

The School Day

- 8.35am** The school gate is opened. Please Supervise your child whilst they are on the playground (and do not allow them to play on the equipment).
- 8.45am** The school doors will be opened. Children can go straight into their homebases at this time for their first morning task.
- 9.00am** Registers taken - the school day begins.
- 12 – 1.05pm** Lunch. (Key Stage 2 children finish at 12.05pm in line with DfE recommendations)
- 3.15pm** End of the school day

Teachers are available by appointment at the end of the day. At the end of the school day, please wait in the playground outside the FS2 classroom where the children will meet you as they leave their cloakroom areas.

School Organisation

Barrs Court Primary is colour coded by age and stage:

- | | | |
|-------------------|---|------------------------|
| EYFS | - | FS2 (Early Years) |
| Red Area | - | Year 1&2 (Key Stage 1) |
| Blue Area | - | Year 3&4 (Key Stage2) |
| Green Area | - | Year 5&6 (Key Stage2) |

We believe that the design of Barrs Court enables the children to use the wide variety of resources as required by the National Curriculum ensuring each child has the maximum opportunity to be extended to their full potential.

School Office Opening Hours

The office 'hatch' opens daily at 8.40am until 5pm on Mondays & 4pm on Tuesdays, Wednesdays & Thursdays (closed on Fridays from 1.00pm). Telephone calls can be made to the office on any day between 8.15am and 4pm and Mondays until 5.00pm.

Admissions

South Gloucestershire Council Admissions Section administers the allocation of school places. Late applicants are advised to write to Pupil & Student Services. Their names will be added to a waiting list for consideration if places become available.

Absence and Punctuality

'A day's missed school is a day's learning lost forever'
If your child is away from school for any reason, please telephone (**after 8.30am**) on each day of absence. When your child returns to school they must also have a note to explain their absence in order to complete the register. The LA and DfE regularly monitor attendance. We ask that medical/dental appointments are made outside school hours. However, should your child need to leave school during the day, please inform us in advance, providing a copy of the appointment letter and tell the teacher before taking your child out of school.

NO CHILD WILL BE ALLOWED TO LEAVE THE SCHOOL DURING SCHOOL HOURS UNACCOMPANIED

Please encourage your child to be punctual. Children can find work difficult if they miss the start of the lesson, and it can be disruptive for children already in their class. Late arrivals should report to the office in order to update the register.

Authorised Absence

The Education Regulations 2006 have been amended. From 1st September 2013, ***NO holiday will be authorised in Term time.*** Leave of absence is not to be authorised unless the circumstances are exceptional.

Unauthorised Absence

Where conditions are not met, holidays will not be authorised. Any unauthorised leave of 5 days (10 sessions) may result in a penalty notice being issued by the Local Authority. This is £60 per parent, per child (£240 for a family with 2 children). Please see the Local Authority leaflet for further information.

Absence Rates

The most recent attendance rate at Barrs Court Primary School is 96.8% (as at 4.6.18)

Playtimes and Lunchtimes

Children are expected to be outside unless the weather is extreme.

WASP Club (Breakfast/ After-school)

WASP Club (Wrap Around School Provision) is available for childcare each morning before school from 8am and after school from 3.15pm-5.45pm Monday – Friday (3 session times). For further information, contact Mrs Isaacs on 07982 377903.

School Meals

Lunches are cooked in our own kitchen with a choice of main course and pudding. Dietary needs (including vegetarian) are catered for. Ms Powell, our Cook-in-charge tries hard to get to know each child.

With effect from 1st September 2014, all Early Years and KS1 children are entitled to Free School Meals as part of a government initiative.

When a child enters KS2 (Years 3-6), the cost of a hot school lunch is £2.10 per day (£10.50 per week). The school uses an on-line payment system for parents to pay for school dinners for their child(ren). Please visit www.schoolmoney.co.uk and you will be redirected to Eduspot. To sign in, you need your mobile phone number, email address and password previously provided together with the child's first name.

