

Bearwood Primary & Nursery School



Prospectus



2023 - 2024

Learning, Enjoying and Succeeding Together

- Captured by a creative, relevant curriculum that inspires and promotes life-long learners
- Striving to fulfil their potential academically, socially, emotionally and spiritually within the community and the wider world

Bearwood Primary & Nursery School

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Welcome to Bearwood School

We are delighted you are considering sending your child to our school. We understand that choosing a school is a very important decision and we hope that this handbook and a visit to the school will help you in making that decision.

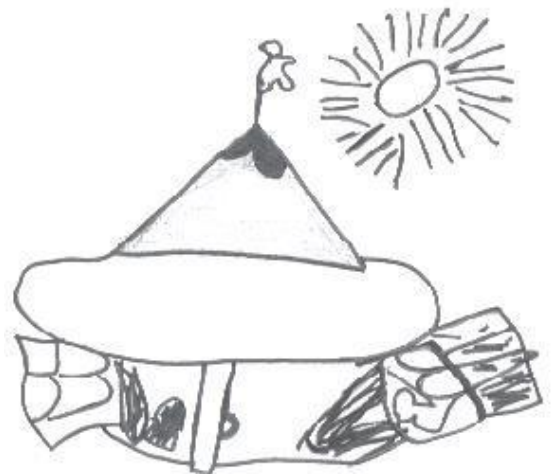
You will find Bearwood to be a happy and supportive school where all are committed to providing a high quality of experience and education for your child/ren.

Our School Vision is...

Learning, Enjoying & Succeeding Together

The whole child:

Captured by a creative, relevant curriculum that inspires and promotes ambitious life-long learners striving to fulfil their potential academically, socially, emotionally and spiritually within the community and the wider world.



Working together we can achieve our aims

Bearwood School Plan



Equal Opportunities Statement

At Bearwood Primary and Nursery School we believe that every person, child and adult alike, is entitled to equality in all aspects of school life. Everyone should be respected and valued equally as individuals, regardless of any differences in age, gender, ability, race, disability, beliefs or responsibilities. No-one in our school should feel afraid or intimidated by others for any reason whatsoever. This will enable us to work towards providing a happy, secure environment where all are encouraged to reach their full potential. You can find our [Equality Statement](#) on our website.

School Organisation

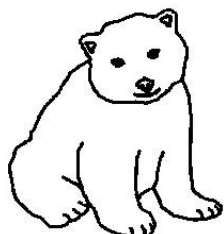
The school is organised into **four bases**.

STAGE	Curriculum Year Groups	Children's Ages
Oak Base Foundation Stage	F1 (Nursery) F2 (Reception)	3-5 years old
Holly Base Key Stage 1	Year 1 Year 2	5-7 years old
Willow Base Lower Key Stage 2	Year 3 Year 4	7-9 years old
Maple Base Upper Key Stage 2	Year 5 Year 6	9-11 years old

Your child will have their own class teacher. However, children may also be taught by other teachers from within the school or Supply when needed. All Teachers are supported by Teaching Assistants during the mornings.

The "Bearwood Bear" has been adopted as our school logo

Our school is built on land once owned by the Earl of Warwick. His insignia is a "Bear and a Ragged Staff" and this can be seen on the road signs whenever you enter the county of Warwickshire. At the topping out ceremony to commemorate the completion of the school roof, the builders presented our school with a weather vane. On top of the weather vane is a "bear and ragged pencil", very similar to the insignia of the Earl of Warwick. This can be seen clearly from the outside of the building or by looking up through the windows within the hall.



Admissions Policy

Parents are invited to visit the school before making an application for admission for their child. Please telephone the school for an appointment (01202 590703). For admission of pupils with disabilities please also see page 18.

The Governors of Bearwood Primary & Nursery School have adopted the BCP Council's Admissions Policy.

- Governors of Community and controlled schools have delegated responsibility for deciding admissions to their school. In carrying out this responsibility they must consider all those applications received by the deadline in accordance with the published priorities.
- Parents will be notified annually of the final date for applications.
- **Parents need to be aware that schools cannot reserve places, even for children attending our Nursery class. If you do not complete the Borough's application form and return it by the closing date your child may not be offered a place, as places are in high demand. If you wish for your child to attend our school, you will need to name it as your first preference on the application form.**

Further details of BCP's Admission Policy can be obtained:

<https://www.bcpCouncil.gov.uk/Schools-and-learning/School-policies/Draft-and-determined-admissions/Determined-admissions-2023-to-24/Primary/Bearwood-Primary-and-Nursery-School-Admissions-Policy-2023-2024.pdf>

Class Size

In Years R, 1 and 2 (ages 4 - 7 yrs.), class sizes may not exceed 30 due to national legislation contained within the Standards and Framework Act 1998.

[Nursery](#) aged pupils have a staffing ratio of at least 1 adult to 13 children; a separate brochure is available on the school website or from the school office with details of our Nursery provision.

School Uniform

We believe that our uniform looks smart and contributes to a feeling of belonging to our school. Parental co-operation is vital in maintaining our standards and we do appreciate your support.

