

*Brilliance, through Bowsland Best*



**Prospectus 2017/18**

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# Welcome to our School



**Bowsland Green Primary  
Ellicks Close  
Bradley Stoke  
Bristol  
BS32 0ES**

**Telephone: 01454 866766  
E-mail: [school@bowsland.org.uk](mailto:school@bowsland.org.uk)  
Website: [www.bowslandgreen.org.uk](http://www.bowslandgreen.org.uk)**

**Acting Headteacher  
Michelle Engley**

**Acting Deputy Headteacher  
Charlotte Harris**

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Dear Family,

On behalf of the pupils, staff and governors, I would like to welcome you and your family to Bowsland Green Primary School. If your child is to join us for the first time we welcome you as parents and hope that you will soon feel part of our friendly and caring school community – and there's no better time to join us! Our school has moved through an exciting and challenging time of development and we're taking a great deal of pride in everything we do. Our core values of Pride, Achievement, Responsibility, Teamwork and Enjoyment centre on providing a happy, safe, secure and supportive learning environment where transparency and good order is preserved. This enables your child to achieve both academic and personal excellence, whilst appreciating themselves as an individual who makes an important contribution to our school.

We believe in and promote partnership, where all members of our community are valued. The staff are one part of our team. They are all hardworking and committed; we expect nothing less. Families form the second part of our team, working with your own child and supporting school in a host of other ways in order to help all of our children reach their true potential. The most important members of our team are our pupils, who are encouraged to participate fully in the ever-growing opportunities and events we offer within the 'Bowsland Curriculum.'

Confidence in a school comes from knowing and understanding what is happening within it. This prospectus provides information you may require initially but it is only through personal contact with myself and the staff that mutual trust and understanding can develop, which forms the strong foundation of our shared responsibility. I look forward to meeting you!

Kind regards,

Faye Kitchen  
Headteacher

# Staff Listing

## OUR TALENTED TEAM

### Leadership Team

**Michelle Engley**

Acting Headteacher  
Strategic Leadership and Development  
Pupil Voice Young Leadership Team  
Inclusion and Safeguarding  
Teaching Assistant Team Leader  
Key Stage Two Leader

**Lottie Harris**

Acting Deputy Headteacher  
Inclusion and Safeguarding  
Teaching Assistant Team Leader  
Pupil Voice House Captains  
Core Curriculum and Assessment Team Lead  
Key Stage Two Teacher  
Pupil Voice House Captains

**Rosie Amey (SLT)**

Wider Curriculum Team Lead  
Key Stage One Leader  
Pupil Voice Diversity Squad

**Freddy Clemo (SLT)**

SENDCo  
Inclusion Team Leader  
KS2 Teacher  
Pupil Voice Diversity Squad

**Carly Colton (SLT)**

Business Manager  
Admin Team Leader  
Premises Team Leader  
Line Lead for Lunchbreak Staff

### Teaching Team

**Wendy Collins**

Early Years Team Leader  
Humanities and RE Leader  
FOGB Link

**Katie Walsh Young**

English Leader  
More Able Learners  
KS2 Teacher

**Ben Wells**

Computing Leader  
KS2 Teacher

**Charlotte Talbot**

Mathematics Leader  
More Able Learners  
KS2 Teacher

**Vicki O'Leary**

SENDCO Link – Lower School  
English as Additional Language Leader  
Be Safe Curriculum Leader  
KS1 Teacher

<b>Sam Young</b>	Active and Outdoor Learning Leader Pupil Voice Sports Council EYFS Teacher
<b>Michael Tran</b>	Science Leader Environment Squad Leader KS2 Teacher
<b>Alex Bear</b>	NQT Active and Outdoor Learning Leader Shadow KS1 Teacher
<b>Lauren Campbell</b>	Spanish Leader Shadow KS2 Teacher
<b>Jodie Williams</b>	Creative Arts Leader KS1 Teacher
<b>Jessica Jeffery</b>	Creative Arts Leader KS1 Teacher
<b><u>Higher Level Teaching Assistants</u></b>	
<b>Helen Nicholson</b>	Sport and PE Support
<b>Deb Day</b>	Music Support
<b>Ant Thomas</b>	Sports Coach and Mentor Pupil Voice Sports

**Teaching Assistants**

**Tracey Edmonds**  
**Seve Fielding**  
**Kate Clifton**  
**Joanne Morgans**  
**Alison Batt**  
**Chris Oram**  
**Coral McClean**  
**Nazish Faisal**  
**Natasha Ralph**  
**Leeann Palmer**

**Teaching Assistants Trainees**

**Margaret Dew**  
**Tiffany Cummins**

**Reading Assistant Team**

**Becky Smith**  
**Tiffany Cummins**  
**Margaret Dew**

**Support Team**

**Penny Gowie**

**Louise Hale**

**Tony Irwin**

**Tony Walker**

Lead Administrator

Support Administrator

Premises Team

Premises Team

**Lunchbreak Team Leader**

**Becky Smith**

**Lunchbreak Team**

**Tiffany Cummins**

**Ann Johnson**

**Margaret Dew**

**Chris Oram**

**Tanya Brown**

**Grace Waterman**

**Wrap-Around Care Team**

**Tanya Brown**

**Chris Oram**

**Grace Waterman**

**Ant Thomas**

# Bowsland Green Primary School

## *Brilliance, through*

## *Bowsland Best*

As Team Bowsland, we have strong values and vision that promote equality and inclusion; embracing our diverse and rapidly changing world. Our primary belief is that every child is an individual with limitless potential – and, working in partnership with yourselves, it's up to us to unlock those talents and confidence. This year, we have 5 key areas that encompass our vision and steer our moral compass for the next generation we support:

1. Children in our care must reach their age-related expectations in the core curriculum areas
2. Our children are to enjoy a relevant, rich and creative curriculum
3. Well-rounded skills development ensure our children are confident, future-ready individuals
4. Through the celebration and appreciation of diversity, children have strong global awareness
5. Children experience an age-appropriate learning style that enhances independence

In partnership with yourselves and your extended families, we aim to communicate well and develop a shared understanding of how best to support your child. Their happiness and recognition of their success will always be at the centre of everything we aim to do.