Free School Meals can be provided depending on family circumstances and eligibility – please call into the office for details. Children are also welcome to bring a packed lunch in a suitable named container. We promote healthy eating – no fizzy drinks please!

Milk/Fruit Tuck

- KS1 children are provided with a free piece of fruit or a vegetable snack during morning break.
- KS2 children can purchase a piece of fruit from our Fruit Tuck Shop for 15p per day or bring their own.
- Milk is free to all children under 5 years.
- Once your child reaches 5 years of age, you have the option to pay for milk to be provided each day through The School Milk Services Ltd (telephone 01934 510950).

Water

Apart from milk no other mid-morning drink is permitted. There is a drinking water fountain in each activity area or children may bring a personal water bottle – available to purchase from the school office for £2.00. Water only please (no squash, fruit juice or flavoured drinks unless with a doctor's note).

School Uniform

Girls

- Navy 'Barrs Court' Sweatshirt/Cardigan (available from Initially Yours)
- Navy/Black Skirt/Pinafore Dress/Trousers
- Gold Polo Shirt (with or without the school logo)*
- Navy/Black tights/socks

Girls Summer

- Blue/Navy check/striped dress or Navy Shorts
- White socks

Boys

- Navy 'Barrs Court' Sweatshirt (available from Initially Yours)
- Navy/Black Trousers
- Gold Polo Shirt (with or without the school logo)*
- Navy/Black socks

Boys Summer

- Navy/ Black School Shorts

*Green Area (Y5&6 wear Navy Blue Polo Shirts)

Initially Yours, Soundwell, supplies all our school uniform, including book bags. Their details are:

Address: 211 Soundwell Road
Kingswood
Bristol BS15 1PT

Telephone: 0117 9674472

Website: soundwell@initiallyyours.co.uk

Shoes

Black, flat and comfortable (No boots, platform, wedge, other elevated heel, trainers, doodles or open-toed sandals/shoes please – if unclear, ask in the shoe shop). Please note, extremes of fashion are not permitted at school.

PE Kit

A gold T-shirt with school logo or plain white T-shirt plus navy shorts or games skirt is ideal. Children also need a pair of daps. Black or navy tracksuit bottoms (optional) for outdoor PE. **Please label all items clearly with your child's name and provide a named drawstring bag.**

Swimming – All Key Stage 2 children swim for one term at Longwell Green Swimming Pool. For swimming, children will require a towel and swimsuit (No Bermuda shorts or bikinis/tankinis please). Some members of staff hold an ASA qualification and parent helpers assist poolside and in the changing rooms.

Jewellery and Personal Items

Apart from watches and plain gold or silver stud earrings the wearing of jewellery is not permitted.

*PE – earrings **must be** removed unless the ears have been pierced within the previous 6 weeks in which case they must be covered with microporous tape but then removed after this period for PE lessons (as per Safe Practice in PE guidance).*

Please **label** all items clearly with your child's name. Children should not bring toys or 'precious things' to school – we will not accept responsibility if they get lost or damaged. Mobile phones are not permitted.

First Aid

Despite every effort, care and concern, it is possible that your child may become ill whilst at school or have an accident.

Minor accidents are treated in school eg bumps and grazes. In the case of more serious accidents we will inform you immediately. Specific staff hold First Aid qualifications.

Please ensure contact information for you and your family doctor is kept up to date. An alternative contact is also required should you be unavailable.

Medicine

Medicine or tablets must not be brought or kept in school by children. If your child needs medicine whilst at school, please refer to our Managing Medical Needs Policy available on the school website. Children who suffer from asthma and have inhalers will be expected to administer this themselves. Inhalers should be clearly labeled with your child's name and are held in a named bag in their classroom in case of need.

If your child had sickness and diarrhoea, please keep them at home for 24 hours at least after symptoms subside to reduce risk of infection.

Head Lice

Please check your child's head weekly for head lice. If you are unlucky to find any, inform the school and keep your child at home until they **and the whole family** have been treated.

Music/Instrument Tuition

KS2 children are offered the opportunity to learn the recorder. Children in Year 4, 5 & 6 are able to learn an additional instrument through Funky Punk (this is a chargeable service). This year children have learnt guitar, ukulele, clarinet, flute and recorder. All KS2 children also sing annually at the Colston Hall.