Parents will appreciate that with so many identical items of clothing in school it is **essential** that all clothes are clearly labelled. (Labels can be bought from various outlets or names can be written on the clothes labels with a permanent marker.)

Our uniform consists of:

- purple jumper or cardigan with Bearwood School logo
- grey or black skirt or pinafore dress (just above/below the knee)
- grey or black tailored school trousers. (Leisure/fashion trousers e.g. joggers, leggings, bootleg etc., are not acceptable.)
- white shirt (with school tie), v-neck school blouse (with school tie)
- grey, black, or white socks
- sensible (flat/very low heeled) black school shoes (Boots are fine during the winter months but must be black, plain. Sports branded or canvas shoes are not part of our uniform and no open toed sandals - trainers are for sports lessons only.)

Optional Summer variation:

- lilac and white gingham dress
- short black or grey trousers or culottes
- shirts may be worn 'open necked' in the summer term but the emphasis should still be on a neat appearance and sun safety

P.E. and Games Kit:

For gymnastics and dance (indoors):

- plain white or black shorts
- purple Bearwood t-shirt, or plain purple T-shirt
- no footwear is required; please note that children with verruca's must have them covered

For games (outdoors):

- children may wear a sweatshirt and/or tracksuit bottoms over their usual kit in cold weather
- trainers
- football/rugby boots may be worn when appropriate.

Kit should be kept in a small drawstring bag or carrier bag marked with the child's name and class. Kit should be brought to school on a Monday and go home on a Friday for washing unless otherwise asked.

Buying School Uniform

Uniform can be purchased from:

PMG School Wear, 85, High Street, Poole BH15 1AH or their website: pmgschoolwear.co.uk

It can also be ordered online from Brigade www.brigadeuniformdirect.uk.com

Non-logo items can be bought from most local supermarkets.

Crisis Payment for School Uniform

A crisis payment for school uniform is now dealt with through the school. There are only a few circumstances where this is payable. If you believe you may be eligible, please contact the office.

Hair, Jewellery and Make up

School is not the place to experiment with hair, jewellery and make up.

All hair at or below shoulder length must be always tied back in school, but especially during PE and games lessons. Hair ties and headbands must be small and discreet. Hair should be off the face, clipped back and not obscuring sight. Hair should be no shorter than a Grade 2 cut and pupils should not wear extreme hair fashions, including dyed or streaked hair and/ images or lines cut into the hair.

Make up is for special occasions out of school and must not be worn in school, this includes Nail Varnish and Glitter Tattoos or temporary tattoos. Rings, earrings, necklaces, and bracelets can be very dangerous both during PE lessons and in the playground. Other than small, plain ear studs, items are not to be worn in/to school.

Children must remove watches and ear studs at the start of PE lessons. Earrings that cannot be removed from newly pierced ears must be covered with tape before your child comes to school to minimise possible injury. The school cannot accept responsibility for any jewellery, lost watches or earrings.

We strongly recommend that studs and watches are not worn to school on PE days when they would have to be removed.

Lost Property

Children are taught to take care of their own belongings and those of others. Any belongings that have been found unnamed will be put into a bin located within each Base Cloakrooms. If a missing item cannot be found in one bin, it is always worth checking those in the other cloakrooms. **Lost property is not kept at the school office.**

Although reasonable care will be taken, Bearwood Primary & Nursery School cannot accept responsibility for lost belongings - PLEASE LABEL YOUR CHILD/REN CLOTHES.

The School Day

The two sessions of the school day are:

Morning 9:00am - 12:00pm

Afternoon 1:00pm - 3:30pm

Mornings

School opens at 8:50am when staff open the cloakroom doors to allow children to come into the school and be in their classroom ready for registration at 9:00am.

The playground is open from 8:30am where a member of staff is on duty and will accept responsibility for children. Please do not drop your child off before 8:30am as the playground is not assessable until then.

The school gate is locked at 9:00am. If, for any reason, your child arrives late at school, they should enter the school by the main door and report to a member of staff in the school office to be signed in.

Break times

All children have a break mid-morning, Key Stage 1 children have theirs at 10:30am until 10:45am and again at 2:05pm until 2:25pm. Key Stage 2 children have their break at 10:45am until 11:00am. Children in Foundation Stage and Key Stage 1 have a daily snack of fruit or vegetable provided free by the Government. Children in Key Stage 2 may bring a named snack from home for morning break. This should be a piece of fresh fruit or vegetable or dried fruit e.g. raisins. Drinks of water are available from the fountains during both break times and at lunchtime. Children may bring a clear bottle (with a sports type non spill cap) filled with water only for use in the classroom - squash/juices are not permitted except as part of your child's lunch.

Lunchtimes

We are able to offer hot school meals on a daily basis. Our supplier is Star Cuisine. Please order your child's meals through My Child at School (MCAS). You can place your order at any time up until cut off time of 16 days before the day your child requires a meal booked.