***Team Bowsland, September 2017***

# Joining our School and Induction

## **Visiting Arrangements**

If you wish to visit the school to look around or speak to the Head or staff you are most welcome. To arrange a suitable time, please contact the office on 01454 866766 or e-mail: [school@bowsland.org.uk](mailto:school@bowsland.org.uk). Staff are available most days after 3.30 pm with 24 hours' notice if anyone wishes to speak to them about a confidential matter.

## **Induction Procedures**

When our Reception children first start school in September, we operate a staggered induction procedure. This means that we divide the children into intake groups and begin a programme of half-day visits for the first few days of the autumn term. By the end of the second week we ask parents to join us for a hot school dinner with their child. Our aim is for everyone to be attending school full time within 3 weeks of starting school providing they are settled. Alongside our school based programme we offer home visits. This provides staff with an opportunity for a brief informal visit in the child's own environment and is conducted in the summer term so that your little one is prepared as much as possible before the summer break – many families and children feel safer in the knowledge that their new teacher has been met and welcomed into their home! It has certainly helped us to settle the children into school quickly last year. When we are notified that children will be attending our school in September, we send out a letter inviting parents to a summer Information Meeting. We organise visits by staff to current pre-school settings and invite the children to our school events held during the summer term. If your child enters school in any other year group as a mid-year or September transfer we will work together to ensure that everyone settles into their new situation as quickly and as happily as possible and will hold ongoing 'settling in' meetings as necessary.

## **'Buddies'**

New children will be assigned 'buddies' from their class who will help them settle in and introduce them to school procedures and routines. Reception children are assigned a 'buddy' from Year 5 at the beginning of the year. The buddy will help your child settle in by reading with them in the classroom, playing with them in the playground and helping them get used to the lunch routine. The 'buddy' will be a point of contact for your child any time that they need help or just want to share some exciting news.





# Pupil Organisation and School Times

Pupil Organisation			
Key Stage	Year Group	Age of Pupils at end of academic year	Phase
Foundation Stage	Reception	5	Early Years Foundation Stage
Key Stage One	Year 1	6	Infant
	Year 2	7	
Lower Key Stage Two	Year 3	8	Junior
	Year 4	9	
Upper Key Stage Two	Year 5	10	
	Year 6	11	

The above chart shows the structure and terminology used for the various levels of schooling your child needs to experience before attending secondary school.

## The School Day

7.45am	Breakfast Club opens
8.45am	School doors are open for all children
8.55am - 9.05am	Registration and basic skills work
9.05am - 10.15am	Lesson 1
10.15am - 10.30am	Morning break for all children
10.30am - 11.30am	Lesson 2
11.30am – 12pm	Lesson 3

Lunch break for all children 1 hour, 12.00pm – 1.00pm

1.00pm	Registration
1.05pm - 2.05pm	Lesson 4
2.05pm - 2.55pm	Lesson 5
<i>Key Stage One children will have a short playtime or active learning session during the afternoon</i>	
3.00pm	Assembly
3.30pm	End of school day
3.30pm - 6.00pm	After School Club

The Reception day, while providing a consistent routine, is flexible to meet the needs of the Foundation Stage curriculum and includes outdoor play in the Reception outdoor area throughout the day.

# Lunch Time & Snacks

## Water

All children are encouraged to have a water bottle in school. It can be used in any lesson or activity as long as it contains water only – whilst we appreciate that some children prefer squash, we promote water as the main hydration in school. Water bottles can be refilled at our water fountains; Bowsland Green water bottles are for sale in the office at £1.50 each.

## School Lunches

Children may have a school lunch, bring a packed lunch or go home for lunch. We hold the Healthy Schools Award and our meals are well balanced and nutritious. The cost of lunch is currently £2.10 per day for KS2 children. Reception and KS1 qualify for a 'free hot lunch' under the Government initiative scheme. Lunch money is paid online through Sims Agora and each child has their own individual log on details which is provided by the school office. If you think you are entitled to free school meals, please call at the office for more information or use the link on our website to quickly find out.

## Packed lunches

These should be in a container clearly marked with name and class. We discourage sweets, chocolate bars or fizzy drinks. We are a Healthy School and encourage the children to eat as healthily as possible. Only squash, juice or water are encouraged for lunch.

## Going home for lunch

Children going home for lunch must be collected from school at the end of morning lessons and should return promptly at 1.00 pm.

