further information at the school office.) Even though your child will automatically receive a free school meal from September, if you do meet the criteria, it is important that you apply so that you do not miss out on the £20 uniform grant and so that the school receives extra funding to spend on education.

If you do not wish to accept the offer of a free school meal, you should let the school know and send a healthy packed lunch for your child.

On school trip days, the school can provide a basic packed lunch, consisting of a sandwich, fruit, biscuit and a drink. However we know you may prefer to send your own packed lunch on trip days. Any future trip letters, will include a slip for you to indicate your preference.

If you choose to send a packed lunch, please ensure it is named, does not include sweets or fizzy drinks and is in a suitable insulated lunch bag or box. We promote healthy eating in our school and would encourage you to provide a healthy packed lunch for your child. **Please do not send peanuts including peanut butter in your child's packed lunch as we have children in school with severe nut allergies.**

MILK / FRUIT

Reception children receive free milk until the end of the week in which they become 5 years of age. After that children can have milk at a cost of £1.35 per week - payable at the beginning of each week / half term.

Fruit is provided daily free of charge.

CHILD PROTECTION/SAFEGUARDING.

We recognise it is our responsibility for safeguarding children in our care and for promoting their well-being. Our first priority is your child's welfare and safety and we work extremely hard to establish and maintain an environment where children feel safe, secure and where they are actively encouraged to talk about their worries and fears. All children have a safe and sound card, which identifies two adults in school who the children have nominated to be the people they would feel happy to talk to if they had any worries.

Bushfield has a strict policy on Safeguarding and Child Protection which parents are welcome to access in school.

The Local Safeguarding Children Board (LSCB) is the key statutory mechanism for safeguarding and we have a duty of care to keep children safe. Should we have concerns about your child we will meet with you to discuss any issues. However, there may be occasions when our concerns about your child mean that we have to consult other agencies even before we consult you. The procedures we follow have been laid down by the Scunthorpe Area Child Protection Committee.

RACISM AND SEXISM

Any incident of racism or personal discrimination will be dealt with by the class teacher at the time of occurrence and reported to the Headteacher. Parents may be asked to come to school to speak to the class teacher or the Headteacher.

ANTI BULLYING

The school does not tolerate bullying in any form and any reported incidents will be dealt with immediately and the situation resolved.

SCHOOL VISITS POLICY

Educational Visits take place during the year and are a valuable first hand learning experience. To cover the cost of coaches, workshops etc we ask for contributions which are kept to a minimum. You will receive relevant information prior to the visit and each child must have his/her parent's written consent.

POSITIVE BEHAVIOUR POLICY / GOLDEN RULES

Praise is the key to helping children behave appropriately and helps raise their self esteem. For this reason we have a positive behaviour policy based on high expectations. There are firm and consistent rules and boundaries and children are encouraged to make good choices and to take responsibility for their own actions.

Children are taught our Golden Rules and are made aware of the consequences for breaking these rules. If these rules are broken children receive a verbal warning first and if they continue to break the rule, Reception children have their picture removed from a display on the wall and Year 1 - 2 children lose 1 minute of Golden Time.

In Reception the picture is returned when the child shows that they are able to follow the Golden Rules. In Year 1 - 2 children may be given the opportunity to earn their minute back.

There will be occasions when unacceptable behaviour requires the teacher to act quickly and decisively. On these occasions another course of action may need to be taken. Children need to know that certain behaviours are totally unacceptable. If a child constantly persists in being disruptive in class, the child will be asked to take a Time-Out from the classroom and will be expected to reflect on their actions. When they are ready to make appropriate choices they may return to the classroom.

Parents will be informed of any serious unacceptable behaviour. It is essential that we have your full support. We need to stress that appropriate behaviour enables children to learn more effectively and gives them confidence. Remember to always praise your child for good behaviour.