When placing your order, you can order weekly or for a full half term. If your child is going on a school trip and you have ordered a meal it will be converted to a packed lunch for that day. Please note that even if your child is entitled to Universal Free School Meals or entitlement Free School Meals an order must be placed on My Child at School. **We cannot feed a child that has not had an order placed for them regardless of their entitlement.**

For those not wishing to have hot school meals, children can bring in a packed lunch. Parents are asked to send packed lunches in an appropriate container, clearly labelled with the child's name and class. We recommend that these are stored in insulated bags with freezer blocks when required to stop the food going off as we can only store them in a shaded area. For Health and Safety reasons we request that you do **not** send your child in with glass bottles or any form of nuts and sesame seeds (the latter due to some children/staff being allergic to them). As we are a healthy school, please do **not** include chocolate items, sweets or fizzy drinks with your child's lunch. Children bringing in a packed lunch must place them on the trolley located in their classroom ready for their lunch time. (In Key Stage 2 fruit for morning snack should be sent in separately with the child's name on it, so that children do not have to go to their lunch box until lunch time). Children whose families are on a low income may be eligible to apply for free school meals. Free school meals are granted to children who fall into one of the following categories:-

- Children whose parents income is less than £16,190 (as of date of entry and as assessed by the Inland Revenue) and who are receiving either Income Support or Child Tax Credit
- People who receive Income Support
- Income Based Jobseekers Allowance/Employment Support Allowance
- Support under part IV of the Immigration and Asylum Act 1999

- Children whose parents receive the guaranteed element of State Pension Credit
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get).

If you believe you are eligible for free school meals, please apply using the online form application from <https://online.bcpccouncil.gov.uk/services/?returnurl=freeschoolmeals>. When the authority awards free school meals, the grant will be for a specific time.

Emergency Closure of the School

These are ways in which you will be informed of emergency closures and subsequent re-opening of the school or other emergency situations.

- Bearwood website - www.bearwood.poole.sch.uk
- MCAS - My Child at School App Bearwood Primary and Nursery School

We urge all parents to activate their MCAS accounts and ensure that their email address and mobile phone numbers are correct within the Personal Details available on the Data Collection Form. The text message is a very straightforward way for the school to advise parents quickly of unexpected changes e.g. School closure due to bad weather, or other emergencies in school, we would also use this method if there were any problems relating to school trips. Please click here for our [Emergency School Closure Policy](#)

Childcare Provision at Bearwood Primary & Nursery School

We have now agreed terms with a new local provider, Tops Day Nursery, which has recently opened in the Bearwood area. They have agreed to provide a drop-off and pick up service to school and to take on the Breakfast and After School wrap around care. This provider will offer a much-expanded service from what we have now, with planned activities and a more structured approach.

The costs will be approximately £18.95 for after school club and £9.62 for Breakfast Club. This will include the drop off to school in the morning and pick up after school. Parents will drop off and pick up from Tops themselves.

We are of the understanding that childcare vouchers can be used for payment.

All bookings and enquires will need to be through Tops, school will not be involved in any way, beyond ensuring the children booked are ready to be collected.

Please click [here](#) to visit their site.

EYFS Playground

Children in our Reception Class (Oak 2) have their own area to play at lunchtimes. In the summer term, prior to moving into Year 1, they start using the larger playground and field with the other children.

The Main Playground

At Bearwood Primary and Nursery School we are very proud of our playground. It is filled with exciting and stimulating activities where children can use their imagination and develop their skills and coordination whilst benefiting from being healthy and active. Advice and inspiration for the playground has been sought from a range of people with pupils leading the development of the design. The use and design of the playground is regularly reviewed and further developments made as required. Our playground provides space for active, creative and quiet play to provide the children with a range of activities.

Lunchtime Assistants ensure a wider range of activities are on offer during the longer break at lunchtime.

Safety

The equipment has been chosen to ensure that it is safe to use whenever the weather is suitable for outdoor activities. The only exception to this is the 'Adventure Trail' and the 'Gym Equipment' which is not used when wet.

The activities in the playground have been designed to encourage children to be active and develop their coordination. Please ensure that your children wear suitable footwear (as described on page 7) so that they can play safely.

The playground has been designed for supervised use during school hours. It would be appreciated if you would support us in ensuring that your **children do not use the equipment outside of these hours. The school will not be responsible for children using the equipment at these times.**

Sun Safety

We encourage our children to be safe in the sun. Please put sun tan lotion on your child **before** they come to school if necessary. Please note that sun creams are **not** allowed in school due to the risk of allergies.

Going Home Safely

Children in Oak Base should be collected from the side gate outside their classroom. Children in Holly Base should be collected from their classroom door. We do not expect children in Key Stage 1 to leave school without an adult. Older children will be collected from their classroom to begin with, but as your child becomes more independent, you may agree a meeting place, in the playground, at the gate or, eventually at home, once you have agreed with them that they are ready to walk home - preferably with other children. During winter months when the nights draw in, all pupils will be expected to be collected from After School clubs. Please ensure that the school are aware of any changes to your normal going home routine.

Oak Base Nursery	Collect from classroom door
Oak Base Reception	Collect from cloakroom door
Holly Base	Collect from classroom door

Willow Base	Collect from classroom door or parental permission for child to leave the classroom without an adult
Maple Base	Children leave the classroom without an adult

Occasionally, an emergency may make you late for collecting your child from school. Please take a few moments to telephone the school to alert us. When you arrive at school, please collect your child from the main entrance, or provide the name of another trusted adult you have given permission to, to collect your child along with a password to enable us to release your child/ren into their care.