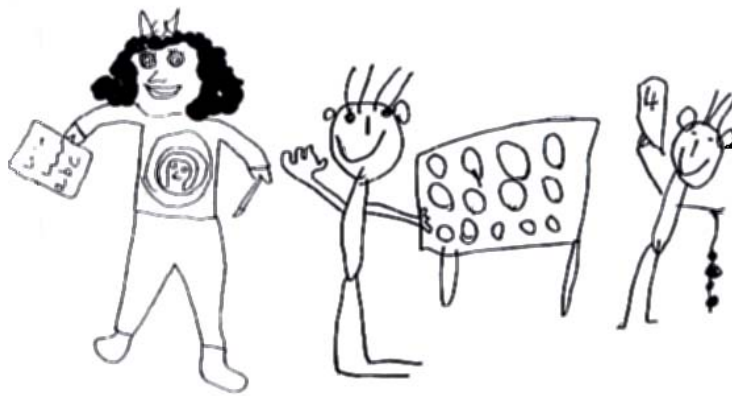
## Snacks

A piece of fruit or vegetable is available daily to all Reception, Year 1 and Year 2 children; this is free as it is from the government's '5-a-day' scheme. We encourage children to bring fruit to snack on at morning break. Wholemeal toast is for sale at break time costing 10p per slice.

## Milk

Milk is provided free to children under 5 years of age for their consumption during the morning. Parents can buy milk for their older child through the Milk Board scheme which is administered by the School Milk Services Ltd. For further details please collect a form from the office or ring the School Milk Service on 01934 510950.





## Attendance

### **Attendance Policy**

We know that children are more likely to reach their full potential by receiving full-time education through regular and structured attendance. We expect all pupils to attend regularly and to arrive and leave school punctually. We emphasise this to all parent/carers and ask for your support to make this possible.

All staff are concerned for the children's welfare and happiness and everyone plays a part in promoting regular attendance among the pupils. Children should be at school unless they have sickness, diarrhoea or a high temperature and children should not attend school for 48 hours after they have been sick or have had diarrhoea. Please let the class teacher know if your child seems 'under the weather' and we will monitor them closely and telephone you if their condition worsens. Quite often, children can recover quickly once the school day starts!

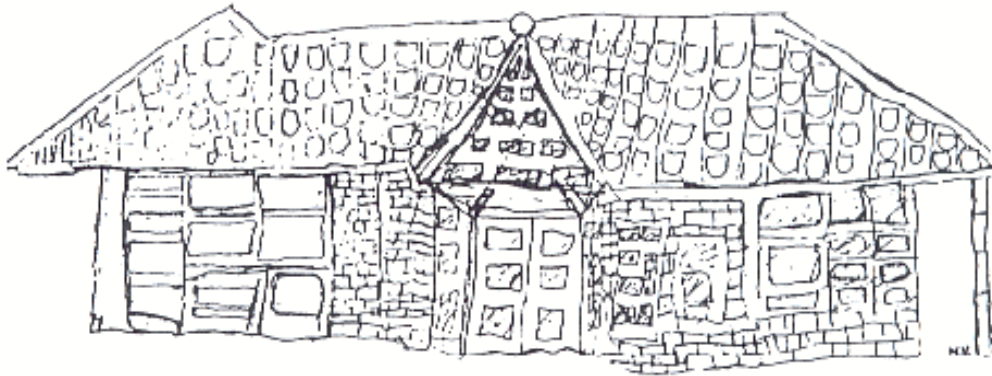
Good attendance and punctuality are important if children are to take part fully in school life, feel valued and take advantage of the learning opportunities offered. Regular and prompt attendance will help them to feel part of the whole school team and support them in growing their potential. In addition, we recognise that attending school regularly and punctually is vital to the educational process and encourages a good pattern of work for life.

### **Absences**

If your child is going to be absent from school please let us know by telephone or letter (stating the reason) before 9.00am. If we do not hear from you we are obliged to contact you by telephone, which is allowing more time to elapse should your child be missing and also time consuming for the admin team. Any absence not notified will be treated as unauthorised and the school will be required to inform the Education Welfare Officer. If your child is going to absent from school please ring the school and leave a message on the pupil absent line.

### **Term Time Absence**

The Government has made an amendment to the 2006 regulations on term time absence. Schools are now prohibited from authorising any leave in term time; unless there are exceptional circumstances which fall into a real and valid reason that they must have time off.



## Attendance continued

### Exceptional Leave

- We aim to work in partnership with parents and we know that there are sometimes **exceptional** circumstances which mean absence may be required during term time
- An example of exceptional leave may include a visit to the home country of origin for a specific reason of which a maximum of 5 days will be granted
- If you need to apply for exceptional leave you must write and ask for permission from the Headteacher of your child's school. Your letter should include the dates you propose withdrawing your child from learning
- Additionally, current attendance will need to be taken into consideration from the previous year and if attendance has been historically poor, no absence will be authorised regardless of circumstances. No leave will be authorised retrospectively
- Each request for holiday will be considered individually. In doing so the Headteacher will consider a number of reasons you highlight in your letter before granting exceptional leave of absence, including:
  - How much education your child has already missed through previous absence, illness or arriving late
  - What learning your child will miss at school
  - Your child's level of achievement and whether they are reaching age related expectations
- Where the school and parents/carers fail to reach an agreement and the child is subsequently absent from school, the absence will be marked as unauthorised
- Where parents/carers keep a child away for longer than agreed then the extra time will be marked as unauthorised
- In accordance with all schools in South Gloucestershire, parents/carers may receive a penalty notice if repeated unauthorised absence is taken. Penalty notices are currently £60 per child, per parent if paid within 21 days and £120 if paid between 21 and 28 days