Our Golden Rules are:

Do....	Don't....
<i>be gentle</i>	<i>hurt anyone</i>
<i>be kind and helpful</i>	<i>hurt people's feelings</i>
<i>be honest</i>	<i>Cover up the truth</i>
<i>work hard</i>	<i>waste time</i>
<i>look after property</i>	<i>waste or damage things</i>
<i>listen to people</i>	<i>interrupt</i>

HOMWORK

Homework refers to any activity which pupils are asked to do outside lesson time either on their own or with parents and carers. To be effective the school needs to be able to count on parent's support and involve them actively in children's learning.

AIMS

- 1 To involve parents in their children's learning and offer opportunities for parents and pupils to work together.
- 2 To help children develop independence and responsibility.
- 3 To extend and support the learning experiences from the classroom.

Homework would include activities such as reading, practising key words and Jolly Phonics, literacy or numeracy tasks or simple research.

ROLE OF PARENTS

- 1 To provide a reasonably peaceful, suitable place in which pupils can do their homework.
- 2 To value homework and support the school in explaining how it can help the child at school.
- 3 To encourage and praise children when they have completed the work.

Parents are encouraged to record or make a comment in their child's reading diary each time they listen to them read or share a book.

WEBSITE

Please visit the school website for further information about the school community, the curriculum and latest news.

www.bushfieldinfants.co.uk

USE OF THE INTERNET

As part of pupil's curriculum enhancement and the development of ICT skills, the school provides supervised access to the internet. Pupils will access teacher prepared materials rather than the open internet. Systems are in place to ensure E-Safety and this is taught as part of the curriculum.

PHOTOGRAPHIC IMAGES

Photographs are often used for classroom displays and as part of teacher assessment. Occasionally children's photos and images may be used in the local press and to enhance specific educational web sites. We do not allow any names or details of the child to be included. If any parent wishes to with-hold permission please inform the school.

Taking photographs or recording children at school

The school has a common sense approach to parents taking photographs at school events, for example, concerts sports day and assemblies. **We must ask that any photographs taken are strictly for personal use only. They must not, under any circumstances be posted on social networking sites, as this would constitute a breach of The Data protection Act.**

We recognise the immense value of sharing and keeping happy memories of your child's school life, and I am sure you would wish the school to continue to adopt this common sense approach.

CONCERNS

Should a parent have any worries or concerns about anything in school, we ask you to come and speak to a member of staff, where these can be resolved quickly.

Under no circumstance, should social media be used to complain about the school or to make derogatory remarks about staff. An appointment can be made to meet with teachers or the head teacher in private to discuss any concerns.

HOME / SCHOOL AGREEMENT

Parents/Carers

I/We agree to:

- ensure that my child comes to school regularly, on time and properly equipped.
- support the school's policies and guidelines for behaviour and homework.
- inform the school about any concerns or problems that might affect my child's learning or well-being.
- attend parent meetings and discussions about my child's progress.
- Keep any photographs taken at school strictly for personal use only, and will not post them on any social networking sites.

School

We agree to:

- encourage children to do their best at all times.
- inform parents of any concerns or problems that may be affecting their child's learning or well-being.
- inform parents of their child's progress by parent/teacher meetings and provide an end of year written report.
- keep parents informed about all aspects of school life.

To be returned to school

AGREEMENT

I agree to the procedures and the policies as laid out in this booklet.

Child's Name

Signed
(Parent/Carer)

Signed
(Head Teacher)

I agree to my child's Photograph being used for school purposes.

Child's Name

Signed
(Parent/Guardian)

Signed
(Head Teacher)

BUSHFIELD ROAD INFANTS SCHOOL

HEAD LICE CHECK

I give permission for for my child to be checked for headlice.

Child's Name

Signed
(Parent/Guardian)

Please note:

Children who have live headlice will be sent home from school for treatment. Once the live headlice are removed from the hair, the child should be brought straight back to school, to prevent it being recorded as an unauthorised absence.