If you have made arrangements for your child to be collected from school by an 'After School Club', please email the school with details of the arrangements.

Travelling to and from School

Bearwood Primary and Nursery School has a 'Healthy School' ethos and so encourages as many children as possible to walk or cycle to and from school.

If your child walks to school and needs to cross over King John Avenue, please encourage them to always use the Zebra Crossing to cross over the road. Care needs to be taken walking along Wheelers Lane where there is no pavement.

Children should enter the school through the main gate which allows them to access the school from the pavement.

On those occasions when children have to be brought or collected by car, we ask that you park in nearby roads, without obstructing access to neighbouring properties and walk your child into school. The school car park is currently closed to parents.

We also offer cycling spaces under cover within the school grounds though the school will not accept responsibility for the bikes left there. We encourage our cyclists to wear helmets and to lock up their bikes with a padlock.

In addition to the covered cycling shelter, there is also a Scooter Park where pupils may leave their scooters if they wish to bring them to school. However, the school will not accept responsibility for any that are left there.

For the safety of all children, please drive slowly in the vicinity of the school and not above 10mph within school premises. The safety of our children and the school community is paramount.

Attendance

It is important for your child's future that he or she makes the most of his or her time at school. This means attending regularly and turning up on time, qualities valued by employers. Good attendance is considered to be 96% plus. Every school has a legal duty to ensure children have the opportunity to achieve at school. The Headteacher and Pupil Engagement & Welfare Officer meet regularly to monitor attendance and identify all pupils whose attendance falls below 95%. The Headteacher will contact parents/carers if there are concerns about the level of attendance or punctuality at school. If there is

a problem or medical condition that is likely to continue to affect attendance, please contact the Headteacher.

Information for parents/carers:

- By law, you are responsible for making sure that your children are educated between the ages of 5 and 18.
- If your child is registered at school, he or she must go to school on time every day during termtime, unless there is a good reason (such as illness). If they do not go to school regularly, you may be fined.
- It is your responsibility to tell the school if your child cannot attend each day they are absent.
- If attendance problems do develop, the school will expect you to help their staff and the education welfare service to solve the problems.
- You do not have a right to take children on holiday in term-time. All requests for leave in term time must be considered by the school beforehand. See 'Family Holidays in Term Time' overleaf.

First Day Contact

If your child is unable to attend school, it is **the parent's responsibility to contact the school on the first day of absence**. Please telephone the school by 9:00am (a message may be left on the answer machine) or send a note in with another family or brother or sister. If we do not hear from you, we will try to make contact with you to confirm the reason for absence. **For each day of their absence you will need to call us so that we can ensure your child's safety and prevent truancy.**

Please send a note to the class teacher on your child's return to school to confirm the dates and the reason for absence.

NB:- We follow the same attendance policies for our children in the Nursery Class and children under 5 years in our Reception class. Though these children are below statutory school age, it is important to develop good attendance routines in the early years.

Registers are legal documents that are marked at the start of the morning and afternoon sessions. The Education Pupil Registration Regulations 1997 identifies four broad classifications in attendance registers:

Present

Pupil is on school premises at time of registration;

Approved Educational Activity

Pupil is engaged in an approved, supervised activity off site;

Authorised Absence

Pupil has the authority of the school to be absent, either given in advance (e.g. hospital appointment) or afterwards (e.g. on notification of illness);

Unauthorised Absence

- No explanation received or unacceptable reason given
- Lateness is, by law, unauthorised absence after the register closes at 9:10am
- Absence for no reason or for which no reason has been offered is unauthorised absence.

Parents are reminded that the provision of a note does not in itself make the absence authorised. **Only the school, within the context of the law**, can approve absence. Your child's attendance figures will be included in their End of Year School Report.

Family Holidays in Term Time

Pupils of school age must, by law, attend school regularly. Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments **came into force on 1st September 2013**. These amendments remove previous references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments also reduce timescales for paying a penalty notice from 28 days to 21 days.

This new law means that we are no longer able to authorise **any** absence from school during term time. It clearly states that the Headteacher may not grant any leave of absence during term time unless there are **exceptional circumstances AND current attendance is at least 96%**. An example of exceptional circumstances may be that a family member in the armed forces is returning home from Active Duty in term time or like the recent Police leave being cancelled at the time of the Olympics. If leave is taken without authorisation, it will be recorded in the school attendance register as an unauthorised absence. If the overall attendance level continues to be below expected standards, parents may be contacted by the Educational Welfare Officer.

Parents/Carers wishing to apply for a leave of absence need to fill in an application form (available from the school office) in advance and before making any travel arrangements. If term time leave is taken without prior permission from the school, the absence will automatically be unauthorised, and the school will request the Local Authority to consider issuing a fine.

Taking holidays in term time will affect your child's schooling as much as any other absence and as such, we expect parents to help us by not arranging holidays during school time. School work for pupils that are absent will only be provided during exclusions or long-term medical absences and not during unauthorised absences.