- *Where a teacher feels a child is being kept at home without good reason or where a child is late and the parent/carer fails to provide an acceptable explanation, this will be recorded and monitored by the Headteacher and where a pattern emerges or concerns arise, parent/carers will be invited to an attendance meeting. If further unauthorised leave is taken the school may make a referral to the South Gloucestershire Family Intervention Support Service*
- Please make an appointment to speak to the Deputy Headteacher if you have any concerns regarding attendance. A leaflet is available in our reception that details the impact poor attendance can have on a pupil's life chances

## Attendance continued

### Late Arrivals/Early Collections

- A child arriving late or leaving early may seriously disrupt not only his/her learning but that of other children
- Late arrivals will be recorded and parents/carers may be asked to provide a reason for the lateness. A record of action taken will be recorded
- Late arrivals/early departures will be monitored by the Deputy Headteacher. If a child arrives after 9.15am when registration closes or leaves before 12.00pm or 3.20pm then they and their parents/carers will report to the office, where it will be recorded, in case of an emergency. This will include the time of arrival/departure and the reason.
- Any child still on the premises after 4.00 pm without prior arrangement or contact from parents/carers will be legally considered abandoned and school will contact Social Services or the local police station.
- If you are late to collect your child you will be asked to complete a late collection slip.

Attendance 14/15	Attendance 15/16	Attendance 16/17
95.9%	96%	96.4%

A copy of our detailed Attendance Policy is available on the web site or on request from the office.

# Behaviour for Learning and Safety for All

Our school operates a 'positive behaviour' model which means our emphasis is on praise and reward for children who exemplify our school values. Our expectations are high and we encourage self-discipline and taking responsibility for our own actions. When children make mistakes we encourage them to reconcile the situation in an appropriate way. There are stages of consequence, as children are not allowed to disrupt lessons and learning for others. We have strong anti-bullying and anti-racist policies – not feeling safe is not permitted in our school community and all pupils know it is unacceptable.

We believe that every session should be a fresh start and don't carry over consequences from one session to the next. 'Fresh starts' occur first thing in the morning, and after the lunch break. We believe in pupils understanding how poor behaviour choices can impact upon themselves and others and is always based upon learning and the behaviour, not the child.

## Reception and Key Stage One

Each classroom will have a 3 step behaviour system. This will be made up of a large star, a large green face (happy) and a large blue face (sad). All pupils start the day on the green face – showing Bowsland Best behaviour. If they make a poor behaviour choice they move to the blue face and their behaviour is discussed with them. If they are making excellent behaviour choices that empower their learning they move to the star.

## Key Stage Two

Each classroom will have a 4 step behaviour system. This will be made up of a 'Potential Learning Champion' card, 'Mover' card, and 'Blocker' card. All pupils start the day on 'Ready to Learn'. Pupils will be placed onto the 'Mover' card when they are displaying positive behaviours towards learning. Pupils who model exemplary learning behaviour will be moved onto the Potential Learning Champion' card and receive 20 house points. Pupils who display 'Blocker' behaviour will be placed on the blocker card and complete a reflection sheet. Reflection sheets provide pupils with time to consider the blocker behaviour and decide how they will improve it. If a child continues displaying blocker behaviour that stops the learning and safety of others they will result in contact with parents and a loss of play or lunch time.

Good behaviour choices and a positive attitude towards learning is rewarded with praise, house points and stickers. Pupils have the chance to be a 'Learning Champion'. Every Friday the whole school celebrate learning champions across the school. Each teacher nominates two pupils who have impressed them in the week, their parents are invited into the assembly (which is a surprise for the children) and they are awarded a 'Learning Champion' badge and certificate.

Our school behaviour policy can be viewed on the website.

## **Bowsland Green Houses**

We have also established a 'House System' in school where each 'House' (see below) has membership from Reception - Year 6 with brothers and sisters in the same house. At the end of the year cups are awarded for "Most house points", "Attendance" and "Sports Day success". Enrichment days are held in 'House Families' which builds vertical relationships.

We appoint House Captains, who have shown exemplary behaviour and are confident to speak to visitors, who keep a track of house points earned, organise activities for their House and most importantly represent the school to visitors of all kinds and during outside events.

**WG Grace**

**Edward Colston**

**Florence Nightingale**

**Carol Vorderman**

**Aardman**



## The Curriculum

### Curriculum Statement

At Bowsland Green Primary we aim to provide a high quality learning programme that offers each child a curriculum which is broad, balanced and exciting and is linked to children's interests and the optimum way young children learn. We firmly believe that learning should encourage the child's self-esteem to grow and develop so that each child realises her/his full potential.

As children begin formal schooling in the Reception year we base their programme of learning on the 6 areas in the Foundation Stage curriculum and learning through play. Our literacy programme, Letters and Sounds, also starts in Reception and continues on into Yrs 1 and 2 and beyond if needed.

From Yr 1 to Yr 6 the children access the National Curriculum, English, Maths, Science and ICT and 9 foundation subjects, History, Geography, Design Technology, Music, Art, PE, RE, Modern Foreign Languages (we learn Spanish) and PHSE/Citizenship.

We offer much of our learning in

cross-curricular themes to encourage the children to make as many links as possible between subject areas. We have designed these themes to particularly promote British Values, Word-Wide Diversity and STEM (Science, Technology, Engineering and Maths). Children love the 'BIG BANG' launches and exciting cross curricular opportunities!