Home Learning

Home learning is set weekly and ranges from shared reading at home to mini projects, maths games to research topics. All tasks are designed to extend, build on or to consolidate the work done in class. Parents are asked to support their children by ensuring that all home learning is completed. This is particularly applicable to the older children preparing to transfer to secondary school. FS2 children will begin by bringing home reading books.

Parent Helpers

We value any help that parents can give in school, either in the classroom or 'behind the scenes'. Any help you give not only benefits the school, it also benefits your child. It shows your child that you value the school and are part of the school community. It can help to develop the positive partnership between home and school. All helpers will be expected to have DBS clearance and read and sign our volunteers' policy/agreement.

Friends of Barrs Court School

The Friends of Barrs Court School (our PTA) support the school with events and social functions to raise extra money for the school.

School Health Service

Medical checks are carried out by the School Nurse Service. Parents will be contacted in case of any problem.

School medical records are transferred between schools.

The Educational Welfare Service can be contacted for help and advice on 01454 868653.

School Security

Pass Card door access operates around the external doors of the school.

Insurance

Children are covered by insurance whilst in school. We take out insurance for educational trips. Parents wishing to insure their child against the risk of personal accident or on the way to/from school should make their own insurance arrangements. Details of a scheme endorsed by the National Confederation of Parent Teacher Associations are available at the office.

Charging Policy

Schools are unable to insist that parents pay for trips or visits that take place in school time. The school receives no money from the LA to pay for such trips, therefore the cost has to be passed on to parents and voluntary contributions requested. We consider educational visits very important and ask for parental support in this matter. The school makes no profit from such activities. Where insufficient contributions are received then a trip or activity may have to be cancelled for all the children. If a parent has a financial problem, then the school may be able to help.

Pupil Records

A pupil profile is kept on each child to record their learning journey. An additional file containing documents such as attendance, assessment data and special needs is also kept in school. This information will transfer with the child should they move to a new school.

Education Records

Schools are required to keep curricular records on all pupils. This is a formal record of a pupil's academic achievement, skills, abilities and progress. Other information such as a child's behaviour or family background may also be recorded but is not mandatorily required. The record is available to parents on request although there are some exceptions. The record will also be forwarded to the next school.

Photographs

Photographs of children are often used for school publications such as the prospectus, newsletters and the website as well as the local press. Please let us know if you prefer your child not to be included. You will also be asked to sign in support of our e-safety policy.

Communication/Consultations

We communicate with parents/carers through a text service, monthly newsletters, questionnaires, consultations, curriculum evenings and our website. Termly Area letters provide information on current topics which are placed on our Website. Parents are encouraged to attend consultation meetings during the year to discuss their child's progress and share targets with the class teacher. An annual report is issued at the end of the summer term.

Please ensure we have up to date mobile numbers and email addresses to keep you informed of school news.

School Website

Visit www.barrscourtprimaryschool.co.uk for useful information about school life. Additionally, important information about the school & policies are available to view on the website.

General Data Protection Regulations (2018)

The school complies with the new General Data Protection Regulations (May 2018) and all relevant policies, privacy notices and information about third-party companies are available to view on the school website www.barrscourtprimaryschool.co.uk

Child Protection

The health, safety and wellbeing of every child is our paramount concern. We listen to our pupils and take seriously what they tell us. On rare occasions our concerns about a child may mean that we have to consult other agencies even before we contact you. Any suspicion or allegation of child abuse will be followed up via social services in the best interests of the children concerned. A copy of the Child Protection procedures is available to read in school or on the school website. DBS checks are carried out on all adults helping in school.

Complaints

We work hard to keep parents well informed. However, there may be a time when you have an issue which causes you concern. It is hoped that the majority of issues/complaints can be resolved informally with the teacher or headteacher in the first instance. If the matter remains unresolved the next stage is to submit the complaint to the Governing Body who will investigate further. A Complaints Procedure is available from School or on the website.