Medical Appointments During the School Day

Please give your child a note with details of the times and reason to hand to the class teacher or notify the office and provide a copy of the appointment letter **prior** to the appointment. When collecting or returning your child from an appointment during the school day, please check them in and out at the office in order to maintain an accurate register.

Exclusion Times for Infectious Illnesses and Skin Conditions (as per guidance from Health Protection Agency)

Chickenpox	Six days from appearance of rash
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German Measles (Rubella)	Until recovered from symptoms
Measles	Four days from appearance of rash
Mumps	Until swelling has subsided
Whooping Cough	Seven days after starting treatment
Conjunctivitis	Until treatment started
Impetigo	Until treatment started & infected area has healed over
Verruca	Cover infected area when participating in barefoot activities
Scabies	Until treatment started
Ringworm	Until treatment started
Head Lice	Until treatment started (the whole family should be treated with the recommended lotion which is available at any chemist).

Prevention

We take particular care to prevent outbreaks of tummy upsets. Please keep your child off school for **48 hours after** the last attack of diarrhoea or vomiting. This is important to stop the spread of infection.

Please remind your child to wash his/her hands after going to the toilet and before eating their lunch.

First Aid/Sickness in School

The school has a number of qualified First Aiders among teaching and non-teaching staff. First Aid in school is intended for minor ailments, nosebleeds, bumps and grazes only. It provides for an otherwise healthy child to continue their day in school.

Children who complain of feeling unwell, or who need more specialist attention will be sent home. **It is therefore essential that the school has a current daytime telephone number for this purpose and two alternative persons to contact should you be out.**

Bumped Heads

If your child has bumped their head at School a call will be made to the parent to advise. The child will also be given a 'Bumped Head Sticker' so that all staff are aware.

Head Lice

Head lice are a community based problem. Parents need to be aware of what to look for and how to treat.

Head lice are tiny creatures, just one or two millimetres in size. Children and adults can catch them and contrary to popular myth, these small insects are not attracted to dirty hair. They feed on blood from the scalp and the warmth incubates new eggs which are cemented to strands of hair. They are spread by head to head contact. After some weeks of infestation itching will occur. Your GP or local pharmacist can advise you on appropriate methods of treatment.

Prevention: Ensure your child's hair is thoroughly combed daily and check the hair regularly to spot any infestation early.

Parents are responsible for checking their own child/children, but help can be accessed from the School Health Team (Tel: 01202 305054), Practice Nurses, Chemists and Health Visitors.

Administration of Medicines

There may be occasions when a child returns to school after an illness when a course of treatment is not finished. Medicines prescribed for 3 times a day should be given at home; morning, afternoon and bedtime. **Medicines will only be administered at school, where more than 3 doses a day are required and on completion of the 'Request for Medication to be administered at school' form. This must be prescribed medication and have the original prescription labels detailing the child's name and dose.** Medication should be handed into the school office each morning and collected at the end of the day.

Please note that school staff supervise children taking medicines as a courtesy and not as a duty. Responsibility for children's medication remains with the parents.

Children are encouraged to keep their own inhalers in a safe place in their classroom so that they are easily accessible when required. These inhalers should be labelled with their name and class.

For those medications that need to be administered on a long term basis, please contact the Headteacher for advice.

Up to date contacts

It is essential that you keep the school updated with any changes to your contact details in order that we may contact you in case of an emergency. This includes having a minimum of 3 emergency contact numbers recorded for your child.

It is also extremely important that the school is notified of any change of circumstances regarding:

**Health
Address
Telephone Number
Parental Responsibility**

You can do this by amending your details via the My Child at School (MCAS) app that you can download to your phone or by visiting the website. The link is on the Home page of the school website.

Disability Equality Scheme

The school will make arrangements for the smooth admission of pupils with disabilities whenever possible, and take steps to ensure that disabled members of the school community are not treated less favourably than others. The school premises are on one level and fully accessible by pupils with

disabilities. Parents of pupils with disabilities are requested to complete a Healthcare Plan and provide additional information as appropriate. Parents and carers with disabilities are also given the opportunity to share accessibility needs with the school so that everyone feels welcomed and valued.

Medical Information

Parents must complete a school medical form for all children who have a long term medical need. **Contact details must be up to date at all times.** When the school may need to make different provision for a child with a long term medical need, parents will be contacted by the school nurse to complete a more detailed healthcare plan.

School Health Service

Your child will be medically examined during the first year at School. You will be notified when this examination will take place. Children in Year 6 will also be weighed and their height measured by the School Health Service as part of the Governments drive to reduce obesity in school children.

Pastoral Care

We regard the school as a large family where the children are encouraged to take pride in themselves and their environment, to show consideration and respect for each other and to be trustworthy and hard working. The class teacher, who knows each child well, is responsible for the pastoral care of the children in his or her own class.

Should you have any concerns about your child's well-being, please contact your child's class teacher in the first instance, either in person at the end of the day; by sending in a note or contacting the office for an appointment.

Pupil Engagement Officer

At Bearwood we are fortunate to have a Pupil Engagement Officer whose role is to monitor the social, emotional and well-being of pupils. She provides advice and guidance to parents on a range of family issues such as relationship issues, sleep, bedwetting and attendance. Her role is to signpost to outside agencies. She also supports family relationships, debt, mental health, domestic violence and alcohol abuse. Please contact the school office if you would like a meeting.