Our PSHE/Citizenship curriculum is also specially designed to meet the needs of our community and is called 'Be Safe'. It based on the necessary life skills of every individual. We encourage children to co-operate, to care, to be honest and to develop a sense of their own worth and to celebrate not only their abilities and qualities but also those of others in a global context. We also teach about personal safety, taking into account the developments of the modern world e.g. e-safety.

## The Curriculum continued

### **Religious Education**

At Bowsland Green Primary School we have a strong commitment to enable pupils to develop an understanding of the nature of different religions. Assemblies are held that reflect the world's major religions and a broad range of festivals. Moral themes shared by all religions are also celebrated. We hope that all parents will allow their children to attend Assemblies/Religious Education lessons because we work hard to make the necessary adjustments to ensure that every child can be included- we do not promote or practise any religion. We think it is essential that children understand other cultures and religions if they are to show respect for all in our diverse world so our curriculum teaches about different religions and looks for similarities between them.

### **Special Educational Needs and Disabilities (SEND)**

Our aim is to integrate all children fully into the life of the school, whatever their individual needs. Children with physical or learning disabilities, particular behaviours, who are very able in any area of the curriculum or who are falling behind because of emotional or other difficulties are all catered for through careful planning of provision.

### **English as an Additional Language (EAL)**

The school community at Bowsland Green is very diverse and we love our uniqueness! We have families from very many different ethnic groups and countries and many languages are spoken in the school. We really value this rich diversity and all children, including those with British heritage, are encouraged to share their cultural richness and languages. Children new to speaking English are given support to learn conversational English as quickly as possible. Ongoing support is then given, as necessary, as children work to develop their academic English.

### **The Pupil Premium**

The school now receives funding into the main budget called the 'Pupil Premium'. This money is provided to support children in receipt of free school meals, as historically children from this group have underachieved nationally. Our aim for this money is to ensure children are fully included in school life and that they make similar rates of progress to their peers not in receipt of free school meals.

At Bowsland Green we support children from this group who fall into our priority intervention categories. We use the money to offer:

- Support from our 'Pupil Premium Champion' – a leader in school that champions your child
- Academic intervention and support
- Access to Wrap Around Care (parent/carer choice)
- Financial support with uniform, transport and trips to ensure full inclusion in school life

The Pupil Premium money is a precious resource and the effectiveness of the way it is used is evaluated annually. Please check our website if you think you may qualify.



# Extra Curricular Activities

## Breakfast Club

Each morning Breakfast Club starts at 7.45am. Children from any year group may attend and no booking is needed. The cost of supervision per child is £1.50 per day. Children may then choose healthy breakfast items from the daily menu at a reasonable price. Toys and games are provided. Children are sent to class at 8.45am; Reception children are accompanied by an adult. Adults are welcome to join us any day for breakfast.



## After School Club

We offer an extended day from 3.30pm until 6.00pm. The session costs £7.50 per day and can be booked one month in advance or termly basis. Payment are made on line through Sims Agora.

## Clubs

Throughout the year we offer a variety of clubs across all year groups. Reception children are included in clubs once they are well settled. Some clubs take place at lunch time, others are after school. Some are provided in-house for no cost; others are provided by outside providers for a small cost.

## A sample of the kinds of clubs that have been run in the past:-

Recorders, Rugby, Drama, Cooking, ICT, Homework, Chess, African Drumming, Art, Cheerleading

## Instrumental Music Lessons

Children in KS2 can learn a variety of musical instruments, taught by teachers employed by South Gloucestershire Music Service. Currently there are opportunities to learn the flute, clarinet, violin, guitar and keyboard depending on the number of children interested. The cost varies each year. Due to lack of space, as pupil numbers have increased, music lessons now only take place after school.

## Visitors

We invite a variety of visitors into school to share their experiences with the children and help them with their learning.



## Local Outings

From time to time we will use the local community to support work we are doing with the children and will wish to take various groups off the premises during the school day for walks. When you join the school, we will ask you to sign a general permission slip for these kinds of outings and inform you via text message if they are to take place and what (if any) equipment is needed.

## Trips

We will be organising trips and outings which will require specific permission from parents/carers. Children will NOT be allowed to take part in these valuable experiences if permission is not given in writing. Any difficulties in funding such excursions can be discussed in confidence with the School Business Manager. We can always help in some way!

## Residential Trips

Currently we offer a five day residential school 'camp' for our Year 6 pupils. The trip usually takes place during Term 5. The experience allows children to build upon their social skills and academic learning away from home and school context and enjoy exciting day trip and activities. Every year the Year 6 pupils and teachers return having thoroughly enjoyed their adventure and completely exhausted!

# Clothing and Personal Property

## Uniform

Children at Bowsland Green wear school uniform as not only is it practical and saves arguments over clothes in the morning, it also helps to establish a whole school identity for the pupils and presents the smart image we are striving for. Emerald green is the chosen school colour to be worn with grey or black skirts or trousers. The following items can be bought at a competitive price from our nominated supplier Initially Yours Embroiders Ltd, Waverley Units, Old Gloucester Road, Hambrook, Bristol BS16 1RP.

**Crew neck sweatshirts**  
**Sweatshirt/cardigans**  
**Fleece Jackets**

} **Emerald**

**Polo shirts: White or Emerald**  
**Hijabs: Black, navy or white**

**Green and white striped/checked cotton dresses and navy/black tailored shorts can be worn for summer uniform.**



**PLEASE NOTE: ALL ITEMS OF CLOTHING MUST BE PERMANENTLY MARKED with your child's name**  
Coats/boots must be brought to school during cold/wet/snowy spells as we go out to play in all weathers!

## Footwear

We also request that you provide sensible black shoes for your child which they are able to manage independently. Fashion shoes or boots with high heels are not safe to wear in school. Plain, no flashes or logos, black trainers are acceptable. In summer, secure strapped sandals may be worn in navy or black.

## Jewellery, Hair and Make Up

Jewellery can pose a health and safety issue and there is a risk of loss, therefore the only jewellery allowed is plain studs for those with pierced ears. These will have to be taken out or taped for PE lessons. Make up is not allowed and this includes nail varnish, which children will be asked to remove either at the school office or at home. We discourage very short shaved hairstyles and braids etc in hair.

## PE/Games Kit

All children must have PE kit in school **every day**. Our PE kit comprises of emerald / white cotton t-shirts, navy/black shorts and black plimsolls (pull-on elasticated ones for younger children) or trainers (which must be different to ones worn as school shoes). Hair must be tied back for safety.

The t-shirts can be ordered from Initially Yours as well as swimming/shoe bags if required. Children will need swimming costumes in Year 5 and 6 for lessons at the local pool. The pool specifies one piece suits for girls and above knee type shorts for boys (no bikinis or long, baggy shorts).



## Lost Property

All lost property can usually be found in cloakrooms, please look at the end of the day. The Friends of Bowsland Green sell second hand uniform outside the school office once a term, a text message will be sent informing you of the date.

## Personal Property

The school accepts no liability for personal property brought onto the school premises unless it has been particularly requested by teachers as part of curriculum work and kept safe by them. Any mobile telephones must be recorded and held by the school office during the school day.

# Medical Matters

Minor accidents are treated in school in accordance with first aid regulations set by the local authority. We have staff trained in basic and paediatric first aid. If your child has a bump to the head a green band is put on your child's wrist with information of the incident and a text message sent to you. A note is sent home with any child that needs treatment for a 'bump' type injury e.g. back/neck/spinal. In the event of a more serious accident or illness at school we will inform you as soon as possible. All head injuries are reported to the class teacher who will report it to you at the end of the day.

***Please make sure that we always have up to date information about where you and your family doctor can be contacted in an emergency. We also need an emergency contact number for when you are unavailable.***

## **Long-Term and Short-Term Medication**

In the case of all medication the school will look at individual requests but will only administer medication where agreed by the Headteacher or Deputy Headteacher and only when a written request is received. It is the responsibility of the parents/carers to supply the medication which must be in an appropriately labelled, original container indicating name of pupil/student and the dose to be given. The pupil/student will be required to come to the office at the beginning of lunch in order for the medication to be administered. A record of the medication administered will be made for every child and administered by a member of staff who has received training to administer.

## **Inhalers**

Many of our children use inhalers and we request that an additional one is kept in school office at all times. Please ensure that you have notified the school through the admissions form and that their inhaler is clearly named. We expect parents to update their child's inhaler as and when required according to date of expiry.

## **Illness**

If children tell us they are unwell at school we will monitor them carefully but will generally only send them home if they are actually sick or have diarrhoea, a temperature or a rash. If your child is 'under the weather' when they get up but have no actual symptoms of illness, please bring them in to school and ask us to monitor them. We can contact you immediately if symptoms do develop and quite often, once into an exciting day, aches and pains are forgotten.

If your child has been sick or had diarrhoea due to a virus, please keep them at home for 48 hours after the symptoms subside. Infections of this kind can spread very quickly where young children are concerned. (If your child has a medical condition that includes sickness, please speak to the Headteacher/Deputy Headteacher to make special arrangements)

Please check your child's head every week for head lice. If you are unfortunate enough to find any please treat **the whole family** immediately and inform us at school so we can send out discreet, no name, letters to other families. Our school nurse will be able to advise on this problem if it keeps reoccurring. Please also inform us if your child has threadworm.

# Home ~ School Links

## **Information / Letters**

Communication between home and school is very important. Our main means of communication is through texts, email, letters and flyers. Regular newsletters are added to our website; these will include all important events and dates. [www.bowslandgreen.org.uk](http://www.bowslandgreen.org.uk)

We are always busy with a number of events throughout the year which children and families look forward to. These may be to mark occasions, celebrate children's learning or just for fun. Information concerning the curriculum is sent out on a termly basis by teachers in a class newsletter. Other posters or notices will be displayed on doors and walls around the entrances.

## **Reporting to Parents**

At the end of each academic year you will have access to a written report on your child's progress in school, electronically. This report will contain comments on how your child has performed in relation to national expectations for their age but more importantly how well they have progressed in relation to prior learning. The report will also identify the next steps in their learning required to move them on. Specific reporting for pupils at the end of Key Stages EYFS, 1 and 2, and linked to end of year assessments will be available to Reception, Year 2 and Year 6 parents at the end of the summer term. A consultation takes place just after the reports go out so that parents drop in to speak to the class teacher about the report if they wish to do so.

In Autumn and Spring terms we will offer the opportunity for a formal consultation with your child's teacher. We offer meetings during the school day from 1.30pm up until to 6pm. Individual targets are shared at these meetings and both school and home have a copy to refer to. You have an opportunity to look at your child's work and discuss strengths and areas for development with the class teacher. Part of this conversation will be feedback regarding your child's learning behaviours, focus and how well they enable the learning behaviours of others.