Child Protection

School staff are governed by very clear rules about child protection. These are laid down in a Government Circular 10/95 "Protecting Children from Abuse: The role of the Education Service". Where school staff see signs that cause them concern they should seek information from the child with tact and sympathy. **School staff have a professional responsibility to share relevant information about the protection of children with other professionals, particularly the investigation agencies.**

School staff should act within procedures established by the local Child Protection Committee. The Headteacher or another senior member of staff is designated as having responsibility for liaising with the local Social Services Department and other agencies over cases of abuse.

The designated teacher for the school is Mrs Smith. In her absence the designated people are Mrs Guarguaglini (Deputy Headteacher) and Mrs Lyster (SENCO & Pupil Engagement & Welfare Officer).

School staff should report all cases of suspected abuse to the designated teacher. The designated teacher must refer to the local Social Services Department.

Behaviour Encouraging High Standards

Good Behaviour is a goal we are all working towards. At school we reward success and good behaviour. Achievement is recognised through praise and the award of stickers, badges and certificates. Work is displayed around the school. Individual and group achievement is celebrated in special assemblies and in newsletters. Please see our relationship policy on the school website

We aim to help children acquire self-discipline and an increasing awareness of the needs of others. We follow a programme of PSHCE (Personal, Social, Health & Citizenship Education called 'Jigsaw') and 'Circle Time' which helps the children to understand themselves and the needs of others.

Dealing with Unacceptable Behaviour

It is important that children understand why certain behaviour is considered unacceptable. Misdemeanours are dealt with by staff on the spot and, depending on the seriousness of the matter; children can be referred to senior members of staff for further action, often in consultation with parents.

For normal incidents we:

- Investigate to establish circumstances, and responsibility, if any.
- Talk it through with the children involved. Obtain an apology if appropriate. If necessary 'time out' is given or removal of privileges e.g. playtime.

Parents are consulted as early as possible in order that problems can be discussed, usually in the presence of the child. It is our aim to establish common understanding of acceptable behaviour between home and school. There is no place in our school community for the following examples of misbehaviour: bringing harmful substances into school, bullying, dishonesty, disobedience, poor effort and distracting others, racial abuse, rudeness, spitting, swearing, truancy, violence and vandalism.

Clubs – Extra Curricular Activities

Bearwood School offer a variety of extra-curricular activities. This is seen as a valuable contribution to a child's education. Some activities are offered voluntarily by staff who run them in their own time; some activities are provided by other agencies free, or with a charge. Activities take place at lunchtime or after school. Children and parents will be notified termly of the activities available to the children and how they can participate. These are also available on the school website.

If an after school activity has to be cancelled at short notice, i.e. on the day itself - due to staff sickness or other unforeseen circumstance - we will endeavour to contact you to arrange for your child to be collected at normal time.

Our School Council

At Bearwood Primary and Nursery School, we value the ideas and opinions of our children. In order to provide a forum for all children to have a 'voice' we have Class Councils weekly which take place in each class with all the children and their teacher. All the children are trained at holding meetings, taking minutes and setting agendas.

Being a school council rep is considered to be an important role in school, thus the children are encouraged to think carefully before committing themselves to a year in 'office'. Hustings are held, where the children can explain to their classmates why they feel they would make a good school rep. Elections are then held, with each child being given the opportunity to vote for their chosen candidates.

The School Council meet throughout the year to work on themes raised from class councils by members of the staff or community with some issues being quicker to resolve and others taking a longer period of time.

Assemblies

Children at Bearwood Primary and Nursery School participate in assemblies daily.

The school has a Celebration Assembly where both Class and individual children are celebrated for being one of the following:

- An Ambitious Achiever
- Independent Learner
- Confident Communicator
- Global Citizen

Their names are displayed on the weekly Celebration Newsletter and shared on the schools website. We also celebrate good routines that underpin learning such as attendance, punctuality, homework and PE kit.

Parents may withdraw their children from all or part of the collective worship provided. These parents should put their request in writing and discuss their wishes and alternative provision with the Headteacher.

Special Educational Needs and Disability (SEND)

At Bearwood Primary and Nursery School we believe that each child is special and should be valued and responded to as an individual. When we use this term 'special needs' at school, however, we are referring to the legal definition.

COP 2014 definition

- A pupil who has significantly greater difficulty in learning than the majority of others of the same age.
- A pupil who has a disability which prevents or hinders them from making use of the educational facilities of a kind generally provided for others of the same age in mainstream education.

Provision for identifying, assessing, monitoring and providing for pupils with special educational needs is stated in the SEN and Disability Policies. Provision at Bearwood Primary and Nursery School is overseen by the Governors and Headteacher, and implemented by the SEN Co-ordinator.

Once a potential SEN is identified the class teacher and SENCo will analyse pupil's needs. In collaboration with parents, they will plan intervention and support to help the pupil both at home and school. Provision will be reviewed and if a pupil is not making progress, a referral may be made to an outside agency. The outside agency will provide additional advice to the class teacher for meeting the learning needs of the pupil.

The school uses its SEN and Disability budgets flexibly to support the identified needs within the school. During the last year, the Behaviour Support Service, Educational Psychology Service, Speech and Language Therapy, Literacy and Numeracy Support Service and the Vision Impairment Unit have all provided support to the staff and children.

A reference copy of the full Special Educational Needs and Disability policies are available on the school website. The Special Needs Co-ordinator can answer any queries on these policies.

Teaching your Child

Members of staff use a variety of teaching styles and techniques, which relate to the task and the needs of the children in the classroom. These include whole class teaching and group work; both mixed ability groups and groups organised according to ability; working in pairs and individually.

The Curriculum

The curriculum your child is taught is based on the Foundation Curriculum for pupils in the Nursery and Reception Years and the New National Curriculum 2014 for pupils in Years 1 - 6. We have mapped out the curriculum we teach in each base. For parents who have access to the internet, you may also find the DFE website of interest - www.education.gov.uk. Our curriculum includes topics which combine different subjects to increase children's enjoyment of learning.

Monitoring Pupil Progress

The school tracks the progress of every child. Their progress in Reading, Writing and Maths is formally reviewed half termly and this is used by teachers to inform next steps in learning.

Gifted and Talented

Gifted and Talented pupils are identified by their exceptional attainment in school, and through a survey with parents so that their needs can be met within school and beyond.

Home Learning

Our curriculum included a programme of home learning activities designed to reinforce or extend the work taught in school. Our home learning policy is shared on the Parents/Carers My Child at School app for parents to read to their child/ren and for them to agree to follow it. It also gives details of the

home learning programme and advises parents on how best they can support their children in completing their home learning.

Religious Education (RE)

We follow the Borough of Poole recommended scheme of work. Parents may withdraw their children from all or part of the religious education and collective worship provided. Parents should put their request in writing and discuss their wishes and alternative provision with the Headteacher.

Internet Access

A copy of our policy and permission form is shared with Parents/Carers on the My Child at School app and the school website.

Taking Photos at a School Event

Parents may take photos and video at school events for their own personal use - **and such photos must not be posted on any internet site.**

Charging and Remission Policy

Charges for activities and events organised by the school may be requested for the following:

- Ingredients and materials used in school (e.g. cooking, model construction) when the parents express the desire to own the finished product;
- Activities which take place in school hours (e.g. visiting speaker);
- Extended visits which take place during the school day and beyond (e.g. theatre visits, field trips, residential visits);
- Activities which take place after school hours (e.g. sports tournaments, discos, concerts);
- Instrumental tuition provided by specialist providers, including the cost of hiring the instrument.

Each visit or activity will only take place if sufficient voluntary contributions are received to enable us to fund it.

In cases of family hardship (e.g. where parents are in receipt of income support or E.S.A) the Governors may be prepared to meet all or part of the cost of visits and activities. Parents requiring such assistance should apply, in confidence, to the Headteacher.

If the shortfall on voluntary contributions is so great that the visit or activity is cancelled, all monies collected will be returned.

If a child is unable to take up their place on a visit due to illness or other unforeseen circumstances, **the school will be unable to refund any payment which has already been made to another organisation.**

These visits and activities enhance and support the school's curriculum and we rely on our close partnership with parents to help us provide the best opportunities for the children in our care.

It should be noted that:

- Parents will always be notified of occasions when children will be taken off school premises for educational purposes though permission will not be required.
- The school reserves the right to leave behind any child whose behaviour is a danger to him/herself or to others.

Charges for lost or damaged property

Children are taught to take good care of school property including library books which children can take home.

A nominal charge of £5.00 is made towards replacing the book should a library book be lost or damaged. Similarly, parents are asked to make a donation towards any deliberate damage of school resources/premises.

Voluntary Helpers

Some parents and friends have time during the school day when they are able to come into school and help with a variety of activities, such as listening to children read, helping with activities in the classroom, making materials and displaying work. Other parents who have time in the evenings or at weekends help with making materials and learning games. A small number of parents assist with out of school clubs and sports activities. From time to time parents assist teaching staff on educational outings and residential trips. Children benefit enormously from working with adults. If you would like to help regularly or occasionally, please contact the school office.

Please note that volunteers will need to complete an application form and they will be checked by the DBS (Disclosure and Barring Service). The school office staff will assist you in this.

Home – School Links

We believe that parental attitude to a child's schooling is a very important factor in the success of that child's education. At this School we lay great stress on the value of home/school co-operation. Our Home-School agreement sets out ways in which we can support each other, and includes reference to our Home Learning and Behaviour policies which are available to view on our school website.

If we are concerned about your child's progress, happiness or behaviour we will contact you. Likewise, would you please contact us if there should be any circumstances that may affect your child's happiness, behaviour or progress?

You can update your child's teacher by sending a note in with your child, or contacting the school office. It will often be possible to see the teacher at the end of the school day when you collect your child. Please try to avoid before the school day when the teachers are setting up lessons for the day and whenever possible provide any information in writing.

Class teachers welcome parents at any mutually convenient time. To contact us please send a note to your child's class teacher or telephone for an appointment and give some indication of the matter you wish to discuss. We will get back to you to arrange a meeting within 24 hours.