We also provide more informal meeting opportunities for you should you need to speak to your child's teacher. Appointments can be made after either first thing in the morning or after 3.30 pm with 24 hours' notice. Obviously emergency issues or significant safeguarding concerns will be dealt with as soon as possible by a member of the team.

## **Parents and Carers in school**

Parents are invited to join in school events such as special event assemblies, sports day, curriculum evenings, productions and class assemblies. See following page for further information.

# How to help your child and the school

It is important that your child feels confident about coming to school. The school would like an effective partnership with parents by valuing your help in the following ways:

- Coming to school on time both at the beginning and end of the day
- Getting to know your child's teacher so that you can share in their achievements and concerns
- Making a confidential appointment if you need to talk at length about your child
- Attending all Parents Meetings/Curriculum workshops
- Reading at home daily with your child and taking an interest in homework
- Reading all letters that your child brings home
- Keeping us informed of any changes to circumstances which may affect your child in school
- Looking at our website regularly – [www.bowland.org.uk](http://www.bowland.org.uk)

Our experience and research shows that effective partnership with parents is reflected in a more successful performance by children at school. By choosing Bowland, we politely request that you work with us to ensure the best success of your child, by exercising mutual respect and listening to each other.

## **Parent Volunteers**

We find tremendous value in Parent Volunteers helping in school – even if this for a short period of time or a spare afternoon. Help is needed to work alongside teachers in the following ways:

- To share books with children
- To play maths and language games
- To work in the library
- To work at the Book Fair (twice a year)
- To accompany children to the pool and support with swimming
- To work with groups of children for sewing, cooking and crafts
- To accompany classes on visits
- To work with children outside in the conservation area or garden

Please let the admin team or class teachers know if you can help out with any of these activities. We also have a regular parent volunteer group which we would love you to join. It is a group that helps prepare resources for displays, laminating and enjoy a coffee and chat.

## **Friends of Bowland Green School**

The Friends are a group of interested members of the school community who help to organise events and fund raising activities. There is a small committee who meet regularly and these are friendly and informal meetings that anyone is welcome to attend. Extra help is always appreciated and if you can't make the meetings but could offer help for events, please leave your name in the Friend's tray at the school office. The aim of the Friends is to help the school develop facilities to enrich the children's learning at Bowland Green. There is a communication board in the playground with further information on ways you can help.

# School Governors

Chair	Mr Tony Down <b>Strategic Lead</b> Meets fortnightly with the Headteacher
Vice Chair	Mr Moxley Cooper <b>Safeguarding Lead</b> <b>Children's Committee Chair</b>
Governing Body Members	
Mrs Katja Denning <b>Curriculum Lead</b>	Mr Andy Holloway <b>Resources Committee Chair and SEN Lead</b>
Mrs Leanne Butterfield <b>Wellbeing and Pastoral Lead</b>	Mr Ian Lewis <b>Finance Lead</b>
Mrs Vicki Down <b>Assessment and Standards Lead</b>	Mrs Michelle Engley Acting Headteacher <b>Opted Member</b>
Miss Charlotte Harris Acting Deputy Headteacher <b>Associate Member</b>	Miss Lottie Harris <b>Staff Governor</b> <b>Training Lead</b>
	Mrs Karen Llewellyn <b>Clerk to the Governing Body</b>

Governors make the key decisions about how the school is run, they act as a collective body and must not act individually. The full governing body meets six times a year; sub-committees meet as necessary. Full Governing Body business and relevant subcommittee dates can be found on the Governor Annual Plan, available from the Headteacher.

As Leaders within our school, Staff are requested to input to Full Governing Body Meetings and subcommittees as necessary – this will be communicated to you by the Leadership Team or Chair of Governors.

## **Governors' Meetings 2016/2017**

Minutes of meetings are available for viewing on application to either the Clerk to the Governors or the Headteacher.

# Charging Policy

## Charges and Remissions Policy

### Aim:

Every pupil will be allowed equal access to educational experiences and visits organised by the school, as stated in the Policy Document for Equal Opportunities.

### Purpose:

- To ensure that parents have access to the Education Reform Act 1988 (Section 106-111 and 117-118).
- To ensure that parents understand their statutory rights, i.e. that state education is free and that activities and visits which form an integral part of the curriculum should bear no charge.

### Procedures:

- No charge may be made for:-
  - i board/lodging for residential visits to anyone in receipt of certain income support.
  - ii curriculum events- activities and visits which assists in the fulfilment of the National Curriculum.

We will however ask for voluntary contributions towards these events but no individual child will be excluded due to inability to make such a contribution. In the event of insufficient voluntary contributions from a large number of parents being forthcoming, activities or visits may be cancelled.

- Charges may be made for :-
  - i board/lodging for residential visits to anyone not in receipt of income support.
  - ii activities undertaken outside the normal school day, i.e. between 3.30 pm and 8.45 am and at the weekends.
  - iii enrichment events- activities which are deemed to be outside the compulsory curriculum but which have social/educational value to the pupils
  - iv music tuition undertaken by peripatetic teachers.

Parents on income support or suffering financial constraints are encouraged to discuss any such problems with the School Business Manager and/or class teacher in complete confidence. We may be able to help. In the event of insufficient charges from parents being forthcoming, activities or visits will be cancelled.

# Admissions & Transfers

## Admission

All admission requests are processed by the Local Authority and Bowsland Green School has no role in this process.