We also invite all parents to Parents' Consultation Evenings in the Autumn and Spring terms. You will also receive a written End of Year Report in July and an invitation to our Open Day.

There will be many opportunities to be an active partner in your child's education. Spending a few minutes daily to talk about the day and understand what your child is doing at school, supporting a good home learning routine, attending class assemblies, school performances, visiting the library and places of interest to special events like sports days.

PFA

Bearwood Primary and Nursery School has a Parents and Friends Association (PFA). The objectives of the Association are to advance the education of the pupils in the School by:

- Engaging in activities that support School.
- Providing and assisting in the provision of facilities or items for education at School (not provided for from statutory funds).

Developing more extended relationships between staff, parents and other associated with, or interested in, the School.

The PFA have provided our school with funds towards equipment for our School Playground; purchased costumes for performances and resources for each classroom.

The Annual General Meeting of the PFA takes place each year in the Autumn Term when a new Committee is formed and constitutional changes can take place.

All members of the school community are automatically members of the PFA. New ideas for fund raising and social events and offers of help are always welcome.

Further information is available on the PFA Notice Board by the parents' waiting area. The PFA committee can be contacted through the school office.

Security

It is the right of every child and member of staff to feel safe and secure whilst in school. Parents and visitors are reminded to always enter the building via the main entrance and report to the office.

All visitors to the school need to sign in at the office in the presence of a member of staff.

They are given a security badge which must be worn at all times. Visitors wearing other badges e.g. Poole Local Education Authority will also be required to sign in and wear a school security badge.

Moving on to Secondary Schools

At the end of Year 6, children leave Bearwood School and move on to a Secondary School. Currently many children choose to go to Oak Academy, the nearest school, whilst others will choose to attend an alternative school in Bournemouth or Poole.

Details about the application process are provided in the summer term, one year before children start Secondary Schools.

Once places at Secondary Schools have been confirmed, senior teachers visit the school each year to talk to the children about their school.

Governing Body

The *Governing Body* makes decisions about how the School is run. It has many legal duties, powers and responsibilities, including the selection of staff, the oversight of the curriculum and the organisation of the school budget.

School Governors include:

- Parents
- Staff
- Persons appointed by the Local Authority
- Community representatives

Parent Governors:

- Have a child in the school;
- are elected by the parents of the school;
- serve, as do other governors, for a term of 4 years.

Parent *Governors* bring a parent viewpoint to the governing body but they speak as individuals. They are not delegates of the parents. An up to date list of governors is included in the Annual Information Handbook published to all parents each September.

Governor Meetings

The full *Governing Body* meets at least once a term. A copy of the *Minutes of Governing Body Meetings* is available for you to read in the school entrance hall.

OFSTED

Bearwood Primary & Nursery School was inspected in September 2020 as part of the national programme of school inspections. The purpose of such inspections is to look at the work of the school and the judgements the school is making about how well it is doing and what its improvement priorities are. Bearwood Primary & Nursery School were awarded a *GOOD* rating.

OFSTED Inspection Report

Dates of Inspection: 17th to 18th September 2020

Reporting Inspector: Jen Southall

A copy of the full Inspection Report is available on the school website or at www.ofsted.gov.uk.

Information about Bearwood School

Information about Bearwood Primary and Nursery School, including performance tables can be found at www.education.gov.uk

Privacy Notice – Data Protection Act 2018

We, **Bearwood Primary and Nursery School**, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DFE).

If you want to see a copy of the information about you that we hold and/or share, please contact **Mrs S Tuley** school@bearwood.poole.sch.uk

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.boroughofpoole.com/communities-and-people/children-and-family-care/childrenservices-privacy-statement/>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, we can send you a copy of this information. Please contact the LA or DfE as follows:

Elizabeth Jordan
Business Support Officer
Children Young People and Learning
Dolphin Centre
Poole
Dorset
BH15 1SA
Tel: 01202 262731

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Tel: 0370 000 2288
www.education.gov.uk
<http://www.education.gov.uk/help/contactus>

The Bearwood Primary and Nursery

- School Prospectus
- The Early Years Handbook (for children starting in Reception)
- Home Learning Policy
- Information about treating head lice
- Absence from School - First Day Contact information - Please complete and return to school
- Compliments, Concerns and Complaints a Parents' Guide

Parents will be informed of any changes to the information in the prospectus through the school newsletters, which are also available on our school website.

All parents receive an Annual Update publication in September every year which includes:

- Term dates
- Names of School Staff
- Support Services
- Members of the Governing Body
- School attendance figures
- Key Stage 1 and Key Stage 2 SATs results for Bearwood Primary School, with national figures for comparison

We welcome your feedback on our Prospectus and Website. Does it contain the information you need to know? Is it clear? Is there anything else you would like to be included? Please contact the school office by letter or email with your comments.

Additional Information for Parents:

Further information about the school is kept in the school entrance hall. Parents may call in to read these at any time when the school is open.

- Governing Body - minutes of meetings
- Letters to Parents File
- 'The Gold Book' - a celebration of pupil's achievements
- General information on children's services and community activities