Bowsland Green Primary school has a standard intake number of 45 children per year group.

At present (September 2017) we have 271 children on role as follows:-

Reception	-	40
Year 1	-	43
Year 2	-	30
Year 3	-	42
Year 4	-	41
Year 5	-	37
Year 6	-	38

The following considerations are included within the LA admission policy but for full details please refer to the policy itself :-

- 1 Our intake will mainly be considered from the local, geographical area of Bradley Stoke.
- 2 We aim to provide sibling placements wherever possible.
- 3 Any over-subscription of a year group will then automatically operate within the Authority guidelines (copies available from South Gloucestershire Admissions)
- 4 Children with special needs will be welcomed as long as the Governors deem that the school can provide the required level of support, in partnership with the local authority. A programme of support for the individual child will be agreed between the Headteacher, Inclusion Leader, class teacher and parents.

Bowsland Green Primary School will operate a staggered induction programme for each child as they begin formal schooling.

## Transfers

If you are thinking of transferring your child to another school, for whatever reason, please inform the School Office. You will be required to fill out a transfer form as part of our safeguarding procedures and so that we can arrange for transfer records to be sent on.



# Other School Policies and Procedures

## Health and Safety

We believe it is vital to maintain a safe environment for all children, parents, staff and visitors. To achieve this we:

- Have a comprehensive Health and Safety policy that is reviewed and updated annually
- Arrange regular monitoring by the School Business Manager and Governing Body
- Practise our 'evacuation' procedures in the unlikely event of a fire or other emergency
- Put in place all updated Health and Safety procedures as directed by South Gloucestershire

## Road Safety

Drivers must go slowly and with great caution at busy times near the school.

Parents / carers are not to park in the school car park to drop off/pick up children unless arrangements have been made with the Headteacher. The car park gates are closed between 8.30am and 3.30pm to promote pupil safety. We ask all parents / carers to park with consideration to our local residents. This is to avoid accidents and to keep on good terms with our neighbours. Children are encouraged to come to school on bikes and scooters but are not to ride them on site as this can cause accidents. Please climb off them on arrival at the gate and walk them to the bike parks.

## Anti Racism and Equal Opportunities

We are committed to ensuring that every child has the same opportunities regardless of gender, age, ethnic background or culture. We promote diversity through a range of contexts and curriculum areas. (there are more details in our Inclusion and Equality policy)

## No Smoking

It is not permissible to smoke anywhere in the school buildings or grounds. This is to protect the health of the whole school community.

## No Dogs

Dogs are not allowed on the premises except guide dogs or by special arrangement with the Headteacher. Again, this is to avoid accidents.



# Complaints & Child Protection

## Complaints Procedure

Parents and carers have the right to complain if they consider the school is failing to meet legal requirements or to follow our policies and procedures.

Our policy sets a clear procedure for dealing with complaints, a summary of which follows:

- We expect all our pupils, staff and parent/carers to speak and listen respectfully to each other. We strongly discourage gossip between staff, parents or children, including on social networking sites, as each time an incident is retold the facts get diluted or misrepresented. If you are concerned about an issue, speak to a member of staff and find out the facts!
- Complaints should be dealt with by the class teacher first. An appointment can be made by speaking to the teacher or by contacting the school office. (Please note that it is not appropriate to see a teacher at the beginning of the morning session to discuss a complaint as there is a very short time before registration takes place). If necessary the class teacher will pass on your complaint to the Headteacher for investigation.
- If you are not satisfied with the outcome of the investigation of a complaint by a class teacher, please contact the Headteacher by making an appointment at the office. The Headteacher will always seek to meet with concerned parent / carers in order to resolve any difficulties.
- If your complaint is about a member of staff, please make an appointment to see the Headteacher in the first instance.
- If your complaint is about the Headteacher, It will be dealt with by the Chair of Governors, Tony Down. The complaint policy will guide you.
- A copy of the full Complaints Policy is available from the school office or the school website.

Please remember, whilst your concern is with your own child/children, a teacher's priority during the school day is all the children in class. So please do not compromise them; follow the procedures above.

## Safeguarding and Child Protection

If a child discloses information at school that indicates they may be at risk in any way, we have a legal duty to follow-up internally and possibly refer to Social Care for investigation. We would make every effort to contact parents before making the referral. Our Child Protection and Safeguarding policies are available from the school office. We believe in creating an open and honest environment for all pupils and adults in our community, ensuring they feel safe and confident to talk.

## Policies and Procedures

Copies of all our current policies and procedures, outlining the detail of how we work with the whole school community are available at the school office and summaries are regularly shared with parents.

# School Year

<b>Term Dates 2017/18</b>		
<b>Term</b>	<b>Starts</b>	<b>Ends</b>
Term 1	Friday 1 September 2017	Friday 20 October 2017
Term 2	Monday 30 October 2017	Monday 18 December 2017
Term 3	Tuesday 2 January 2018	Friday 9 February 2018
Term 4	Monday 19 February 2018	Friday 23 March 2018
Term 5	Monday 09 April 2018	Friday 25 May 2018
Term 6	Monday 4 June 2018	Friday 20 July 2018

**INSET DAYS:**

Friday 1<sup>st</sup> September 2017

Monday 18th December 2017

Tuesday 02<sup>nd</sup> January 2018

Monday 04<sup>th</sup> June 2018

Friday 06<sup>th</sup> July 2018